

This brochure is designed to help parents/guardians understand waitlist procedures. Some of this information will be **grade specific**. There is a slight difference between the waitlists for grade K and for grades 1-8, thus if you should have questions after reviewing this brochure, please contact **Donna Sousa** at the Family Resource Center (FRC) at **617.349.6067** for assistance.

HOW DO I APPLY TO THE WAITLISTS?

Parents/Guardians may file a transfer request to add their child's name to a waitlist(s) at the Family Resource Center. The form takes about 5 minutes to complete.

WHEN CAN I APPLY TO THE WAITLISTS?

Transfer requests for the **current school year's** waitlist(s) are accepted until the first day of the last full week in March. If you are applying for the **next school year's** waitlist, we will accept transfer requests starting on the **first day of school in January**.

Note: New K students can apply to the waitlists after they receive a school assignment. They will be placed onto the waitlist at the end of the monthly K cycle in which they apply.

HOW MANY WAITLISTS CAN I APPLY TO?

You may place your child's name on a maximum of **3** waitlists. There are two separate waitlists, one for Grade K only and one for Grades 1-8. Each of these lists contain the 12 Elementary Schools.

HOW ARE WAITLIST POSITIONS DETERMINED?

Waitlist(s) positions are determined in **2** ways. **For new K students**, they are determined by the lottery program for school assignment. **For current students in grades 1-8**, they are determined by the filing date of the transfer request at the **FRC**.

All grade levels are sorted by socio-economic categories (lunch application status i.e. free/reduced and paid) on the waitlist. Note: If your socio-economic status changes you need to notify the FRC for instructions to change status.

CAN MY CHILD'S POSITION CHANGE ON THE WAITLISTS?

YES, if you renew your child's position before the deadline (March 1), and anyone above your child's name does not, this should improve your child's position. Positions on the waitlist are also affected by Hardships, Consolidation Mergers and students attending the Sheltered English Immersion classes. Please contact Donna Sousa to find your child's specific waitlist position(s) 617.349.6067.

WHEN WILL I BE OFFERED A TRANSFER OPPORTUNITY AND HOW WILL I BE NOTIFIED?

When a seat becomes available, we will offer the seats off the waitlist. **You will be contacted by phone and you must respond within 48 hours or your child's name will be removed from the waitlist.**

Your child's name will only be removed from the waitlist for the specific school that we are offering the transfer to.

WHEN WILL MY CHILD BE TRANSFERRED?

If you are offered a transfer during the current school year, your child will transfer within a few days after the acceptance of the transfer.

If you are on the waitlist for the next school year, we will start offering transfers from mid June and continue through the summer months. Your child would then transfer at the beginning of the next school year. **During the summer months, we will take a letter in writing that states you will accept the transfer should it become available and we are unable to contact you. This letter must be very specific if you are on more than one waitlist.**

NOTE: Only one transfer is allowed during the school year.

IF I MISS THE PHONE CALL CAN I REAPPLY TO THE WAITLIST(S)?

YES, you may reapply to the waitlist and your child's name will be added back to the waitlist by the **new filing date**.

DO THE WAITLISTS EXPIRE?

YES, the waitlists expire on March 31st of each year. **No transfers are offered after April 1st of the current school year.**

HOW AND WHEN DO I RENEW MY CHILD'S POSITION ON THE WAITLIST?

You will receive a **letter by mail** from the **FRC** in January to remind you to renew the transfer request at the FRC. **All students must reapply by March 1st. If at the time of renewal a choice(s) is changed to a different school than what is listed on the waitlist, it will be treated as a new request and placed on the waitlist on the date of filing the renewal. Choice changes can be filed as early as January each year to obtain an early date on the waitlist for the next school year. A reminder your student can only be listed on 3 schools waitlists at a time.**

Please update any change of address to insure you receive this important mailing. Address and phone changes should be done at your child's school.

NOTE: You will be required to submit a current utility bill or a lease to change your address. If you have purchased a home you will also have to provide proof of ownership, such as a water, tax or mortgage statement or a purchase and sales agreement.

CAN I APPLY TO THE WAITLIST(S) IF MY CHILD DOES NOT ATTEND THE CAMBRIDGE PUBLIC SCHOOLS?

YES, if your child is age eligible* to attend grades 1-8 and is a resident of Cambridge, you may apply to the Cambridge Public Schools. You will be required to file an application and are responsible for updating the FRC with any phone or address changes. You are also required to renew this information each year by March 1st. Your child will be placed on the waitlist for your school choices according to the completion date of the application. Applications can be downloaded from our website at www.cpsd.us. However, they must be filed in person by a parent or guardian.

*As of September 2004, children must be 6 by August 31st to enter first grade.

**FAMILY RESOURCE CENTER
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FAMILY RESOURCE CENTER

Frequently asked Questions about the Waitlists



**WWW.CPSD.US
617-349-6551**