



ADMINISTRATIVE PROCEDURE

ADMISSION TO PREKINDERGARTEN, KINDERGARTEN AND FIRST GRADE

AP 5111.1

Effective Date: October 3, 2024

- I. PURPOSE:** To provide the procedures for determining eligibility for admission to Pre-Kindergarten, kindergarten, and first grade as it relates to legal age of admission and attendance requirements, the procedures for early admission and waiver of attendance requirements.
- II. POLICY:**
- A. The Prince George’s County Board of Education (Board) allows early admission into Pre-Kindergarten for three (3) year-olds based on space availability as determined by district need at the boundary school only, and for those students who meet all other enrollment qualifications.
 - B. The Board allows early admission into kindergarten for four (4) year-old students who meet all other enrollment qualifications and demonstrate capabilities warranting early admission based on assessment results.
 - C. The Board maintains that qualified kindergarten students should be declared eligible to enroll into the first grade when it is determined by staff that those students have the maturity and ability to succeed academically in the first grade. (Board Policy 5111)
- III. BACKGROUND:**
- A. State law governs the age and eligibility requirements for children to attend public school.
 - 1. **Compulsory school attendance:** Every child who is 5 years old or older and residing in Prince George’s County shall attend public school regularly during the entire period of the school year. Each child who resides in Prince George’s County shall attend a kindergarten program regularly during the school year prior

to entering the first grade unless it can be shown that the child is otherwise receiving regular, thorough instruction during the school year in the skills and studies usually taught in a kindergarten program of a public school, or the child is exempted under COMAR 13A.08.01.02-2.

2. **Proof of residency:** Parent(s) and guardian(s) hereinafter parent, who are registering their child in Prince George’s County Public Schools (“PGCPS”) for the first time must complete the Affidavit of Disclosure, as required by state law, verifying their legal residence. Proof of residency, and any update thereto, is a prerequisite of admission to the public schools in Prince George’s County.
 3. **Income Eligible Program:** Prekindergarten is an income eligible program; with the exception of students enrolled in the Montessori Program, students who are identified as part of the McKinney Vento Program, and over income families whose student is accepted based on Individualized Education Plan (IEP) placement only. Over-income families will be placed on a waiting list and considered for a seat based on space availability mid-September. All Students, regardless of programming; this includes Special Education, ECC’s and Montessori, are required to submit income verification as outlined in this procedure.
- B. Information on early entrance into first grade is available in [Administrative Procedure 5111.11](#)

IV. **DEFINITIONS:**

- A. *Economically disadvantaged background* – Refers to a family whose income based on eligibility requirements established by the United States Department of Agriculture (USDA), would qualify for free or reduced-price meals based on the eligibility required established by the USDA if the child were in K-12. This does not imply a family must apply for the FARMS program, but that their family income would make them eligible. COMAR 13A.06.02
- B. *Eligible child* – A Pre-Kindergarten student who is four by September 1st of the school year and meets any of the following criteria:
 1. Income eligibility guidelines;
 2. Registered with the [McKinney Vento Program](#) (homeless student or unaccompanied youth); or
 3. Demonstrates developmental delays or is at risk for developmental delays as identified by an IEP placement.

****Over-income families (families whose income is above 300% of the federal poverty guidelines) will be placed on a waitlist and considered for a seat based on space availability mid-September***

- C. *Homeless student* – A student who lacks a fixed, regular, and adequate nighttime residence. The student may live in a shelter, a motel, a car, a campground, or on the street. *Homeless students* may be “doubled-up” with relatives or friends due to a loss of housing, natural disaster, or economic hardship. (See Administrative Procedure 5010).
- D. *Over income* – A family whose household income is above 300% of the federal poverty guidelines.
- E. *Preschool Child Find* - A process to identify and evaluate children ages three through five, with and suspected of having a disability.
- F. *Registration* – The action or process of supplying documentation as described in Administrative Procedure 5111 for the purposes of enrollment. *Registration* can be conducted face-to-face at the boundary school, when appropriate, or online.
- E. *Student Intervention Team (SIT)* – Student Intervention Team (SIT) is a school-based problem solving team comprised of faculty members (usually general educators) who meet to help a teacher(s) identify and implement appropriate interventions for students who need support so that they are ready and able to learn, as well as students who are in need of support for acceleration. Most often a student who is having academic or behavioral difficulties will be discussed by this team. However, challenges with attendance/tardy issues or emotional/health issues may be addressed. School-wide issues may also be addressed at the school level. In cases involving students in crisis, the SIT process may not be appropriate, and students may be directly referred to the Student Support Team.

