District Authority
The Texas Education Agency, Student Attendance Accounting Handbook states, although consideration of parental concerns is always important, the district has authority to place the student in the grade level the district determines is appropriate for the student. A parent may request a change in assignment pursuant to TEC §26.003. Under that section, the board of trustees has the authority for the final determination of appropriate placement.

HISD Board Policy FD(LOCAL) authorizes the principal of the school to make the final grade placement decision for students entering HISD schools.

Student Eligibility
Students who become six years old on or before September 1 can be enrolled in kindergarten providing he/she has not completed kindergarten during the previous school year and this permission form has been signed by the parent and principal.

Students who become six years old on or before September 1 completing kindergarten may be enrolled in kindergarten providing he/she has provided a written parental request for retention, written approval from the appropriate Grade Placement Committee and this permission form has been signed by the parent and principal.

I, ________________________, the parent of ________________________applying for my child to attend (Name of Parent/Guardian) (Student Name) kindergarten during school year 20__ - 20__ at ____________________________ (Name of School)

I understand that since my child will be 6 years old on or before September 1st, she/he is eligible for enrollment in first grade. However, I am requesting placement in kindergarten. If applying to magnet schools, I understand that my child will be considered for all magnet applications for the kindergarten level and that once enrolled, it is highly unlikely that my child will be re-classified to the higher grade level.

Parent’s Signature: ____________________________ Date ____________________

I approve/do not approve placement of the student in kindergarten for the school year 20__ - 20__.

Principal’s Signature: ____________________________ Date: ____________________