



# LOS ANGELES UNIFIED SCHOOL DISTRICT

## REFERENCE GUIDE

**TITLE:** Kindergarten Continuance (Including Kindergarten Retention): Parental Agreement for Pupil to Continue in Kindergarten for an Additional Year

**NUMBER:** REF-6756.1

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**DATE:** February 8, 2021

**PURPOSE:** The purpose of this reference guide is to provide elementary schools with the necessary form and instructions for obtaining parental agreement for a student to continue in kindergarten for an additional year. This form is required for a student who will be retained in Kindergarten, as well as for a Kindergarten-aged student who is placed in Transitional Kindergarten at the parent/guardian’s request.

**MAJOR CHANGES:** This Reference Guide replaces REF-6756.0, of the same subject, issued on August 22, 2016. This Reference Guide now includes retention guidelines for Kindergarten students.

**BACKGROUND:** The California Department of Education defines Kindergarten Continuance as having more than one school year in kindergarten. California Education Code sections 48011 and 48070-48070.5 provide that after a child has been lawfully admitted to kindergarten and has attended for a year, the child shall be promoted to the first grade unless the school district and the child’s parent/guardian agree to have the child continue to attend kindergarten for not longer than one additional year. This rule applies whether a child begins kindergarten at the beginning of a school year or at some later date. **Kindergarten students who have previously attended TK or ETK, are not eligible for retention.**

A parent/guardian who agrees to have their child continue in kindergarten must sign the *Kindergarten Continuance Form*. This form is required for students who will be retained in kindergarten. It is also required for kindergarten-aged students who are placed in Transitional Kindergarten (TK grade level). Kindergarten-aged students are those whose fifth birthday is on or before September 1 of the current school year.

**ROUTING**  
Local District Superintendents  
CoS Administrators  
Elementary Principals  
Elementary Assistant Principals  
Coordinators  
Instructional Coaches



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A *Kindergarten Continuance Form* is *not* needed for children who are age-eligible for TK and are enrolled accordingly. A child is eligible for TK if their fifth birthday is between September 2 and December 2 (inclusive) of the current school year.

***Failure to have signed/dated forms on file may result in audit findings and loss of apportionment.***

### **INSTRUCTIONS: I. Kindergarten Continuance Form**

#### A. Timing of Completion of the Kindergarten Continuance Form

1. For Kindergarten-aged students enrolled in TK in the current year: Complete the form at the time of enrollment into TK.
2. For Kindergarten students to be retained in the following school year: Complete the form by the end of the current school year or before the Kindergarten anniversary date.

#### B. Complete items 1 to 5 of the *California Department of Education Kindergarten Continuance Form, Parental Agreement for Pupil to Continue in Kindergarten* (Attachment A-1 or A-2).

**Note: Kindergarten students who have previously attended TK or TE are not eligible for retention.**

See below for information on the items to be completed. A sample of the form is provided in section E, with dates applicable to the example below.

1. Name of School – Enter the complete name of the school.
2. Name of Pupil – Enter the full name of the student who will continue in kindergarten for an additional year.
3. Kindergarten Attendance Anniversary Date
  - a. For a student who will be retained in kindergarten, enter the date which is one year from the student’s enrollment date (E date) in Kindergarten.  
For example: A student enrolled in kindergarten on October 1, 2020. This student’s anniversary date would then be October 1, 2021.



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- b. For a kindergarten-aged student placed in Transitional Kindergarten (TK), enter the date which is one year from the enrollment date in TK.
  4. Name of School Official Approving for District – Enter the name of your school’s administrator, e.g., school principal’s name.
  5. “...continue in kindergarten until” – Enter June 30 of the anniversary school year. In the above example, the student’s anniversary school year is 2021-22. Therefore, for item 5, enter June 30, 2022.
- C. Have parent/guardian fully complete item 6, which is the section at the bottom of the form. It is critical that the form be signed and dated by the parent/guardian before the student begins his/her second year of kindergarten.
- D. Provide a copy of the signed and dated form to the parent/guardian and place the original in the student’s cumulative record.
- E. Below is a sample of the Kindergarten Continuance Form displaying the anniversary date and the “...continue in kindergarten until” date of a student who enrolled in kindergarten on October 1, 2020.



