2018
GUIDE TO
APPOINTED LOCAL SCHOOL COUNCILS/
BOARDS OF GOVERNORS
CANDIDATE
NON-BINDING ADVISORY POLLS
AND RECOMMENDATIONS

Office of Local School Council Relations
2651 W. Washington Blvd., 3rd Floor
Chicago, IL 60612
773-553-1400
Rahm Emanuel

Mayor of the City of Chicago

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Dear Friends:

The Office of Local School Council Relations has been designated by the Chicago Board of Education to coordinate the process of selecting the candidates for appointment to Appointed Local School Councils and Boards of Governors for the new term of office beginning July 1, 2018. We believe that Local School Councils (LSCs) are the very heart of school reform and that the hard-working Councils have been a key factor in many of the positive changes taking place in our school system.

The mission of the Board of Education – as it relates to the Local School Council election and appointment processes – is to uphold the letter and intent of the School Reform Act and the Policy on the Governance of Alternative and Small Schools. That important responsibility includes conducting fair non-binding advisory polls for candidates for the parent, school staff and high school student member positions of ALSCs and BOGs and facilitating a fair process of recommendations by currently-serving ALSCs and BOGs of candidates for the community and advocate member positions. It also includes providing consistent procedures that foster public trust, and promoting broad-based candidate and voter participation throughout the city.

This 2018 Guide to the Appointed Local School Council/Boards of Governors Candidate Non-binding Advisory Polls and Recommendations has been prepared so that candidates and others may easily access information related to the polling and recommendations processes. We hope you will find it easy to understand and use.

Input and decision-making by ALSCs and BOGs have proven over and over again to be meaningful, important and far-reaching.

We are most grateful for your participation and sincerely thank you for your efforts in helping us as we continue to always put Children First.

Sincerely,

Dr. Guillermo (Willy) Montes de Oca
Director
CPS Office of Local School Council Relations
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IMPORTANT REMINDERS

- **January 8, 2018**: ALSC/BOG Candidate Nomination Period Begins.

- **3:00 p.m., February 20, 2018**: Deadline for filing ALSC/BOG candidate forms in the Office of LSC Relations, 2651 W. Washington Blvd., 3rd Floor. Mailed, e-mailed, faxed or copied forms will be not accepted.

- **3:00 p.m., March 2, 2018**: Deadline for filing ALSC/BOG candidate forms in the school where the candidate intends to run. Mailed, e-mailed faxed or copied forms will be not accepted.

- **3:00 p.m., March 8, 2018**: Deadline to submit Applications for Election Judge to schools and W-9 IRS Form and CPS Internal Accounts Vendor Request Contact Forms to the Office of School Financial Services (fax: 773/ 553-2704).

- **12:00 p.m. (Noon), April 10, 2018**: Deadline for school staff candidates to deliver campaign literature to principal for Candidate Literature Distribution Day.

- **3:00 p.m., April 10, 2018**: Deadline for parent candidates to deliver campaign literature to school for Candidate Literature Distribution Day.

- **6:00 a.m. to 7:00 p.m., April 18, 2018**: Elementary School ALSC/BOG Non-binding Advisory Parent Candidate and School Staff Candidate Preference Polls Day.

- **6:00 a.m. to 7:00 p.m., April 19, 2018**: High School ALSC/BOG Non-binding Advisory Parent Candidate and School Staff Candidate Preference Polls Day.

- **8:00 p.m., April 26, 2018**: Deadline for ALSC/BOG to certify Non-binding Advisory Preference Polls Results and to recommend candidates for community and advocate member positions.

- **June 27, 2018**: Board appoints all members of Appointed Local School Councils and Boards of Governors.

For additional information, contact:

LSC Election Central
Office of Local School Council Relations
2651 West Washington Blvd., 3rd Floor
Chicago, Illinois 60612
773.553.1400 (phone)
773.553.1402 (fax)
### 2018 Appointed LSC and BOG Candidate Polls and Recommendation Timeline

<table>
<thead>
<tr>
<th>Dates 2018</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/8 - 1/17</td>
<td>Peric for Principal to distribute Letter I to parents and school staff and post letter and ALSC/BOG Appointment Process materials at the school.</td>
</tr>
<tr>
<td>1/8 - 3/02</td>
<td>Peric for filing original ALSC/BOG candidate forms in person in schools where the candidates seek appointment. Mailed, faxed, e-mailed or copied forms will NOT be accepted.</td>
</tr>
<tr>
<td>1/8 - 3/08</td>
<td>Peric for filing election judge applications, including W-9 Form and CPS Internal Accounts Vendor Request Form.</td>
</tr>
<tr>
<td>1/8 - 4/11</td>
<td>Principal/ALSC/BOG to publicize date of Campaign Literature Distribution (4/12).</td>
</tr>
<tr>
<td>2/20</td>
<td>3:00 p.m. Deadline to file ALSC/BOG candidate forms in person at the Office of LSC Relations (&quot;OLSCR&quot;), 2551 W. Washington Blvd., 3rd Floor. Mailed, faxed, e-mailed or copied forms will NOT be accepted.</td>
</tr>
<tr>
<td>3/02</td>
<td>3:00 p.m. Deadline to file ALSC/BOG candidate forms in person at the school where the candidate seeks to run. Mailed, faxed, e-mailed or copied forms will NOT be accepted.</td>
</tr>
<tr>
<td>3/06</td>
<td>12:00 Noon. Principal to post final List of Candidates For the ALSC/BOG (Form 8-18) and Candidate Statement Forms (Form 4-18), if any.</td>
</tr>
<tr>
<td>3/06</td>
<td>3:00 p.m. Principal to forward, in envelope provided: a copy of the final List of Candidates for the ALSC/BOG (Form 8-18), copies of all Candidate Statements (Form 4-18), and originals of all other candidate forms (Form 1-18, 2-18, 3-18, 5-18 and 6-18) to OLSCR, 2551 W. Washington Blvd., 3rd Floor, GSR 34 (and copies of Form 8-18 and all candidate forms to Network Office).</td>
</tr>
<tr>
<td>3/06</td>
<td>12:00 Noon. Deadline for anyone requiring sign language interpreter or other accommodation at the Candidate Forum to inform the school.</td>
</tr>
<tr>
<td>3/08</td>
<td>3:00 p.m. Deadline for the Principal to notify the Office of LSC Relations of need for a sign language interpreter at the Candidate Forum.</td>
</tr>
<tr>
<td>3/08</td>
<td>3:00 p.m. Deadline to submit LSC Election Judge applications, including IRS W-9 Form and CPS Internal Accounts Vendor Request Form.</td>
</tr>
<tr>
<td>3/08</td>
<td>5:00 p.m. Deadline to file Pre-Election Challenges. Challenge Forms must be e-mailed to <a href="mailto:LSCelectionchallenge@cps.edu">LSCelectionchallenge@cps.edu</a> or filed in person in the lobby at 42 W. Madison St., Chicago, Illinois.</td>
</tr>
<tr>
<td>3/08</td>
<td>Deadline for ALSC/BOG to set date of Candidate Forum (between 3/19 and 3/23) and date of meeting to certify non-binding advisory polls results and recommend community and advocate member candidate positions (between 4/20 and 8:00 p.m., 4/26).</td>
</tr>
<tr>
<td>3/09</td>
<td>Principal to set date of Candidate Forum between 3/19 and 3/23 if ALSC/BOG fails to do so by 3/08 and to inform all candidates of date and time of Forum in writing by telephone at least seven (7) days in advance.</td>
</tr>
<tr>
<td>3/09</td>
<td>Principal to distribute Letter II to classrooms for parents and to school staff and post letter at school (include date, time and location of Candidate Forum and Form 8-18, List of Candidates for the ALSC/BOG).</td>
</tr>
<tr>
<td>3/09</td>
<td>Suggestion: Copy Form 8-18 on the back of Letter II.</td>
</tr>
<tr>
<td>3/16</td>
<td>12:00 Noon. Law Department to send list of challenged candidates, by school, to concerned schools.</td>
</tr>
<tr>
<td>3/16</td>
<td>3:00 p.m. Deadline for the Principal to notify OLSCR (773/553-1400) of the need for non-binding advisory poll judges who speak a language other than English.</td>
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<tr>
<td>DATEs</td>
<td>ACTIVITY</td>
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<tr>
<td>3/19 - 3/23</td>
<td>Schools conduct Candidate Forums (ALSC/BOG or Principal to post notice and agenda for Forum at school at least 48 hours in advance). At Forum: 1. All Candidates are allowed equal time to address public in attendance. 2. ALSC/BOG or Principal conducts ballot position lotteries. 3. Principal distributes three (3) Pollwatcher Credentials to all parent and staff candidates in attendance. 4. ALSC/BOG and Principal announce date, time and location of the non-binding advisory parent and staff polls. NOTE: Pre-election Challenged Candidates must be included in Candidate Forum.</td>
</tr>
<tr>
<td>3/26- 3/30</td>
<td>Law Department conducts reviews of Pre-election Candidate Challenges.</td>
</tr>
<tr>
<td>4/10</td>
<td>3:00 p.m. Deadline for Principal to report any missing non-binding poll day materials (Box 2; Ballot Box; privacy screens; Spindle for the Applications for Ballot) to OLSCR (773/553-1400). 12:00 Noon. Deadline for school staff candidates to deliver campaign literature to principal.</td>
</tr>
<tr>
<td></td>
<td>3:00 p.m. Deadline for parent and community candidates to deliver campaign literature to school. 3:00 p.m. Deadline for candidates to withdraw without a notarized signature (NOTE: Principal may require a notarized signature). Withdrawing candidates' names are to be coded as &quot;withdrawn&quot; and a line drawn through their name in the List of Candidates for the LSC (Form 8-18). Schools are to code as &quot;withdrawn&quot; all withdrawn candidates from LSC Dashboard and to fax all Withdrawal of Candidacy Forms (Form 7-18) to OLSCR (773/553-1402) and Network Office.</td>
</tr>
<tr>
<td></td>
<td>5:00 p.m. Chief Executive Officer or designee to rule on Pre-Election Candidate Challenges and forward results to challenger(s), challenged candidate, and concerned school.</td>
</tr>
<tr>
<td>4/11</td>
<td>12:00 Noon. Principal posts list of full-time CPS staff assigned to school eligible to vote in staff poll. 3:00 p.m. Principal prepares and posts Specimen Ballot(s) listing candidates in lottery order (the names of any withdrawn candidates or against whom a pre-election challenge was successful shall be excluded, with all other candidates' names remaining in lottery order).</td>
</tr>
<tr>
<td>4/13</td>
<td>12:00 Noon. Deadline for schools to code as &quot;withdrawn&quot; all withdrawn candidates from LSC Dashboard and to fax all Withdrawal of Candidacy Forms (Form 7-18) to OLSCR (773/553-1402) and Network Office. 3:00 p.m. Deadline for parent and school staff candidates to inspect Specimen Ballot(s) and inform principal of errors.</td>
</tr>
<tr>
<td>4/16 - 4/18</td>
<td>High schools conduct student non-binding advisory poll. NOTE: Student Candidate Statements (Form 4-18) to be removed day before student poll.</td>
</tr>
<tr>
<td>4/16</td>
<td>12:00 Noon. Principal posts revised List of Candidates for the ALSC/BOG (Form 8-18 and Specimen Candidate Ballots to correct any errors and to exclude any parent or staff candidates who withdrew or against whom a pre-election challenge was successful with all other candidates' names remaining in lottery order.</td>
</tr>
<tr>
<td></td>
<td>At Student Dismissal: Candidate Literature Distribution Day for All Candidates. Principal to send parent representative candidates' literature home with students. School staff candidates' literature to be placed in staff mailboxes.</td>
</tr>
<tr>
<td></td>
<td>3:00 p.m. Deadline for staff to inform Principal of errors on list of staff eligible to vote in staff poll.</td>
</tr>
<tr>
<td>4/17</td>
<td>12:00 Noon. Deadline for parent and school staff candidates to inspect and inform Principal of errors on revised Specimen Ballots. Principal to correct any errors on Specimen Ballots and post final Specimen Ballots by 1:00 p.m., April 17. 3:00 p.m. Principal to print and secure Official Ballots and remove all posted Candidate Statements (Form 4-18).</td>
</tr>
<tr>
<td>Dates</td>
<td>Activity</td>
</tr>
<tr>
<td>-------</td>
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<tr>
<td>4/18 &amp; 4/19</td>
<td>Election Days</td>
</tr>
<tr>
<td>4/25</td>
<td>5:00 p.m. Deadline to file Post-election challenges. Challenge Forms must be e-mailed to <a href="mailto:LSCelectionchallenge@cps.edu">LSCelectionchallenge@cps.edu</a> or filed in person in the lobby at 42 W. Madison St., Chicago, Illinois.</td>
</tr>
<tr>
<td>4/26</td>
<td>8:00 p.m. Deadline for ALSC/BOGs to convene meeting to certify the results of the non-binding advisory polls for parent and school staff, if applicable, student candidates and recommend candidates for community and advocate member positions.</td>
</tr>
<tr>
<td>4/30</td>
<td>12:00 Noon. Deadline for Principal to fax Certification of Poll results and Candidate Recommendation Form (Form 28-18) to OLSR (773/553-1402) and call 773/553-1400 to confirm receipt.</td>
</tr>
<tr>
<td>5/7</td>
<td>3:00 p.m. Deadline for schools to deliver Security Envelope B to Network Office.</td>
</tr>
<tr>
<td>5/9</td>
<td>5:00 p.m. Deadline for Network Office to deliver Security Envelope B to OLSR.</td>
</tr>
<tr>
<td>5/9-5/21</td>
<td>Law Department Reviews and Conducts Post-Election Challenge Hearings, if necessary.</td>
</tr>
<tr>
<td>5/25</td>
<td>5:00 p.m. Chief Executive Officer or designee to rule on Post-Election challenges.</td>
</tr>
<tr>
<td>5/29 - 6/1</td>
<td>Chief Executive Officer or designee to mail Post-election Challenge Results to challengers, challenged or interested candidates and concerned school Principal.</td>
</tr>
<tr>
<td>6/27</td>
<td>Board of Education appoints all members of ALSCs/BOGs, for new two-year term of office beginning July 1.</td>
</tr>
<tr>
<td>7/01 – 7/14</td>
<td>ALSCs/BOGs conduct annual organizational meeting.</td>
</tr>
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</table>
PART I
ALSC/BOG CANDIDATE
NON-BINDING ADVISORY POLLS
AND
RECOMMENDATIONS

BEFORE NON-BINDING ADVISORY POLLS DAY

Overview
The Illinois School Code authorizes the Chicago Board of Education to:

- establish "alternative" and "small" schools;
- develop alternatives to traditional local school councils to involve parents, community members and school staffs in the activities of those schools;
- delegate to the parents, community members and school staffs so involved powers which traditional local school councils exercise.

Pursuant to the School Code, the Board adopted the "Policy on the Governance of Alternative and Small Schools," which establishes:

- Appointed Local School Councils ("ALSCs") as the governance model for those schools (called "Boards of Governors" or "BOGs" in the Military Academy High Schools)
- the standard composition, membership and methods of appointment of ALSCs and BOGs*

Per the Governance Policy, the standard composition and membership of an ALSC is:

- The Principal
- 6 parent representatives
- 2 community representatives
- 2 teacher representatives
- 2 advocates
- 1 student representative (in high schools)

The standard composition and membership of a BOG is:

- The Principal or Academy Superintendent
- The Commandant
- 6 parent representatives
- 2 community representatives
- 2 teacher representatives
• 2 advocates
• 1 JROTC Instructor
• 1 student representative (the Cadet Battalion Commander or other Senior Cadet)

*The Governance Policy authorizes the Board to establish a different composition and membership for ALSCs. A list of all alternative or small schools for which the Board has established a different composition is included in Appendix I to this Guide.

The Policy also establishes the standard methods of appointment of the ALSC/BOG Members:

• The Principal, or the Academy Superintendent and Commandant on a BOG, are automatically members;

• The parent representatives are appointed by the Board after a non-binding advisory preference poll of the parents;

• The community representatives are appointed by the Board based on recommendations from the ALSC or BOG, the principal and Network Chief of Schools;

• The teacher representatives and, on BOGs, the JROTC Instructor, are appointed by the Board after a non-binding, advisory preference poll of the school staff*;

• The advocates are appointed by the Board based on recommendations from the ALSC or BOG, the principal and Network Chief of Schools;

• In non-Military Academies, the student representative is appointed by the Board after a non-binding, advisory preference poll of the students;

• In Military Academies, the student representative is appointed by the Board based on rank (Cadet Battalion Commander or other Senior Cadet).

*Note: Appointed Local School Councils and Boards of Governors DO NOT include a member of the school’s non-teacher staff.

The Governance Policy authorizes the Board to exercise "absolute discretion" in the appointment of all members of ALSCs and BOGs from among all of the candidates for appointment. In exercising its absolute discretion in the appointment process, the Board considers, but is not bound by, the results of the non-binding advisory preference polls for the parent candidates or school staff candidates or students or the ALSC’s or BOG’s recommendations of community candidates or advocate candidates. In addition to the poll results and recommendations, the Board may consider any other factors which it deems relevant in the appointment process.

The Board of Education conducts the Non-binding Advisory Preference Polls for the selection of Parent and Staff candidates for ALSCs and BOGs. The Chief Executive Officer
is authorized to establish rules and procedures for the polls. The rules and procedures are contained in this Guide. The Guide is available at schools conducting advisory parent and staff polls and the Office of LSC Relations and may be reproduced as needed. **Schools are required to make at least one (1) copy of the Guide available to candidates and the public in the main office beginning January 8, 2018 until the day of the election at the school, either April 18 or 19, 2018.**

Unless the Board has approved an alternate term, the terms of the members of ALSCs and BOGs begin and end on the same dates as the terms of the members of traditional LSCs: July 1 of every even year and June 30 two years later for parent, community advocate, school staff and educational expert members and July 1 of every year and June 30 of the following year for high school student members.

Unless the Board has approved an alternate timeframe consistent with an alternate term, the non-binding advisory preference polls for the parent and school staff members of ALSCs/BOGs are conducted on the same day as the parent/community election and school staff polls at schools with traditional LSCs: elementary school and high school Report Card Pick-up Day(s) in the spring in even years. Also, the ALSCs and BOGs recommend community and advocate candidates and certify the results of the parent, staff and student polls in the same timeframe that traditional LSCs certify their election and poll results.

Also, all members are appointed to the ALSCs and BOGs in June of every even year when the school staff and student members of traditional LSCs are appointed.

Candidates for appointment to an ALSC or BOG may not be a relative of the Principal. Candidates for appointment as parent, community or advocate members may not be employees of the Board of Education after July 1.

All candidates must file Candidate Forms, including a Criminal Conviction Disclosure Form (Form 2-18). No candidate may have been convicted at any time of any crime listed in the Criminal Conviction Disclosure Form or of any crime listed in item 3 of the Criminal Conviction Disclosure Form within ten (10) years of the date of nomination or appointment to a Local School Council.

