

CTE Chapter 74 Admissions Policy Submission Deadline Waiver Request Form

A school district may submit in writing a proposal for approval by the Commissioner for the satisfaction of any requirement in 603 CMR 4.00 in a manner different from that specified in 603 CMR 4.00. The Commissioner may approve such proposal if it shows substantial promise of contributing to improvements in the methods for meeting the goals of 603 CMR 4.00 and if such proposal does not conflict with any provision of law. No such proposal shall be implemented until approved by the Commissioner.

The deadline for submitting admissions policies and attestations is October 1 of each year. The Department will also consider extensions, upon request and on a case-by-case basis, for this first year, so long as materials are submitted before the school’s admissions cycle begins. Schools will also only be required to re-submit their policy in subsequent years if they have revised their policy, though the attestation will be required annually.

To request an extension, please fill in the information below. Then, email this form to ATTN: Associate Commissioner Elizabeth Bennett at [CCTE@mass.gov](mailto:CCTE@mass.gov) before October 1.

[Insert school/district name here] is writing to request an extension to the deadline to submit our admissions policy and superintendent attestation. We anticipate our school/district committee will vote on the policy by [insert date] and that we will be able to submit our materials by [insert date no later than December 31]. We also acknowledge this extension will not prevent our school/district from implementing a new policy in line with the regulatory language for the admissions cycle impacting students seeking enrollment in the next school year.

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Superintendent Printed Name

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Superintendent Signature Date