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**California Department of Education**  
**Kindergarten Continuance Form**  
Parental Agreement for Pupil to Continue in Kindergarten  
Reflects amendments to California Education Code sections 46300 and 48011, effective Jan. 1, 1992

1 **Name of School:** \_\_\_\_\_

2 **Name of Pupil:** \_\_\_\_\_

3 **Kindergarten Attendance Anniversary Date:** October 1, 2021  
instructional date of next school year)

4 **Name of School Official Approving for District:** \_\_\_\_\_

Information for parent or guardian

California law provides that after a child has been lawfully admitted to Kindergarten and has attended for a year, the child shall be promoted to the first grade unless the school district and the child's parent/guardian agree to have the child continue to attend Kindergarten for not longer than one additional year. This rule applies whether a child begins kindergarten at the beginning of a school year or at some later date. Because kindergarten-age children often do not develop at steady or predictable rates, the California Department of Education recommends that approval for a child to continue not be given until near the anniversary of a child's admittance to kindergarten.

I agree to having my child (named above) continue in kindergarten until June 30, 2022 (may not be more than one year beyond anniversary, print the last instructional date of next school year)

5 **Signature of Parent/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

6 **Printed/typed name of Parent/ Guardian:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**II. MiSiS GRADE LEVEL PLACEMENT AND RETENTION**

To support schools in programing ETK, TK and Kindergarten students appropriately, the following table provides guidance for MiSiS enrollment, grade assignments, and kindergarten continuance/retention.

- A. TE (ETK), TK, and K Enrollment/Retention Guidance  
 Scenarios in the table below assume that student was not enrolled in TE or TK in the prior school year (2019-20).



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Current Grade	Change Grade in Current Year to	Grade in 2021-22	MiSiS Enrollment/Grade Placement/Retention Guidance	Continuance Form Required? Yes/No
TE	TK	K	<ul style="list-style-type: none"> <li>• <b><i>Only</i></b> if the student is age eligible for TK but assigned to TE in error, can the grade be corrected to TK.</li> <li>• TK students who complete TK are promoted to K the following school year.</li> <li>• TK students may not be retained in TK.</li> </ul>	No
TE or TK	K	1	<ul style="list-style-type: none"> <li>• <b><i>Only</i></b> if the student is age eligible for K but assigned to TE or TK in error, can the grade be corrected to K.</li> </ul>	No
TE or TK	K	K	<ul style="list-style-type: none"> <li>• <b><i>Only</i></b> if the student is age eligible for K but assigned to TE or TK in error, can the grade be corrected to K.</li> </ul>	Yes, in 2021-22
TK or K	TE	K	<ul style="list-style-type: none"> <li>• <b><i>Only</i></b> if the student is age eligible for TE, can the grade be corrected during the year to TE.</li> <li>• TE students who complete TE are promoted to K the following school year.</li> <li>• TE students may not be retained in TE nor assigned to TK the following year.</li> </ul>	No
K	TK	K	<ul style="list-style-type: none"> <li>• If the student is age eligible for TK or K, the grade can be corrected during the year to TK.</li> <li>• Kindergarten-aged student assigned to TK must have a completed, signed Kindergarten Continuance Form prior to changing the grade to TK.</li> <li>• Student who complete TK is promoted to kindergarten the following year.</li> <li>• TK students may not be retained in TK.</li> </ul>	Yes, for Kindergarten-aged students assigned to TK in 2020-21.
1	K	1	<ul style="list-style-type: none"> <li>• <b><i>Only</i></b> if the student did not attend ETK or TK prior to K, can a 1<sup>st</sup> grade eligible student be assigned to K. A completed, signed Kindergarten Continuance Form is required.</li> </ul>	Yes



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B. Depending on a student’s grade level in the prior school year(s), placement in certain grade levels are not allowed in the current school year. Grade levels in the 2020-21 column below are disallowed, as explained in the Reason column.

