

LOWELL PUBLIC SCHOOLS

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To: Liam Skinner, Superintendent of Schools  
From: Latifah Phillips, Chief Equity and Engagement Officer  
Date: January 31, 2025  
Re: 1<sup>st</sup> Reading of Preschool Assignment Policy

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Attached please find a copy of Policy JCA-B Preschool Assignment being submitted for a first reading. This policy was reviewed by the Policy Subcommittee on January 16, 2025.

All recommended changes to language within the policy have been highlighted in red font. The Early Childhood Department is recommending two substantive changes:

- 1) Families must send the proposed placement offer response via email within 7 business days of receipt to the Early Childhood Department.
- 2) Regular attendance is required and children missing more than 10% of total days of attendance may be unenrolled in the program given the scarcity of preschool seats in the community.