V. PROCEDURES:

A. Admission to Pre-Kindergarten

- 1. Pre-Kindergarten Children applying to a public-school Pre-Kindergarten program must meet the age, income-eligibility and residency requirements for admission. Except for a few special circumstances outlined in Administrative Procedure 5111 (Registration and Withdrawal of Students), only a parent or court-appointed guardian may register a student. At the time of registration, the parent or court-appointed guardian must complete the registration application and requirements in accordance with Administrative Procedure 5111.

- a. Age: Children shall be four (4) years old on or before September 1 of the school year in which they apply for entrance.
 - 1) The parent or legal guardian must provide the child's proof of age. The following documentation must be an official original and can be used as birth verification: birth certificate/certificate of live birth, hospital certificate, physician's certificate, baptismal or church certificate, passport/VISA or other official documentation approved by Pupil Accounting and School Boundaries. A passport or VISA can be used as proof of birth only if approved by the International Student Counseling Office (ISCO). The child's name, child's birth date and parent's complete name must be listed on the document provided. If the parent's name is listed differently from the document provided, additional information may be required to verify identity (e.g., marriage certificate, court order, etc.).
NOTE: If a new student is already registered in PGCPS and a copy of the original birth verification is already on file in the student's folder, a new copy is not needed.
 - 2) No child shall be admitted to Pre-Kindergarten until such proof of age is presented and accepted.

b. Income Eligibility

- 1) Children admitted to the Pre-Kindergarten Program through mid-September must meet the income guidelines set by the USDA for free and reduced meals. Income guidelines are provided on the PGCPS Food and Nutrition Services website: <http://www.pgcps.org/foodandnutrition/>. The Pre-Kindergarten Regulations section on Student Eligibility (COMAR 13A.06.02.03) states that local school systems shall enroll all 4-year-old Pre-Kindergarten applicants who are from families with economically disadvantaged backgrounds or who are homeless.
- 2) The following are exempt from meeting the income eligibility for the Pre-Kindergarten Program: students applying to a PGCPS Montessori program, homeless students under the McKinney Vento program, and students whose IEP lists the student's placement as the Pre-Kindergarten Program.
- 3) Unless one of the exceptions listed immediately above in section b.2) applies, the following **proof of income** is required from all parents in the household:

- a) If currently employed, one monthly, two (bi-weekly/semi-monthly), or four (weekly) most recent pay stubs.
- b) Additional documents that may be accepted:
 - i. Current Tax Return Transcript (Self-Employed Only)
 - ii. Child Support Letter
 - iii. Unemployment Stubs/Letter
 - iv. Notarized letter with amount from person assisting parent
 - v. Notarized Salary letter on company letterhead
 - vi. TCA/Cash Assistance/SSI
 - vii. Supplemental Social Security/Disability
 - viii PGCPs McKinney Vento Displacement form (McKinney Vento approved families only)
- 4) School staff should contact the Early Learning Office for questions with regards to acceptable proof of income.
- 5) Families who do not meet the income guidelines will be placed on a waiting list and considered for admission based on space availability as determined by district need in mid-September. However, non-income eligible children receiving services under an IEP may attend the Prekindergarten Program through the special education process, not as an income-based enrollment.

2. Registration Process

- a. Prekindergarten is open to those living within the school boundary area only. Registration is scheduled at the boundary Prekindergarten program locations or online from the first day of the registration season. The registration season is set around spring break of every year unless changed due to extenuating circumstances.
- b. Elementary schools and Early Childhood Centers (ECC) may not accept out-of-boundary students into their prekindergarten programs, which are intended for in-boundary students only. Families may request a school transfer when their child is eligible for kindergarten as determined by AP 5110.3.
- c. Once the comprehensive boundary prekindergarten program location has filled all of its seats, parents may apply at the boundary ECC. Online applications received and deemed eligible for prekindergarten by the boundary school should be transferred to the boundary ECC for processing.

- d. Income eligible, McKinney Vento Program (MVP), foster children and IEP placements take priority for Prekindergarten enrollment. Over-income families will be placed on a waitlist and considered for a seat based on space availability mid-September at the boundary school only.