Grade in 2018-19	Grade in 2019-20	<b>Disallowed</b> Grade in 2020-21	Reason
	TE	TE	TE grade level may not be repeated. Student must be promoted to K in 2020-21.
	TE	TK	TE and TK are both the first year of a 2-year kindergarten program; therefore, student must be promoted to K in 2020-21.
	TK	TK	TK grade level may not be repeated. Student must be promoted to K in 2020-21.
TK	K	K	Student may not be placed in a 3 <sup>rd</sup> year of kindergarten. Student must be promoted to grade 1 in 2020-21.
TE	K	K	Student may not be placed in a 3 <sup>rd</sup> year of kindergarten. Student must be promoted to grade 1 in 2020-21.
K	K	K	Student may not be placed in a 3 <sup>rd</sup> year of kindergarten. Student must be promoted to grade 1 in 2020-21.

### C. Enrollment Reminders Related to Kindergarten Continuance

1. A Kindergarten-aged student can only be enrolled in TK if a completed, signed Kindergarten Continuance form is available.
2. A first-grade age eligible student may only be enrolled in Kindergarten if they have no prior TE or TK enrollment.



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### D. End of Year Automatic Rollover for the Following Academic Year

1. TE students will automatically roll over to Kindergarten
2. TK students will automatically roll over to Kindergarten
3. Kindergarten students will automatically roll over to First grade

Schools may make changes to grade assignments for individual students who have been automatically rolled over. These changes must adhere to kindergarten continuance/retention guidelines.

### III. FOCUS DASHBOARD MONITORING REPORT

A. School administrators are encouraged to access the Elementary Schools Retention Warning on the Focus dashboard.

B. Prior to the start of the school year, the report should be used to:

1. Identify any kindergarten students who were appropriately retained, but who are missing the completed, signed Kindergarten Continuance Form. These forms should be completed prior to the first day of attendance.
2. Modify grade or class placement for students who are not eligible to be retained (e.g., students who attended ETK or TK prior to being retained at the end of kindergarten).

C. Prior to norm day, administrators should share the report with kindergarten teachers and office personnel to:

1. Identify any kindergarten students who were appropriately retained, but who are missing the completed, signed Kindergarten Continuance Form. These forms should be completed prior to the first day of attendance.
2. Modify grade or class placement for students who are not eligible to be retained (e.g., students who attended ETK or TK prior to being retained at the end of kindergarten).



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### **RELATED RESOURCES:**

BUL-5708.2, *Transitional Kindergarten, Kindergarten, and First Grade Entrance Age Requirements, Verification of Birth Date, and Placement Forms*, dated August 7, 2018  
REF-5777.5 *Transitional Kindergarten Implementation*, dated July 12, 2016  
BUL-2332.7 *Elementary School Progress Report Marking Practices and Procedures*, dated August 3, 2018  
BUL-6730.1 *A Multi-Tier System of Support Framework for the Student Support and Progress Team*, dated July 17, 2017  
BUL-1926.3 *Requests to Change a Pupil's Grade*, September 17, 2019  
*California Kindergarten Continuance* form in other languages, go to <http://tinyurl.com/KinderFormTranslated>

### **ATTACHMENTS:**

Attachment A-1, *California Department of Education Kindergarten Continuance Form*  
Attachment A-2, *Departamento de Educación de California Formulario de acuerdo de los padres*  
Attachment B, *Frequently Asked Questions Regarding Kindergarten Continuance (Retention)*  
Attachment C, *Elementary School Retention Warning Report*

### **ASSISTANCE:**

For assistance or further information please contact Carlen Powell, Administrator of Elementary Instruction, (213) 241-5333, or [carlen.powell@lausd.net](mailto:carlen.powell@lausd.net)





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ATTACHMENT A-1

**California Department of Education**

**Kindergarten Continuance Form**

**Parental Agreement for Pupil to Continue in Kindergarten**

Reflects amendments to *California Education Code* sections 46300 and 48011, effective Jan. 1, 1992

