

Milford School District
Kindergarten Session Placement

Parents are not required to send their children to Kindergarten.

Assignment of Kindergarten students to morning or afternoon sessions

1. As part of the registration process, parents/legal guardians will indicate on the Kindergarten Session Request form, which session of Kindergarten they prefer their child to attend. Requesting a specific session does not guarantee placement in that session.
2. Parents who submit a completed registration packet prior to the posted placement lottery date will be *eligible* for the preferred placement lottery.
3. After the initial registration period (approximately one month in the spring) for Kindergarten students, requests for sessions will be honored as follows:
 - a. Children with special needs will be placed in sessions first in order to provide appropriate services as designated in their Individualized Education Plans (IEPs).
 - b. Should there be an unequal number of session requests, placement will be determined for the session with the least number of requests first.
 - c. Administration will conduct a preferred placement lottery to determine which students will be placed in the most requested session and which students will need to be assigned to the other session.
 - d. The order of the lottery will be recorded and a wait list will be automatically generated. In the event of an opening in the preferred session, parent/guardians will be contacted in the order of the wait list about the opportunity to change their child's placement to the first choice session.
 - e. If multiple siblings are registered, they will be assigned to the same session. Final classroom placement in these cases will be made in consultation with parents.
4. Parents/guardians will be notified by mail about the session their child will be attending in the upcoming school year after the lottery or after registration. If the requested session was not available, the letter will also contain the order the child is placed on the wait list.
5. Requests for placement received after the lottery will be honored only if there is room left in the session of preference. If requested, these students will be added to the wait list in registration date order.
6. The balance of class size will be maintained with the registration of students after the initial registration period.
7. If there are any medical considerations or extenuating circumstances related to a student's Kindergarten placement, the parent will write a letter to the principal explaining the issue, and the principal will take this information under advisement.

**MILFORD SCHOOL DISTRICT
JACQUES MEMORIAL SCHOOL
9 Elm Street
Milford, NH 03055
(603) 673-4434 Fax: (603) 249-0009**

KINDERGARTEN SESSION REQUEST FORM

Student Name: _____

I am requesting my child be placed in the following Kindergarten session:

AM PM No preference

Parent/Legal Guardian Name: _____

Address: _____

Daytime Phone: _____

Parent/Legal Guardian Signature

Date