3. Behavioral Issues

- a. Pursuant to Section 7-305.1 of the Education Article, Annotated Code of Maryland and the Code of Maryland Regulations (COMAR) 13A.08.01.11.C(1), a student enrolled in a public Prekindergarten program may not be suspended or expelled from school, except in the following circumstances:
 - 1) Federal Law Requirement: A student may be expelled if required by federal law (*e.g.*, violation of Gun Free Schools Act); or
 - 2) Imminent Threat of Serious Harm: A Prekindergarten student may be suspended for not more than five school days per incident if the school administration, in consultation with a school psychologist or other mental health professional, determines that there is an imminent threat of serious harm to other students or staff that cannot be reduced or eliminated through interventions and supports.
 - a) Any student demonstrating significant difficulties with the instructional program and/or exhibiting behaviors considered inappropriate or dangerous to themselves or others will be referred to SIT.
 - b) The SIT, which should include the school counselor, psychologist and mental health clinician, will review student data (teacher observations, student portfolio samples, behavior data collection tools and informal and formal assessments), and develop an action plan to address student needs. Staff from the Early Childhood Office or the Early Childhood Special Education Office will provide additional support to school teams as needed.
 - c) If the school administrator, in consultation with a school psychologist or other mental health professional, determines that there is an imminent threat that cannot be reduced or eliminated through interventions and supports, the student may be suspended. If appropriate, the student can be referred to Preschool Child Find for an assessment. Prekindergarten students may not be suspended for more than five (5) school days.

4. Withdrawal: Non-IEP Pre-Kindergarten students may only be withdrawn in accordance with guidance from AP 5111 and AP 5113. The withdrawal of a student with an IEP must be done in consultation with the Early Childhood Special Education Office.

B. Early Entrance into Prekindergarten

1. Parents/Guardians seeking early entrance into Prekindergarten must complete the Prekindergarten Early Entrance application available [online](#). Early entrance will only be considered for children turning four (4) years of age between September 2 and October 15, of the school year for which they are requesting early entrance. **Early Entrance to Prekindergarten applications will be placed on hold until after October 15th and considered based on space availability as determined by district need at the boundary school only. Families will be contacted directly if space is available.**
 - a. No applications for early entrance into Prekindergarten will be accepted after June 1st unless this date is extended by the school system due to extenuating circumstances.
 - b. If accepted for early entrance into Prekindergarten, parents/guardians must complete all registration requirements including providing verification of residency, income verification, proof of age and up-to-date immunization records.
 - c. Notification of placement and waiting lists:
 - 1) Applicants for early entrance will be placed on a waiting list in the order that the applications are received by the Early Childhood Office. No applications for early entrance will be accepted after June 1st unless the school system is prohibited from doing this due to extenuating circumstances.
 - 2) Applicants for early entrance will be notified by the Early Learning Office if a placement becomes available. No early entrance applicant will be placed prior to October 15th.
 - 3) Early entrance applicants will only be offered placement at the boundary school. Early entrance does not apply to lottery programs. If a placement is offered and not accepted within 14 calendar days, the space will be forfeited and offered to the next waiting student.

d. Pre-Kindergarten

- 1) A 60 day probationary period occurs for any student receiving early entrance. The SIT will review the child's progress to determine whether the probationary early entrance status continues or is terminated. If termination is deemed appropriate by the SIT, the parent will be notified in writing by the school team within 60 calendar days of entrance in the Prekindergarten program.
- 2) Students admitted to Prekindergarten through the early entrance process who demonstrate kindergarten readiness will be enrolled into kindergarten. The (SIT) will review the student's assessment data and student portfolio prior to the end of the school year to determine kindergarten readiness. Some early entry students may need an additional year in Prekindergarten as deemed appropriate by the SIT.

C. Admission to Kindergarten

1. Age

- a. Children admitted to the kindergarten program in the public school shall be at least five (5) years old on or before September 1 of the school year in which they seek to enroll.
- b. The law allows a one (1) year exception from mandatory attendance upon granting of a maturity waiver. The parent or guardian seeking a waiver from mandatory attendance must file a written request, prior to the opening of school, with the Department of Pupil Accounting and School Boundaries asking that attendance be delayed due to the child's level of maturity. Students who are approved for a Kindergarten waiver are prohibited from enrolling and participating in a Pre-Kindergarten program.

