



ADMINISTRATIVE PROCEDURE 6610  
ENROLLING SPEECH ONLY PRE-KINDERGARTEN  
AND KINDERGARTN STUDENTS

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**Responsible:** Department of Student Accounting

**PURPOSE**

This administrative procedure shall describe the protocol for the enrollment of “speech only” pre-kindergarten and kindergarten students.

**PROCEDURE**

1. If there are speech only Pre-Kindergarten students at your school site:
  - a. You must have a course/section for speech only in Infinite Campus (22E SPEECH Only).
  - b. This course/section must be assigned to the Speech Pathologist/Therapist and not the Pre-Kindergarten Teacher.
  - c. You must enroll the student with a grade level of Pre-Kindergarten.
2. If there are speech only Kindergarten students at your school site:
  - a. You must have a course/section for speech only in Infinite Campus (22E SPEECH Only).
  - b. This course/section must be assigned to the Speech Pathologist/Therapist and not the Kindergarten Teacher.
  - c. You must enroll the student with a grade level of Kindergarten.
3. You may need to contact Infinite Campus and have the Speech Pathologist/Therapist added to your staff.
4. Pre-Kindergarten students (age less than 5 on September 30) must never be enrolled with a grade level of Multi-Age Kindergarten or Kindergarten. (NRS 392.040).

**DESIRED OUTCOMES**

1. This Administrative Procedure is designed to provide consistency with regard to enrolling speech only pre-kindergarten students.

## **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) Chapter 392, Pupils, and specifically:
  - a. NRS 392.040, Attendance required for child between 7 and 18 years of age; minimum age required for kindergarten and first grade; waiver from attendance available for child 6 years of age; developmental screening test required to determine placement; effect of military transfer of parent of child.

## **REVIEW AND REPORTING**

1. This procedure and any accompanying documents will be reviewed annually.

## **REVISION HISTORY**

Date	Revision	Modification
04/01/2012	1.0	Adopted as Accepted Practice
12/05/2013	2.0	Revised: converted to Administrative Procedure