**Name of School:** \_\_\_\_\_

**Name of Pupil:** \_\_\_\_\_

**Kindergarten Attendance Anniversary Date:** \_\_\_\_\_

**Name of School Official Approving for District:** \_\_\_\_\_

Information for parent or guardian

California law provides that after a child has been lawfully admitted to Kindergarten and has attended for a year, the child shall be promoted to the first grade unless the school district and the child's parent/guardian agree to have the child continue to attend Kindergarten for not longer than one additional year. This rule applies whether a child begins kindergarten at the beginning of a school year or at some later date. Because kindergarten-age children often do not develop at steady or predictable rates, the California Department of Education recommends that approval for a child to continue not be given until near the anniversary of a child's admittance to kindergarten.

I agree to having my child (named above) continue in kindergarten until \_\_\_\_\_ (may not be more than one year beyond anniversary).

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Printed/typed name of Parent/ Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_



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Departamento de Educación de California

ANEXO A-2

Formulario de acuerdo de los padres

Acuerdo para que los estudiantes continúen en el jardín infantil

Refleja las enmiendas realizadas a las secciones 46300 y 48011 del *Código de Educación*, vigentes desde el 1 de enero de 1992

Nombre de la escuela \_\_\_\_\_

Nombre del estudiante \_\_\_\_\_

Fecha del aniversario de asistencia al jardín infantil: \_\_\_\_\_

Nombre del directivo de la escuela que realiza la aprobación en nombre del distrito:  
\_\_\_\_\_

Información para los padres o el tutor

La ley de California establece que después de que un niño o niña ha ingresado a un jardín infantil y ha asistido durante un año, debe ser promovido a primer grado a menos que el distrito escolar y los padres o el tutor acuerden que el niño continúe asistiendo al jardín infantil por un año más como máximo. Esta regla se aplica ya sea que el niño comience el jardín infantil al comienzo del año escolar o en una fecha posterior. Debido a que los niños en edad de asistir al jardín infantil generalmente no se desarrollan a un ritmo constante o predecible, el Departamento de Educación de California recomienda que la aprobación para que un niño continúe no debe proporcionarse hasta que no se aproxime la fecha del aniversario de admisión del niño al jardín infantil.

Acepto que mi hijo/a (nombrado anteriormente) continúe asistiendo al jardín infantil hasta \_\_\_\_\_ (por no más de un año después de la fecha de aniversario)

Firma del padre/madre o tutor \_\_\_\_\_ Fecha: \_\_\_\_\_

Nombre del padre/madre o tutor escrito a máquina/en letra de imprenta  
\_\_\_\_\_

Dirección: \_\_\_\_\_  
\_\_\_\_\_

Número de teléfono \_\_\_\_\_



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### ATTACHMENT B

#### **Frequently Asked Questions Regarding Kindergarten Continuance (Retention)**

Q1: Does a student who is age eligible for Kindergarten who is placed in TK and then promoted to Kindergarten for the following year need a Kindergarten Continuance form?

A1: Yes. The Kindergarten Continuance form should have been completed for this student when he/she was placed in TK.

Q2: Does a student who is age eligible for Kindergarten and attends Kindergarten, but then is retained in Kindergarten for the following year need a Kindergarten Continuance Form?

A2: Yes, this student must have a completed, signed Kindergarten Continuance Form on file in the cumulative record. The form must be signed and dated prior to the beginning of the student's second year of kindergarten. Retained kindergarten students without this form on file result in a loss of Average Daily Attendance (ADA) funds, up to \$12,000.

Q3: Does a student who is age eligible for Kindergarten and attends some Kindergarten, but then is transferred from Kindergarten to TK during the same year need a Kindergarten Continuance Form completed again the following year?

A3: No, the Kindergarten Continuance form should have been completed for this student when he/she was placed in TK but their age made them eligible for kindergarten.

Q4: Do students moving from TK or ETK one year to Kindergarten the next year need a continuance form?

A4: It depends. The Kindergarten Continuance Form is not needed for children who are age-eligible for TK and ETK who promote to kindergarten the following year. The CDE recognizes that they are in a two-year kindergarten program. Please note that at the end of their kindergarten year, these students are not eligible for retention because they have already completed their maximum two years of kindergarten. However, for Kindergarten-aged students who were placed in TK, see response for Question 1.