2. Early Admission

- a. Those seeking early admission into kindergarten must demonstrate kindergarten readiness by showing mastery of Prekindergarten standards in Language and Literacy, and Mathematics and striving efforts towards kindergarten standards as measured by assessments administered by PGCPS.
- b. Early entrance will only be considered for children turning five (5) years of age between September 2 and October 15 of the school year for which they are requesting early entrance. Early entrance does not apply to lottery programs.

- 1) Parents/Guardians seeking early admission to kindergarten must complete the appropriate application available [online](#). No applications for early entrance will be accepted after June 1st unless extenuating circumstances require a delay and then the school Early Learning Office system will set an appropriate date.
 - 2) Applicants for early admission will be assessed by a qualified examiner from the Early Childhood Office. During an extenuating event health, protocols must be followed (masks, hand sanitizer, gloves, no contact thermometer, etc.) or other guidelines as warranted by the school system. The assessment and eligibility determination will be completed on or before the next school year.
- c. Determination of early admittance will be shared with parents the same day that the screening takes place. Parents will have two (2) weeks from the day of the screening to appeal assessment results. Appeals must be emailed to the Early Childhood Office. All information will be reviewed, and parents will be notified, in writing, with a decision within two (2) weeks from the date of receipt.
 - d. If accepted for Early Entrance to Kindergarten, parents/guardians must complete all registration requirements including providing verification of residency, proof of age and up-to-date immunization records.
 - e. A probationary period occurs for any student offered early entrance. The SIT will review the child's progress to determine whether the probationary early entrance status continues or is terminated. If termination is deemed appropriate by the SIT, the parent will be notified within 60 calendar days of entrance in the kindergarten program.
3. Registration Process
- a. Proof of Age
 - 1) Except for a few special circumstances outlined in Administrative Procedure 5111, Registration and Withdrawal of Students, only a parent or court-appointed guardian may register a student.
 - 2) At the time of registration, the parent or legal guardian completes the online registration to Administrative Procedure 5111, Registration and Withdrawal of Students.

- 3) The parent or legal guardian must provide the student's proof of age. The following documentation must be an official original and can be used as birth verification: birth certificate/certificate of live birth, hospital certificate, physician's certificate, baptismal or church certificate, passport/VISA or other official documentation approved by Pupil Accounting and School Boundaries. A passport or VISA can be used as proof of birth only if approved by the International Student Counseling Office (ISCO). The child's name, birth date and parent's complete name must be listed on the document provided. If the parent's name is listed differently from the document provided, additional information may be required to verify identity (e.g., marriage certificate, court order, etc.).
Note: If a new student is already registered in PGCPs and a copy of the original birth verification is already on file in the student's folder, a new copy is not needed.

(4) No child shall be admitted to kindergarten until such proof is presented.

4. Exemptions to Enrolling in Kindergarten

a. Level of Maturity Waiver

- 1) A child who resides in the Prince George's County and is five (5) years old may be exempted from mandatory school attendance for one (1) year if the child's parent or guardian believes that a delay in school attendance is in the best interest of the child and the parent or guardian files a written request with the Department of Pupil Accounting and School Boundaries.
- 2) A written request for a one (1) year exemption from mandatory attendance for a five (5) year-old shall be filed with the Department of Pupil Accounting and School Boundaries.
- 3) After a child is already enrolled in kindergarten, a parent or guardian may file a written request to withdraw the child from the program with the Department of Pupil Accounting and School Boundaries and delay attendance until the following school year if the parent or guardian believes it is in the best interest of the child due to the child's lack of maturity.
- 4) The Department of Pupil Accounting and School Boundaries shall approve the request for delay or withdrawal in writing within five (5) working days from date of receipt.