**Role of ALSCs in the Appointment of Their Members**

Appointed Local School Councils are encouraged to:

- Engage in outreach activities to promote wider parent and community member participation in the appointment of the parent and community representatives as either candidates or voters;

- Support Principals as they carry out their duties and responsibilities in the appointment process;

- Plan and publicize the date, time, and place of the Candidate Forum and the Parent Non-binding Advisory Preference Poll by ensuring that posters and other
publicity materials are prominently displayed in the school and the school community;

- Develop a format and agenda for the Candidate Forum, including a ballot position lottery, and set rules for candidate presentations at the Forum allowing all candidates an equal opportunity to make their presentations at the Forum;

- Develop a plan for the systematic removal of campaign literature from the school community after the conclusion of the appointment process.

By March 7, 2018, the ALSC or BOG must meet to set the date of the Candidate Forum and the date of the meeting to certify the parent and staff poll results and recommend candidates for the community representative and advocate positions. The Candidate Forum must be held between March 19 and March 23, 2018 and the meeting to certify the parent and staff poll results and to recommend community and advocate candidates must be held between April 20 and 8:00 p.m., April 26, 2018.

Note: The Board of Education will break any vote total ties among parent, staff or student candidates.

Candidate Eligibility

All Candidates
Generally, candidates must be qualified to serve in the positions for which they seek appointment on the date that they file their candidate forms and must remain qualified through and after July 1, 2018. This means that the qualifications to be a candidate are the same as the qualifications for service on the ALSC/BOG with the following exceptions:

1. CPS employees may be candidates for appointment as parent or community representatives but will be automatically disqualified from serving and will not be appointed if they have not resigned from their CPS employment by June 30, 2018.

2. Parents of a child or children enrolled in a school's highest grade may be candidates for appointment as community representatives but will be automatically disqualified from serving and will not be appointed if their child or children remain enrolled in the school as of June 30, 2018.

3. Parents of a child or children enrolled in a school's highest grade may be candidates for appointment as parent representatives but will be automatically disqualified from serving and will not be appointed if their child or children is/are not enrolled in the school as of June 30, 2018.

4. All potential candidates who are related to the principal of the school where they intend to become candidates are ineligible to run for the LSC at that school.
All candidates must disclose convictions for any of the offenses listed in the Criminal Conviction Disclosure Form (Form 2-18).

Candidates who have been convicted of committing OR attempting to commit any of the following offenses are ineligible to serve:

- Any offense defined in the Cannabis Control Act, except those defined in Sections 4(a), 4(b), 4(c), 5(a) and 5(b) and any offense for which an individual receives Section 10 probation, provided that the terms and conditions of Section 10 probation are successfully fulfilled (720 ILCS 550/1 et seq., except those defined in 720 ILCS 550/4(a), 4(b) and 4(c), and 720 ILCS 550/5(a) and 5(b), and successful completion of probation under 720 ILCS 550/10). (NOTE: Pursuant to Section 5/21B-80, you must disclose only if the current calendar year is within seven (7) years following the end of the sentence for the criminal offense);

- Any offense defined in the Illinois Controlled Substances Act, except any offense for which an individual receives Section 410 probation, provided that the terms and conditions of Section 410 probation are successfully fulfilled (720 ILCS 570/100 et seq., except successful completion of probation under 720 ILCS 570/410) (NOTE: Pursuant to Section 5/21B-80, you must disclose only if the current calendar year is within seven (7) years following the end of the sentence for the criminal offense);

- Any offense defined in Section 401.1, 405.1, or 405.2 of the Illinois Controlled Substances Act (720 ILCS 570/401.1 = controlled substance trafficking; 720 ILCS 570/405.1 = criminal drug conspiracy; 720 ILCS 570/405.2 = street gang criminal drug conspiracy) (NOTE: You must disclose only if you have been convicted within the 10 years previous to the date of your nomination or appointment);

- Any offense defined in the Methamphetamine Control and Community Protection Act, except any offense for which an individual receives Section 70 probation, provided that the terms and conditions of Section 70 probation are successfully fulfilled (720 ILCS 646/1 et seq., except successful completion of probation under 720 ILCS 646/70) (NOTE: Pursuant to Section 5/21B-80, you must disclose only if the current calendar year is within seven (7) years following the end of the sentence for the criminal offense);

- Any offense defined in Section 11-1.20 (formerly 5/12-13) (720 ILCS 5/11-1.20 = criminal sexual assault);

- Any offense defined in Section 11-1.30 (formerly 5/12-14) (720 ILCS 5/11-1.30 = aggravated criminal sexual assault);

- Any offense defined in Section 11-1.40 (formerly 5/12-14.1) (720 ILCS 5/11-1.40 = predatory criminal sexual assault);

- Any offense defined in Section 11-1.50 (formerly 5/12-15) (720 ILCS 5/11-1.50 = criminal sexual abuse);

- Any offense defined in Section 11-1.60 (formerly 5/12-16) (720 ILCS 5/11-1.60 = aggravated criminal sexual abuse);

- Any offense defined in Section 11-6, inclusive (720 ILCS 5/11-6 = indecent solicitation of a child; 11-6.5 = indecent solicitation of an adult; 11-6.6 = solicitation to meet a child (using electronic means);
• Any offense defined in Sections 11-9 (11-9 renumbered as Section 11-30) through 11-9.5, inclusive (720 ILCS 5/11-9.1 = sexual exploitation of a child; 11-9.1A = permitting sexual abuse of a child; 11-9.1B = failure to report sexual abuse of a child; 11-9.2 = custodial sexual misconduct; 11-9.3 = presence within school zone by child sex offenders prohibited; approaching, contacting, residing with, or communicating with a child within certain places by child sex offenders; 11-9.4-1 = sexual predator and child sex offender; presence or loitering in or near public parks; 11-9.5 = sexual misconduct with a person with a disability;

• Any offense defined in Sections 11-14.1 through 11-21, inclusive (720 ILCS 5/11-14.1 = solicitation of sexual act; 11-14.3(a)(2) = promoting prostitution by profiting from prostitution; 11-14.4 = promoting juvenile prostitution; 11-15 = soliciting for a prostitute (repealed eff. 7/1/11); 11-16 = pandering (repealed eff. 7/1/11); 11-17 = keeping a place of prostitution (repealed eff. 7/1/11); 11-17.1 = keeping a place of juvenile prostitution (repealed eff. 7/1/11); 11-18 = patronizing a prostitute; 11-18.1 = patronizing a minor engaged in prostitution; 11-19 = pimping (repealed 7/1/11); 11-19.1 = juvenile pimping or aggravated juvenile pimping (repealed eff. 7/1/11); 11-19.2 = exploitation of a child (repealed eff. 7/1/11) 11-20 = obscenity; 11-20.1 = child pornography; 11-20.1B = aggravated child pornography (repealed eff. 11/1/13) 11-20.2 = duty of film and print processors to report sexual depiction of children; 11-20.3 = aggravated child pornography (renumbered as 11-20.1B); 11-21 = harmful material (prurient interests);

• Any offense defined in Section 11-23 (if punished as a Class 3 felony) (720 ILCS 5/11-23 = posting of identifying or graphic information on a pornographic Internet site or possessing graphic information with pornographic material);

• Any offense defined in Section 11-24 (720 ILCS 5/11-24 = child photography by a sex offender);

• Any offense defined in Section 11-25 (720 ILCS 5/11-25 = grooming);

• Any offense defined in Section 11-26 (720 ILCS 5/11-26 = traveling to meet a minor);

• Any offense defined in Section 11-30 (if punished as a Class 4 felony) (720 ILCS 5/11-30 = public indecency, third or fourth violation);

• Any offense defined in Section 12C-45 (Section 12-4.9 renumbered as Section 12C-45) = drug induced infliction of harm to a child athlete);

• Any offense defined in Section 12-32 (720 ILCS 5/12-32 = ritual mutilation);

• Any offense defined in Section 12-33 (720 ILCS 5/12-33 = ritualized abuse of a child);

• Any offense defined in Section 26-4 If punished pursuant to (d)(4) or (d)(5) of the Section (720 ILCS 5/26-4 = unauthorized video recording and live video transmission);

• Perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 (705 ILCS 405/2-1, ef seq.);

• First degree murder;

• Conspiracy to commit first degree murder;

• Soliciting first degree murder;

• Class X felony;
• **Conspiracy to commit Class X felony:**
• **Soliciting Class X felony:**
• **Similar out-of-state offense to any of the foregoing offenses.**

Please refer to the **Criminal Conviction Disclosure Form (Form 2-18)** for more information.

Candidates may not be a relative of the Principal. "Relative" means a person related to the Principal as spouse, domestic partner, partner to a civil union, child, step-child, parent, step-parent, grandparent, grandchild, sibling, step-sibling, half-sibling, parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, great-aunt, uncle, great-uncle, niece, nephew, or first cousin and shall include any similar relationship created by blood, legal adoption, in loco parentis status, marriage, domestic partnership, partnership to a civil union, or parenting relationship.

**Parent Representatives**
Six (6) parent representatives are to be appointed. Any number of candidates may be nominated as long as each candidate meets the eligibility requirements.

To be eligible for appointment as a parent representative, a person must:

• **be the parent or legal guardian, as defined in Board Rule 6-28, of a child who is enrolled in and currently attending the school (once appointed, a parent representative’s ALSCE membership terminates automatically when his or her child graduates or when the parent voluntarily transfers the child from the school);**

• **not be an employee of the Board of Education after June 30, 2018 ("employees" include, but are not limited to, all faculty, staff, career and civil service employees, bus attendants, school aides, social center aides and "paid volunteers").**

**Community Representatives**
Two (2) community representatives are to be appointed. Any number of candidates may be nominated as long as each candidate meets the eligibility requirements.

To be eligible for appointment as a community representative, a person must:

• **reside in the school’s attendance area or established voting district (for "multi-area" schools);**

• **be at least eighteen (18) years of age;**

• **not be an employee of the Board of Education after June 30, 2018 ("employees" include, but are not limited to, all faculty, staff, career and civil service employees, bus attendants, school aides, social center aides and “paid volunteers”);** and

• **not be the parent or legal guardian, as defined in Board Rule 6-28, of a child enrolled in the school.**
Advocates
Two (2) advocates are to be appointed. Any number of candidates may be nominated as long as each candidate meets the eligibility requirements.

To be eligible for appointment as an advocate, a person must:

- possess skills, expertise or experience in the field which is the school's educational focus or attributes which will contribute to the fulfillment of the school's educational mission;

- be at least eighteen (18) years of age;

- not be an employee of the Board of Education after June 30, 2018 ("employees" include, but are not limited to, all faculty, staff, career and civil service employees, bus attendants, school aides, social center aides and "paid volunteers"); and

- not be the parent or legal guardian, as defined in Board Rule 6-28, of a child enrolled in the school.

Teacher Representatives
Two (2) teacher representatives are to be appointed. Any number of eligible teachers may be candidates for appointment. Assistant principals are not eligible for appointment as teacher representatives. Any other person employed full-time by the Board of Education and assigned to the school in a teaching position (or in a position for which qualification as a teacher is required), and who works at and performs the majority of his or her employment duties at the school may be a candidate for appointment, including PAT/TAT teachers.

Important Note
Clarifying Board of Education Employment
The term "volunteer" is often used loosely throughout the school system. To be accurate, a volunteer is limited to someone who receives no payment for services at the school and is reimbursed only for actual out-of-pocket expenses. Payment for any type of service at the school would result in that volunteer being considered an employee, and therefore ineligible to serve as an ALSC member. The same is true of "service vendors," "purchase order contractors," and "consultants."

JROTC Instructor
One (1) JROTC Instructor is to be appointed in military academy high schools. Any number of JROTC Instructors may be candidates for appointment.

High School Student Representative
One (1) student is to be appointed to each alternative or small high school ALSC or BOG. In non-military academy high schools, any number of eligible students may be candidates for appointment. A candidate must be a full-time student in good academic standing at the high school where he or she is nominated.
Candidate Nomination Procedures

To be eligible for appointment, all candidates must file a fully completed set of original candidate forms and must present the required identification. The candidate or a designated representative must file the forms in person. No mailed, e-mailed, copied or faxed forms will be accepted. While candidate forms may be filed by a candidate’s representative, the candidate must sign all forms as required and must provide the representative with the required forms of identification to present with the forms.

Blank ALSC/BOG candidate forms may be obtained from any school with an appointed Local School Council or Board of Governors and the Office of Local School Council Relations located at 2651 West Washington Blvd., 3rd Floor. Forms may also be downloaded from the CPS website at https://cps.edu/pages/LSElections.aspx. Forms are also available upon request in Braille and Spanish. Blank forms may be reproduced as needed. For more information, call Election Central, (773) 553-1400.

Candidates or their representatives must file the completed original nominations forms with the required identification with the Principal of the school where the candidate seeks appointment in person by 3:00 p.m., March 2, 2018 or by the 3:00 p.m. on the last day of any extended candidate filing deadline. The Office of Local School Council Relations will also accept original candidate forms filed in person until 3:00 p.m., February 20, 2018.

Complete nomination packets include:

- Form 1-18 Candidate Nomination Form
- Form 2-18 Criminal Conviction Disclosure Form
- Form 3-18 Telephone Number Disclosure Form
- Form 4-18 Candidate Statement Form (This form is optional)
- Form 5-18 Teacher or JROTC Instructor Candidate Information Form
- Form 6-18 Student Candidate Information Form

The Principal shall receive all original nomination documents filed in person and may not refuse to accept any original candidate forms during the filing period. A photocopy of Form 1-18, the Candidate Nomination Form, or the perforated receipt at the bottom of the form reflecting the date and time when the forms were received, shall be issued to the candidate or representative filing original candidate forms. The Principal shall photocopy or record on Form 1-18 the two forms of identification submitted by or for candidates.

Withdrawal of Candidacy Forms

Candidates who have filed ALSC/BOG Candidate Forms may withdraw their candidacy for any reason by 3:00 p.m. on April 10, 2018, by submitting a Withdrawal of LSC Candidacy Form (Form 7-18) to the Principal. If required by the Principal, a candidate shall submit a Withdrawal of LSC Candidacy Form bearing the candidate’s notarized signature.
Candidate Identification Requirements

All candidates must provide identification at the time of filing of their Candidate Forms to establish their eligibility to serve in the office to which they are seeking appointment. A failure to provide the required identification may result in a candidate being declared ineligible for appointment.

Community representative candidates must provide two (2) reliable forms of identification, one of which must bear a residential address within the attendance area or voting district of the school at which he or she is seeking appointment.

The forms of identification for parent voters in the first list in the “Required Identification to Vote in the Parent Non-Binding Advisory Poll” Section are acceptable forms of identification for community representative candidates.

Parent representative candidates must provide two (2) reliable forms of identification, one of which must establish that they are the parent or legal guardian of a child enrolled in the school or such documentation must be present in the school's records.

Excluding the forms of identification establishing that a voter has temporary custody of a student enrolled in the school, the forms of identification for parent voters listed in the "Required Identification to Vote in the Parent Non-Binding Advisory Poll" Section are acceptable forms of identification for parent representative candidates.

School staff candidates must present two (2) reliable forms of identification, one of which must be the candidate’s CPS Employee ID.

Candidate Statement

The Candidate Statement Form (Form 4-18) is optional. The Statement allows each candidate to briefly state their qualifications and goals as an ALSC/BOG member if appointed. The Candidate Statement may be completed in the candidate’s native language. If desired, candidates must arrange for the translation of their Statement into other languages. The Candidate Statement must be no more than one side of one (1) page 8.5 inches x 11 inches in size. The originals of all Candidate Statements filed shall remain posted in the school for public inspection until 3:00 p.m. on April 17, 2018.

Publication of Candidates’ Names

The Principal shall maintain an original (master) list of candidates, in the order of filing and by category of candidate (parent, community, advocate, teacher, JROTC instructor and high school student, if applicable) using the List of Candidates for the ALSC/BOG Form (Form 8-18). At the end of each day that there is a candidate filing, the Principal shall add the names of the new candidates to the master list, photocopy the updated list and sign and date the photocopy. The Principal shall post the updated photocopy by 10:00 p.m. of the following school day.
By 12:00 p.m. (Noon) on March 6, 2018 or the first school day following the end of any extended candidate filing deadline, the Principal shall post a final List of Candidates for the ALSC/BOG Form (Form 8-18) with the word "Final" added at the top of the Form.

The Principal shall include a copy of Form 8-18 with Letter II, which is to be distributed to the parents and the school staff and posted in the school by March 9, 2018.

Schools may also facilitate the posting of the list of candidates in public places in the community.

**Candidate Forums**

All schools conducting a parent poll and staff poll must conduct a forum or forums to which all parent and school staff candidates must be invited to make presentations to parents and school staff members. The school may conduct one forum for all candidates or one forum for the parent candidates and another for the staff candidates. At the forums, candidates may distribute campaign literature to the parents and staff members in attendance. Candidates will be responsible for ensuring that no campaign literature is left in the school when the forum ends.

After January 8, 2018 but no later than March 7, 2018, the ALSC/BOG must, by a vote in an open meeting, set the date and time of a Candidate Forum, to be held between March 19, 2018 and March 23, 2018, for the parent representative candidates. If the ALSC/BOG does not set the date or time of the Forum by March 7, the Principal shall do so. The date and time of the Forum shall be included in Letter II, which is to be distributed to parents and the school staff and posted in the school by March 9, 2018.

All parent representative candidates shall be notified in writing and by telephone of the date and time of the Forum at least seven (7) days before the Forum. All parent representative candidates shall be invited to make a presentation at the school’s Candidate Forum.

The Forum may also include the school staff representative candidates, community representative candidates, advocate candidates and, if applicable, the high school student representative candidates. If included in the Forum, those candidates must be afforded the same notice of the date and time of the Forum as the parent representative candidates. If not included in the Forum, the principal must provide the school staff representative candidates at least one separate opportunity to address the staff and, if applicable, the high school student representative candidates at least one separate opportunity to address the students.

If the Board extends the candidate filing deadline beyond March 2, 2018 and additional candidates file to run in a school’s parent or staff poll after the extension, the school shall provide those candidates notice of the date and time of the Candidate Forum in writing and by telephone call at least seven (7) days in advance if the date of the Forum is more than seven (7) days after the extended filing deadline. If the date of the Candidate Forum is seven (7) or fewer days after the extended candidate filing deadline, the school shall
provide the candidates notice of the date and time of the Forum by telephone call at least two (2) school days before the Forum.

Under the 1990 Americans with Disabilities Act, (ADA), the Candidate Forum(s) must be held in a location accessible to persons with disabilities, even if it is necessary to hold the forum in a location other than the school. Minimal accessibility includes a location without even a single step at the entrance and no steps to the site where the forum takes place unless there is also a ramp, lift or elevator to provide access. There should be a clear path of travel from the entrance to the forum area at least 32" wide and free of any obstacles. If possible, there should be a restroom with a wheelchair accessible stall, again with a clear path of travel from the entrance and forum site.

The ALSC/BOG shall develop and post a notice and agenda for the Forum. The agenda shall allow all candidates equal time to present their qualifications and goals and shall include the Ballot Position Lottery. The agenda shall also state whether the location for the Forum is wheelchair accessible.

