

Enrollment/Transfer Procedures for TK Students

1. If the student's birthdate falls within the TK enrollment window, they must be admitted to transitional kindergarten. The enrollment windows are as follows:
 - For the 2023-2024 school year, student turns five between September 2, 2023, and April 2, 2024
 - For the 2024-2025 school year, student turns five between September 2, 2024, and June 2, 2025
 - For the 2025-2026 school year, student turns five between September 2, 2025, and September 1, 2026
2. If the student's birthdate falls outside of the TK enrollment window, they legally cannot be admitted to transitional kindergarten.
3. If the student's birthdate falls outside of the TK enrollment window but the student will be five years old prior to September 2, the student is eligible to be considered for admission to transitional kindergarten by parent request prior to the start of the school year if space is available.
4. If the student begins the school year in kindergarten and the child's teacher feels they may be more appropriately served in a TK classroom, the following steps must be completed:
 - Completion of the Request for Student Transfer from TK to K form
 - Request an assessment of the student by sending a copy of the form to the assistant superintendent of educational services
 - Educational Services staff will complete the student assessment and observation and will provide the results to the requesting school's principal
 - A Student Success Team (SST) meeting will be held after the student assessment and observation are completed to review the teacher's concerns as well as the assessment/observation results and to make a recommendation on a possible change in placement. The SST team should make every effort to include the requesting teacher and principal, student's parent/guardian, and school psychologist in addition to the regular SST membership.
 - Placement decision will be made based on the Student Success Team's recommendation provided there is available space in the TK program. If space is not available, the decision will be revisited when space does become

available to determine if it is in the best interest of the student to be transferred at that time.

Questions on TK enrollment can be addressed to Assistant Superintendent of Educational Services Joe Dana at jdana@orcutt-schools.net or 805-938-8930.