

## **421 RULE 1 4K REGISTRATION PROCEDURES**

All of the elementary schools in the School District of Slinger provide students with a quality and comparable educational opportunity. Each of the elementary schools has its own attendance area. The school attendance areas are established by the Board of Education to reasonably balance class sizes throughout the District, to make optimal use of staff and facilities, to relieve overcrowding and/or to facilitate district provided transportation.

The District has established these guidelines for 4K registration:

1. The 4K registration window for district residents is from the 1<sup>st</sup> Friday in February through the 1<sup>st</sup> Friday in March prior to the start of the school year.
2. Parents must complete and return a district 4K registration form (432 Ex. 1) to the elementary school in their attendance area also known as the home attendance area. Registration forms will be date stamped. Those who register their 4K child late in the registration window, or after it has closed, are at greater risk of not attending the school in their home attendance area.
3. When registrants have exceeded the acceptable 4K class size for a building, the District will seek to resolve this through:
  - volunteers,
  - intra-district transfers (both parent and district initiated), and
  - assigning new students to the district before assigning children from the same family to different elementary buildings.
4. Those parents who wish to have their 4K child attend a 4K program at a different elementary school than the one in their attendance area, must submit an Elementary Intra-district Transfer Request Form (432 Ex. 2) during the 4K registration window.

The Administration is empowered to assign students to schools outside their attendance area and to grant exceptions for individual students in accordance with established guidelines.

*Approved by the Board of Education on January 17, 2011.*