



The City of Worcester

Law Department

Alexandra H. Kalkounis, City Solicitor
455 Main Street, Room 301, Worcester, MA 01608
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law@worcesterma.gov

07/23/2026

Manza Arthur, Esq.
Supervisor of Records
The Public Records Division
Office of the Secretary of the Commonwealth
One Ashburton Place, Room 1719
Boston, MA 02108

Dear Supervisor Arthur,

I am writing on behalf of the City of Worcester (City) seeking an extension of time to produce records and permission to charge for time spent segregating or redacting responsive records. As required by law, the City furnished a copy of this petition to the requestor, Joey Ford, of *Parent Data Force*. On July 9, 2026, Mr. Ford requested:

- [1] Please provide de-identified aggregate data, preferably in Excel, CSV, or other native spreadsheet/database export format, showing for each school year: [eleven subcategories of data]
- [2] Please provide the same aggregate data above specifically for requests involving Nelson Place School, including: [six subcategories of data]
- [3] For each school year from SY 2016–2017 through SY 2026–2027 to date, please provide records showing, by school and grade where available: [eight subcategories of data]
- [4] Please provide all policies, procedures, forms, rubrics, criteria, guidance documents, memoranda, training materials, scripts, checklists, workflow documents, or written instructions used to process, approve, deny, rank, waitlist, reconsider, or appeal voluntary transfer placement requests during the requested timeframe. This includes records showing: [six subcategories of data]
- [5] Aggregate Disability-Related and Hardship-Related Transfer / Placement Data To the extent tracked in a non-identifying way, please provide aggregate data showing: [four subcategories of data]
- [6] Data Dictionaries / Field Definitions / Database Export Information: For any spreadsheet, database export, dashboard, enrollment system, or student-information-system report used to

respond to this request, please provide any available data dictionary, column definitions, report descriptions, or field explanations needed to understand the data.

Petition for an Extension of Time

The City of Worcester seeks an extension of time to fulfill this request. The completion of this request will involve the review and redaction of over 400,000 cells of information and over 1,300 pages of responsive records. As noted in the petition to assess fees the City expects redactions to be made pursuant to Exemptions (a) and (c) of the Public Records Law. In the time span since this request was placed the City has received 723 public records requests. It is likely that a portion of these additional requests may also require review and redaction by the City's Law Department. In light of the need to collect, segregate and examine the records, as well as the capacity of the City to produce the records without an extension, the City respectfully asks that the Supervisor grant an extension of thirty business days from receipt of payment of its fee estimate.

Petition to Assess Fees for Segregation and Redaction

In addition to charging for segregation and redaction pursuant to any applicable statutes that operate through Exemption (a) of the Public Records Law, the City requests permission to charge for segregation and redaction under to Exemption (c). The City expects that portions of the responsive records may contain personal phone numbers and email addresses for parents and guardians of Worcester Public Schools students. It is the City's position that the public interest in disclosure of personal email addresses and personal phone numbers does not outweigh the privacy interests associated with the redacted information. Therefore, the City will redact this information under Exemption (c).

A copy of the City's fee estimate has been enclosed with this petition as is a copy of the request at issue. Please do not hesitate to contact the City if there are any questions regarding this petition. I look forward to your response.

Sincerely,
Michael Manning

Records Access Officer
City of Worcester Law Department

cc: Joey Ford, Requestor
Alexandra H. Kalkounis, Esq., City Solicitor



The City of Worcester

Law Department

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07/23/2026

Joey Ford
VIA GOVQA

Dear Mr. Ford,

I am writing on behalf of the City of Worcester (City) in response to your public records request dated July 9, 2026. This request sought the following records from SY 2016–2017 through SY 2025–2026, plus the current SY 2026–2027 transfer / placement cycle to date:

1. Aggregate Transfer Application and Decision Data

Please provide de-identified aggregate data, preferably in Excel, CSV, or other native spreadsheet/database export format, showing for each school year:

- Total number of voluntary transfer, intra-district transfer, out-of-zone placement, school-assignment exception, continued-enrollment, and/or similar placement requests received;
- Total number approved;
- Total number denied;
- Total number waitlisted, withdrawn, administratively closed, or otherwise unresolved;
- The grade level involved, including but not limited to fifth grade;
- The student's assigned/home school, where tracked in aggregate;
- The requested school, where tracked in aggregate;
- The type/category of request, where tracked, including but not limited to sibling, childcare, staff child, hardship, medical, disability-related, safety, programmatic, school-capacity, boundary/realignment-related, transportation, or other stated reason;
- The stated reason/category for approval or denial, where tracked;
- The date or month of the request and decision, where tracked;
- Whether the request was reconsidered, appealed, reversed, or later approved, where tracked.