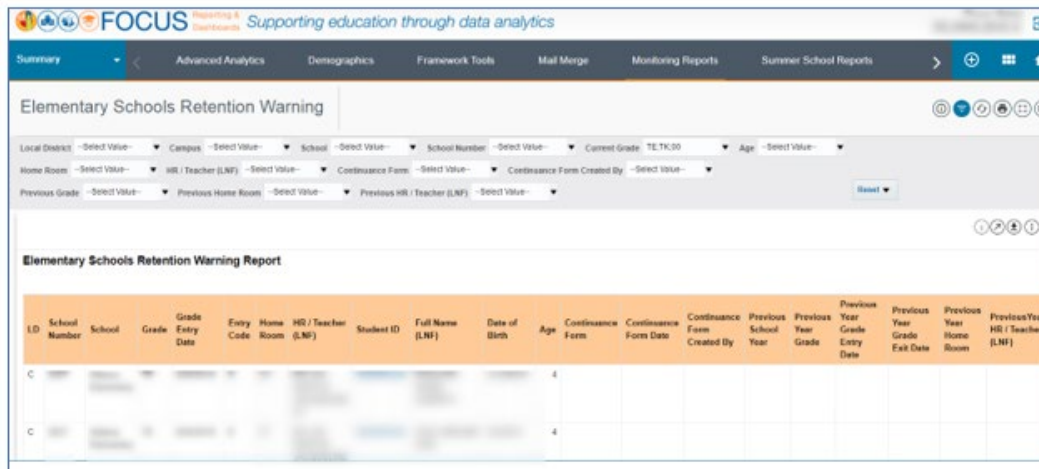
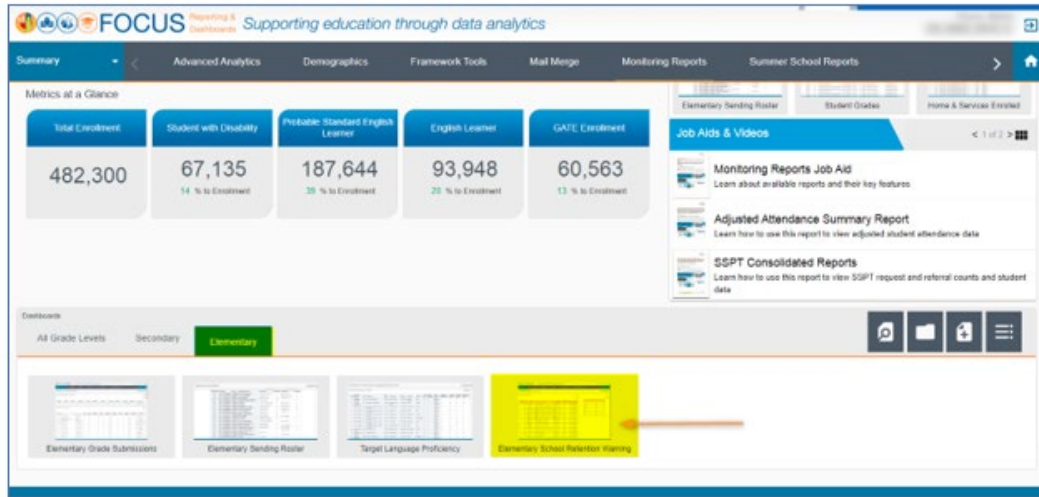
Q5: If a student only attended part of a year of TK or ETK and a year of kindergarten, can they be retained again in kindergarten?

A5: No, students who attended any TK or ETK are not eligible for retention.



### Elementary School Retention Warning Report

**Elementary School Retention Warning Report** - A new School Retention Warning report has been added for Elementary schools. To access this report, go to Summary> Monitoring Reports>Elementary Tab> Elementary Schools Retention Warning.



For step by step instruction on accessing a report in the focus dashboard, use this link: [FOCUS Monitoring Report](#)