

**Cambridge Public Schools  
Administrative Guidelines and Procedures**

**CHANGE OF STUDENT ADDRESS**

The parents/guardians/caregivers of a student of the Cambridge Public Schools (“CPS”) are responsible for reporting, in writing, any change of their address to the student’s principal, who in turn will immediately enter the change into the school district's student information database. This procedure applies to all CPS students, whether the student remains enrolled in the same school after their address has changed, is enrolling in another school within the school district after their address has changed, or is enrolling in another school outside of the school district after their address has changed.

**Exceptions to Residency Requirement**

In accordance with the School Committee policy, only City of Cambridge residents may attend the Cambridge Public Schools except that: (i) the Superintendent of Schools may permit students whose parents/guardians/caregivers have moved from Cambridge during any school marking period to attend school in Cambridge until the end of the marking period without paying tuition; (ii) the Superintendent of Schools may permit students whose parents/guardians/caregivers have moved from Cambridge to attend school in Cambridge for a full year subsequently without paying tuition if (a) the student is entering their senior year in high school and has completed at least one year at Cambridge Rindge and Latin School prior to their parents/guardians/caregivers removal from the City; or (b) the student is entering eighth grade and has completed at least two (2) years in the Cambridge Public Schools prior to their parents/guardians/caregivers removal from the City.

**Residency Checks**

If a principal has reason to believe that a student no longer is a resident of the City of Cambridge but is still attending school within the school district or information is provided concerning a possible, and the student has not been admitted to the school under a School Committee policy relating to nonresident students or by specific action of the School Committee, the principal may contact the Office of Safety and Security and request that a residency check of the student be conducted.

If it is confirmed that a student no longer is a resident of the City of Cambridge, then in accordance with School Committee policy, the student's parents/guardians/caregivers will be notified, in writing, that the student will no longer be enrolled in the school district and that the student will be transferred out of the school district within five (5) school days, unless there are fewer than (10) school days left in the marking period/school year, in which case, the student is transferred out of the school district at the end of marking period/school year. When a transfer occurs, the principal is responsible for deleting the student's name from the school's enrollment as of the date that the transfer is made and notifying the Chief of Academics and Schools, Student Registration Center and Director of Safety and Security that this action has occurred.

*Policy references: JF, JF-1*

*Legal references: M.G.L.c. 15, §1G; c. 76, §§1, 5, 15, & 15A*

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