To be sent home with each student, distributed to all staff and posted in the school by November 2, 2015

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

On Wednesday, April 13, 2016 (elementary schools) and Thursday, April 14, 2016 (high schools), Spring Semester Parent-Teacher Conference Day, schools with an Appointed Local School Council ("ALSC") or Board of Governors ("BOG") will conduct polls in which parents and school staff members may run and vote to fill the parent and school staff positions on the ALSC/BOG (please ask your principal for the exact numbers) for the new two-year term of office beginning July 1, 2016. In addition, by May 6, 2016, the currently-serving ALSC/BOG (or the Principal if there is none) will recommend candidates for the community and advocate positions (please ask your principal for the exact numbers) for the new term of office.

After receiving the poll results and the recommendations, the Board of Education will appoint the members of your school’s ALSC or BOG for the new term of office beginning July 1, 2016.

We encourage and invite parents and school staff to participate in the parent and staff polls by becoming candidates and voting in the polls. We also encourage and invite community residents to become candidates for the community member and advocate positions.

Since 1989, Appointed 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 approving the school improvement plan and school budget, recommending candidates for selection as the school’s contract principal and performing other important duties.

Parent member candidates must have a child enrolled in the school on the day of the parent poll. Community member candidates must be at least 18 years old and live within the school’s attendance area and not have a child enrolled in the school.*

*Parents with children scheduled to graduate this year may serve as community members as long as they have no children attending the school as of June 30, 2016 and are otherwise eligible for the position.

The candidate nomination procedures are as follows:

- All candidates must submit, in person, an original: Candidate Nomination Form (Form 1-16); Criminal Conviction Disclosure Form (Form 2-16); and Telephone Number Disclosure Form (Form 3-16) and two pieces of identification** by 3:00 p.m. on March 4, 2016 to the school or by 3:00 p.m. on February 19, 2014 to the Office of Local School Council Relations, 2651 West Washington Blvd., 3rd Floor. Mailed, e-mailed, faxed or copied forms will not be accepted. (For community member candidates, one I.D. must bear a current home address in the school’s attendance area, if any.)

- School staff candidates must also submit a Staff Candidate Information Form (Form 5-16).

- Candidates are also encouraged, but not required, to submit a Candidate Statement (Form 4-16), which is a brief statement of his/her qualifications and plans if appointed.

ALSC/BOG Candidate Forms are available at your school, the Office of Local School Council Relations and online at cps.edu. 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 ALSC/BOG selection process and thank you for your interest in your school. Working together, we can continue to improve our children’s education.

Sincerely,

Guillermo (Willy) Montes de Oca
Director