- 5) Students approved for a Kindergarten Maturity Waiver are prohibited from enrolling in and/or repeating Pre-Kindergarten.

b. Alternative Program Settings

- 1) A child may be exempted from attending Kindergarten if the parent or guardian files in writing their intent to place the child in an alternative setting and verifies that the child is enrolled:
 - a) Full-time in a licensed childcare center;
 - b) Full-time in a registered family day care home; or
 - c) In a Head Start five (5) year-old program.
- 2) Parents or guardians who elect to enroll a child full-time in a licensed child care center or full-time in a family day care home or in a Head Start five (5) year-old program shall file their intent to enroll the five (5) year-old child in an alternative program with the Department of Pupil Accounting and School Boundaries before the opening of school of the year in which the child becomes five (5) years old. Parents or guardians shall verify enrollment by providing the following information:
 - a) Name of program;
 - b) Address of facility location; and
 - c) The program's license or registration number and expiration date.
- 3) Parents or guardians of a child who attended an alternative program and meets the age of entrance shall register the child for first grade before the opening of school of the year in which the child becomes six (6) years old and shall provide documentation to the enrolling school showing proof of attendance in the alternative program setting. Documentation includes:
 - a) Date child was enrolled; and
 - b) Number of days a child was absent.

c. Non-State Residents

- 1) A child who moves to Maryland who has had Kindergarten experience in another state but is not five (5) years old or older by September 1 of the

school year shall be enrolled in kindergarten if their birth date meets early entrance guidelines. If their birth date is after the early entrance cut off (October 15) and the student has attended at least one semester in the other state, they shall be admitted to PGCPS kindergarten on a probationary status. This recognizes that the state from which the child is transferring may have established a different regulation for determining the age for school attendance.

- 2) A six (6) year-old child who moves to Maryland who has not had Kindergarten experience may be enrolled in Kindergarten or first grade. The School Instructional Team (SIT) shall determine the appropriate grade placement based on a review of the documentation provided by the parent or guardian and if necessary, an assessment of the child's readiness for the requested grade level.

d. Nonpublic Kindergarten Students

- 1) A child who attends a nonpublic Kindergarten program may transfer to a public Kindergarten program. The child must be age-eligible for kindergarten.
- 2) For a child who has attended a nonpublic Kindergarten program and is not five (5) years old or older by September 1 of the school year, PGCPS shall use its adopted early admission regulation to determine placement. Early entrance will only be considered for children turning five (5) years of age between September 2 and October 15 of the school year for which they are requesting early entrance.

5. Kindergarten Behavioral Issues

Pursuant to Section 7-305.1 of the Education Article, Annotated Code of Maryland and the Code of Maryland Regulations (COMAR) 13A.08.01.11.C (1), a student enrolled in a public Kindergarten program may not be suspended or expelled from school, except in the follow circumstances:

- a. Any student demonstrating significant difficulties with the instructional program and/or exhibiting behaviors considered inappropriate or dangerous to themselves or others will be referred to the SITT.
- b. The SIT, which should include, in addition to the general education teacher(s), the school counselor, psychologist and mental health clinician, will review student data (teacher observations, student portfolio samples, behavior data

collection tools and informal and formal assessments) and develop an action plan to address student needs.

- c. Kindergarten students who demonstrate difficulties with the instructional program and/or who exhibit behaviors considered inappropriate or dangerous to themselves or others cannot be placed in the Pre-Kindergarten program.
- d. If the school administrator, in consultation with a school psychologist or other mental health professional, determines that there is an imminent threat that cannot be reduced or eliminated through interventions and supports, the student may be suspended. Kindergarten students may not be suspended for more than five (5) school days.

D. Admission to First Grade

1. Age and eligibility

- a. Except for a few special circumstances, children admitted to the first grade in the public schools shall be at least six (6) years old on or before September 1 of the school year in which they apply for entrance.
- b. Children cannot be enrolled in first grade unless they meet the age of entrance and have completed a public or private kindergarten program, one of three (3) alternative program settings, or home school instruction. This applies to all children who are Maryland residents. Students who do not meet these requirements will be placed in kindergarten and the parent can nominate the child for Early Entrance into First Grade, as provided in [Administrative Procedure 5111.11](#).

2. Registration Process

- a. Proof of Age
 - 1) Except for a few special circumstances outlined in Administrative Procedure 5111, Registration and Withdrawal of Students, only a parent or court-appointed guardian may register a student.
 - 2) At the time of registration, the parent must complete the Student Registration Form (PA-14), according to Administrative Procedure 5111, Registration and Withdrawal of Students.
- b. The parent or legal guardian must provide the original document of proof of age. The following documentation must be an official original and can be used

as birth verifications: birth certificate/certificate of live birth, hospital certificate, physician's certificate, baptismal or church certificate, passport/VISA or other official documentation approved by Pupil Accounting and School Boundaries. A passport or VISA can be used as proof of birth only if approved by the International Student Counseling Office (ISCO). The child's name, birth date and parent's complete name must be listed on the document provided. If the parent's name is listed differently from the document provided additional information may be required to verify identity (e.g., marriage certificate, court order, etc.). *Note: If a new student is already registered in PGCPs and a copy of the original birth verification is already on file in the student's folder, a new copy is not needed.*

c. No child shall be admitted to first grade until such proof is presented.

