



September 8, 2015

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. Among other publicity efforts, the School Department mails two separate postcards to all Cambridge households containing age-eligible children, containing age eligibility information and the following registration windows and information sessions:

- **3-Year-Old Lottery:** Families who wish to enroll a child in Tobin Montessori, Special Start, or the Fletcher-Maynard Scholar College preschool for September 2016 must register during the month of October 2015, to be included in a lottery for a limited number of available seats. The lottery is conducted in November, and families will be notified of results in December 2015. An information session is scheduled for September 30, 2015 at the Fletcher Maynard Academy.
- **January Kindergarten Lottery:** Families who wish to enroll a child in Junior Kindergarten or Kindergarten for September 2016 must participate in the January 2016 Kindergarten Lottery to maximize their chance of receiving one of their school choices. Information sessions will be held on October 28, 2015 at the Peabody School and November 7, 2015 at the Morse 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, containing the following data:

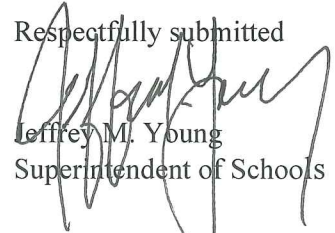
3-Year-Old Lottery Mailing List:

- 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 4/1/12 - 8/31/13

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 9/1/10 - 3/31/12.

Respectfully submitted


Jeffrey M. Young
Superintendent of Schools