

School Records for Incoming Kindergarten Students Policy

Prairie Creek Community School

All students making application to the school will be required to complete a short application form. Upon acceptance in the lottery, or due to conditions such as sibling preference or residence within two miles of the school, the family will be required to fill out an enrollment form. This form will include information about the student's unique learning needs and educational records.

Once a student has been admitted to the school families do not need to re-apply for their child each year. However, a re-enrollment form must be completed each year by all students intending to return to the school. This must be completed before the lottery in order for the school to know how many places are available at the school.

Kindergarten Records

In accordance with Minnesota State law Prairie Creek Community School requires all incoming Kindergarten students to have undergone and completed pre-school screening. Information will be provided for all incoming families about available pre-school screening services.

A kindergarten student's enrollment file will not be considered complete until documented evidence of pre-school screening is provided for the school. New students will not be admitted to the school until their file is complete. A complete Kindergarten enrollment file will include the following:

1. A completed application form
2. A completed enrollment form
3. An up-to-date immunization record
4. A completed pre-school screening form.

Special Services

Upon enrollment, as permitted by law, Prairie Creek will request any available records from any incoming Kindergarten student's resident district. This will include Special education records. In an incoming student's pre-school screening indicates that the student may have special needs Prairie Creek will begin conversations with the child's parents before the child enters school in order to be prepared to meet the child's special needs. Parents will be asked to disclose any educational or other evaluations that may have been performed that will advise the school of the child's needs.

Transferring Students

In the case of students transferring to Prairie Creek from another district the school will request all of that student's educational records, including Special Education records. The incoming student's enrollment file will not be considered complete until all records have been received, including pre-school screening records and immunization records, and any special education records.

Approved: Board of Trustees, PCCS January 8, 2008