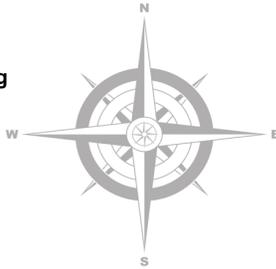


WELLESLEY PUBLIC SCHOOLS
40 Kingsbury Street • Wellesley • Massachusetts 02481
781-446-6210

Dr. DAVID F. LUSSIER
Superintendent of Schools

JOAN DABROWSKI
Assistant Superintendent, Teaching and Learning

LORI V. CIMENO, Director of Student Services



CYNTHIA MAHR
Assistant Superintendent, Finance and Operations

KATHLEEN F. DOOLEY, Director of Technology

January, 2019

Dear Parent,

Thank you for your interest in applying for open enrollment for your child in an elementary school out of your neighborhood school district. Please note that open enrollment requests for the next school year must be submitted between **March 1 and May 1st** in order for the school district to consider all requests in a timely manner and for each elementary school to plan more appropriately.

The School Committee Policy for *Open Enrollment* is as follows:

Students normally shall attend the elementary school within the district in which they reside.

The School Committee endorses an open enrollment policy which supports the educational well being of children, follows the class size policies of the Wellesley Public Schools, and ensures even utilization of building and staff resources. Parents may enroll their child in an elementary school other than the district in which they reside subject to the provisions set forth below. An out-of-district request, once approved, will be honored for the duration of the child's elementary placement; however, there can be no guarantee that a sibling will be granted similar approval. A student who moves from one school to another over the course of the school year will be allowed to remain in the former school for the balance of that school year. In the subsequent year, this child will be considered an open enrolled student in the former school and must qualify under the open enrollment guidelines in order to remain in that school. Transportation to an approved school shall be the responsibility of the parent.

All Open Enrollment applications will be reviewed after the May 1 submission deadline. Open Enrollment applications will first be considered based on the order of receipt. Decisions will be based primarily on space availability at the requested school. Additionally, the Director of Student Services will consult with the principal of the requested school to further assess the learning profile of the class/grade. Maintaining an optimum learning environment for all the students within that class/grade will be a priority.

In order to ensure available seats for students residing within that attendance zone, the following space guidelines will inform decisions related to Open Enrollment:

- From May 1 through May 31, admission may be granted if there are more than 5 spaces available in the requested grade level.
- Applications not granted May 31, will remain active for consideration until June 30.
- From June 1 through June 30, admission may be granted if there are more than 3 spaces available in the requested grade level.
- No applications will be granted after June 30 for the following school year.

As part of the approval process, each request is subject to review by the Director of Student Services in consultation with other WPS Staff. If there is space in the class, we must also consider the needs and composition of the receiving class and the educational well being of the child before granting approval.

Once an Open Enrollment is granted, families will have 5 days to consider and accept the Open Enrollment decision in writing. Once accepted, the Open Enrollment assignment will be considered as a permanent placement and families will not have to reapply for Open Enrollment in subsequent years. Additionally, even though a student may be attending a school other than his/her home school, any future siblings of that student will still need to apply for Open Enrollment to attend the same school as their older sibling.

Please complete the open enrollment application located on our website at the following link: <https://wellesleyps.org/> under the "Students & Families" tab > "[Student Registration, Enrollment and School Assignment Info](#)." Return the completed form by May 1st to Central Office, Wellesley Public Schools, 40 Kingsbury Street, Wellesley, MA 02481 Attention: Registrar. You will be informed in writing of the District's response to your request for open enrollment for the following school year as soon as a decision is final, and in no case later than the Monday preceding the opening day of school.

If you have any questions about the process or the policy, please feel free to call registrar, Nancy Costigliola at 781-446-6210 Ext. 5600.

Sincerely,



Lori V. Cimeno
Director of Student Services