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2012-2013 Open Enrollment

Dear Parent or Legal Guardian:

The Westford School Committee, through its Open Enrollment Policy, provides K-8 parents or legal guardians with the opportunity to enroll their children in a school, outside of their respective school attendance district. Such requests are generally made when a parent/legal guardian feels that enrollment in an out of district school will best suit the needs of the child.

Requests for out of district enrollment must be made via a formal application, completed by the parent or legal guardian. Applications will be processed on a "first come, first served" basis and must be picked-up and completed at the School Department Administrative Office, 23 Depot Street.

The open enrollment application period is effective from May 1st through June 29th, from 8:30 AM – 12:00 noon and from 1:00 PM to 3:30 PM daily. Please note that an application for open enrollment does not guarantee that a request will be honored. The number of students in a class, at a particular school, will be an important factor in deciding whether or not an open enrollment request can be approved.

Additional information on open enrollment is available at the Principal's Office in each elementary school. You may also obtain information by accessing the school department's web page, at http://westfordk12.us/pages/Registration/openenroll. If you have a specific open enrollment question, please do not hesitate to email me at bolsen@westfordk12.us and put in the subject line "Open Enrollment Question".

Sincerely,

Everett V. Olsen, Jr.
Superintendent of Schools