If the LSC fails to do so, the Principal shall develop and post the notice and agenda for the Forum. The notice and agenda shall be posted at least forty-eight (48) hours before the Forum. Letter II, to be distributed on March 9, 2018, shall include the date and time of the Candidate Forum.

Any person requiring a sign language interpreter or other accommodation at the Candidate Forum must submit their request to the school by 12:00 p.m. (Noon) on March 8, 2018. The Principal shall notify the Office of LSC Relations of a request for a sign language interpreter at the Candidate Forum by 3:00 p.m. on March 8, 2018.

The Principal shall distribute three (3) Pollwatcher Credential Forms (Form 15-18) to each parent and school staff candidate attending the Forum.

**Ballot Position Lottery at Candidate Forums**

At the Candidate Forum, the ALSC/BOG shall conduct a public lottery to determine the randomly selected ballot position for the parent representative candidates and, if included in the forum, the school staff representative candidates. Other methods of determining ballot order, such as alphabetical listing or order of filing are not permitted. Should the ALSC/BOG fail to hold a ballot position lottery complying with these rules, the Principal shall ensure that the lottery is conducted at the Forum.

The ballot position lottery shall be conducted in the following manner:

- The ballot position numbers assigned to the candidates must correspond to the official parent/community and school staff candidate ballots:
  - parent candidates must be assigned ballot positions 1 through 25.
  - teacher candidates must be assigned ballot positions 26 through 45.
  - JROTC Instructor candidates must be assigned ballot positions 46 through 65.
• A separate lottery shall be conducted for each category of candidate in a non-binding advisory preference poll (parent, teacher, JROTC instructor, student).

• The names of every candidate in every category in a poll shall be written on separate slips of paper of the same size, color and shape.

• The slips of paper with the names of the parent candidates shall be folded in the same manner so that the candidate's name is not visible and placed in a large bowl or other receptacle. Someone other than the Principal, a candidate, or a known supporter of a candidate shall be chosen to draw the names. The person selected to draw the names shall reach into the bowl or receptacle and vigorously stir the folded slips of paper bearing parent candidate names. While looking away from the receptacle, the person shall draw one folded slip of paper, open it, and announce the name. The name shall then be written on a blackboard, flip chart, poster board, or something large enough for the public present to view. The first parent candidate name drawn shall be placed on line 1, the second parent candidate name drawn shall be placed on line 2 and the third parent candidate name drawn shall be placed on line 3, etc. Continue to draw parent candidates' names and assign ballot positions in the same manner until all are drawn.

• If there are fewer than 13 parent candidates, the candidates' names may be placed on every other line beginning with line 1 if all parent candidates agree.

• The ballot position lotteries for the school staff candidates and high school student candidates (if necessary) may also be conducted at the Candidate Forum and shall be conducted in the same manner. Alternatively, those ballot position lotteries may conducted as follows:

  • For the school staff candidates, the lottery (or lotteries) may be conducted at an open staff meeting during the school day at which the candidates are to be given an equal opportunity to address the staff.

  • For high school student candidates, the lottery may be conducted at a school assembly (or similar student gathering) at which the candidates are to be given an equal opportunity to address the students.

**Posting of Specimen Ballots**

By 3:00 p.m. on April 11, 2018, the Principal shall post outside the school office, for public and candidate inspection, one Parent Candidate SPECIMEN Ballot and one School Staff Candidate SPECIMEN Ballot with the word “SPECIMEN” appearing at the bottom.

The Principal shall notify all parent representative candidates by letter or telephone call and all school staff representative candidates in person or by leaving a message in their school mailboxes that the Specimen Candidate Ballots will be posted for inspection at 3:00 p.m. on April 11, 2018. It is incumbent upon candidates to inspect the ballot(s) prior
to 3:00 p.m. on April 13, 2018, to ensure that their names are: (a) included; (b) spelled correctly; (c) in lottery order; and (d) on the correct ballot. Candidates must notify the Principal of any errors in the Specimen Ballots by 3:00 p.m. on April 13, 2018.

If necessary, due to errors in the original Specimen Ballot(s) or the withdrawal of candidates, Principals shall post a revised List of Candidates for the ALS/BOG (Form 8-18) and revised Specimen Candidate Ballot(s) by 12:00 p.m. (Noon) on April 16, 2018. Parent and school staff candidates shall inspect the revised Specimen Ballot(s) and inform the principal of errors by 3:00 p.m. on April 16, 2018. The Principal shall correct any errors in the Specimen Ballot(s) and post the final Specimen Ballot(s) by 12:00 p.m. (Noon) on April 17, 2018. The Principal shall also print and secure the official ballot(s) by 3:00 p.m. on April 17, 2018.

**Candidate Literature Distribution Day**

Thursday, April 16, 2018 is the date for the distribution of campaign literature through the school for all parent representative candidates or groups of candidates and for all school staff representative candidates.

For parent representative candidates’ campaign literature to be distributed:

- it must be delivered to the school by 3:00 p.m. on April 10, 2018. Late deliveries will not be accepted. No exceptions;

- it must be limited to a single 8-1/2 inch by 11 inch page (printed on one or both sides)*;

- it must be divided into sets of 35 or fewer or in sets as directed by the school for distribution to classrooms**.

*Candidates may provide some of their one-page literature translated into foreign languages or may provide foreign language translations on one side of their literature.

**Candidates may obtain information about total student enrollment and class size from the school.

For school staff representative candidates’ literature is to be distributed in the staff’s mailboxes:

- Staff candidates must submit their campaign literature to the Principal by 12:00 p.m. (Noon) on April 10, 2018. Late submissions will not be accepted. No exceptions;

- the literature must be limited to a single 8-1/2 inch by 11 inch page (printed on one or both sides);
Candidates must produce or reproduce campaign literature at their own expense. As more fully described below, no school resources may be used to produce or reproduce campaign literature.

**Use of School Resources**

Illinois law prohibits the use of school resources to endorse, promote or support any candidate or group (slate) of candidates. School resources include both human and material resources, such as staff services during working hours, copying facilities, paper or supplies, space for meetings and use of CPS telephone, computer and e-mail systems.

Staff members who either use, or allow the use of, school resources to support candidates are put on notice that they are subject to disciplinary action that may include suspension of up to thirty (30) days without pay.

**Campaign Contributions - Disclosure Requirement**

The law requires a candidate or slate of candidates receiving a campaign contribution that exceeds $1,000.00 (one thousand dollars) from any person or group to file an initial D-1 Statement of Organization form no later than thirty (30) days after receiving the contribution with the Cook County Clerk’s Office or the State Board of Elections disclosing said contribution. Call (312) 603-5656 or (312) 814-6440 for further information.

**Non-binding Advisory Poll Judges**

Persons who wish to serve as judges for the parent and staff polls may apply between January 8, 2018 and March 8, 2018. All applicants must complete an Application for Judge of Election (Form 18-18), an IRS W-9 Form and CPS Internal Accounts Vendor Request Form. **Note: The name and address information on all forms must match.** The forms will be available at alternative or small schools with an ALSC or BOG, Network Offices, and the Office of Local School Council Relations. To serve as a poll judge, applicants must be verified by the IRS.

Applicants must complete all sections of the application form and must answer all questions asked on the form, including the names of the school(s) where the applicant prefers to serve, the applicant’s previous experience and bilingual proficiency (if any), and whether the applicant is an LSC candidate or related to the principal or an LSC candidate at the school where the applicant is applying or prefers to serve.

The applicant must file the Application for Judge of Election (only) at a school or the Office of Local School Council Relations. The applicant must also file the IRS W-9 Form and the CPS Internal Accounts Vendor Request Form with the Office of School Financial Services by fax (to 773/553-2704) or mail (to School Financial Services, 42 West Madison Street, 2nd Floor, Chicago, Illinois 60602). Applicants may request that the school or the Office of Local School Councils Relations fax their IRS W-9 Form and CPS Internal Accounts Vendor Request Form to School Financial Services at (773) 553-2704. **Note: The original W-9 IRS Form and CPS Vendor Request Form are to be returned to the applicant.** (See "Eligibility to Serve as a Judge" Section for additional information about the application process).
No later than 24 hours after receipt of a judge application, the Principal shall enter the applicant's information in the LSC Dashboard at https://cps.edu/Pages/Staff.aspx and go to "Local School Councils" icon then using "Election Update," "Add Judge." After entering the applicant's information, the Principal shall make a copy of the application for the school, fax the application to the Office of Local School Council Relations (to 773/533-1402) and forward the original application to the Office of Local School Council Relations, 2651 West Washington Blvd., 3rd Floor, via the mail run (GSR 34).

Between January 8, 2018 and March 8, 2018, the Principal must send all judge applications received at the school to the Office of Local School Council Relations (GSR 34) on an ongoing basis. After March 8, 2018, the Principal should call the Office of Local School Council Relations to ask whether applications should still be accepted.

The number of judges assigned to a particular school will be based on the availability of judges, student enrollment, number of candidates, and anticipated voter turnout.

Principals shall ensure that the individual judges assigned to their school have been verified and registered with CPS. Prior to allowing a person to serve as a judge, the Principal must confirm that the person has been added to the IAMS database by the Office of School Financial Services and has a vendor number. The judge must also provide the principal with the "Attendance Receipt For Judge of Election Training". Note: Judges cannot serve or be paid unless they have a vendor number.

If a judge applicant's name is in IAMS, the applicant has been approved as a vendor and can be paid for serving as a judge. If the applicant's name is not in IAMS, the applicant has not been approved as a vendor, cannot be paid for serving as a judge and must not be allowed to serve as a judge. Principals shall record the judges' names and vendor numbers on the Judge of Election Payroll Sheet (Form 20-18). Upon the completion of all required tasks and duties on Non-binding Advisory Poll Day, judges will receive compensation for their services, including their attendance at a mandatory training session.

Eligibility to Serve as a Judge
To be eligible to serve as judges, applicants:

- must be 18 years of age or older (except Chicago Public School high school students, who may serve as election judges at high schools they do not attend);
- must submit an IRS W-9 Form and a CPS Internal Accounts Vendor Request Form to School Financial Services, be validated by the Internal Revenue Service;
- must be able to speak, read, and write English, be skilled in basic mathematics, and be generally competent;
- cannot be employees or candidates for appointment to the ALSC/BOG at the school where they serve as judges;
• cannot be immediate family members (spouse, domestic partner, partner to a civil union, parents, children, grandparents, and grandchildren) of ALSC/BOG parent or school staff candidates or the Principal (or of persons residing in the same household as ALSC/BOG candidates or the Principal) at the school where they serve as judges;

• must attend a training session and receive the "Attendance Receipt for Judge of Election Training".

Note: Board of Education employees may serve as judges with the approval of their direct supervisor at a school where they are not employed. However, they cannot receive compensation for serving as judges.

Judge Training
All judge applicants who are verified by the IRS must attend a mandatory training session in order to serve as judges. All verified applicants will receive information concerning the mandatory training by mail. Applicants who fail to attend the mandatory training may not serve as judges. Any applicant who serves as a judge without having attended the mandatory training will not paid. All applicants who complete the mandatory training will receive a receipt for attending the training that must be presented to the Principal at the beginning of the Non-binding Advisory Preference Poll Day. Any applicant who does not present a training receipt to the Principal will not be allowed to serve as a judge and will not be paid.

Criteria for Selection and Assignment of Judges
The ideal panel of judges should include:

• Judges who are bilingual in English and in the home language of any substantial number of the school’s parents.

• Judges who have experience with previous LSC elections, ALSC/BOG polls or regular elections.

• Judges who are non-partisan and are trained in detecting vote fraud.

• Judges who reflect the racial and ethnic makeup of the student body.

• Judges who are familiar with the boundaries and streets around the school and who live close enough to arrive at the school by 5:30 a.m. on the morning of the parent and school staff polls.

Judge Placement
Judge Placement Officers in the Office of Local School Council Relations will screen and assign IRS-verified judge applicants. Screening will assure that judges meet eligibility requirements and criteria. All judge applicants recruited by a school may not be assigned to the recruiting school. Judges will be assigned to schools where and as needed. The names and addresses of the judge applicants assigned to schools will be entered in the LSC Dashboard at https://cps.edu/Pages/Staff.aspx and go to “Local
School Councils" icon then using "Election Update," "Judge Assignment". Applicants will be informed by mail or phone call of their assignment on Non-binding Advisory Preference Poll Day.

Judges' Duties
Judges will be responsible for conducting the non-binding advisory parent and staff preference polls at the schools to which they are assigned. Judges will arrive at 5:30 a.m. to set up the polling place to open by 6:00 a.m. Judges will decide questions of voter eligibility and perform all other required poll procedures described in detail in the Judge of Election Manual, including the counting and recording of the votes for the parent and staff representative candidates. They will have the authority to arbitrate and adjudicate disputes in the polling place. They are encouraged to address questions to any Election Monitor present or to Election Central at (773) 553-1400. The decision of the Election Monitor or Election Central shall be final.

The Office of LSC Relations reserves the rights to determine the qualification of applicants to serve as election judges and to not assign as election judges applicants determined to be unqualified to serve.

NON-BINDING ADVISORY POLLS DAY

Non-binding Advisory Poll for Parent Representatives
The only individuals eligible to vote in a school’s Non-binding Advisory Preference Poll for parent representatives are:

- Parents, legal guardians and temporary custodians of students enrolled in the school.

Each eligible voter in the poll shall be entitled to cast one (1) ballot and one (1) vote per candidate for up to, but no more than, any five (5) candidates in the poll.

Casting more than five (5) valid votes will SPOIL the voter's ballot, while casting fewer than five (5) valid votes on a ballot will not SPOIL the ballot. Voters may cast only one (1) ballot for parent representatives at each school at which they are eligible to vote.

To vote, voters must be present at the school and vote in person. There will be no absentee voting and no one may give his or her votes to a substitute or proxy. For example, a wife cannot vote twice, once for her husband and once for herself.

In the event that a person with a disability who is eligible to vote cannot enter a school, election judges must provide a ballot at curbside. Additionally, any voter with a disability who requests assistance in voting shall be assisted by a judge or person of his or her choice after the voter and person assisting the voter to vote complete and sign an Affidavit of Assisted Voter (Form 13-18). No person who is otherwise eligible will be denied the opportunity to vote on the basis of a disability.
Board of Education employees may vote in the Parent Non-binding Advisory Preference Poll of any ALSC/BOG school their children attend.

**Required Identification to Vote in the Parent Non-Binding Advisory Poll**

All parent voters must present at least two (2) *current (unexpired)* forms of identification which are determined to be reliable by the election judges to establish their eligibility to vote in a school's Parent Non-binding Advisory Preference Poll.

One (1) of the forms of Identification may be from the list below or any other *current* identification determined to be reliable by the election judges.

**Examples of Acceptable Forms of Identification**

- Driver's License
- State of Illinois ID
- Voter Registration Card
- MediPlan/Medicaid Card
- IDPA Card
- Permanent Resident Card
- Matricula Consular
- Student ID
- Public Library Card
- Other Governmental Agency I.D.
- Current Lease
- Current Utility Bill
- Credit or Debit Card
- Employment ID
- Court Documents

The second form of identification must establish that the voter is the parent, legal guardian or temporary custodian of a child enrolled in the school and must be from the list below.

- **Student's Report Card**
- **Student's Birth Certificate** naming the voter as a parent
- **Court Documents** naming the voter as the Legal Guardian
- **Illinois State Board of Education Affidavit of Enrollment and Residency** previously filed with the school naming the voter as temporary custodian of a child enrolled in the school
- **Letter** from a parent or legal guardian previously filed with the school naming the voter as Temporary Custodian of a child enrolled in the school
- **Tax Return** for the voter listing the student as a dependent
- **Other Legal Documents or Records** determined to be reliable by the judges

If the voter does not present a form of identification or documentation establishing that he or she is the parent, legal guardian or temporary custodian of a child enrolled in the school, the judges shall examine the Student "Alpha List." If the Alpha List contains the voter's name, the judges shall allow the voter to vote as a parent.
If the Student "Alpha List" does not contain the voter's name, the election judges shall, if feasible, request that the Principal or a designee verify that the voter is the parent, legal guardian or temporary custodian of a child enrolled in the school. If it is not feasible for the election judges to request such verification, the voter may do so. Upon verification of the voter's status by the Principal or a designee, the election judges shall allow the voter to vote as a parent.

If a parent voter does not present identification or documentation to establish that he or she is the parent, legal guardian or temporary custodian of child enrolled in the school and the voter's name does not appear in the Student Alpha List and the Principal or a designee does not verify the voter's status as a parent, legal guardian or temporary custodian of a child enrolled in the school, the judges shall allow the voter to vote:

- as a Challenged Voter pursuant to the Challenged Voter Procedure, as described in the Judge of Election Manual.

**Non-Binding Advisory Polls for Teacher and JROTC Instructor Representatives**

The Teacher and JROTC Instructor Non-binding Advisory Preference Polls are conducted on the same day and in the same place as the Parent Non-binding Advisory Preference Poll.

In the Teacher Non-binding Advisory Poll, each member of the school staff is entitled to indicate his or her preference for **up to, but no more than, two (2) candidates from among the teacher candidates on the ballot**. Casting more than two (2) valid votes will SPOIL the voter's ballot, while casting fewer than two (2) valid votes will not. Voters may cast only one (1) ballot for the teacher representatives.

In the JROTC Instructor Non-binding Advisory Poll, each member of the school staff is entitled to indicate his or her preference for **no more than any one (1) candidate from among the JROTC instructor candidates on the ballot**. Casting more than one (1) valid vote will SPOIL the voter's ballot. Voters may cast only one (1) ballot for the JROTC Instructor representative.

"School staff" means all certificated and uncertificated school personnel, including all assistant principals, classroom teachers, administrative staff (other than the principal) all custodial, food service and other civil service employees, who are full-time employees of the Board of Education assigned to perform the majority of their employment duties at one attendance center served by the same local school council.

If a school staff member is not a full-time CPS employee or does not perform a majority of his or her duties at a particular school, he or she is **not entitled to vote at the school**. (The principal is not entitled to vote in the staff poll and shall not in any way influence the outcome of the poll.)
Examples:

- Full-time food service and custodial personnel employed full-time by CPS are eligible to vote. Any food service or custodial personnel not employed full-time by CPS are not eligible to vote.

- A teacher or other full-time Board employee who works at a school more than fifty percent (50%) of their scheduled time is eligible to vote.

- A teacher, or other full-time Board employee who works 5 days a week for the system and works at a particular school two and a half (2.5) days or less per week is not eligible to vote at the school.

Inasmuch as the School Code defines "school staff" as personnel employed and assigned to perform the majority of their duties at one attendance center, there will be instances in which full-time Board employees are not entitled to vote in the Staff Non-Binding Advisory Polls of a school at which they work. In no case should a Board employee be entitled to vote in the Staff Non-Binding Advisory Polls at more than one school.

Persons employed by third party vendors who work in the school may not vote in the Staff Non-binding Advisory Polls.

Neither proxy nor absentee voting is permitted.