2. Nelson Place-Specific Aggregate Data

Please provide the same aggregate data above specifically for requests involving Nelson Place School, including:

- Requests to attend Nelson Place;
- Requests to remain at Nelson Place;
- Requests involving fifth grade students;
- Requests involving all other grades;
- Approvals, denials, waitlists, reconsiderations, reversals, withdrawals, or other outcomes;
- Any available aggregate data showing whether Nelson Place was considered under capacity, at capacity, or over capacity at the time of the relevant decisions.

3. Capacity, Overcapacity, Enrollment, Staffing, and Seat-Availability Data

For each school year from SY 2016–2017 through SY 2026–2027 to date, please provide records showing, by school and grade where available:

- Official or internal school capacity figures;
- Actual enrollment;
- Projected enrollment;
- Whether each school and/or grade was considered under capacity, at capacity, or over capacity;
- Number of classroom sections;
- Projected and actual class sizes;
- Available seats or seat-allocation calculations used in transfer or placement decisions;
- Any utilization reports, enrollment dashboards, capacity spreadsheets, overcapacity spreadsheets, realignment-related reports, or similar records used to evaluate whether a school or grade could accept additional students.

Please include Nelson Place School and all Worcester Public Schools elementary, middle, and high schools for comparison.

4. Decision Criteria, Policies, Rubrics, and Procedures

Please provide all policies, procedures, forms, rubrics, criteria, guidance documents, memoranda, training materials, scripts, checklists, workflow documents, or written instructions used to process, approve, deny, rank, waitlist, reconsider, or appeal voluntary transfer / placement requests during the requested timeframe.

This includes records showing:

- Who makes the decision;
- What role principals, enrollment staff, district administrators, or other personnel have in the decision;
- What criteria must be considered;
- Whether disability, Section 504, IEP, medical need, hardship, school stability, sibling status, transportation, childcare, staff-child status, school capacity, realignment, or final-year-of-elementary-school status may be considered;
- Whether the district uses different rules for fifth grade students, final-year elementary students, students affected by boundary/realignment decisions, students with disabilities, or students seeking to remain at an existing school;
- Any appeal or reconsideration pathway available to families.

5. Aggregate Disability-Related and Hardship-Related Transfer / Placement Data

To the extent tracked in a non-identifying way, please provide aggregate data showing:

- Number of transfer/placement requests identified as disability-related, Section 504-related, IEP-related, medical-related, anxiety-related, hardship-related, or safety-related;
- Number approved and denied in each category;
- Grade level and requested school, where available in aggregate;
- Reconsideration/appeal outcomes for those requests.

The City has assigned this request reference number #W091663-070926.

It is my understanding that there are no responsive records to items four, five and six of your request. With regards to items one, two, and three of your request, in light of the estimated volume of responsive records, it is necessary to provide you with a fee estimate.

With regards to items one and two of your request, the City estimates that there are approximately 400,000 cells of data which are responsive to your request. The data sought is held

separately by each individual school. Each school must locate the data sought and compile it for production. Once the data is collected, it must be reviewed for redaction. I anticipate that it will take approximately ten seconds to review each cell of responsive data. With regards to item three of your request, the City estimates that there are approximately 1,350 pages of responsive data. I estimate that it will take approximately one minute to review each page of the responsive records. While the City anticipates that much of the necessary redaction will be as required by law pursuant to the Family Educational Rights and Privacy Act and 603 C.M.R. 23.00, the City also expects that some redactions will be required under Exemption (c) of the Public Records Law. Where the City anticipates making redactions not required by Law, it has submitted a fee petition to the Supervisor of Records. You will be furnished with a copy of this petition. While the City understands that you have sought deidentified data, information which may directly or indirectly identify Worcester Public Schools students cannot be segregated without a careful and thorough review of the responsive records.

