



HIGHLAND PARK PUBLIC SCHOOLS

www.hpschools.net
435 Mansfield St, Highland Park
NJ, 08904

OFFICE OF THE SCHOOL BUSINESS ADMINISTRATOR

DENISE M. DeROSA

(732) 572-2400

May 7, 2026

VIA EMAIL: opra+request-90667-fd325416@requests.opramachine.com
Anonymous

Re: OPRA Request dated April 28, 2026

Dear Anonymous:

As custodian of records for the Highland Park Board of Education ("Board" and/or "District"), I am writing this letter in response for your request for records pursuant to the Open Public Records Act ("OPRA") submitted and received via email on Tuesday, April 28, 2026. As such, the seven (7) business day deadline within which the Board is to respond to your request is Thursday, April 7, 2026.

More specifically, your OPRA request seeks access to the following:

Policy and procedure records

Any and all written policies, procedures, rubrics, scoring criteria, guidelines, or staff guidance documents governing admission to the Irving Primary School Pre-K (preschool) program, including any documents identifying or defining all priority categories, tiebreakers, or weighting factors used to determine admission, currently in effect or in effect during the SY25-26 or SY26-27 admissions cycles.

Any and all written policies, procedures, or guidelines governing the Irving Pre-K waitlist, including how waitlist position is determined, how openings are filled from the waitlist, and how waitlisted families are or are not notified of status.
The Pre-K application form(s) used during the SY25-26 and SY26-27 admissions cycles.

Aggregate admissions data

Any existing reports, spreadsheets, summaries, dashboards, presentations, or other records that contain aggregate (non-identifying) counts of Pre-K applicants for the SY25-26 and SY26-27 admissions cycles, including but not limited to: total number of applications received; number of applications broken out by applicant age (3-year-old vs. 4-year-old); number of applicants meeting Priority 1 (free/reduced lunch); number of applicants meeting Priority 2 (sibling at Irving); number of applicants meeting neither Priority 1 nor Priority 2; number of applicants admitted, broken out by age and priority status; and number of applicants waitlisted, broken out by age and priority status.
If no aggregate report responsive to item 4 exists, then the underlying admissions log, tracking spreadsheet, decision log, application roster, or equivalent record(s) used by staff to manage the SY25-26 and SY26-27 Pre-K admissions cycles, with all personally identifying information about applicants and families redacted (see note below).
Any records reflecting the total number of Pre-K seats available, seats filled by current three-year-olds advancing, seats reserved for students with special needs, and seats available to outside applicants for SY25-26 and SY26-27.

Communications

Any and all emails sent or received by the following individuals, regarding the subjects of "preschool admission(s)," "Pre-K admission(s)," "preschool lottery," "Pre-K lottery," "preschool priority/priorities," "Pre-K priority/priorities," "preschool waitlist," "Pre-K waitlist," "Irving preschool registration," or "Irving Pre-K registration," between January 1, 2026 and the date of this request:

**Dr. Kristina Susca, Superintendent
Michele Rodrigues, Director of Curriculum & Instruction
Megan McNally, Principal, Irving Primary School
Christine Gappa, Pre-K- PIRS, Irving Primary School
Anna Vargas, Pre-K- PIC, Irving Primary School**

Any and all emails sent or received by the same five individuals listed in item 8, regarding the same subjects listed in item 8, between January 1, 2025 and June 30, 2025 (covering the SY25-26 admissions cycle).

Notice and limitations

I am NOT seeking any personally identifiable information about any applicant, student, family, or household. I will accept all records in redacted form sufficient to remove names, addresses, dates of birth, contact information, household financial details, and any other information identifying any specific child or family. To the extent any record contains both responsive aggregate or policy information and personally identifying information, I request the record be produced with the personally identifying information redacted, with each redaction accompanied by the specific lawful basis as required by N.J.S.A. 47:1A-5(g).

I am willing to accept records in any of the following: aggregate counts, de-identified summaries, or redacted underlying documents. I understand under N.J.S.A. 47:1A-5(g) the District is not required to create new records; this request is for existing records that contain or can be redacted to reveal the requested information.

Based upon the items requested, your request requires additional time beyond the seven (7) business days to fulfill due to the scope of your request. More specifically, the District must identify all of the responsive documents, retrieve the documents, and review and redact any non-disclosable and/or exempt information. The OPRA allows custodians to seek extensions of time pursuant to N.J.S.A. 47:1A-5.i. Specifically, the OPRA states that, "the requestor shall be advised by the custodian when the record can be made available. If the record is not made available by that time, access shall be deemed denied."

Accordingly, your request requires an extension of time until Friday, May 22, 2026 to respond.

Thank you for your anticipated courtesies in this regard.

Sincerely,



Denise M. DeRosa
Business Administrator/Board Secretary