All school staff members who are eligible to vote in the Teacher and JROTC Instructor Non-binding Advisory Polls shall be included on a list prepared by the Principal for use by the judges. This list shall be comprehensive and include all full-time employees who perform the majority of their duties at the attendance center, including TAT and PAT teachers. The list should include faculty, staff, career/civil service employees, custodial personnel and food service personnel who are employed full-time by CPS at the school. The staff list will be posted at the school no later than 12:00 p.m. (Noon) on April 11, 2013. Staff must bring any errors in the list of staff eligible to vote to the Principal's attention by 3:00 p.m., April 16, 2018. The Network Office shall settle any disputes relating to staff eligibility to vote.

Required Identification to Vote in the Staff Non-Binding Advisory Poll

Members of the school staff must present two forms of identification, at least one of which shall be a valid CPS Employee I.D.

The second form of identification may be from the list on page 17 or any other form of identification determined to be reliable by the election judges.

If a staff member does not have a second form of identification, the judges may rely on the inclusion of the staff member's name on the List of Staff Eligible to Vote provided by the Principal and the staff member shall be allowed to vote.
If persons present themselves to vote in the Teacher/JROTC Instructor Non-binding Advisory Polls whose names do not appear on the staff list, the election judges shall consult with the Principal.

**High School Student Non-Binding Advisory Poll**

In non-military academy high schools, students enrolled full-time may indicate their preferences for student representative candidates by participating in the Student Non-binding Advisory Preference Poll. To be eligible to vote, a high school student must provide a student ID. The Student Non-binding Advisory Poll must be conducted between **April 16, 2018 and April 18, 2018**. Neither proxy nor absentee voting is permitted. The Principal shall allow the student representative candidates and any student pollwatchers designated by the candidates to observe the counting and recording of votes in the Student Poll.

The results of the Student Poll shall be entered after the polls close on **April 19, 2018** in the LSC Dashboard at [https://cps.edu/Pages/Staff.aspx](https://cps.edu/Pages/Staff.aspx) and go to “Local School Councils” icon then using "Election Update," "Candidate Vote Totals".

Pursuant to the Governance Policy, the Board exercises "absolute discretion" in the appointment of high school student representatives to ALS Cs. In exercising its absolute discretion, the Board shall consider, but is not bound by, the results of the student poll. The Board may also consider other factors, including, but not limited to, school service, community service, and similar experience.

**Pollwatchers**

Pollwatchers play a critical role as part of the checks and balances which assure that every voter’s vote is counted and recorded properly.

Each parent and staff representative candidate is entitled to receive three (3) **Candidate’s Pollwatcher Credential Forms (Form 15-18)**. Principals shall distribute Pollwatcher Credentials to all parent and staff representative candidates attending a Candidate Forum at the Forum. All other parent and staff representative candidates shall be entitled to receive the Pollwatcher Credentials prior to, or on, Non-binding Advisory Preference Poll Day.

Civic not-for-profit organizations with an interest in the ALS/CBOG Non-binding Advisory Polls may also apply to the Office of LSC Relations, 2651 West Washington Blvd., 3rd Floor, Chicago, Illinois 60612, for a **Civic Organization’s Pollwatcher Credential Form (Form 15-18A)**. To qualify, an organization requesting credentials must provide proof of 501(c)(3) status. A civic organization is entitled to one (1) credential for every school within the area it covers. Citywide organizations are entitled to one (1) credential for every school holding a Non-Binding Advisory Preference Poll Day. The deadline for civic organizations to apply for pollwatcher credentials is **5:00 p. m., April 11, 2018**.

Each candidate or qualified civic organization is entitled to one pollwatcher in the polling place at any given time. A candidate may serve as his or her own pollwatcher. Pollwatchers are authorized to observe the polling process upon surrendering an official, signed credential to the judges on Non-binding Advisory Preference Poll Day. Other than
voters and judges, election monitors, the Principal and security/police, only credentialed pollwatchers may be present in the polling place on Non-binding Advisory Preference Poll Day. This applies to all political organization workers, all ALSC/BOG members, all candidates and their candidate supporters.

After surrendering a signed credential to the judges, pollwatchers may: (a) be present before the polls open as judges are setting up the polling place; (b) enter and leave the polling place at any time; and (c) observe the closing of the polling place, including the counting of the votes and recording of the poll results.

Pollwatchers have the right to observe the process of identification of qualified voters, challenge a voter’s right to vote (See Special Voter Procedures in the Judge of Election Manual), inspect each voting station when not in use, and be present and close enough to observe all counting and recording processes. They may not, however, interfere with voters in the voting process or with judges in the voter qualification process or handle any election materials.

**Electioneering**

Electioneering is attempting to persuade voters in an election, through verbal or nonverbal means, to vote for or against a particular candidate or group (slate) of candidates. Nonverbal means of electioneering include displaying or distributing items bearing:

- names or images of candidates; and/or
- statements of, or information on, the qualifications or positions of candidates; and/or
- information on how to cast a vote for a candidate or candidates.

**All forms of electioneering are prohibited in school buildings on Non-binding Advisory Preference Poll Day.** To comply with this prohibition, Principals shall take down all Candidate Statements and any election materials posted in the school by 3:00 p.m., on April 17, 2018. Principals shall also inform all school staff that they may not discuss any candidates during the report card pickup process.

Electioneering is also prohibited within fifty (50) feet of any entrance used by the public on Non-binding Advisory Preference Poll Day to enter the school building in which the polling place is located. School security personnel shall be utilized to assist in the enforcement of the prohibition. Supervisory security personnel and Chicago Police Department officers shall be deployed as needed.

If candidates wish to campaign in the school or on school grounds through nonverbal means on any day(s) other than the date of the Candidate Forum or the Non-binding Polls, they must first obtain the principal’s permission per Board Rule 6-18 ("Circulation and Distribution of Unauthorized Written Materials"). If the Principal grants a candidate such permission, the Principal shall inform all candidates of the opportunity to campaign in the
school or on school grounds through nonverbal means on days other than the dates of the Candidate Forum or Non-binding polls with his or her permission.

For additional information, contact:

Election Central
Office of Local School Council Relations
2651 West Washington Blvd., 3rd Floor
Chicago, Illinois 60612
773.553.1400 (phone)
773.553.1402 (fax)
Principals or their designees are charged with the performance of selected administrative duties and responsibilities before, on and after Non-binding Advisory Preference Poll Day, as outlined in this Guide.

**Before Non-Binding Advisory Polls Day**

**Letter I to Parents, School Staff and Community Members**
The Office of Local School Council Relations will provide a letter announcing the ALSC/BOG appointment process (Letter I) to all schools in English and Spanish and, upon request, in other languages and in Braille. Between January 8 and January 17, the Principal shall distribute Letter I to all parents through the children and to all school staff and post it throughout the school.

**Notices of Appointment Process**
By January 17, 2018, the Principal shall post signs provided by the Office of LSC Relations announcing the candidate nomination procedures, candidate eligibility requirements and the timeline for the parent and school staff non-binding advisory polls and community and advocate candidate recommendations throughout the school.

**Receipt of ALSC/BOG Candidate Forms**
From January 8, 2018 through March 2, 2018, or any extended candidate filing deadline, the Principal shall make blank ALSC/BOG candidate forms available in the main office and shall receive all original candidate forms filed in person during the original and any extended candidate filing period and may not refuse to accept any original candidate forms filed during the original or any extended filing period.

The Principal shall photocopy and attach to, or record on, the Candidate Nomination Form (Form 1-18), the two (2) forms of identification submitted by or for candidates. The principal shall issue a photocopy of Form 1-18 or the perforated receipt at the bottom of the form reflecting the date and time when ALSC/BOG candidate forms were received to the candidate or representative filing original forms.

If any of the ALSC/BOG candidate forms are incomplete or the candidate does not submit the required identification, the Principal must immediately contact the Office of Local School Council Relations. Upon the request of the Principal, the Office of LSC Relations will review ALSC/BOG candidate forms or submitted identification and will determine the candidate’s eligibility to be a candidate for appointment to the school’s ALSC or BOG. The Office of LSC Relations may authorize the Principal to contact the candidate to provide an opportunity to supplement incomplete filings. In such cases, the candidates will have until the final deadline for filing candidate forms to supplement incomplete filings. Any candidate failing to supplement incomplete forms by the final
filing deadline may be ruled ineligible to be a candidate for appointment to the school's ALSC or BOG by the Office of LSC Relations.

Alternatively, the Principal may challenge the candidacy of any candidate whose forms or forms of identification are incomplete on the last day of filing pursuant to the Pre-election Challenge procedures.

A failure to bring deficiencies in the candidate forms or forms of identification of parent representative candidates to the attention of the Office of LSC Relations will constitute a waiver of such deficiencies and the parent representative candidate whose forms or identification are deficient must be included in the Parent Non-binding Advisory Preference Poll.

In recommending candidates for the community representative and advocate positions, the incumbent ALSC or BOG may take into consideration any deficiencies in the candidate forms or forms of identification of those candidates.

In making appointments to an ALSC/BOG, the Board of Education may also consider any deficiencies in the candidate forms or forms of identification of any candidates for appointment.

**Computer Entry of Candidates' Information**
The Principal shall ensure that candidate information is correctly entered in the LSC Dashboard at https://cps.edu/Pages/Staff.aspx and go to “Local School Councils” icon then using "Election Update," "Candidate," "Add New Candidate".

New candidates' information must be entered no later than twenty-four (24) hours after receipt of their candidate forms.

**Public Candidate Information**
Within 24 hours after the first candidate filing, the Principal shall post in a public place in the school:

(a) Form 6-18 (List of Candidates for the ALSC/BOG)
(b) all original Candidate Statement Forms (Form 4-18) filed; and
(c) information relating to the availability of candidate forms and materials for public inspection.

Principals shall maintain and update an original Form 8-18 at the end of every day that a candidate or representative files candidate forms at the school. The candidates shall be listed on the original Form 8-18 in the order in which they file their forms. A photocopy of the updated Form 8-18 shall be posted by 10:00 a.m. of the following school day.

**By 12:00 p.m. (Noon) March 6, 2018, or by 12:00 p.m. (Noon) on the first school day following any extended candidate filing deadline, the Principal shall post a final List of Candidates For the ALSC/BOG Form (Form 8-18) with the word "Final" added at the top of the form.**
The Principal shall photocopy all original ALSC/BOG Candidate Forms, including the forms of identification submitted by candidates to establish their eligibility.

The Principal shall make **photocopies** of the following ALSC/BOG Candidate forms available for public inspection:

- Form 1-18  Candidate Nomination Form
- Form 2-18  Criminal Conviction Disclosure Form
- Form 4-18  Candidate Statement Form *(if filed, as this form is optional)*
- Form 5-18  Teacher or JROTC Instructor Candidate Information Form

**Note:** The Telephone Number Disclosure Form (Form 3-18) and Student Candidate Information Form (Form 6-18) shall not be made available for public inspection.

Principals shall also make photocopies of the forms of identification submitted by candidates to establish their eligibility available for public inspection.

However, prior to making the photocopies available, Principals shall redact (or obscure in some manner) so as to render unreadable from the photocopies:

- Social Security Numbers
- Driver’s License Numbers
- Credit and Debit Card Numbers
- Employee Numbers
- Bank Account Numbers
- Telephone Numbers
- E-mail Addresses
- Home Addresses*
- Birthdates*

Principals shall also obscure from the photocopies so as to render unreadable any other information not relevant to a candidate’s eligibility which the candidate requests be redacted or obscured from the photocopy.

**Example:** Community representatives must be at least eighteen (18) years old and must reside in a school’s attendance area so this information, birthdate and address, is not redacted.

**Delivery of Candidate Forms**
The Principal shall forward, in the pre-addressed envelope provided, all original Candidate Nomination Forms (Form 1-18), Criminal Conviction Disclosure Forms (Form 2-18), Telephone Number Disclosure Forms (Form 3-18), Teacher/JROTC Instructor Information Forms (Form 5-18) and Student Information Forms (Form 6-18), along with a copy of the final **List of Candidates for the ALSC/BOG Form (Form 8-18)** and copies of all Candidate Statements (Form 4-18) and all submitted forms of identification, to the Office of LSC Relations, 2651 West Washington Blvd., 3rd Floor, GSR 34, by **3:00 p.m. on March 6, 2018** or five (5) school days after any extended candidate filing deadline. The Principal
shall also forward a copy of the final Form 8-18 and copies of all ALSC/BOG Candidate Forms to the Network Office by 3:00 p.m. on March 6, 2018.

Letter II to Parents, School Staff and Community Members
The Office of Local School Council Relations will provide a letter (Letter II) to all schools to announce the date, time, and location of the Candidate Forum, the date and hours of the Parent and Staff Non-binding Advisory Preference Polls and the location within the school of the polling place. The letter will be provided in English and Spanish and, upon request, in other languages and in Braille. The Principal shall fill in the date and time of the Candidate Forum and the location of the polling place and shall distribute Letter II to all parents through the children and to all school staff and post it throughout the school on March 9, 2018. A List of Candidates for the ALSC/BOG Form (Form 8-18) shall be included with Letter II.

Candidate Forum
See Candidate Forum Section.

Ballot Position Lottery
If the LSC does not conduct the Ballot Position Lottery, the Principal shall do so. For further information, see the Ballot Position Lottery Section.

Pollwatcher Credentials
Schools will receive a sufficient number of Pollwatcher credentials for all candidates. At the Candidate Forum or other date prior to, or on, Non-binding Advisory Preference Poll day, the Principal shall distribute three (3) Candidates' Pollwatcher Credentials to each candidate or his or her designee.

The Principal shall provide secure storage for all undistributed credentials and shall maintain a complete record, including the signatures of the candidates who have received their credentials.

See the Pollwatcher Section for more information.

Candidate Literature Distribution Day
The Principal shall oversee the distribution of all candidates' literature on April 16, 2018. The Principal shall provide information to parent representative candidates regarding the school's enrollment and class sizes to allow candidates to produce campaign literature in sufficient quantities for distribution.

See the Candidate Literature Distribution Day Section for more information.

Withdrawal of Candidacy
Candidates who have filed nomination papers may withdraw their candidacy for any reason by 3:00 p.m. on April 10, 2018, by filing a Withdrawal of ALSC/BOG Candidacy Form (Form 7-18) with the Principal of the school where they are running. If required by the Principal, a candidate shall submit a Withdrawal of ALSC/BOG Candidacy Form bearing the candidate's signature witnessed by a Notary Public by 3:00 p.m. on April 10, 2018.
When a candidate withdraws, the Principal shall omit their name from the posted List of Candidates for the ALSC/BOG (Form-8-18). The names of any withdrawn parent or school staff candidates shall also be omitted from any Specimen Ballots and the Official Ballot. The line on the Specimen and Officials Ballots assigned to a candidate who withdraws after the Ballot Lottery shall be left blank and the names of all other candidates in the same category remain on their assigned lines on the Ballot.

After 12:00 p.m. (Noon) April 13, 2018, the Principal shall also Code all withdrawn candidates' from the LSC Dashboard at https://cps.edu/Pages/Staff.aspx and go to “Local School Councils” icon then using “Election Update,” “Candidate,” “Withdraw”. The Principal shall also fax a copy of all Withdrawal of LSC Candidacy Forms to the Office of LSC Relations, 2651 West Washington Blvd., 3rd Floor, Fax: (773) 553-1402, and to the Network Office by 12:00 p.m. (Noon) on April 13, 2018.

Non-Binding Poll Judges
See the Non-binding Poll Judges Section.

Use of School Resources to Promote Candidates
The Principal shall take all steps to ensure that no school resources (human or material) are used to promote the candidacy of any candidate or group of candidates. Members of the school staff that either use, or allow the use of, school resources in violation of this provision are put or notice that they will be subject to disciplinary action. Violations shall be reported to (773) 553-1400.

Preparing for Non-binding Advisory Polls Day

Receipt of Poll Materials
Prior to Non-binding Advisory Poll Preference Day, the Principal shall accept delivery of, and sign for, all materials for the Parent and Staff Non-binding Advisory Preference Polls. The Principal shall ensure that all poll materials listed in the enclosed inventory have been received. If any materials are missing, Principals must call the Office of LSC Relations at 773/553-1400 for delivery of the missing materials.

Polling Place Location
Prior to Non-binding Advisory Preference Poll Day, the Principal shall determine the location of the polling place in an adequately heated and lighted location in the school which is accessible to individuals with disabilities. Voting areas for individuals with disabilities must be located in an accessible area with a clear path of travel from a primary entrance or one well marked as an alternate entrance for persons with disabilities. The path of travel must be at least 32 inches wide and free from any obstacles. In addition, at wheelchair access voting stations, tables must have a minimum height of 27 inches from the floor to accommodate wheelchairs. Such a table must be located prior to Election Day and placed in the voting room. If such a table is unavailable, wooden blocks shall be securely placed under the legs of an otherwise appropriate table to raise the table to the required height. The location or conversion of such a table should take place prior to Non-binding Polls Day.
School Staff List
The Principal shall prepare and post, by 12:00 p.m., (Noon) April 11, 2018, a list of all full-time staff eligible to vote in the Teacher and, if applicable, JROTC Instructor, Non-binding Advisory Preference Polls at the school. This list should include only those staff members that work the majority of their time at that attendance center. Errors in the list must be brought to the Principal’s attention by 3:00 p.m., April 16, 2018. The Principal shall inform the Network Office of any unresolved disputes concerning the eligibility of any school staff member to vote in the staff poll and request that the Network Office resolve the dispute.

Specimen Ballots
The Principal shall prepare and post specimen candidate ballots as described in the Posting Specimen Ballots Section.

Engineer and School Security
At least two (2) weeks before the election, the Principal shall confirm to the Network Office that the Principal or designee, the school engineer and a school security person, if any, will be present at 5:15 a.m. on Non-binding Advisory Preference Polls Day to open the school to the election judges (and any poll watchers present) and will remain present until all votes are counted and recorded and the Principal or designee officially closes the school. If the school does not have security personnel, the Principal should contact the Department of Safety and Security, (773) 553-3030.

Electioneering by Staff
The Principal shall inform all staff of the prohibition against electioneering in the school or within fifty (50) feet of any voter entrance on Non-binding Advisory Preference Poll Day. Prohibited electioneering includes the display or distribution of candidate signs, posters, handouts, lists and the mention or discussion of candidates or slates of candidates during parent conferences. The Principal shall warn all staff that offending staff members will be disciplined.

Non-binding Advisory Polls Day

| Wednesday, April 18, 2018 – Elementary Schools |
| Thursday, April 19, 2018 – High Schools |

On Non-binding Advisory Preference Poll Day, principals or their designees must be on site by 5:15 a.m. and remain until the polls close and the parent and staff poll results are entered in the LSC Dashboard. Principals are to arrange for administrative coverage for the day. [No vacation day will be granted for working on Non-binding Advisory Preference Poll Day.]

On Non-binding Advisory Preference Poll Day, the Principal’s role is that of a resource person. The judges have sole responsibility for the conduct of the parent and staff polls. They will follow the procedures outlined in the Judge of Election Manual and will contact the Poll Hotline or consult a Poll Monitor, if available, if they have questions. Decisions of the Monitor and Election Central shall be followed.
Polling Place Materials and Supplies
By 5:30 a.m. on Non-binding Advisory Preference Poll Day, the Principal shall provide the following materials and supplies in the polling place: the poll materials delivered to the school and the official ballots for the conduct of the parent and staff polls by the judges; an adequate number of tables and chairs for the judges' stations and voting stations; pens or pencils for the judges' stations and voting stations; and masking tape, a stapler, string and thumbtacks for the judges' stations.

