



Responsible: Department of Student Accounting

PURPOSE

This administrative procedure shall describe and define protocols related to kindergarten attendance.

PROCEDURE

1. Students enrolling in a District kindergarten program and who have not been previously enrolled in a school must meet the 90% attendance requirement no matter their date of enrollment for either the entire 180 day school year (determined by the calendar year of the school) or take and pass the first grade admissions test to be considered for promotion to first grade.
2. Students enrolling in a District school who have been previously enrolled in a Nevada state public school or an approved Nevada Department of Education kindergarten or an out of state kindergarten must meet the 90% attendance requirement for the number of days from the date of enrollment in a WCSD school to the end of the school year. Students who do not meet the 90% attendance requirement, must take and pass the first grade admissions test to be considered for promotion to first grade.
3. If upon reviewing the transfer documents it is deemed that a student was not enrolled in a previous school at the beginning of the year, the student must take and pass the first grade admissions test for promotion to first grade if 90% of the 180 days have not been attended.
4. This particular attendance policy is unique only to kindergarten and does not apply to any other grade levels.

DESIRED OUTCOMES

1. This Administrative Procedure is designed to give schools guidance on kindergarten attendance.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan.
2. This Administrative Procedure aligns with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) Chapter 387, Financial Support of School Systems.

REVIEW AND REPORTING

1. This procedure and any accompanying documents will be reviewed bi-annually in even years.

REVISION HISTORY

Date	Revision	Modification
10/01/2012	1.0	Adopted as Accepted Practice
12/05/2013	2.0	Revised: converted to Administrative Procedure