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Superintendent of Schools

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Director of Finance

April 1, 2026

Dear Parents, Caregivers and Legal Guardians:

The Westford School Committee, through its Open Enrollment policy, provides K-8 parents, caregivers, and legal guardians the opportunity to request a student's enrollment in a Westford school outside of their district-assigned school. Such requests are generally made only when a parent/caregiver or legal guardian feels that enrollment in a school, other than their resident school, will best meet the needs of their child.

Requests for Open Enrollment will be considered upon a parent/caregiver's or legal guardian's application submission. All requests will be processed through an online application. The application will be made available **Tuesday, April 14, at 8:30 AM through the end of the day on June 30.** Upon electronic submission, the application will be date/time stamped and reviewed on a first-come, first-served basis in August, after summer registrations take place.

Please understand that an application for Open Enrollment does not guarantee that a request will be honored. Student enrollment and class sizes are important factors in determining if a request may be granted. Notifications will be communicated in August via the email address listed on the application.

Additional Open Enrollment information, as well as the online application, may be found [HERE](#). If you have a specific question, please contact Cathy Mucci at cmucci@westfordk12.us.

Sincerely,

A handwritten signature in black ink, appearing to read 'Chris Chew', written in a cursive style.

Christopher Chew
Superintendent of Schools