Telephone Access
The Principal shall provide the judges and any Poll Monitors access to a working telephone between 5:30 a.m. and the conclusion of the tallying of the poll results after 7 p.m.

Principal's Administrative Duties on Non-binding Advisory Preference Poll Day
The chief administrative duties of the Principal on Non-binding Advisory Preference Poll Day are:

- The Principal shall arrange and ensure administrative coverage from 5:15 a.m. until the polls close, all votes are tallied and the poll results are entered in the computer database.

- Upon the arrival of the judges at 5:30 a.m., the Principal shall confirm that each judge:
  - has been assigned a vendor number in IAMS by School Financial Services;
  - has been assigned to work at the school by the Office of LSC Relations; and
  - possesses a receipt for attending the mandatory judges' training.

- If a judge meets all of the foregoing requirements, the Principal shall record the judge's name and vendor number on the Judge of Election Payroll Sheet (Form 20-18) and staple the judge's training receipt to the Judge of Election Payroll Sheet.

- During the parent poll, at the request of the judges or voters, the Principal shall verify whether persons seeking to vote in the parent poll are the parents, legal guardians or temporary custodians of a child or children enrolled in the school.

- Spindle Count – at 12:00 p.m. (Noon) and 3:00 p.m., the Principal shall enter the total number of parent voters in the LSC Dashboard at https://cps.edu/Pages/Staff.aspx and go to "Local School Councils" icon then using "Election Update," "Enter Spindle/Voter Category Counts". The total number of parent voters will be the same as the total number of completed Applications for Ballot.

- At 7:00 p.m., the Principal shall enter the total number of voters by category (parents, school staff and, if applicable, high school students) in the CPS main computer system. The exact number of parent voters will be determined from
the total number of completed Applications for Ballot. The total number of staff voters will be determined by counting the number of staff members' signatures on the Staff Sign-In Sheet(s). The Principal shall enter separate totals for parent, staff and, if applicable, high school student voters in the LSC Dashboard at https://cps.edu/Pages/Staff.aspx and go to “Local School Councils” icon then using “Election Update,” “Enter Spindle/Voter Category Counts”.

- The Principal shall enter final vote totals for each candidate in the LSC Dashboard at https://cps.edu/Pages/Staff.aspx and go to “Local School Councils” icon then using “Election Update,” “Candidate Vote Totals” as soon as all votes are tallied.

- High school Principals must also remember to enter the results of the student non-binding poll after 7:00 p.m. on April 19, 2018 in the LSC Dashboard at https://cps.edu/Pages/Staff.aspx and go to “Local School Councils” icon then using, “Election Update,” “Candidate Vote Totals”.

- The Principal must post a “Summary of Results” for the parent poll and a “Summary of Results” for the staff poll in publicly accessible locations in the school after all votes are tallied on poll night.

- The Principal will receive all security envelopes (A, B, C, D, E and F) from the election judges for placement in a locked school safe. These envelopes shall contain:

  The completed Applications for Ballot for the Parent Poll;

  The used School Staff Sign-in Sheets;

  All Official Ballots (used and counted, challenged, spoiled, defective, i.e., over-voted, and unused);

  The used Vote Tally Sheets;

  Two (2) Judges’ Certificates of Ballots and Votes Cast; and

  Two (2) Summary of Results Form.

- Judge Payment - The Principal shall prepare the checks to pay the judges while the required signatories of the checks are still in the school. The Principal shall pay the judges after all votes are counted and recorded, all poll materials are packed and the spindle, ballot box, and privacy screens are turned in. Central Office staff or Network staff deployed as standby judges will not receive a check.

**After Non-binding Advisory Polls Day**

**Certification of Poll Results and Recommendations of Candidates**

By 8:00 p.m. on April 26, 2018, the ALSC/BOG must meet to certify the parent, staff and, if applicable, student poll results and to recommend candidates for the community.
representative and advocate positions. After the ALSC/BOG meets, the ALSC/BOG Chair or Vice-Chair and Principal shall complete and sign the ALSC/BOG Certification of Non-binding Advisory Poll Results and Candidate Recommendations Form (Form 28-18).

If the ALSC/BOG fails to certify the poll results then by April 30, 2018, the Principal shall certify the poll results by completing the parent, staff and, if applicable, student poll certification portions of the ALSC/BOG Certification of Non-binding Advisory Poll Results and Candidate Recommendations Form (Form 28-18).

If the ALSC/BOG fails to recommend any candidates for the community representative or advocate positions, the Principal may do so by completing the community representative and advocate candidate recommendations portion of the ALSC/BOG Certification of Non-binding Advisory Poll Results and Candidate Recommendations Form (Form 28-18).

After completion of the Form, the Principal shall make and retain a copy, open Security Envelope B, place the original in Security Envelope B and re-seal Security Envelope B.

By 3:00 p.m. on April 30, 2018, the Principal shall also fax the completed ALSC/BOG Certification of Poll Results and Candidate Recommendations Form to the Office of LSC Relations at 773/553-1402. The Principal shall call the Office of LSC Relations at 773/553-1400 to confirm receipt of the form.

**Note:** If the Principal does not fax the form or call to confirm receipt of the form by the Office of LSC Relations by 3:00 p.m. on April 30, 2018 the Office of LSC Relations will bear no responsibility to forward to the Board the names of any candidates for appointment to the school's ALSC/BOG as of July 1, 2018.

**Delivery of Security Envelope B**

By 3:00 p.m. on May 7, 2018, the Principal shall deliver Security Envelope B to the Network Office. The Security Envelope must contain:

- two (2) Judges' Certificates of Ballots and Votes Cast (Form 19-18);
- two (2) Judges' Summary of Results Forms for the Parent Non-Binding Advisory Preference Poll;
- two (2) Judges' Summary of Results Forms for the Teacher/JROTC Instructor Non-Binding Advisory Poll(s), as applicable; and
- the ALSC/BOG Certification of Non-binding Advisory Poll Results and Candidate Recommendations Form (Form 28-18).

Security Envelopes A, C, D, E, and F, remain in the school safe for two years.

**Funds Provided for Judges and Reconciliation of Unused Funds Provided for Judges**

Each school will receive an electronic transfer from CPS to cover payment to the poll judges for their services, for miscellaneous election supplies and the judges' meals. These
funds must be deposited into the school's internal accounts under the 27901 subaccount. Prior to Non-binding Advisory Preference Poll Day, Principals will receive a memorandum from the Office of LSC Relations with detailed information on the transfer to the internal accounts and the process for returning any unused funds.

## NETWORK OFFICES

Network Offices are charged with the performance of certain administrative tasks prior to, on and after Non-binding Advisory Preference Poll Day.

### Before Non-binding Advisory Polls Day

**ALSC/BOG Candidate Forms**
On March 6, 2018, Network Offices will receive a copy of the final List of Candidates for the ALSC/BOG Form (Form 8-18) and copies of all candidate forms and the forms of identification submitted by the candidates from each school. The forms will include:

- Candidate Nomination Form (Form 1-18)
- Criminal Conviction Disclosure Form (Form 2-18)
- Telephone Number Disclosure Form (Form 3-18)
- Candidate Statement Form (Form 4-18), if filed
- Teacher/JROTC Instructor Information Form (Form 5-18) and
- High School Student Information Form (Form 6-18), if applicable.

If a school does not transmit the copies of the Candidate Nomination Forms to the Network Office, we ask that the Network Office call the school to obtain the copies.

**Withdrawal of Candidacy Forms**
Principals will forward to their Network Office and the Office of Local School Council Relations any Withdrawal of ALSC/BOG Candidacy Forms (Form 7-18) received (See Withdrawal of Candidacy Section).

**Resolution of Staff Voter Eligibility Disputes**
If the Principal does not identify a school staff member as eligible to vote in the Teacher or JROTC Instructor Non-binding Advisory Poll and the staff member disputes that determination, the Principal shall inform the Network Office and request that the Network Office resolve the dispute.

### Non-binding Advisory Polls Day

**Wednesday, April 18, 2018 – Elementary Schools**
**Thursday, April 19, 2018 – High Schools**

Network Offices are asked to assist the Office of Local School Council Relations with ensuring that Principals or their designees and school engineers arrive at school by 5:15
a.m. to ensure that the school is opened by 5:30 a.m. for the Poll Judges and that the polls open on time at 6:00 a.m.

If a school is not opened for the judges by 5:30 a.m., Network Offices and Network Officers will be asked to contact the Principal to direct them or their designee to arrive at and open the school to the judges as soon as possible.

**After Non-binding Advisory Polls Day**

**Receipt of Security Envelope B**

Schools shall deliver to their Network Offices a sealed Security Envelope B containing documentation of the parent, staff and, if applicable, student poll results by **3:00 p.m., May 7, 2018**. If the envelope is not delivered by that time, we ask that the Network Office contact the principals of the schools that are not in compliance. We ask that the Network Offices deliver their schools' Security Envelopes B to the Office of LSC Relations by **5:00 p.m. on May 9, 2013** to 2651 W. Washington Blvd, 3rd Floor.

**PART III - THE ROLE OF THE ALSC/BOG AFTER THE POLLS**

**ALSC/BOG Meeting to Certify Results of Non-binding Advisory Polls and Recommend Candidates**

After Non-binding Advisory Preference Poll Day, the ALSC/BOG must meet to certify the results of the parent and school staff polls conducted on Non-binding Advisory Preference Poll Day as determined by the poll judges and, if applicable, the results of the student poll. The ALSC/BOG certification of the parent and staff poll results does not certify the correctness of the results; only that they were the results declared by the poll judges. At the same meeting, the ALSC/BOG shall vote to recommend candidates, in order of preference, for the community and advocate member positions.

The meeting to certify the poll results and to recommend candidates shall be held between **April 20 and 8:00 p.m., April 26, 2018**. The ALSC/BOG shall meet between **January 8, 2018** and **March 8, 2018** to set the date of the April certification meeting. The ALSC/BOG shall provide notice of the meeting to the public pursuant to the Open Meetings Act. Under the Americans with Disabilities Act of 1990 (ADA), all ALSC/BOG meetings must be held in locations accessible to persons with disabilities.

**Annual Organizational Meeting - First Meeting of New ALSC/BOG**

Between **July 1 and 14, 2018**, the newly-appointed ALSC/BOG must conduct an annual organizational meeting at the school. The outgoing ALSC/BOG may set the date and time of the meeting by voting in an open meeting prior to June 30, 2018. Alternatively, prior to the end of his or her term on June 30, the outgoing chairperson may set the date and time of the meeting by calling it as a special meeting. Alternatively, either before or after June 30, any four members, including the principal, may set the date and time of the meeting by calling it as a special meeting.
At the organizational meeting, the ALSC/BOG is required to select a Chairperson (must be a parent member) and a Secretary (may be any member) and to set a regular meeting schedule for the coming school year.

Under the Open Meetings Act, notice of the meeting and an agenda must be posted at the school at least 48 hours before the meeting. If called as a special meeting by the outgoing chairperson or by majority of a quorum, all other ALSC/BOG members must also be given written notice of the time, place and purpose of the meeting prior to the meeting.

All votes must take place in the open; secret ballots are prohibited.

**Filling ALSC/BOG Vacancies**

If, as of July 1, vacancies exist in any parent member positions, the newly-appointed ALSC/BOG may vote to recommend candidates for appointment to the vacancy or vacancies by the Board of Education. If, as of July 1, any community or advocate member positions are vacant, the newly-appointed ALSC/BOG may also vote to recommend candidates for appointment to those vacancies by the Board of Education. Any teacher, JROTC Instructor or student member vacancies are to be filled by the Board after considering the preferences of the school’s staff or students as ascertained through non-binding advisory polls.

A Candidate Nomination Form, Criminal Conviction Form, Statement of Economic Interests, and Telephone Number Disclosure Form shall be required of all persons considered for a vacancy.

**Documents Available to Newly-Appointed ALSC/BOG Members**

Newly-appointed ALSC/BOG members are entitled to receive copies of the following documents from the Principal:

- The School’s current Continuous Improvement Work Plan;
- The School’s current Budget and a current Position Report;
- The Principal’s Contract, if any;
- The LSC Bylaws, if any.

**Important Reminders**

- All ALSC/BOG members must complete a fingerprint-based criminal background check during every two-year term that they serve. If a member has previously provided his or her fingerprints for completion of the criminal background check during a previous term, he or she will be asked to do so during the new term.

- All ALSC/BOG members are required to complete a 16-hour training program within 6 months of taking office.
• All ALSC/BOG members must complete and submit a Statement of Economic Interests for the 12 months preceding the beginning of their term and for each year of their term.

• No parent, community or advocate member of an ALSC/BOG may be employed by the Board of Education to work at the school where he or she serves.

• No ALSC/BOG member may be employed by a third party to work at the school where he or she serves.

• Except for the school staff members, former ALSC/BOG members cannot be employed to work in any capacity at the school where they served for at least one year after their LSC membership ends.

• ALSC/BOG members related to any school staff member may not vote on the school's Continuous Improvement Work Plan (CIWP), Budget or any Budget transfers that may directly or indirectly benefit their relative.
PART IV - PRE-ELECTION CHALLENGES

Overview
Challenges to candidate eligibility (Pre-Election Challenges) must be filed at 42 W. Madison, and directed to the attention of “Deputy General Counsel, School Law Unit” no later than 5:00 p.m. on March 8, 2018. Challenges must be filed in person or by e-mail at LSCelectionchallenge@cps.edu. Pre-Election Challenge Petitions (Form 9-18) will be available at the Office of LSC Relations, 2651 West Washington Blvd., 3rd Floor, and on the CPS website: https://cps.edu/pages/LSCElections.aspx

Any person is entitled to file a Pre-Election Challenge Petition. However, no Petition will be favorably considered unless the challenger states specific facts, which, if true, demonstrate that the candidate challenged is not legally eligible to serve in the office he or she seeks and/or at the school at which he or she seeks to serve.

The Law Department will review all challenges to determine whether a challenge requires a hearing or shall be determined without a hearing. If the Law Department determines that a hearing is warranted, it shall notify the challenged candidate. The notification shall include a copy of the petition, any evidence which was attached to the petition and the date, time and place of the hearing on the petition. A copy of the notification shall be forwarded to the challenger.

Board-appointed independent Hearing Officers, with the assistance of the Law Department, may hold hearings on referred petitions. The appointed Hearing Officers will be responsible for conducting hearings and issuing a recommended decision to the Chief Executive Officer or designee.

If any hearings on pre-election challenges to candidate eligibility are held, they will be held between March 26 and March 30, 2018.

The Chief Executive Officer or designee shall consider the recommendation of the Hearing Officer in making a written decision. The decision of the Chief Executive Officer or designee will be final.

The Chief Executive Officer’s or designee’s rulings on Pre-Election Challenge Petitions shall be issued by 5:00 p.m. on April 10, 2018.

Candidates whose eligibility has not been challenged within the filing period for a Pre-Election Challenge will be presumed eligible. Their names will be printed on the official Candidate Ballot.

Remedies
When the pre-election challenge proceedings are over, the Chief Executive Officer or designee shall order appropriate remedies for any deficiencies proved, including, but not limited to, the declaration that the particular Local School Council candidate is ineligible to be a candidate for the office to which, or at the school at which, he or she seeks election and that his or her name shall not appear on the Candidate Ballot.
Examples:

- If a candidate has filed for an office for which he or she is ineligible but is eligible for election to another office, the Chief Executive Officer or designee shall order the appearance of the candidate’s name on the Candidate Ballot as a candidate for the office for which he or she is eligible, if the candidate consents.

- If a candidate has filed for an office at a school at which he or she is ineligible to be a candidate but is eligible at a different school, the Chief Executive Officer or designee shall order the candidate forms corrected and delivered to the school at which the candidate is eligible and order the appearance of that candidate’s name on the Candidate Ballot of the school at which he or she is eligible, if the candidate consents.
THE PRE-ELECTION CHALLENGE RULES OF PROCEDURE

1. Qualification of Petitioners. Any person may file a Pre-Election Challenge Petition against any parent, community, teacher, JROTC Instructor, Advocate, Educational Expert or high school student representative candidate.

2. Filing Deadline. Pre-Election Challenge Petitions must be filed by 5:00 p.m. on March 8, 2018, in the Law Department (Attn: Deputy General Counsel, School Law Unit) in person at 42 West Madison, Chicago, Illinois 60602 or by e-mail at LSCelectionchallenge@cps.edu.

3. Requirements of a Pre-Election Challenge Petition. The Petition must state specific facts which, if true, would demonstrate that the challenged candidate is (or was on the last day for filing of candidate forms) not eligible to be a candidate for the office for which the candidate has filed to run or is not eligible to be a candidate at the school at which the candidate has filed to run.

The Petition must be signed by the petitioner and must have been prepared and filed in conformity with all applicable rules.

Any Petition which does not, on its face, state specific facts upon which relief can be granted or is not filed in conformity with all applicable rules is subject to a determination without a hearing by the Law Department. All other Petitions may be referred for a hearing by the Law Department.

4. Hearings. Pre-Election Challenge Petitions may be referred for hearings. Hearings pursuant to these rules are public proceedings. Observation, but not public participation, is permitted.

In order to comply with the requirements of the Americans with Disabilities Act and to facilitate participation by persons who are non-English speakers, parties or observers who require sign language or other interpretation at hearings must notify the Office of LSC Relations at (773) 553-1400 of such requirement at least 48 hours in advance of any hearing.

5. Hearing Date. At the date and time set for hearing, both the petitioner and the candidate challenged must be prepared to present their case. There will be no continuances, except for good cause shown or on the Hearing Officer’s own motion.

6. Appearance. The appearance of petitioners and challenged candidates at hearings must be in person or by a representative with written authorization. All parties must provide the Hearing Officer, at the time of appearance, contact information, for notification to the party of any matter requiring notice in these proceedings. The parties shall be reasonably available for receipt of such notification during the course of the proceedings.

The failure of a challenged candidate or challenger to appear or make arrangements for an alternate hearing date with the Deputy General Counsel, School Law Unit, Law
Department (773-553-1700) may result in the hearing proceeding in their absence and a waiver of the right to be heard. If no challenger appears for a hearing, the Hearing Officer may dismiss the petition.

7. Hearing Officers. The Hearing Officer shall conduct and preside over all hearings and take necessary action to avoid delay, maintain order, ensure compliance with all notice requirements, and ensure development of a clear and complete record. The Hearing Officer shall have all the powers necessary to conduct a fair and impartial hearing including, but not limited to, the power to:

   a) Conduct the hearing, set the time and place for continuances and set the time for filing of documents;

   b) Have exclusive control over the conduct of the proceedings, including the manner in which testimony and evidence will be received, the scope and extent of testimony and the exclusion or inclusion of any witness in order to minimize duplicate or redundant testimony;

   c) Examine witnesses and call upon witnesses to testify;

   d) Order any party to produce documents or evidence relevant to the proceeding;

   e) Consider all evidence presented;

   f) Consider and rule on all motions;

   g) Maintain a record of the proceedings. A transcript will not be prepared as a matter of course. Any party may record the proceedings with an audio tape recorder or may employ, at the party's own expense, a certified court reporter. A party relying on a transcript must present a complete and certified copy to the Hearing Officer and all relevant parties at the time of such use. The official record of proceedings, however, shall be that record kept by the Hearing Officer; and

   h) Issue Findings of Fact or Law and make a recommendation to the Chief Executive Officer or designee concerning the final disposition of the Pre-Election Challenge Petition.

