



135 Berkshire Street, Cambridge, Massachusetts 02141

August 6, 2024

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. With the implementation of the Cambridge Preschool Program (CPP), the CPS 3-Year-Old Programs Lottery was incorporated within the CPP matching process. Outreach for CPP is managed by the Office of Early Childhood. Outreach includes two separate, multilingual postcards mailed to age-eligible households, with the following information:

- **Cambridge Preschool Programs (CPP)** - Families applying to Tobin Montessori, Special Start, or Fletcher-Maynard Scholar College for September 2025 must register during the CPP application period. The Office of Early Childhood (OEC) will hold the application period from October 1 through October 31, 2024 for school entry in SY25-26.
- **January Kindergarten Lottery (mail in October/November):** Families registering for Kindergarten for September 2025 must participate in the January 2025 Kindergarten Lottery to improve their chance of receiving one of their school choices.

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 Assistant Registrar, Kathy Sampson, containing the following data:

**Three-Year-Old and Four-Year-Old CPP 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 09/01/2020 - 08/31/22.

**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 09/01/2019 - 8/31/2020.

Respectfully submitted

David Murphy,  
Interim Superintendent of Schools