



September 19, 2017

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE

Approval of a Request from the School Committee to the Election Commission for Mailing Addresses

Recommendation: That the School Committee approve a formal request to the Cambridge Election Commission for mailing addresses

Description: Each year, CPS conducts outreach to publicize the Kindergarten Lottery and the 3-Year-Old Programs Lottery annually, beginning in August and September. Outreach includes two separate, multilingual postcards mailed to age-eligible households, with the following information:

- **3-Year-Old Lottery (mail in September):** Families applying to Tobin Montessori, Special Start, or Fletcher-Maynard Scholar College for September 2018 must register during a lottery that takes place in October 2017. Limited seats are available. Apply at any time during October.
- **January Kindergarten Lottery (mail in October):** Families registering for Junior Kindergarten or Kindergarten for September 2018 must participate in the January 2018 Kindergarten Lottery to improve their chance of receiving one of their school choices. Information sessions will be held on Wednesday, October 25 3 at 6PM at Morse School and on Saturday, October 28 at 10 AM at Peabody School.

The Cambridge Election Commission holds an annual census of households, and maintains records of the ages of household members. The Election Commission requires that the School Committee make a formal request for the mailing list required for this mailing. Please request that two separate mailing lists be transmitted electronically to Family Communications Manager Rosalie Rippey, containing the following data:


3-Year-Old Lottery Mailing List:

- Child name and head of household name, and mailing address for all families with a child or children whose birth date falls on or between 4/1/14 - 8/31/15

Kindergarten Lottery Mailing List:

- Child name and head of household name, and mailing address for all families with a child or children whose birth date falls on or between 9/1/12 - 3/31/14

Respectfully submitted


Kenneth N. Salim, Ed.D
Superintendent of Schools