8. Order of Presentation/Burden of Proof. Petitioners shall have the burden of going forward and of proving, by a preponderance of the evidence, that a Pre-Election Challenge Petition should be sustained.

At the conclusion of the petitioner's case, the challenged candidate may present his or her case, including offering testimony and evidence in support thereof.

9. Failure to Adhere to Rules. Failure to adhere to these Rules may be grounds for dismissal of the Pre-Election Challenge Petition or for granting the Petition.
10. **Final Decision by the Chief Executive Officer or Designee.** Upon receipt of a Hearing Officer's findings and recommended final disposition of a Pre-Election Challenge Petition, the Chief Executive Officer or designee shall issue a written decision on the Petition. The decision shall take into consideration the testimony and evidence presented in the hearing and the Hearing Officer's recommendation. The decision of the Chief Executive Officer or designee shall be final.

11. **Notice of Final Decision.** The person filing a Pre-Election Challenge Petition, the challenged candidate and the Principal of the affected school will be notified of the final decision on the Petition. Notification shall be given by U.S. Mail. If practicable, the final decision may also be communicated to the parties by e-mail.

12. **Filings with the Law Department or Hearing Officer.** Parties to Pre-Election Challenges may file motions, pleadings or other documents, along with an executed Notice of Filing, with the Law Department or the Hearing Officer.

Unless the Hearing Officer has provided an address at which to deliver or transmit filings to the Hearing Officer directly, all filings, along with the Notice of Filing, shall be directed to the Law Department (Attn: Deputy General Counsel, School Law Unit), Chicago Board of Education, 42 W. Madison, Chicago, Illinois 60602, by personal delivery or e-mail at LSCelectionchallenge@cps.edu.

The filing party shall also serve a copy of the filing and Notice of Filing upon the other parties to the proceeding by personal delivery or e-mail. If the filing party does not have the address(es) or e-mail(s) of the other party or parties to the proceeding, the filing party shall attempt to give notice of the filing by telephone call and shall, if necessary, make at least three (3) calls to give such notice, with not less than thirty (30) minutes between each call.

The Notice of Filing shall contain a verified statement that:

a) the filing and the notice of filing have been served by personal delivery or e-mail upon the other party or parties to the proceeding; or

b) notice of the filing was given by telephone (stating the party called, the number called and the time the call was made); or

c) notice of the filing was attempted by telephone at least three times (stating the party called, the number called and the time the calls were made).

Unless otherwise agreed to, all documents to be filed with the Law Department or Hearing Officer shall be filed in the manner prescribed above.

13. **Legal Authority.** The Board promulgates the foregoing rules to "ensure fair elections." 105 ILCS 5-34-2.1(n). Because the Illinois School Code is silent on the definition of "fair elections," the Hearing Officer may look to general election law for guidance to accomplish the purposes of 105 ILCS 5/34-2.1(n).
PART V - POST-ELECTION CHALLENGES

Overview

Challenges to the election results (post-election challenges) must be filed at 42 W. Madison, and directed to the attention of “Deputy General Counsel, School Law Unit” no later than 5:00 p.m. on April 25, 2018. Challenges must be filed in person or by e-mail at LSCElectionchallenge@cps.edu. Post-Election Challenge Petition Forms (17-18) will be available at the Office of LSC Relations, 2651 West Washington Blvd., 3rd Floor, and on the cps website: https://cps.edu/pages/LSCElections.aspx.

A separate petition must be filed for each candidate, election or poll challenged. At least five (5) persons who were eligible to vote for the candidate or in the election or poll being challenged must sign a Post-Election Challenge Petition. No petition shall be considered unless the challengers state specific facts in writing, which, if true, would change which candidates were elected in the parent/community election, or the number of votes received by the candidates in the non-binding advisory staff poll or would warrant the disqualification of a candidate or candidates or the invalidation of the results of the election or poll in their entirety.

Only persons eligible to vote in the Parent/Community election may challenge the results of the election. Only school staff eligible to vote in the Teacher/Non-Teacher Staff Non-Binding Poll may challenge the results of the poll. Only high school students eligible to vote in the Student Non-Binding Poll may challenge the results of the poll.

The Law Department will review all challenges to determine whether a challenge requires a hearing or shall be determined without a hearing. If the Law Department determines that a hearing is warranted, it shall notify the challenged candidate(s) or all candidates if the Petition requests a new election or poll. The Notification shall include a copy of the petition, any evidence which was attached to the petition and the date, time and place of the hearing on the petition. A copy of the notification shall be sent to the first five (5) eligible challengers who validly signed the Petition and provided their address.

Board-appointed independent Hearing Officers, with the assistance of the Law Department, will hold hearings on referred petitions. The appointed Hearing Officers will be responsible for conducting hearings and issuing a recommended decision to the Chief Executive Officer or designee.

Hearings on post-election challenges will be held between May 9 and May 21, 2018.

The Chief Executive Officer or designee shall consider the recommendation of the Hearing Officer in making a written decision. The decision of the Chief Executive Officer or designee will be final.

Decisions shall be finalized by 5:00 p.m., May 25, 2018 and will be mailed to the challengers, all challenged and concerned candidates and to the school Principal between May 29 and June 1, 2018.
Remedies

After receipt of all hearing officers' recommended decisions, the Chief Executive Officer or designee shall grant appropriate remedies for any deficiencies proved, including but not limited to:

1. Ordering a recount of votes to determine the official results of a challenged election or poll;
2. Declaring that a challenged candidate does not meet the eligibility requirements for the office for which he or she ran and is ineligible to serve in the office;
3. Declaring that, because of unrepaired gross irregularities which substantially affected the integrity and outcome of an election or poll process, a candidate is ineligible to serve in the office for which he or she ran or a new election or poll must be conducted (a new election or poll ordered by the Chief Executive Officer or designee will be limited to the candidates in the original election or poll.)

Examples:

- If a challenge alleges that a candidate is ineligible to serve in the office for which he or she ran and the challenge is upheld, the challenged candidate will be declared ineligible to serve. If the challenged candidate ran for a parent or community representative office, a vacancy in the office will be declared and the newly elected Local School Council may fill the vacancy after July 1. If the challenged candidate ran for a teacher, non-teacher staff or high school student representative office, the challenged candidate shall not be appointed to the office by the Board.

- If a challenge alleges that a parent or community candidate is an employee of the Chicago Public Schools, a letter of resignation from the candidate's employment with CPS, effective not later than June 30, 2018, and submitted to the Law Department prior to a hearing or to the hearing officer at a hearing will cure the defect and the candidate will be declared elected. If the candidate does not submit a letter of resignation, then the candidate with the next highest vote total in the same candidate category will be declared elected.

- If a challenge alleges irregularities in the counting and recording of votes and the challenge is upheld, a recount shall be ordered. The results of the recount shall determine the official results of the challenged election or poll.

If a challenge is based on an allegation of unrepaired gross irregularities which substantially affected the integrity and outcome of the election or poll process, and the challenge is upheld, the candidate or candidates responsible for, or benefiting from, the irregularities may be disqualified from election or appointment to the LSC or the challenged election or poll may be declared null and void and a new election or poll will be ordered with any additional safeguards necessary to prevent the recurrence of the irregularities found. (The new election or poll will be limited to the candidates in the original election or poll.)
THE POST-ELECTION CHALLENGE RULES OF PROCEDURE

1. Qualifications of Petitioners. Only parents entitled to vote in the parent Non-Binding Advisory Poll may challenge the results of the poll. Only school staff eligible to vote in the Teacher and/or JROTC Instructor Non-Binding Polls may challenge the results of the poll(s). Only high school students eligible to vote in the Student Non-Binding Poll may challenge the results of the poll.

2. Filing Deadline. Post-Election Challenge Petitions must be filed by 5:00 p.m. on April 25, 2018, at CPS (Attn: "Deputy General Counsel, School Law Unit") in person at 42 West Madison, Chicago, Illinois 60602 or by e-mail at lselectionchallenge@cps.edu.

3. Requirements of a Post-Election Challenge Petition. The Petition must be signed by at least five (5) persons eligible to vote in the Non-binding Advisory poll(s) being challenged. Any Petition not signed by at least five (5) persons eligible to vote in the poll which is the subject of the petition or not filed in conformity with all applicable rules is subject to dismissal by the Law Department without a hearing.

The Petition must state specific facts which, if true, would demonstrate that: (1) a challenged candidate is (or was on the last day for filing of candidate forms) not eligible to be a candidate for the office for which the candidate filed to run or was not eligible to be a candidate at the school at which the candidate had filed to run; or (2) substantial and unrepaited irregularities in an election or poll process substantially affected the integrity and outcome of the election or poll, and warrant the disqualification of a particular candidate or candidates or a new election or poll.

Any Petition which does not, on its face, state specific facts upon which relief can be granted is subject to dismissal without a hearing by the Law Department.

4. Hearings. Unless dismissed by the Law Department, Post-Election Challenge Petitions will be referred for a hearing. Hearings pursuant to these rules are public proceedings. Observation, but not public participation, is permitted.

In order to comply with the requirements of the Americans with Disabilities Act and to facilitate participation and observation by persons who are non-English speakers, parties or observers who require sign language or other interpretation must notify the Office of LSC Relations at (773) 553-1400 of such requirement at least 48 hours in advance of any hearing.

5. Hearing Date. At the date and time set for hearing, both the petitioners and any challenged or interested candidate[s] must be prepared to present their cases. There will be no continuances, except for good cause shown or on the Hearing Officer's own motion.

6. Appearance. The appearance of the petitioners and challenged or interested candidates at hearings must be in person or by a representative with written authorization. All parties must provide the Hearing Officer, at the time of appearance, a telephone number for notification to the party of any matter requiring notice in these
proceedings. The parties shall be reasonably available by telephone of such notification during the course of the proceedings.

The failure of a challenged or interested candidate or challenger to appear or make arrangements for an alternate hearing date with the Deputy General Counsel, School Law Unit, Law Department (773-553-1700) may result in the hearing proceeding in their absence and a waiver of the right to be heard. If no challenger appears for a hearing, the Hearing Officer may dismiss the petition.

7. Hearing Officers. The Hearing Officer shall conduct and preside over all hearings and take necessary action to avoid delay, maintain order, ensure compliance with all notice requirements and ensure development of a clear and complete record. The Hearing Officer shall have the powers necessary to conduct a fair and impartial hearing including, but limited to, the power to:
   a) Conduct the hearing, set the time and place for continuances and set the time for filing documents;
   b) Have exclusive control over the conduct of the proceedings, including the manner in which testimony and evidence will be received, the scope and extent of testimony, and the exclusion or inclusion of any witness in order to minimize duplicate or redundant testimony;
   c) Examine witnesses and direct witnesses to testify;
   d) Order any party to produce documents or evidence relevant to the proceeding;
   e) Consider all evidence presented;
   f) Consider and rule on all motions;
   g) Maintain a record of the proceedings. A transcript will not be prepared as a matter of course. Any party may record the proceedings with an audio tape recorder or may employ, at the party’s own expense, a certified court reporter. A party relying on a transcript must present a complete and certified copy to the Hearing Officer and all relevant parties at the time of such use. The official record of proceedings, however, shall be the record kept by the Hearing Officer.
   h) Issue Findings of Fact or Law and make a recommendation to the Chief Executive Officer or designee concerning the final disposition of the Post-Election Challenge Petition.

8. Order of Presentation/Burden of Proof. Petitioners shall have the burden of going forward and of proving, by a preponderance of the evidence, that a Post-Election Challenge Petition should be sustained.

At the conclusion of the petitioners’ case, any challenged or interested candidate may present his or her case, including offering testimony and evidence in support thereof.
9. **Failure to Adhere to Rules.** Failure to adhere to these Rules may be grounds for dismissal of the Post-Election Challenge Petition or for granting the Petition.

10. **Final Decision By the Chief Executive Officer or Designee.** Upon receipt of a Hearing Officer's findings and recommended final disposition of a Post-Election Challenge Petition, the Chief Executive Officer or designee shall issue a written decision on the Petition. The decision shall take into consideration the testimony and evidence presented in the hearing and the Hearing Officer's recommendation. The decision of the Chief Executive Officer or designee shall be final.

11. **Notice of Final Decision.** The first five (5) Petitioners who validly signed a Post-Election Challenge Petition and provided their address, all challenged and concerned candidates and the Principal of the affected school will be notified of the final decision on the Petition. Notification shall be given by U.S. Mail. If practicable, the final decision may also be communicated to the parties by either e-mail or telephone message.

12. **Filings with the Law Department or Hearing Officer.** Parties to Post-Election Challenge Petitions may file motions, pleadings or other documents, along with an executed Notice of Filing, with the Law Department or the Hearing Officer.

Unless the Hearing Officer has provided an address at which to deliver or transmit filings to the Hearing Officer directly, all filings, along with the Notice of Filing, shall be directed to the Law Department (Attn: Deputy General Counsel, School Law Unit), 42 West Madison, Chicago, Illinois 60602, by personal delivery or by e-mail LSCelectionchallenge@cps.edu.

The filing party shall also serve a copy of the filing and Notice of Filing upon the other parties to the proceeding by personal delivery or e-mail. If the filing party does not have the address(es) or e-mail(s) of the other party or parties to the proceeding, the filing party shall attempt to give notice of the filing by telephone call and shall, if necessary, make at least three (3) calls to give such notice, with not less than thirty (30) minutes between each call.

The Notice of Filing shall contain a verified statement that:

a) the filing and the notice of filing have been served by personal delivery or e-mail upon the other party or parties to the proceeding; or

b) notice of the filing was given by telephone (stating the party called, the number called and the time the call was made); or

c) notice of the filing was attempted by telephone at least three times (stating the party called, the number called and the time the calls were made).

Unless otherwise agreed to, all documents to be filed with the Law Department or Hearing Officer shall be filed in the manner prescribed above.

13. **Legal Authority.** The Board promulgates the foregoing rules to "ensure fair elections." 105 ILCS 5-34-2.1(n). Because the Illinois School Code is silent on the definition of "fair elections," the Hearing Officer may look to general election law for guidance to accomplish the purposes of 105 ILCS 5/34-2.1(n).
APPENDIX I

The ALSCs of the schools listed below have compositions differing from the standard ALSC compositions for elementary or high schools. In addition to the Principal, they consist of:

**Telpochcalli Elementary School**
4 Parents; 4 Teachers; 2 Advocates

**Vick Early Childhood and Parent Center**
4 Parents; 2 Community; 2 Teachers; 2 Advocates

**Al Raby High School**
7 Parents; 1 Community; 2 Advocates; 2 Teachers; 1 Student

**Austin Polytechnical High School**
3 Parents; 2 Community; 5 Advocates; 2 Teachers; 1 Student

**Jefferson Alternative High School**
2 Community; 2 Teachers; 6 Advocates; The Presiding Judge of the Cook County Juvenile Court (or designee); The Superintendent of the Cook County Juvenile Temporary Detention Center (or designee)

**Simpson High School for Young Women**
2 Parents; 2 Community; 2 Teachers; 4 Advocates; 1 Student

**York Alternative High School**
3 Community; 2 Teachers; 4 Advocates; The Director of the Cook County Department of Corrections (or designee)

**Chicago Academy Elementary School**
**Chicago Academy High School**
**Collins High School**
**National Teachers Academy Elementary School**
**Orr High School**
**Solorio High School**
**Tarkington Elementary School**
2 Parents; 2 Teachers; 2 Community; 2 Educational Experts; the Chief Executive Officer (or designee)

* The ALSCs of Vick Early Childhood Parent Center and DeVry Advantage Academy High School are appointed to two-year terms beginning December 1 of every even-numbered year.

**The ALSCs of Chicago Academy Elementary School and the six schools following are appointed based on recommendations by the Chief Executive Officer (no non-binding advisory polls are conducted).
OFFICE OF LOCAL SCHOOL COUNCIL RELATIONS

To be sent home with each student, distributed to all staff and posted in the school by January 17, 2018.

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

On Wednesday, April 18, 2018 (elementary schools) and Thursday, April 19, 2018 (high schools), Spring Semester Parent-Teacher Conference Day, schools with an Appointed Local School Council ("ALSC") or Board of Governors ("BOG") will conduct a poll 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, 2018. In addition, by April 26, 2018, 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, 2018.

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 contact 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 or voting district boundary 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, 2018 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 1-18); Criminal Conviction Disclosure Form (Form 2-18); and Telephone Number Disclosure Form (Form 3-18) and two pieces of identification** by 3:00 p.m. on March 2, 2018 to the school or by 3:00 p.m. on February 20, 2018 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 or voting district boundary, if any.)

- School staff candidates must also submit a Staff Candidate Information Form (Form 5-18).

- Candidates are also encouraged, but not required, to submit a Candidate Statement (Form 4-18), 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 website http://cps.edu/pages/LSC Elections.aspx. For more information, call the Office of Local School Council Relations at (773) 553-1400.

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,

Dr. Guillermo (Willy) Monróes de Oca
Director
APPENDIX II

1. Letter I Re: ALSC/BOG Non-Binding Advisory Polls and Candidate Recommendations Process
2. ALSC/BOG Candidate Packet Cover Letter
3. Candidate Nomination Form (Form 1-18)
4. Criminal Conviction Disclosure Form (Form 2-18)
5. Telephone Number Disclosure Form (Form 3-18)
6. Candidate Statement Form (Form 4-18)
7. Teacher/JROTC Instructor Candidate Information Form (Form 5-18)
8. Student Candidate Information Form (Form 6-18)
9. Withdrawal of ALSC/BOG Candidacy Form (Form 7-18)
10. List of Candidates for the ALSC/BOG Form (Form 8-18)
11. Letter II Re: ALSC/BOG Non-Binding Advisory Polls and Candidate Recommendations Process
12. ALSC/BOG Pre-Election Challenge (Form 9-18)
13. ALSC/BOG Post-Election Challenge (Form 21-18)
14. ALSC/BOG Certification of Non-Binding Advisory Polls Results and Candidate Recommendations Form (Form 28-18)
15. Judge of Election Applicant Packet Letter
16. Application for Judge of Election Form (Form 18-18)
17. IRS W-9 Request for Taxpayer Identification Number and Certification Form
18. CPS Internal Accounts Vendor Request Form
January 8, 2018

Dear Prospective Appointed Local School Council/Board of Governors Candidate:

On April 18, 2018 (elementary schools) and April 19, 2018, (high schools), Spring Semester Parent-Teacher Conference Day, schools with Appointed Local School Councils ("ALSC") or Boards of Governors ("BOG") will conduct polls in which parents and school staff members may run 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, 2018. Also, by April 26, 2018, the currently-serving ALSC/BOG (or the Principal if there is none) will recommend candidates for the community and advocate positions on the ALSC/BOG (please ask your principal for the exact numbers) for the new term of office.