The lowest paid employee(s) capable of completing your request makes in excess of \$25.00 per hour. Where the City has not petitioned for a waiver of statutory limits on fees, the City has reduced this rate to \$25.00. Furthermore, as required by law, the City has waived the first two hours of labor in responding to your request.

The estimated cost to fulfill your request has been calculated as set forth below:

400,000 cells of responsive data X .16 minutes per cell = 64,000 minutes (1,066 hours)

1,350 pages of responsive records X 1 minute per page = 1,350 minutes (22.50 hours)

-2 hours as required by law

1086.5 total hours

1086.5 total hours X \$25.00 per hour = **\$27,162**

It should be noted that in Friedman v. Division of Administrative Law Appeal and Bureau of Special Education Appeals, the Suffolk Superior Court, in its Memorandum of Decision and Order on Defendants' Motion to Dismiss, stated: [The requester] has a right to seek public records from his government, provided he does so in a reasonable manner. [The agencies], in turn, have a right not to be inundated with drain-the-ocean records requests, provided they fulfill the basic expectations of the [Public Records Law] in a fair and transparent manner. Here your request seeks more than ten years of data from the Worcester Public Schools which serves nearly 25,000 pre-K through grade 12 students across nearly 50 schools and programs in New England's second-largest city. Based on the volume of the records sought, this Office asserts that your request, as currently constructed, is an example of a "drain-the-ocean records request" as defined by the Court in Friedman. I suggest that you substantively narrow the scope of the records sought.

Should you wish to proceed with your request as currently constructed, payment is required prior to commencing the work to fulfill your request. Due to the amount of time required to fulfill your request, the City has petitioned the Supervisor of Records for the maximum available extension of 30 business days. If you decide to proceed, you may make payment by check or money order payable to the City of Worcester. You may mail payment to: City of Worcester Law Department, Attn: Public Records, 455 Main Street, Room 301, Worcester, MA 01608.

You have the right to appeal the City's response to the Supervisor of Records pursuant to subsection (a) of section 10A of the Public Records Law and 950 CMR 32.08(1). You also have the right to seek judicial review of an unfavorable decision by commencing a civil action in the superior court under subsection (c) of section 10A.

Sincerely,
Michael Manning

Records Access Officer
City of Worcester Law Department

cc: The Public Records Division of the Office of the Secretary of the Commonwealth.

Manning, Michael

From: Parent Data Force <Joey@parentdataforce.com>
Sent: Thursday, July 9, 2026 2:50 PM
To: Law RAO
Cc: Katy McRell
Subject: WPS Public Records Request – Aggregate Voluntary Transfer / Placement Data and Decision Criteria

Caution: This email came from outside the City of Worcester. Do not click on links or open attachments unless you are sure you recognize the sender and you know the contents are safe.

Good afternoon Attorney Manning / Records Access Officer,

Please treat this email as a **formal request for public records** under the Massachusetts Public Records Law, **G.L. c. 66, § 10**, and **950 CMR 32.00**.

This request seeks records concerning **Worcester Public Schools**. If any responsive records are held by Worcester Public Schools, the Enrollment Office, the Superintendent's Office, the School Committee, or any other Worcester municipal department or custodian, please direct this request to the appropriate records custodian while preserving the date of receipt by the City's Records Access Officer.

For routing and contact-reference purposes, I am also noting the Massachusetts Department of Elementary and Secondary Education public district profile page titled "**People Information - Worcester (03480000)**", which appears to identify Worcester Public Schools personnel/contact information: <https://share.google/YNPshvGnkazrC7mbp>. Please use any applicable district contact information available through that public DESE profile, or any current district records-access routing maintained by the City or Worcester Public Schools, to ensure this request reaches the proper custodian(s).

I am requesting public records concerning Worcester Public Schools' **voluntary transfer, intra-district placement, school-assignment, transfer-denial, reconsideration, and related placement-decision data**. The purpose of this request is to understand how transfer and placement decisions have been handled across grades, schools, and years, including whether decisions have been applied consistently to Worcester families.

Timeframe Requested

Please provide records covering the last ten school years, **SY 2016–2017 through SY 2025–2026**, plus the current **SY 2026–2027 transfer / placement cycle to date**.

