



**HIGHLAND PARK
PUBLIC SCHOOLS**
www.hpschools.net
435 Mansfield St, Highland Park
NJ, 08904

OFFICE OF THE SCHOOL BUSINESS ADMINISTRATOR

DENISE M. DeROSA

(732) 572-6990

June 5, 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 furtherance of my prior correspondences in response to your request for records pursuant to the Open Public Records Act ("OPRA") submitted and received via email on Tuesday, April 28, 2026.

OPRA allows custodians to seek extensions of time within which to respond, pursuant to N.J.S.A. 47:1A-5. Specifically, the OPRA states that, in the event a records custodian needs additional time to fulfill the request, the custodian shall be entitled to a reasonable extension of time and shall notify the requester of the time extension. In regards to your request, this office requested such an extension until Friday, June 5, 2026.

More specifically, the Board's responses to your requests are set forth below:

"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."**

A response to this request was provided per my correspondence dated May 22, 2026.

"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."

A response to this request was provided per my correspondence dated May 22, 2026.

"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."

Enclosed please find emails responsive to your request which have been redacted to protect confidential advisory, consultative or deliberative material pursuant to N.J.S.A. 47:1A-1.1 and confidential student information pursuant to N.J.S.A. 47:1A-1.1 and -5, N.J.S.A. 47:1A-9, N.J.S.A. 18A:36-19, N.J.A.C. 6A:32-7.1, et seq.; the Family Educational Rights & Privacy Act ("FERPA") (20 U.S.C. § 1232g; 34 CFR Part 99); and L.R. v. Camden City Pub. Sch. Dist., 238 N.J. 547 (2019).



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Following receipt of my response per correspondence dated May 22, 2026, you submitted a reply via email on May 26, 2026 requesting clarification and alleging incomplete production. More specifically, your reply states as follows:

“First, regarding items 1 and 2: the single document provided in response to items 1 through 3 (the 2023-2024 Preschool Education Aid Award Proposal) does not contain a written admissions rubric, scoring criteria, tiebreaker rules, or weighting factors as item 1 requested, and does not contain any waitlist policy describing how waitlist position is determined, how openings are filled, or how waitlisted families are notified, as item 2 requested. The lottery roster documents produced in response to items 4 through 6 indicate that a lottery process is in operation, which implies the existence of related procedural guidance. Could you confirm whether additional responsive records to items 1 and 2 will be produced, or whether it is the District's position that the PEA Application is the sole record responsive to those items?”

As a preliminary matter, please take note that the OPRA does not require generation of explanatory documents, answering questions, or providing a written response beyond providing responsive records or advising that there are no responsive records. Notwithstanding the above, please note that documentation outlining admissions criteria were produced per my correspondence of May 22, 2026. Please refer to the documents entitled, “Registration Details for Pre-School-English and Spanish 25_26” and “Registration Details for Pre-School-English and Spanish 26_27”. In addition, there was a Superintendent’s presentation entitled, “2022-2023 Mid Year Updates” given at the February 6, 2023 Board meeting. This presentation provided updates on Full Day Preschool 2023, slide 30 indicates enrollment criteria and has been attached for your review. There are no other records responsive to your request.

As the documents identified above are being provided to you in electronic format only, there is no charge associated with your request. My correspondence of May 22, 2026; the documents attached thereto; this correspondence; the foregoing information; and the enclosed documents constitute the Board’s full and complete response to your OPRA request and therefore, your OPRA request is closed.

Sincerely,

Denise M. DeRosa

Denise M. DeRosa
Business Administrator/Board Secretary