November 18, 2013

Dear Prospective Local School Council Candidate:

On Monday, April 7, 2014, schools will conduct an election in which parents and community members may run for election to the parent and community member positions on the school’s Local School Council for the new two-year term of office beginning July 1, 2014. On the same day, the schools will also conduct a poll of the staff in which school staff members may run for appointment by the Board of Education to the teacher and non-teacher staff member positions on the LSC for the new term of office.

The forms to be completed and filed to run as a candidate for an LSC are:

- Candidate Nomination Form Form 1-14
- Criminal Conviction Disclosure Form 2-14
- Telephone Number Disclosure Form 3-14
- Candidate Statement (Optional) Form 4-14

The forms and a timeline for the LSC Election are attached.

Teachers and non-teacher staff members interested in running for the LSC must also complete and file the Teacher/Non-Teacher Staff Candidate Information Form [Form 5-14]. High school students interested in running for the LSC must also complete and file the Student Candidate Information Form [6-14]. Both forms are available at the school.

You or a representative may file original forms in person in the school where you seek to serve until 3:00 p.m., February 26, 2014 or in the Office of Local School Council Relations, 125 South Clark Street, 5th Floor, until 3:00 p.m., February 19, 2014. Mailed, e-mailed, or faxed forms will NOT be accepted. Candidates for parent representative or community representative, or their representative, must also present two (2) forms of identification to establish their eligibility to run and serve as LSC members.

Following the nomination period, candidates will have an opportunity to attend a Candidate Forum to be held at the school between March 17 and March 21, 2014. (Please ask the principal for the exact date and time.) They will also have the opportunity to have the school distribute campaign literature to parents on Campaign Literature Distribution Day, March 31, 2014. To do so, school staff candidates must submit their literature by 12:00 p.m., March 26, 2014 and parent and community candidates must submit their literature, in sets of thirty-five [35] or as directed by the school, by 3:00 p.m., March 26, 2014.

Successful candidates will be required to complete a criminal background check (for which they may be asked to provide their fingerprints). They will also be required to file an Annual Statement of Economic Interests and, if newly elected, to complete 18 hours of training within 6 months of taking office. No parent or community member may be employed by the Board of Education to work at the school where they serve. No member may be employed by a third party, including a supplemental educational service (SES) provider, to work at the school where they serve. Parent and community members must wait for one year after their LSC membership ends to work at the school where they served.

Thank you for your interest in serving the children of the Chicago Public Schools through your Local School Council.

Sincerely,

Guillermo (Willy) Montes de Oca