Records Requested

1. Aggregate Transfer Application and Decision Data

Please provide **de-identified aggregate data**, preferably in **Excel, CSV, or other native spreadsheet/database export format**, showing for each school year:

- Total number of voluntary transfer, intra-district transfer, out-of-zone placement, school-assignment exception, continued-enrollment, and/or similar placement requests received;
- Total number approved;
- Total number denied;
- Total number waitlisted, withdrawn, administratively closed, or otherwise unresolved;
- The grade level involved, including but not limited to fifth grade;
- The student's assigned/home school, where tracked in aggregate;
- The requested school, where tracked in aggregate;
- The type/category of request, where tracked, including but not limited to sibling, childcare, staff child, hardship, medical, disability-related, safety, programmatic, school-capacity, boundary/realignment-related, transportation, or other stated reason;
- The stated reason/category for approval or denial, where tracked;
- The date or month of the request and decision, where tracked;
- Whether the request was reconsidered, appealed, reversed, or later approved, where tracked.

2. Nelson Place-Specific Aggregate Data

Please provide the same aggregate data above specifically for requests involving **Nelson Place School**, including:

- Requests to attend Nelson Place;
- Requests to remain at Nelson Place;
- Requests involving fifth grade students;
- Requests involving all other grades;
- Approvals, denials, waitlists, reconsiderations, reversals, withdrawals, or other outcomes;
- Any available aggregate data showing whether Nelson Place was considered **under capacity, at capacity, or over capacity** at the time of the relevant decisions.

3. Capacity, Overcapacity, Enrollment, Staffing, and Seat-Availability Data

For each school year from **SY 2016–2017 through SY 2026–2027 to date**, please provide records showing, by school and grade where available:

- Official or internal school capacity figures;
- Actual enrollment;
- Projected enrollment;
- Whether each school and/or grade was considered under capacity, at capacity, or over capacity;
- Number of classroom sections;
- Projected and actual class sizes;
- Available seats or seat-allocation calculations used in transfer or placement decisions;
- Any utilization reports, enrollment dashboards, capacity spreadsheets, overcapacity spreadsheets, realignment-related reports, or similar records used to evaluate whether a school or grade could accept additional students.

Please include **Nelson Place School** and **all Worcester Public Schools elementary, middle, and high schools** for comparison.

4. Decision Criteria, Policies, Rubrics, and Procedures

Please provide all policies, procedures, forms, rubrics, criteria, guidance documents, memoranda, training materials, scripts, checklists, workflow documents, or written instructions used to process, approve, deny, rank, waitlist, reconsider, or appeal voluntary transfer / placement requests during the requested timeframe.

This includes records showing:

- Who makes the decision;
- What role principals, enrollment staff, district administrators, or other personnel have in the decision;
- What criteria must be considered;
- Whether disability, Section 504, IEP, medical need, hardship, school stability, sibling status, transportation, childcare, staff-child status, school capacity, realignment, or final-year-of-elementary-school status may be considered;
- Whether the district uses different rules for fifth grade students, final-year elementary students, students affected by boundary/realignment decisions, students with disabilities, or students seeking to remain at an existing school;
- Any appeal or reconsideration pathway available to families.

5. Aggregate Disability-Related and Hardship-Related Transfer / Placement Data

To the extent tracked in a non-identifying way, please provide aggregate data showing:

- Number of transfer/placement requests identified as disability-related, Section 504-related, IEP-related, medical-related, anxiety-related, hardship-related, or safety-related;
- Number approved and denied in each category;
- Grade level and requested school, where available in aggregate;
- Reconsideration/appeal outcomes for those requests.

This request is **not seeking personally identifying student information**, confidential student records, student names, addresses, dates of birth, student ID numbers, medical records, disability documentation, IEPs, 504 Plans, or any other FERPA-protected personally identifying information.

Where a record contains exempt student-identifying information, please redact only the exempt personally identifying information and produce the segregable non-exempt portions. If small-cell counts could risk identifying a student, please use appropriate suppression or ranges while still producing the underlying aggregate structure.

