



## Kindergarten Assignment Process Guidelines

### Step 1: Kindergarten Registration (Mid-March)

- An individual appointment will be scheduled for each family.
- Our elementary secretaries and a school nurse are present for the registration appointment. Secretaries collect all the necessary documentation for the registration process and the nurses review all medical documentation.
- Please note that while Collingswood completes a “mass registration” during the month of March, families will continue to register throughout the spring. All students who register between Mid-March and May 30 are considered “registered on the same date.” Because family situations vary, no preference is given to those who register early.

### Step 2: Initial Assignments to Elementary Schools

- The Collingswood School District develops an initial assignment list where every student is placed in his/her local school, except students with IEPs/medical needs that require a program in a specific school. Those students are put on the list at a school with the specific program. To allow opportunities for kindergarten inclusion experiences, we cap kindergarten enrollment at 23 students at Newbie, Sharp, and Zane North. We use a cap of 25 students at Garfield and Tatem.
- While our primary goal is to have each student attend the school closest to his or her home, this is not always possible. Typically, the district is forced to reassign some students to honor maximum class size. For this reason, assignment to the school closest to home is not guaranteed.

### Step 3: Final Determination

- As necessary, we begin re-assigning students from their home school to their next closest school based on the following criteria:
  - All students with IEPs and specific medical/nursing needs get priority. They must stay in the school that offers the program/services prescribed in their IEPs or medical plans. Note: The overwhelming majority of student medical needs can be met in any of our schools.
  - Next, we look to students who have siblings already in the school. We try to keep families together and are typically successful, but this drastically reduces our flexibility.
  - Finally, we look at the list of students with whom we have flexibility. We use geographical distance to the next closest school as a basis for selecting which students will go to those schools.
  - In the event multiple students are equal distances to the next closest school, those students/families will be assigned by lottery.

### Other notes:

- No assignment preferences are given to students who attend the Collingswood Pre-K program.
- Kindergarten assignments will be mailed to parents/guardians on or around July 15. We follow the Board-approved process above to assign Kindergarten schools for every family. For this reason, there are no appeals of Kindergarten assignments.