After receiving the poll results and recommendations, the Board of Education will appoint the members of the Appointed Local School Councils and Boards of Governors for the new term of office as of July 1, 2016.

The forms to be completed and filed to run as a candidate for an ALSC or BOG are:

- Form 1-18  Candidate Nomination Form
- Form 2-18  Criminal Conviction Disclosure
- Form 3-18  Telephone Number Disclosure
- Form 4-18  Candidate Statement (Optional)

The forms and a timeline for the ALSC/BOG Advisory Polls and Candidate Recommendations process are attached.

Teachers and JROTC Instructors (in military academy high schools) interested in running for the ALSC/BOG must also complete and file the Teacher/JROTC Instructor Candidate Information Form [Form 5-18]. High school students (in non-military academy high schools) interested in running for the ALSC must also complete and file the Student Candidate Information Form [5-18]. 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. March 2, 2018 or in the Office of Local School Council Relations, 2651 West Washington Blvd., 3rd Floor, until 3:00 p.m., February 20, 2018. Mailed, e-mailed, faxed or copied forms will NOT be accepted. Candidates for parent member or community member, or their representative, must also present two (2) forms of identification to establish their eligibility to run and serve as ALSC/BOG members.

Following the nomination period, candidates for the ALSC/BOG will have an opportunity to introduce themselves to 8e school community at a Candidate Forum to be held at the school between March 19 and March 23, 2018. (Please ask the principal for the exact date and time.) Parent and staff candidates will also have the opportunity to have the school distribute campaign literature on Campaign Literature Distribution Day April 16, 2018. To do so, candidates must submit their literature to the principal by 12:00 p.m. Noon (staff candidates) and 3:00 p.m. (parent candidates) on April 10, 2018.

Successful candidates will be required to complete a criminal background check and to provide their fingerprints for the background check. They will also be required to file an Annual Statement of Economic Interests and to complete 16 hours of training within 6 months of taking office. No parent, community or advocate member may be employed by the Board of Education. No member may be employed by a third party to work at the school where they serve. Parent, community and advocate members must wait for one year after their ALSC/BOG membership ends to work at the school where they served. A Guide to the ALSC/BOG Candidate Polls and Recommendations Process, including rules and procedures, is available for review in the school’s main office.

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

Sincerely,

Dr. Guillermo (Willy) Montes de Oca
Director
CHICAGO PUBLIC SCHOOLS – 2018 ALSC/BOG Candidate Advisory Polls and Recommendations Process

FORM 1-18

ALSC/BOG CANDIDATE NOMINATION FORM

This form and its accompanying documents must be filed in the school in which the candidate is running by 3:00 p.m., March 2, 2018 or in the Office of Local School Council Relations by 3:00 p.m., February 20, 2018. MAILED, E-MAILED, FAXED or COPIED FORMS WILL NOT BE ACCEPTED. (Please print all information)

School Name: __________________________ Unit #: __________________________ Network: __________________________

Candidate Type: □ Parent/Legal Guardian; □ Community Resident; □ Teacher; □ JROTC Instructor;
□ Advocate; □ Educational Expert; □ Student

Candidate Name: ______________________________________________________

LAST NAME _______________ FIRST NAME _______________ MIDDLE NAME OR INITIAL ____________

Home Address: _________________________________________________________ City: __________________________ State: __________ Zip Code: __________

Date of Birth: __________________________ E-mail: __________________________

NOTES: Community member candidates must provide proof of current residency within the school’s attendance area or voting district. Under state law, the names and addresses of Local School Council members are matters of public record.

THIS SECTION TO BE COMPLETED BY CANDIDATES FOR PARENT REPRESENTATIVE:

Name of one child who attends this school: __________________________ Grade: __________

IDENTIFICATION SUBMITTED

Indicate which two (2) of the following identification items were presented, photocopied, and attached to this form.

□ Driver’s License □ Employer ID □ Social Security Card □ Alpha list of Parents, Guardians
□ Current Lease □ Student ID □ Student’s Birth Certificate □ JROTC Student ID
□ JOCC Card □ Credit Card □ Voter Registration Card □ JOCC Medical Card
□ Library Card □ Matricula Consular □ Permanent Resident Card □ Other

List the type of identification and the ID numbers for two (2) of the above if a photcopy machine is not available.

1. __________________________ 2. __________________________

DISCLOSURE OF ECONOMIC INTERESTS

If elected or appointed, candidates MUST submit a complete Statement of Economic Interests within 7 days of taking office.

Are you related to the principal? ___ Yes ___ No If YES, you CANNOT serve on this LSC.

Do you, your spouse, relatives or your company do any business with the Board of Education, the school or the LSC where you are running? ___ Yes ___ No If YES, explain: __________________________

STATEMENT OF VERIFICATION AND ACKNOWLEDGEMENT

I verify that the information contained in this Candidate Nomination Form and all related Candidate Forms is true and correct to the best of my knowledge and belief.

I acknowledge that I must complete and submit a Criminal Conviction Disclosure Form (Form 2-18) or be subject to disqualification from election or appointment to an LSC; if elected or appointed, I must clear a fingerprint-based Criminal Background Investigation and must complete sixteen (16) hours of training within six (6) months of taking office; I will be subject to removal from office for noncompliance with the referenced requirements.

Candidate’s Signature: __________________________ Date: __________

--- ---- ---- ---- ---- ---- ---- TEAR ALONG THIS LINE ---- ---- ---- ---- ---- ---- ----

NOMINATION FORM RECEIPT

Received by: [At school]: __________________________ Date: __________ Time: __________

or by Deputy Registrar (if applicable): __________________________ Date: __________ Time: __________

School Name: __________________________ Candidate’s Name: __________________________

School Address: __________________________ Unit #: __________________________ Network: __________________________

Were Two Forms of Identification Provided? ___ Yes ___ No

Nomination Forms Complete: [Check box] Nomination Forms Incomplete

<table>
<thead>
<tr>
<th>FORM NAME</th>
<th>FORM NUMBER</th>
<th>RECEIVED</th>
<th>YES</th>
<th>NO</th>
<th>FORM NAME</th>
<th>FORM NUMBER</th>
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<tr>
<td>Candidate Nomination</td>
<td>1-18</td>
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<td>Teacher/Non-teacher Staff Candidate Information</td>
<td>4-18</td>
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<td>Criminal Conviction Disclosure</td>
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<td>Student Candidate Information</td>
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<td>Telephone Number Disclosure</td>
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<td>6-18</td>
</tr>
</tbody>
</table>
Please print all information legibly.

Candidate Name: ___________________________  ___________________________  ___________________________
LAST NAME  FIRST NAME  MIDDLE NAME OR INITIAL

(CIRCLE RACE BELOW)
White/Caucasian  African-American  Hispanic/Latino(a)  Asian/Asian-American  Native American/Alaskan  Hawaiian/Pacific Islander

Candidate Type:  □ Parent/Legal Guardian  □ JROTC Instructor  □ Advocate  □ Community Resident  □ Educational Expert  □ Teacher  □ Student

Home Address: _____________________________________________________________
STREET  CITY  STATE  ZIP

Date of Birth: ___________________________  ___________________________  ___________________________
MONTH  DATE  YEAR
Gender:  □ Male  □ Female

Date of Filing: ___________________________  ___________________________  ___________________________
MONTH  DATE  YEAR
School: ___________________________

Please list all previous Illinois addresses within the past five (5) years. Dates From/To
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Please list maiden name(s) and/or any other names you are know as or have used: (Last, First, Middle)
_________________________________________________________________________
_________________________________________________________________________

**GENERAL INFORMATION**

- Any candidate seeking appointment or election to a Local School Council must complete this form. Instructions are below. Failure to complete this form will result in a candidate’s automatic disqualification from election or appointment.
- Any candidate that is elected or appointed to serve on a Local School Council will be required to submit to a criminal background investigation which includes a fingerprint check of the Illinois State Police and Federal Bureau of Investigation database prior to taking office. Candidates will also be subject to a child abuse and neglect background check (Department of Children and Family Services) to determine if the candidate has been indicated of an incident of child abuse or neglect.
- If, after conducting a criminal background investigation, regardless of prior disclosure, it is determined the candidate was convicted of a disqualifying offense, the Board will seek the applicant’s removal.
ALSC/BOG Candidate Criminal Conviction Disclosure Form

This form is required by law and must be filed in the school in which the candidate is running for office by 3:00 p.m., March 2, 2018 or in the Office of Local School Council Relations, 2651 W. Washington Blvd., 3rd Floor, Chicago, Illinois 60612 by 3:00 p.m., February 20, 2018. MAILED, E-MAILED, FAXED or COPIED FORMS WILL NOT BE ACCEPTED. (Please print all information)

INSTRUCTIONS

• Candidates must file the completed form with the school in which the candidate is running for office by 3:00 p.m., March 2, 2018 or in the Office of Local School Council Relations, 2651 W. Washington Blvd., 3rd Floor, Chicago, Illinois 60612 by 3:00 p.m., February 20, 2018. Mailed, e-mailed, faxed or copied forms will not be accepted.

• If the candidate is under 18 years old of age, a parent or guardian must consent to the disclosure of convictions.

• Under Section 34-2.1 of the Illinois School Code, candidates for a Local School Council are required to disclose the disqualifying criminal convictions listed below.

• Failure to disclose disqualifying criminal convictions will prevent a candidate from appearing on a ballot and, if elected or appointed, the Board seeking the candidate’s removal.

• Candidates must disclose the disqualifying criminal conviction(s) regardless of when the conviction(s) occurred. It does not matter how old the conviction(s) is/are. However, this does not apply to no. 25 where only conviction(s) within the last 10 years previous to the date of nomination or appointment must be disclosed.

• Candidates must disclose conviction(s) of a similar or substantially similar disqualifying offense in another state, which can be described in no. 26 below.

• Please note: Candidates are not required to disclose a juvenile conviction(s). However, regardless of age at time of arrest/conviction, if the matter was adjudicated in adult court and is a disqualifying conviction, this conviction must be disclosed.

• If after conducting a criminal background investigation, regardless of prior disclosure, it is determined the candidate was convicted of a disqualifying offense, the Board will seek the applicant’s removal via a hearing.

• In order to determine if an applicant was convicted of a disqualifying conviction, the applicant may be required to submit official documentation, at the candidate’s cost, to the Board for review.

DISCLOSURES

Disqualifying offenses are those found in Section 34-18.5, Section 21B-80, and Section 34-2.1[f-5] of the Illinois School Code. Indicate if you have been convicted of committing OR attempting to commit any of the disqualifying offenses listed below. Please check all that apply.

1. YES □ Any offense defined in the Cannabis Control Act, except those defined in Sections 4(a), 4(b), 4(c), 5(a) and 5(b) and any offense for which an individual receives Section 10 probation, provided that the terms and conditions of Section 10 probation are successfully fulfilled (720 ILCS 550/1 et seq., except those defined in 720 ILCS 550/4(a), 4(b) and 4(c), and 720 ILCS 550/5(a) and 5(b), and successful completion of probation under 720 ILCS 550/10). (NOTE: Pursuant to Section 5/21B-80, you must disclose only if the current calendar year is within seven (7) years following the end of the sentence for the criminal offense);

2. YES □ Any offense defined in the Illinois Controlled Substances Act, except any offense for which an individual receives Section 410 probation, provided that the terms and conditions of Section 410 probation are successfully fulfilled (720 ILCS 570/100 et seq., except successful completion of probation under 720 ILCS 570/41C) (NOTE: Pursuant to Section 5/21B-80, you must disclose only if the current calendar year is within seven (7) years following the end of the sentence for the criminal offense);

3. YES □ Any offense defined in Section 401.1, 405.1, or 405.2 of the Illinois Controlled Substances Act (720 ILCS 570/401.1 = controlled substance trafficking; 720 ILCS 570/405.1 = criminal drug conspiracy; 720 ILCS 570/405.2 = street gang criminal drug conspiracy) (NOTE: You must disclose only if you have been convicted within the 10 years previous to the date of your nomination or appointment);
4. YES □ Any offense defined in the Methamphetamine Control and Community Protection Act, except any offense for which an individual receives Section 70 probation, provided that the terms and conditions of Section 70 probation are successfully fulfilled (720 ILCS 646/1 et seq., except successful completion of probation under 720 ILCS 646/70) [NOTE: Pursuant to Section 5/21B-80, you must disclose only if the current calendar year is within seven (7) years following the end of the sentence for the criminal offense):

5. YES □ Any offense defined in Section 11-1.20 (formerly 5/12-13) (720 ILCS 5/11-1.20 = criminal sexual assault);

6. YES □ Any offense defined in Section 11-1.30 (formerly 5/12-14) (720 ILCS 5/11-1.30 = aggravated criminal sexual assault);

7. YES □ Any offense defined in Section 11-1.40 (formerly 5/12-14.1) (720 ILCS 5/11-1.40 = predatory criminal sexual assault);

8. YES □ Any offense defined in Section 11-1.50 (formerly 5/12-15) (720 ILCS 5/11-1.50 = criminal sexual abuse);

9. YES □ Any offense defined in Section 11-1.60 (formerly 5/12-16) (720 ILCS 5/11-1.60 = aggravated criminal sexual abuse);

10. YES □ Any offense defined in Section 11-6, inclusive (720 ILCS 5/11-6 = indecent solicitation of a child; 11-6.5 = indecent solicitation of an adult; 11-6.6 = solicitation to meet a child (using electronic means);

11. YES □ Any offense defined in Sections 11-9 (11-9 renumbered as Section 11-30) through 11-9.5, inclusive (720 ILCS 5/11-9.1 = sexual exploitation of a child; 11-9.1A = permitting sexual abuse of a child; 11-9.1B = failure to report sexual abuse of a child; 11-9.2 = custodial sexual misconduct; 11-9.3 = presence within school zone by child sex offenders prohibited; approaching, contacting, residing with, or communicating with a child within certain places by child sex offenders; 11-9.4-1 = sexual predator and child sex offender; presence or loitering in or near public parks; 11-9.5 = sexual misconduct with a person with a disability;

12. YES □ Any offense defined in Sections 11-14.1 through 11-21, inclusive (720 ILCS 5/11-14.1 = solicitation of sexual act; 11-14.3(a)(2) = promoting prostitution by profiting from prostitution; 11-14.4 = promoting juvenile prostitution; 11-15 = soliciting for a prostitute (repealed eff. 7/1/11); 11-16 = pandering (repealed eff. 7/1/11); 11-17 = keeping a place of prostitution (repealed eff. 7/1/11); 11-17.1 = keeping a place of juvenile prostitution (repealed eff. 7/1/11); 11-18 = patronizing a prostitute; 11-18.1 = patronizing a minor engaged in prostitution; 11-19 = pimping (repealed 7/1/11); 11-19.1 = juvenile pimping or aggravated juvenile pimping (repealed eff. 7/1/11); 11-19.2 = exploitation of a child (repealed eff. 7/1/11) 11-20 = obscenity; 11-20.1 = child pornography; 11-20.1B = aggravated child pornography (repealed eff. 1/1/13) 11-20.2 = duty of film and print processors to report sexual depiction of children; 11-20.3 = aggravated child pornography (renumbered as 11-20.1B); 11-21 = harmful material (prurient interests);

13. YES □ Any offense defined in Section 11-23 (if punished as a Class 3 felony) (720 ILCS 5/11-23 = posting of identifying or graphic information on a pornographic Internet site or possessing graphic information with pornographic material);

14. YES □ Any offense defined in Section 11-24 (720 ILCS 5/11-24 = child photography by a sex offender);
15. YES ☐ Any offense defined in Section 11-25 (720 ILCS 5/11-25 = grooming);

16. YES ☐ Any offense defined in Section 11-26 (720 ILCS 5/11-26 = traveling to meet a minor);

17. YES ☐ Any offense defined in Section 11-30 (if punished as a Class 4 felony) (720 ILCS 5/11-30 = public indecency, third or fourth violation);

18. YES ☐ Any offense defined in Section 12C-45 (Section 12-4,9 renumbered as Section 12C-45) = drug induced infliction of harm to a child athlete;

19. YES ☐ Any offense defined in Section 12-32 (720 ILCS 5/12-32 = ritual mutilation);

20. YES ☐ Any offense defined in Section 12-33 (720 ILCS 5/12-33 = ritualized abuse of a child);

21. YES ☐ Any offense defined in Section 26-4 if punished pursuant to (d)(4) or (d)(5) of the Section (720 ILCS 5/26-4 = unauthorized video recording and live video transmission);

22. YES ☐ Perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 (705 ILCS 405/2-1, et seq.);

23. YES ☐ First degree murder;

24. YES ☐ Conspiracy to commit first degree murder;

25. YES ☐ Soliciting first degree murder;

26. YES ☐ Class X felony. Please specify; 

27. YES ☐ Conspiracy to commit Class X felony;

28. YES ☐ Soliciting Class X felony;

29. YES ☐ Similar out-of-state offense to any of the foregoing offenses. Please specify; 

☐ NO, I have not been convicted of any of the offenses listed above.
ALSC/BOG Candidate Criminal Conviction Disclosure Form

This form is required by law and must be filed in the school in which the candidate is running by 3:00 p.m., March 2, 2018 or in the Office of Local School Council Relations by 3:00 p.m., February 20, 2018. MAILED, E-MAILED, TAXED or COPIED FORMS WILL NOT BE ACCEPTED. (Please print all information)

Verification

1. The undersigned verifies the information above is true and correct.

2. The undersigned verifies that he/she is the candidate named on this form.

3. The undersigned authorizes the Chicago Public Schools to perform a criminal background investigation.

Candidate’s Name (Please Print):_________________________________________

Candidate’s Signature:________________________________________Date:________

Parent/Guardian Signature (if candidate is under 18):________________________Date:________
IF YOU DO NOT HAVE A TELEPHONE, PLEASE LIST THE PHONE NUMBER OF A NEIGHBOR, RELATIVE OR FRIEND WHO WILL ACCEPT IMPORTANT MESSAGES FOR YOU AND BE SURE TO RELAY THE MESSAGE TO YOU.

YOUR TELEPHONE INFORMATION WILL BE USED ONLY BY THE BOARD OF EDUCATION AND WILL NOT BE DISCLOSED TO THE PUBLIC.

PURSUANT TO THE ILLINOIS SCHOOL CODE, LSC MEMBERS’ NAMES AND ADDRESSES ARE AVAILABLE TO THE PUBLIC.

PLEASE PRINT ALL INFORMATION

Candidate Type:  □ Parent/Legal Guardian;  □ Community Resident;  □ Teacher;
                 □ JROTC Instructor;  □ Advocate;  □ Educational Expert;  □ Student

SCHOOL NAME ___________________________________________ DATE ____________

Teacher and Non-teacher Staff Candidates, please provide:

CPS Employee ID Number: _______________________________

Note: The name used must match the name associated with the Employee ID.