6. Data Dictionaries / Field Definitions / Database Export Information

For any spreadsheet, database export, dashboard, enrollment system, or student-information-system report used to respond to this request, please provide any available data dictionary, column definitions, report descriptions, or field explanations needed to understand the data.

Format Requested

Please provide all responsive records **digitally only**.

For spreadsheets, databases, exports, or tables, please produce the records in **native electronic format**, such as Excel, CSV, or equivalent, rather than as flattened PDFs, wherever possible.

Please retain available metadata where possible, including file names, creation dates, modification dates, author/owner fields, and native column headers. For emails or documents, please provide PDF or native electronic files as appropriate.

Fee Waiver Request

I request a **waiver of all fees** because disclosure is in the public interest and will contribute to public understanding of Worcester Public Schools' transfer, placement, school-capacity, overcapacity, and student-assignment decision-making.

These records concern how a public school district applies placement and transfer criteria to families across schools, grades, disability-related requests, hardship requests, and capacity-based decisions. The request is not commercial. The records will help parents, advocates, and the public understand whether transfer and placement decisions are being made consistently, transparently, and in accordance with publicly stated criteria.

To reduce burden and cost, I am primarily seeking existing reports, exports, spreadsheets, dashboards, or aggregate records already maintained by the district. I am not asking the district to create new student-level records or disclose confidential student information. If the district maintains responsive data in a system that can be exported, please provide the existing export or report rather than manually creating a new document.

If you contend that any portion of this request is unclear, overly broad, exempt, or likely to generate fees, please contact me before processing so that I may clarify or narrow the request.

If you intend to assess any fee, please provide an itemized good-faith estimate before incurring costs.

Please also provide responsive records on a **rolling basis** as they become available.

Thank you,

Joey Ford
Parent Data Force
joey@parentdataforce.com

W091663-070926 - City Public Records Request

Message History (3)

On 7/23/2026 5:11:11 PM, Michael Manning wrote to Joey Ford (Joey@parentdataforce.com):

From: Worcester Public Records (worcesterma@govqa.us)
To: Joey Ford (Joey@parentdataforce.com)
Message Id: 429106
Message Status: Delivered

Subject: [Records Center] City Public Records Request :: W091663-070926

Body:

RE: PUBLIC RECORDS REQUEST of July 08, 2026, Reference # W091663-070926.

Dear Joey Ford,

The City of Worcester received a public records request from you on July 08, 2026. Your request sought:

"Please treat this email as a formal request for public records under the Massachusetts Public Records Law, G.L. c. 66, § 10, and 950 CMR 32.00.

This request seeks records concerning Worcester Public Schools. If any responsive records are held by Worcester Public Schools, the Enrollment Office, the Superintendent's Office, the School Committee, or any other Worcester municipal department or custodian, please direct this request to the appropriate records custodian while preserving the date of receipt by the City's Records Access Officer.

For routing and contact-reference purposes, I am also noting the Massachusetts Department of Elementary and Secondary Education public district profile page titled "People Information - Worcester (03480000)", which appears to identify Worcester Public Schools personnel/contact information: <https://share.google/YNPshvGnkazrC7mbp>. Please use any applicable district contact information available through that public DESE profile, or any current district records-access routing maintained by the City or Worcester Public Schools, to ensure this request reaches the proper custodian(s).

I am requesting public records concerning Worcester Public Schools' voluntary transfer, intra-district placement, school-assignment, transfer-denial, reconsideration, and related placement-decision data. The purpose of this request is to understand how transfer and placement decisions have been handled across grades, schools, and years, including whether decisions have been applied consistently to Worcester families.

Timeframe Requested

Please provide records covering the last ten school years, SY 2016–2017 through SY 2025–2026, plus the current SY 2026–2027 transfer / placement cycle to date.

Records Requested

1. Aggregate Transfer Application and Decision Data

Please provide de-identified aggregate data, preferably in Excel, CSV, or other native spreadsheet/database export format, showing for each school year:

Total number of voluntary transfer, intra-district transfer, out-of-zone placement, school-assignment exception, continued-enrollment, and/or similar placement requests received;

- Total number approved;
- Total number denied;
- Total number waitlisted, withdrawn, administratively closed, or otherwise unresolved;
- The grade level involved, including but not limited to fifth grade;
- The student's assigned/home school, where tracked in aggregate;
- The requested school, where tracked in aggregate;
- The type/category of request, where tracked, including but not limited to sibling, childcare, staff child, hardship, medical, disability-related, safety, programmatic, school-capacity, boundary/realignment-related, transportation, or other stated reason;
- The stated reason/category for approval or denial, where tracked;
- The date or month of the request and decision, where tracked;
- Whether the request was reconsidered, appealed, reversed, or later approved, where tracked.

