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March 27, 2023

Dear Parents and Guardians:

The Westford School Committee, through its Open Enrollment policy, provides K-8 parents and legal guardians the opportunity to request a student's enrollment in a Westford school outside of their district assigned school. Such requests are generally made only when a parent/legal guardian feels that enrollment in a school, other than their resident school, will best meet the needs of their child.

Requests for Open Enrollment will be considered upon a parent or legal guardian's application submittal. All requests will be processed through an online application. The application will be made available on Monday, May 1 at 8:30 AM through the end of day on June 30. Upon electronic submittal the application will be date/time stamped and reviewed on a first come first serve basis in August, after summer registrations take place.

Please understand that an application for Open Enrollment does not guarantee that a request will be honored. Student enrollment and class sizes are important factors in determining if a request may be granted. Notifications will be communicated in August via the email address listed on the application.

Additional Open Enrollment information, as well as the online application, may be found [HERE](#). If you have a specific question, please contact Cathy Mucci at [cmucci@westfordk12.us](mailto:cmucci@westfordk12.us).

Sincerely,

Christopher Chew  
Superintendent of Schools