Office of Local School Council Relations

To be sent home with each student, distributed to all staff and posted in the school by November 22, 2013

Dear Parents/Guardians, School Staff Members and Community Members:

The 2014 Local School Council Election will be held on Spring Semester Parent-Teacher Conference Day, Monday, April 7, 2014 from 6:00 a.m. to 7:00 p.m. In the Election, parents and community members will have the opportunity to run and vote to fill 8 positions on your school’s LSC (6 parent members and 2 community members) and school staff will have the opportunity to run and vote to fill 3 positions on the LSC (2 teacher members and 1 non-teacher staff member).

We encourage and invite you to participate in the election by becoming a candidate for your school’s council and by voting in the parent/community election and the school staff poll.

Since 1989, Local School Councils have helped improve the quality of education in the Chicago Public Schools by playing an important role in governing their schools. They participate in selecting the principal, approving the school improvement plan and school budget and performing other important duties.

Each Council includes the principal, 6 parents/legal guardians, 2 community residents, 2 teachers, 1 non-teacher staff member and, in high schools, 1 student. Parent member candidates must have a child enrolled in the school on the day of the election. Community member candidates must be at least 18 years old and live within the school’s attendance area or voting district, but cannot have any children enrolled in the school.

PLEASE NOTE: Parents who have a child scheduled to graduate before June 30, 2014 may run and serve as community members as long as they have no children attending the school as of June 30, 2014 and are otherwise eligible for the position.

The nomination procedures for interested candidates are as follows:

- All candidates must submit, in person, an original: Candidate Nomination Form; Criminal Conviction Disclosure Form; and Telephone Number Disclosure Form and two pieces of identification* by 3:00 p.m. on February 26, 2014 to the school or by 3:00 p.m. February 19, 2014 to the Office of LSC Relations, 125 South Clark Street, 5th Floor. (Mailed, e-mailed or faxed forms will not be accepted.)

*For community representative candidates, at least one I.D. must bear a current home address in the school’s attendance area or voting district boundaries.

- School staff candidates must submit a Teacher/Non-Teacher Staff Candidate Information Form.

- Each candidate is also encouraged, but not required, to submit a Candidate Statement, which is a brief statement of his/her qualifications and plans if elected (or appointed) to the LSC.

Candidate nomination forms are available at schools, network offices, and the Office of Local School Council Relations. For more information, call the Office of Local School Council Relations at (773) 553-1400 (voice) or (773) 553-3332 (TTY).

We look forward to your participation in the Local School Council Election and thank you for your interest in your school. Working together, we can continue to improve our children’s education.

Sincerely,

[Signature]
Guillermo (Willy) Montes de Oca
Director