

**AUBURN SCHOOL DISTRICT  
ASSIGNMENT OF KINDERGARTEN PUPILS TO CLASSES**

*A Kindergarten program is offered by the Auburn School District. Parents are not required to send their children to Kindergarten.*

1. Assignment of kindergarten pupils to morning or afternoon sessions.
  - a. As part of the registration process parents/guardians will indicate, on a Session Request form, which session they prefer to have their child attend. Requesting a specific session does not guarantee placement in that session.
  - b. After the initial registration period (approximately one month in the spring) of all kindergarten pupils, requests for sessions will be honored as follows:
    - I. Children with special needs will be placed in sessions first in order to provide appropriate services linked to their Individual Education Plans (IEPs).
    - II. Should there be an unequal number of session requests, the session with the least amount of requests will be processed first.
    - III. In order to insure parity of class size, administration will determine how many children need to be transferred from the remaining session. A lottery-type system will be used to randomly select the number of children to be assigned to the other session.
    - IV. The order of selection will be recorded and a waiting list will be automatically generated. In the event of an opening in the preferred session, pupils will have the opportunity to change according to the order of selection.
    - V. When there are multiple siblings who are registering, they will be able to attend the same session. Final classroom placement in these situations will be made after consultation with the parent/guardian.
2. As soon as assignments have been made for all kindergarten pupils following registration, all parents/guardians shall be notified in writing, through the mail, as to the session their child will be attending in the upcoming school year, and the hours of the session. If the requested session was not available, the letter will also contain the order on the waiting list.

**ASD FILE: JECD**

3. As additional kindergarten students register, requests will be honored if the session becomes available.
4. The balance of class size will be maintained with the registration of additional students occurring after the initial registration period.

Requests for session changes after the start of the school year will be added to the existing request list.

Adopted: April 8, 2008

**Auburn Village School**

Kindergarten Session Request

Student \_\_\_\_\_

I am requesting my child be placed in the following kindergarten session:  
(please circle one)

AM

PM

or

DOES NOT MATTER

Parent/Guardian Name & Address: (please print)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Daytime phone #: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Requesting a specific session does not guarantee placement in that session.**