2. Nelson Place-Specific Aggregate Data

Please provide the same aggregate data above specifically for requests involving Nelson Place School, including:

- Requests to attend Nelson Place;
- Requests to remain at Nelson Place;
- Requests involving fifth grade students;
- Requests involving all other grades;
- Approvals, denials, waitlists, reconsiderations, reversals, withdrawals, or other outcomes;
- Any available aggregate data showing whether Nelson Place was considered under capacity, at capacity, or over capacity at the time of the relevant decisions.

3. Capacity, Overcapacity, Enrollment, Staffing, and Seat-Availability Data

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- Official or internal school capacity figures;
- Actual enrollment;
- Projected enrollment;
- Whether each school and/or grade was considered under capacity, at capacity, or over capacity;
- Number of classroom sections;
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Please include Nelson Place School and all Worcester Public Schools elementary, middle, and high schools for comparison.

4. Decision Criteria, Policies, Rubrics, and Procedures

Please provide all policies, procedures, forms, rubrics, criteria, guidance documents, memoranda, training materials, scripts, checklists, workflow documents, or written instructions used to process,

approve, deny, rank, waitlist, reconsider, or appeal voluntary transfer / placement requests during the requested timeframe.

This includes records showing:

- Who makes the decision;
- What role principals, enrollment staff, district administrators, or other personnel have in the decision;
- What criteria must be considered;
- Whether disability, Section 504, IEP, medical need, hardship, school stability, sibling status, transportation, childcare, staff-child status, school capacity, realignment, or final-year-of-elementary-school status may be considered;
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- Any appeal or reconsideration pathway available to families.

5. Aggregate Disability-Related and Hardship-Related Transfer / Placement Data

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Please retain available metadata where possible, including file names, creation dates, modification dates, author/owner fields, and native column headers. For emails or documents, please provide PDF or native electronic files as appropriate.

Thank you for your request. Please find enclosed a fee estimate to fulfill your request and corresponding petition to the Supervisor of Records.

The Public Records Law requires that I inform you of your right to appeal this response to the Supervisor of

Records pursuant to subsection (a) of section 10A of the Public Records Law and 950 CMR 32.08(1). You also have the right to seek judicial review by commencing a civil action in the superior court under subsection (c) of section 10A.

Sincerely,
Michael Manning
Records Access Officer
City of Worcester Law Department

On 7/9/2026 4:39:41 PM, System Generated Message:

From: System Generated Message
To:
Subject: City Public Records Request :: W091663-070926
Message Status: Delivered



Dear Joey Ford:

Thank you for your public records request. Your request has been received by City of Worcester and is being processed in accordance with the Massachusetts Public Records Law. Your request was created on 7/8/2026 and given the reference number W091663-070926 for tracking purposes.

Records Requested: Please treat this email as a formal request for public records under the Massachusetts Public Records Law, G.L. c. 66, § 10, and 950 CMR 32.00.

This request seeks records concerning Worcester Public Schools. If any responsive records are held by Worcester Public Schools, the Enrollment Office, the Superintendent's Office, the School Committee, or any other Worcester municipal department or custodian, please direct this request to the appropriate records

custodian while preserving the date of receipt by the City's Records Access Officer.

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<https://share.google/YNPshvGnkazrC7mbp>. Please use any applicable district contact information available through that public DESE profile, or any current district records-access routing maintained by the City or Worcester Public Schools, to ensure this request reaches the proper custodian(s).

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2. Nelson Place-Specific Aggregate Data

Please provide the same aggregate data above specifically for requests involving Nelson Place School, including:

- Requests to attend Nelson Place;
- Requests to remain at Nelson Place;
- Requests involving fifth grade students;
- Requests involving all other grades;
- Approvals, denials, waitlists, reconsiderations, reversals, withdrawals, or other outcomes;
- Any available aggregate data showing whether Nelson Place was considered under capacity, at capacity, or over capacity at the time of the relevant decisions.

