To be sent home with each student, distributed to all staff and posted in the school by March 14, 2016

Dear Parents/Guardians and School Staff Members:

The 2016 Non-binding Advisory Parent and Staff Preference Polls at schools with an Appointed Local School Council (ALSC) or Board of Governors ('BOG') will be held on Spring Semester Parent-Teacher Conference Day, Wednesday, April 13, 2016 (elementary schools) or Thursday, April 14, 2016 (high schools) from 6:00 a.m. to 7:00 p.m. In the Polls, parents will have the opportunity to vote for candidates to fill the parent positions on the school's ALSC/BOG (please ask your principal for the exact number) and school staff will have the opportunity to vote for candidates to fill the staff positions on the ALSC/BOG (please ask your principal for the exact number).

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 after receiving the parent and staff poll results and candidate recommendations from the currently-serving ALSC/BOG or the Principal for the community member and advocate positions.

We encourage and invite parents and school staff to vote in the parent and staff polls.

A Candidate Forum will be held at your school at ______________ on ______________________________

______________________________
TIME  DAY AND DATE

______________________________
LOCATION OF FORUM

We encourage and invite you to attend the Forum to hear the Candidates speak about their qualifications and their plans if appointed to your school's ALSC or BOG.

Form 8-16 (List of Candidates for the ALSC/BOG), with the name(s) of the candidate(s) who have filed to run in the parent and staff polls or to be considered for recommendation to fill the community member or advocate positions on your school's ALSC or BOG is enclosed for your reference.

For more information about the election, please contact the Office of Local School Council Relations: (773) 553-1400 (voice) or (773) 553-3332 (TTY).

We look forward to your participation in the Non-binding Advisory Preference Polls at your school 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

**SPECIAL NOTE**

- Parent voters must present 2 forms of I. D. to the poll judges. At least one form of I. D. or documentation must establish that the voter is the parent, legal guardian or temporary custodian of a child enrolled in the school.
- School staff voters must also present 2 forms of I. D., one of which must be their CPS Employee I. D.
- Any person requiring a sign language interpreter for the Candidate Forum must inform the school by 12:00 Noon on March 11, 2016.