3. Exemptions

a. A six (6) year-old moving into Maryland from another state, who has not had kindergarten experience, may be enrolled in Kindergarten or first grade. Curriculum and Instruction shall determine the appropriate grade placement of a 6-year-old child who moves into Maryland based on a review of the documentation provided by the parent or guardian.

b. Families that have moved to Maryland and have a child who does not meet the age of entry for first grade but has completed kindergarten in another state, the parent or guardian must:

- 1) Provide proof that they just moved into Maryland and complete the Affidavit of Disclosure (PA-15) to establish proof of their legal residence.
- 2) Provide proof official documentation from the previous local school system that the child completed kindergarten and was promoted to first grade in the prior state.
- 3) If the parent or guardian cannot provide proof that the child attended kindergarten, or one of the alternative programs, or that they are new residents of Maryland, the child cannot be enrolled in first grade. The child must be enrolled in kindergarten and the parent can nominate the child for Early Entrance into First Grade, as provided in [Administrative Procedure 5111.11](#).

4. First Grade Behavioral Issues

Pursuant to Section 7-305.1 of the Education Article, Annotated Code of Maryland and the Code of Maryland Regulations (COMAR) 13A.08.01.11.C (1), a student enrolled in a public First Grade may not be suspended or expelled from school, except in the follow circumstances:

- a. Any student demonstrating significant difficulties with the instructional program and/or exhibiting behaviors considered inappropriate or dangerous to themselves or others will be referred to the SITT.
- b. The SIT, which should include, in addition to the general education teacher(s), the school counselor, psychologist and mental health clinician, will review student data (teacher observations, student portfolio samples, behavior data collection tools and informal and formal assessment.
- c. First Grade students who demonstrate difficulties with the instructional program and/or who exhibit behaviors considered inappropriate or dangerous to themselves or others cannot be placed in the Kindergarten program.
- d. If the school administrator, in consultation with a school psychologist or other mental health professional, determines that there is an imminent threat that cannot be reduced or eliminated through interventions and supports, the student may be suspended. First Grade students may not be suspended for more than five (5) school days.

VI. MONITORING AND COMPLIANCE:

- A. Training for school-based secretaries will be conducted yearly online or face-to-face as appropriate by the Department of Pupil Accounting and School Boundaries, in collaboration with the Early Childhood Office, to review Pre-Kindergarten, Kindergarten and First Grade enrollment procedures.
- B. The Department of Pupil Accounting and School Boundaries, in collaboration with the Early Childhood Office, will conduct an annual audit of student enrollment to identify students who are not age eligible for Pre-Kindergarten, Kindergarten, or First Grade, or who have not been accepted into Early Entrance.
- C. Schools will work in collaboration with the Division of Academics to resolve/reconcile registration and enrollment errors or questions made by school-based staff.

VII. RELATED PROCEDURES AND REGULATIONS:

Administrative Procedure 5111 – Registration and Withdrawal of Students
Administrative Procedure 5111.11 – Early Entrance into First Grade
Administrative Procedure 5123.2 – General Procedures Pertaining to Promotion, Retention and Acceleration of Students
Administrative Procedure 5124 – Student Intervention Team (SIT) and Student Support Team (SST)

VIII. LEGAL REFERENCE:

MARYLAND CODE ANN., EDUC. §§ 2-205; 7-101; 7-101.1; 7-102; 7-301; 7-302
Code of Maryland Regulations (COMAR) 13A.08.01.02

IX. MAINTENANCE AND UPDATE OF THIS ADMINISTRATIVE PROCEDURE:

This administrative procedure originates with the Department of Pupil Accounting and School Boundaries and will be updated as needed.

X. CANCELLATIONS AND SUPERSEDURES: This administrative procedure cancels and supersedes Administrative Procedure 5111.1, dated September 27, 2023.

XI. EFFECTIVE DATE: October 3, 2024

Attachments: