

OPEN ENROLLMENT

P5112

The School Committee will provide parents/legal guardians the opportunity to enroll their children in an elementary school building outside their attendance district when, in the opinion of the parents/legal guardian, such a move would best suit the needs of the individual child.

Students shall attend the school in the attendance district in which they reside unless assigned to some other school by the Superintendent or designee.

The Superintendent or designees is authorized to make an exception for individual students under the following conditions:

1. The location of the student's parents'/legal guardians' residence is changed from one attendance district to another within the Town of Westford after the beginning of the school year.
2. After students in the attendance district have been enrolled, the remaining seats are open to other students in the town on a "first come, first served" basis.
3. Students may only transfer into classes whose class size meets the School Committee guidelines regarding student:teacher ratios.

Requests for out-of-attendance district enrollment may be made by the parent/legal guardian beginning May 1st through June 30th. Requests will not be accepted after June 30th.

At the end of the school year, the parent/legal guardian may request that the student be transferred back to their original attendance district. This request will be honored only if space is available. No student will be transferred to make space available.

Any child transferring to another attendance district will remain within that attendance district for their entire school level experience unless another transfer request is filed and approved.

Parents/legal guardians must provide transportation for their child to attend an out-of-attendance district school. If space is available, a student may use the regularly scheduled school buses.

Westford Public Schools Policy References:

P2110 – Blueprint

P2112 – Projected Space Utilization Plan

P5111 – Attendance Districts

Policy Adopted: April 9, 2001

Policy Reviewed:

Policy Revised:

WESTFORD PUBLIC SCHOOLS

Westford, Massachusetts 01886