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- Official or internal school capacity figures;
- Actual enrollment;
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- Whether each school and/or grade was considered under capacity, at capacity, or over capacity;
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This includes records showing:

- Who makes the decision;
- What role principals, enrollment staff, district administrators, or other personnel have in the decision;
- What criteria must be considered;
- Whether disability, Section 504, IEP, medical need, hardship, school stability, sibling status, transportation, childcare, staff-child status, school capacity, realignment, or final-year-of-elementary-school status may be considered;
- Whether the district uses different rules for fifth grade students, final-year elementary students, students affected by boundary/realignment decisions, students with disabilities, or students seeking to remain at an existing school;
- Any appeal or reconsideration pathway available to families.

5. Aggregate Disability-Related and Hardship-Related Transfer / Placement Data

To the extent tracked in a non-identifying way, please provide aggregate data showing:

- Number of transfer/placement requests identified as disability-related, Section 504-related, IEP-related, medical-related, anxiety-related, hardship-related, or safety-related;
- Number approved and denied in each category;
- Grade level and requested school, where available in aggregate;
- Reconsideration/appeal outcomes for those requests.

This request is not seeking personally identifying student information, confidential student records, student names, addresses, dates of birth, student ID numbers, medical records, disability documentation, IEPs, 504 Plans, or any other FERPA-protected personally identifying information.

Where a record contains exempt student-identifying information, please redact only the exempt personally

identifying information and produce the segregable non-exempt portions. If small-cell counts could risk identifying a student, please use appropriate suppression or ranges while still producing the underlying aggregate structure.

6. Data Dictionaries / Field Definitions / Database Export Information

For any spreadsheet, database export, dashboard, enrollment system, or student-information-system report used to respond to this request, please provide any available data dictionary, column definitions, report descriptions, or field explanations needed to understand the data.

Format Requested

Please provide all responsive records digitally only.

For spreadsheets, databases, exports, or tables, please produce the records in native electronic format, such as Excel, CSV, or equivalent, rather than as flattened PDFs, wherever possible.

Please retain available metadata where possible, including file names, creation dates, modification dates, author/owner fields, and native column headers. For emails or documents, please provide PDF or native electronic files as appropriate.

Fee Waiver Request

I request a waiver of all fees because disclosure is in the public interest and will contribute to public understanding of Worcester Public Schools' transfer, placement, school-capacity, overcapacity, and student-assignment decision-making.

These records concern how a public school district applies placement and transfer criteria to families across schools, grades, disability-related requests, hardship requests, and capacity-based decisions. The request is not commercial. The records will help parents, advocates, and the public understand whether transfer and placement decisions are being made consistently, transparently, and in accordance with publicly stated criteria.

To reduce burden and cost, I am primarily seeking existing reports, exports, spreadsheets, dashboards, or aggregate records already maintained by the district. I am not asking the district to create new student-level records or disclose confidential student information. If the district maintains responsive data in a system that can be exported, please provide the existing export or report rather than manually creating a new document.

If you contend that any portion of this request is unclear, overly broad, exempt, or likely to generate fees, please contact me before processing so that I may clarify or narrow the request.

If you intend to assess any fee, please provide an itemized good-faith estimate before incurring costs.

Please also provide responsive records on a rolling basis as they become available

Your request will be forwarded to the relevant department(s) to locate and provide the document(s) you seek. If there are any necessary costs associated with your request, you will be contacted with a cost breakdown; payment is required prior to commencing the work required to fulfill your request. Please note that the duty to comply with requests for records extends to those records that exist and are in the possession, custody, or control of the custodian of records at the time of the request. See M.G.L. c. 66, section 10(a)(ii). In addition, 32 Op. Att'y Gen 157, 165 (May 18, 1977) held that a custodian is not obligated to create a record in response to a request for information.

You can monitor the progress of your request at the link below and you'll receive an email when your request has been completed. Again, thank you for using the Public Records Center.

City of Worcester

To monitor the progress or update this request please log into the [Public Records Center](#)



On 7/9/2026 4:39:40 PM, Michael Manning wrote:

Request was created by staff