

Transitional Kindergarten Enrollment Procedures

Revised January 2019

- Students eligible for Transitional Kindergarten shall have birthdays that fall between September 2 and December 2 of the school year for which they will enter school.
- Annually, a determination will be made as to what sites will host Transitional Kindergarten classrooms for the upcoming school year. This determination will be made no later than January 15.
- Based upon the location of identified Transitional Kindergarten classrooms, enrollment boundaries will be established by the Student Supports Division. These boundaries will be established each year, will only apply for the school year for which they are established, and will only be applicable to Transitional Kindergarten enrollment. This annual determination of “TK School of Residence” will be posted to the district and school websites no later than February 1.
- Families wishing to enroll in TK should enroll at their designated TK School of Residence.
- Families wishing to enroll at a TK location that is not their TK School of Residence should complete an Intra-District Transfer Request Form to request placement at another location.
- Families who are not residents of LMSV who wish to attend TK in the district must complete an Inter-District Transfer Request Form
- All transfer requests must be completed during the Open Enrollment period.
- The Open Enrollment period for TK shall be March 1 to March 31 for the 2019 school year and Feb 1 to March 31 every year thereafter (to align with Board Policy).
- Transfer Requests will be considered based on the same criteria/priorities as are established in Board Policy for other transfer requests:
 - a. Students of siblings who will be continuing attendance at the requested school site the following year
 - b. Children of full time employees of the district
- Should a TK have more applicants than space after the priority placements are made, a weighted lottery process will be utilized to determine placement; Intra-District transfer applicants shall be provided two lottery numbers and Inter-District applicants shall be provided one lottery number. The lottery shall establish a wait-list, as needed, if classes fill beyond capacity.
- After the open enrollment period closes, TK classes will be filled based on space available at the time of registration.
- If all TK eligible students have been placed and space remains available, the site may consider admitting students whose birthdays fall prior to September 2 of the school year (i.e. students who are kindergarten eligible but whose parents are choosing not to enroll them in kindergarten).
- Students whose birthdays fall after December 2 are not eligible for TK.
- Families who attend TK on an Intra or Inter district transfer will have to reapply for a transfer for their kindergarten year to remain at the school where TK was held if it is not the child’s school of residence. Transfers for TK are only applicable for the Transitional Kindergarten year.