All Candidates must answer the following questions:

1. Have you served on an LSC in the past?  ___Yes;  ___No
2. If “Yes,” what was the first year you served?  19_____;  20_____
3. If elected or appointed, will you complete the 16 hours of mandatory training by January 1, 2019?  ___Yes;  ___No

FIRST NAME ____________________  LAST NAME ___________________

HOME ADDRESS ____________________  CITY ________________  ZIP CODE ________________

HOME PHONE NUMBER ____________________  CELLULAR PHONE NUMBER ____________________

WORK PHONE NUMBER ____________________  E-MAIL ADDRESS ____________________
SCHOOL: ___________________________ NETWORK: ___________________________

CANDIDATE'S NAME: ___________________________ DATE: ____________

Candidates may use the front side of this form or one (1) side of another sheet of paper of the same size (8.5 in. x 11 in.) to state their qualifications and plans if elected or appointed to the local school council. The statement may be completed in a language other than English. Candidates may include a photo or photos on the form.

THIS FORM WILL BE POSTED
CHICAGO PUBLIC SCHOOLS – 2018 ALSC/BOG CANDIDATE ADVISORY AND RECOMMENDATION PROCESS

FORM 5-18
ALSC/BOG TEACHER/JROTC INSTRUCTOR CANDIDATE INFORMATION FORM

SCHOOL: ___________________________ NETWORK: ___________________________

CANDIDATE’S NAME: _______________________________________________________

Years of CPS Service: __________________

Training and Staff Development: (COURSE WORK/DEGREES, CONFERENCES, PUBLICATIONS)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Community Service:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Organizational Membership:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

CANDIDATE’S SIGNATURE

__________________________

DATE

__________________________

Include this form with all other LSC Candidate Forms and Materials and submit to the office of the principal.
School: ___________________________ Network: ___________________________

Candidate's Name: ___________________________

To Be Completed by Student Candidate

Candidate's Grade: ______________

School Service: (School clubs, Sports, Band/Orchestra, Other Service Work, etc.)

________________________________________

________________________________________

________________________________________

________________________________________

Community Service: (Volunteer experiences, Service clubs, Organizations, Scouting, etc.)

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

Candidate's Signature: ___________________________ Date: ______________

Include this form with all other candidate nomination materials and submit to the office of the principal.
FORM 7-18
WITHDRAWAL OF LSC CANDIDACY FORM

Form must be filed by 3:00 p.m., April 10, 2018 without a notarized signature unless required by the Principal.

I, ___________________________________, having filed Candidate Forms for the Appointed

NAME OF CANDIDATE

Local School Council/Board of Governors of ___________________________________ School

NAME OF SCHOOL

HEREBY:
WITHDRAW AS A CANDIDATE FOR SAID ALSC OR BOG; AND

(if a Parent Representative of Staff Representative Candidate), ACKNOWLEDGE

THAT MY NAME WILL NOT APPEAR ON THE OFFICIAL BALLOT for Parent or Staff Non-binding Advisory Poll to be held on April 18, 2018 (elementary schools) or April 19, 2018 (high schools) at

_________________________________ School,

NAME OF SCHOOL

_________________________________ SIGNATURE OF CANDIDATE       ___________ DATE

Notary

IF REQUIRED BY THE PRINCIPAL THE CANDIDATE SHALL HAVE HIS/HER SIGNATURE ON THIS FORM NOTARIZED:

SUBSCRIBED AND SWORN TO before me, this __________ day of ________________, 20___

by ____________________________________________, who is personally known to me.

NAME OF CANDIDATE

_________________________________ NOTARY PUBLIC

_________________________________ MY COMMISSION/TERM EXPIRES

Seal
OFFICE OF LOCAL SCHOOL COUNCIL RELATIONS

To be sent home with each student, distributed to all staff and posted in the school by March 9, 2018

Dear Parents/Guardians and School Staff Members:

The 2018 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 18, 2018 (elementary schools) or Thursday, April 19, 2018 (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, 2018 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

DAYS 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 8-18 (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.

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,

Dr. Guillermo (Willy) Montes de Oca
Director

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 p.m. the day before the Forum.
CHICAGO PUBLIC SCHOOLS – 2018 ALSC/BOG NON-BINDING ADVISORY PARENT AND STAFF POLLS

FORM 9-18

PRE-ELECTION CHALLENGE PETITION

Important: Challenges must be filed in person at 42 W. Madison or e-mail to LSCelectionchallenge@cps.edu no later than 5:00 p.m., March 8, 2018.

Please print. (A separate petition for each candidate challenged is required.)

This is a challenge to:

__________________________ a Candidate at ___________________________ School

Name of Candidate Name of School

for the position of:

☐ Parent ☐ Community ☐ Teacher ☐ JROTC Instructor ☐ Advocate ☐ Educational Expert ☐ Student

The undersigned Challenger has evidence that, as of the candidate filing deadline, the candidate is ineligible to serve as a local school council member for one or more of the reasons checked below (check all that apply).

### All Candidates

- Did not submit the required forms of identification
- Did not file or complete a Candidate Nomination Form [1-18]
- Did not file or complete a Criminal Conviction Disclosure Form ("CCDF") [Form 2-18]
- Did not file or complete a Telephone Number Disclosure Form [Form 3-18]
- Did not file or complete a Candidate Information Form (Teacher/Non-Teacher Staff [5-18] or Student [6-18])
- Did not disclose a conviction of a criminal offense listed in the CCDF
- Was convicted of a criminal offense listed in the CCDF
- Was convicted within less than ten (10) years of a criminal offense listed in item 3 of the CCDF
- Is a relative of the Principal

### Parent Representative Candidates

- Is not the parent or legal guardian of a student currently enrolled in and attending the school
- Other (specify): ____________________________

### Community Representative Candidates

- Is not at least eighteen (18) years of age
- Does not reside within the school's attendance area or voting district boundaries (for city-wide enrollment schools)
- Is the parent or legal guardian of a student currently enrolled in and attending the school
- Other (specify): ____________________________

### Teacher/Non-Teacher Staff Representative Candidates

- Does not perform the majority of his/her duties at the school
- As a Teacher Candidate: Is not in a position for which a teaching certificate is required
- As a Non-Teacher Staff Candidate: Is in a position for which a teaching certificate is required
- Is an Assistant Principal is at the school
- Other (specify): ____________________________

### High School Student Representative Candidates

- Is not a full time student of the school
- Other (specify): ____________________________

**Statement of Challenge:** Please explain the reason(s), to the best of your knowledge, why the candidate is ineligible to be a candidate for, or to serve on, the local school council (attach supporting documents and additional pages if necessary):

________________________________________________________________________

________________________________________________________________________

Name of Challenger (Print): ____________________________ Signature: ____________________________

Home Address: ____________________________ City: ____________________________ State: ______ Zip Code: ______

Home Telephone Number: ____________________________ Second Telephone Number: ____________________________
CHICAGO PUBLIC SCHOOLS – 2018 ALSC/BOG CANDIDATE ADVISORY POLLS AND RECOMMENDATIONS PROCESS
POST-ELECTION CHALLENGE PETITION FORM 21-18

Important: Challenges must be filed in person at 42 W. Madison, Chicago, Illinois or e-mail to LSCelectionchallenge@cps.edu no later than 5:00 p.m., April 25, 2018

PLEASE PRINT. A SEPARATE PETITION MUST BE FILED FOR EACH CANDIDATE OR ELECTION CHALLENGEE.

To the Chief Executive Officer:

WE, THE UNDERSIGNED, HEREBY CHALLENGE THE RESULTS OF THE (check one only):

☐ Parent Advisory Poll
☐ Non-Binding Advisory Teacher/JROTC Instructor Staff Poll
☐ Non-Binding Advisory High School Student Poll

at __________________________ School and request the following remedy:

NAME OF SCHOOL

☐ Recount
☐ New Poll (If ordered, will be limited to the candidates in the original election/poll)
☐ Declare __________________________ ineligible to serve on the LSC.

NAME OF CANDIDATE

Note: The specific remedy requested will not limit the Hearing Officer’s authority to grant an appropriate remedy.

THIS CHALLENGE IS BASED ON THE FOLLOWING (state specific facts describing: (i) the fraud, wrongful conduct or other irregularities that occurred with respect to the Local School Council Election of the named school; and (ii) how the fraud, wrongful conduct or other irregularities substantially affected the outcome of the election) (attach additional pages, if necessary):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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________________________________________________________________________

________________________________________________________________________

SWORN STATEMENT OF PETITIONERS (no less than five (5))
The undersigned swear (or affirm): that we were eligible voters at the named school for the election or poll contested; that we have examined this Petition; and that, to the best of our knowledge and belief, the statements herein are true and complete.

<table>
<thead>
<tr>
<th>Name (Printed)</th>
<th>Signature</th>
<th>Address</th>
<th>Phone # and/or Fax # and/or E-mail</th>
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**FOR LAW DEPT. USE ONLY:**

Date Petition Received:  
Time Petition Received:  
Received By:  

Page 2 of 2
**NAME OF THE SCHOOL:** ________________________ **Network:** ________________________

The Appointed Local School Council/Appointed Board of Governors certify that they met on ______________ to: (i)

certified the results reflected under the non-binding advisory poll for parent representatives, school staff (and if appropriate) for the student representatives at the High School Level conducted on the 18th and 19th of April, 2018; and (ii) to recommend the candidates named for the positions of representatives of the community and advocate as required from the policy of the CPS Government Alternative and Small Schools.

<table>
<thead>
<tr>
<th>CANDIDATES FOR THE ALSC/BOG</th>
<th>Parent Representatives</th>
<th>Number of Votes in the Poll</th>
<th>Teacher Representatives</th>
<th>Number of Votes in the Poll</th>
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<tr>
<th>Students in High School Representatives</th>
<th>Number of Votes in the Poll</th>
<th>JROTC Instructor (Only for Military Academies)</th>
<th>Number of Votes in the Poll</th>
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<tr>
<th>Recommended Candidates for Community Representatives</th>
<th>Number of Votes</th>
<th>Recommended Candidates for Community Advocates</th>
<th>Number of Votes</th>
</tr>
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Signatures of the President/Vicepresident of the ALSC/BOG and School Principal:

**PRESIDENT/VICEPRESIDENT**

**PRINCIPAL**

**DATE**

Note: The ALSC/BOG certification of the parent and staff poll results does not certify the correctness of the results, only that they were the results declared by the poll judges.
APPLY TO BE A JUDGE IN THE 2018 LOCAL SCHOOL COUNCIL ELECTIONS

January 8, 2018

Dear LSC Election Judge Applicant:

Thanks for your interest in serving as a judge for the Chicago Public Schools April 2018 Local School Council Elections.

Elections will be held on Wednesday, April 18, 2018, in elementary schools and Thursday, April 19, 2018, in high schools. Judges will open the polls at 6:00 a.m. and close the polls at 7:00 p.m. Your day will start at 5:30 a.m. to setup the polling place and will end when all votes are counted and recorded and all election materials are delivered to the principal.

Requirements To Be A Judge:

- Must be at least 18 years of age
- Must submit your application to be a judge to your local school or the Office of LSC Relations and must fax or send an IRS W-9 Form and a CPS Internal Accounts Vendor Request Form to the Office of School Financial Services, 42 W. Madison Street, 2nd Floor, Chicago, Illinois 60602 (fax: 773-553-2704) and be verified to work by the IRS.
- Cannot be a candidate for election to the local school council of the school where you serve as a judge.
- Cannot be employed by the school where you serve as a judge.
- Cannot be related to or residing with a candidate or the principal of the school where you serve as a judge.
- Must complete mandatory training.

PLEASE NOTE: If you do not attend judge training or submit the IRS W-9 Form and the CPS Internal Accounts Vendor Request Form, you cannot serve as a judge.

Successful applicants will be notified by mail of their appointment and the dates and locations of the mandatory training. If assigned to a school on either April 18 or 19, you will be paid $150.00 per day. You will receive a check after: (1) all votes are tallied; (2) Certification of Ballots and Votes. Cast forms are prepared and signed by all judges; and (3) all election materials are placed in the proper Security Envelopes and delivered to the principal. Applicants who are bilingual in Spanish, Polish, Chinese, Arabic, Urdu and other languages are encouraged to apply. If assigned to the standby judge pool, you will be paid $150.00 if you are assigned to a school and serve at the school and $40.00 if you are not assigned to a school. If you are called to serve in a school, but you do not accept a judge assignment or you do not answer the phone for an assignment, you will not be paid any amount.

Application Procedure:

If you would like to serve as an LSC election judge, please fill out the enclosed application and take it to the school where you would like to serve or to the Office of LSC Relations, 2651 W. Washington Blvd., 3rd Floor, Chicago, Illinois 60612. Also complete the W-9 Form and CPS Internal Accounts Vendor Request Form and fax it to 773-553-2704 or mail it to Office of School Financial Services, 42 W. Madison Street, 2nd Floor, Chicago, Illinois 60602. You may also ask the school to fax the W-9 Form and CPS Internal Accounts Vendor Request Form to 773-553-2704 (you must retain the original). The information provided on your IRS W-9 Form must match the Internal Revenue Service’s information for you.

Sincerely,

Dr. Guillermo (Willy) Montes de Oca

Attachments
CHICAGO PUBLIC SCHOOLS – 2018 LOCAL SCHOOL COUNCIL ELECTION

FORM 18-18
APPLICATION FOR JUDGE OF ELECTION

THE DEADLINE TO SUBMIT THIS APPLICATION AND ALL REQUIRED DOCUMENTS IS 3:00 P.M., MARCH 8, 2018.

To serve as an LSC Election Judge:

1. Submit this form in person to any CPS school conducting an LSC election or in person or by mail to the Office of Local School Council Relations, 2651 W. Washington Blvd., Chicago, 3rd Floor, 60622.

2. Submit the attached IRS W-9 Form and CPS Internal Accounts Vendor Request Form to the Office of School Financial Services, 42 W. Madison Street, Chicago, 60602, by facsimile to 773-553-2704.

3. The applicant’s information on this form and on the IRS W-9 Form must match the IRS information for the applicant and the applicant must be verified to work by the IRS.

NOTE: The Office of LSC Relations reserves the right to determine the qualification of applicants to serve as election judges and to not assign as election judges applicants determined to be unqualified to serve.

THE INFORMATION PROVIDED IS FOR OFFICIAL USE ONLY (PLEASE PRINT IN BLACK OR BLUE INK)

| Last Name (Must be the same as on the W-9): | First Name (Must be the same as on the W-9): | Middle Name or Initial:
<table>
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<tbody>
<tr>
<td>Home Address:</td>
<td>Apt. No.:</td>
<td>City:</td>
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<td></td>
<td></td>
<td>Zip Code:</td>
</tr>
<tr>
<td>Home Phone:</td>
<td>Cell Phone:</td>
<td>Work Phone:</td>
</tr>
<tr>
<td>Occupation:</td>
<td>Name of Employer:</td>
<td>Education (yrs):</td>
</tr>
<tr>
<td></td>
<td></td>
<td>E-mail Address:</td>
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</tbody>
</table>

School Assignment Preferences (please provide the names of up to 3 schools):

Note: Every effort will be made to assign you according to your preferences, however, it is not guaranteed.

<table>
<thead>
<tr>
<th>Preference #1</th>
<th>Preference #2</th>
<th>Preference #3</th>
<th>□ No preference, assign to any school</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Have you ever served as a judge in a regular election or an LSC election?</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>2. Are you related to, or do you live in the same household as, the principal or any LSC candidate at the school where you are applying or any of your preferred schools?</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>3. Are you a candidate in the LSC election at the school where you are applying or any of your preferred schools?</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>4. Are you employed by CPS to work at the school where you are applying or at any of your preferred schools?</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>5. Are you bilingual?</td>
<td>Yes</td>
<td>No</td>
<td></td>
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<tr>
<td>If &quot;yes,&quot; in which languages:</td>
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</tr>
<tr>
<td>6. Will you be able to arrive at your assigned school by 5:30 a.m. on election day and serve until all ballots are counted and the polls close at 7:00 p.m.?</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>7. Will you have access to a private vehicle to travel to your assigned school on election day?</td>
<td>Yes</td>
<td>No</td>
<td></td>
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<tr>
<td>8. (Optional) Briefly state why you are qualified and wish to serve as an election judge for the 2018 LSC election:</td>
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</tbody>
</table>

Signature of Applicant _________________________ Date: ____________
Request for Taxpayer Identification Number and Certification

1. Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2. Business name/disregarded entity name, if different from above

3. Check appropriate box for federal tax classification; check only one of the following seven boxes:
   - Individual/sole proprietor
   - C Corporation
   - S Corporation
   - Partnership
   - Trust/estate
   - Limited liability company. Enter the tax classification (C corporation, S corporation, Partnership)
   - Note: If for a single-member LLC that is disregarded, do not check LLC, but check the appropriate box in line above for the tax classification of the single-member owner.

4. Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
   - Exempt payee code (if any)
   - Exemption from FATCA reporting code (if any)

5. Address (number, street, and apt. or suite no.)

6. City, state, and ZIP code

7. List account number(s) here (optional)

Part I  Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your Social Security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note: If the account is more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number

or

Employer identification number

Part II  Certification
Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and

3. I am a U.S. citizen or other U.S. person (defined below); and

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of a secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA) and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here
Signature of U.S. person
Date

General Instructions
Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your Social Security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1098-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1098-S (proceeds from real estate transactions)
- Form 1098-K (merchant card and third-party network transactions)
- Form 1099 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued);
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See What is FATCA reporting? on page 2 for further information.
Note. If you are a U.S. person and a requestor gives you a form other than Form W-9 to request your TIN, you must use the requestor's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' shares of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the Partnership under section 1446 requires a partnership to assume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the taxpayer has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requestor the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of a lawsuit and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester.
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details).
3. The IRS tells the requester that you furnished an incorrect TIN.
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under rule 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See Exempt payee code on page 3 and the separate instructions for the Requester of Form W-9 for more information.

Also see Special rules for partnerships above.

What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See Exemption from FATCA reporting code on page 3 and the instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific instructions

Line 1

You must enter one of the following on this line; do not leave this line blank. The name must match the name on your tax return.

If this Form W-9 is for a joint account, list both, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. Individual. Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name shown on your social security card, and your new last name.

Note. TIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the name as the name you entered on the Form 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

b. Sole proprietor or single-member LLC. Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or DBA name on line 2.

c. Other entities. Enter your name as shown on required U.S. federal tax documents on line 1. The name should match the name shown on the entity’s legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

d. Disregarded entity. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-1(b)(2)(iii). Enter the owner’s name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner’s name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity’s name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.
Line 2
If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3
Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

Limited Liability Company (LLC). If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "LLC" in the space provided. If the LLC has filed Form 8932 or 2553 to be taxed as a corporation, check the "United Limited Liability Company" box and in the space provided enter "LLC" for Corporation or "S" for S Corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

Line 4, Exemptions
If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Exempt as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorney fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space provided in line 4.

1. An organization exempt from tax under section 501(c), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(k).
2. The United States or any of its agencies or instrumentalities
3. A state, the District of Columbia, a U.S. commonwealth or possession, any of their political subdivisions or instrumentalities
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities
5. A corporation
6. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
7. A futures commission merchant registered with the Commodity Futures Trading Commission
8. A real estate investment trust
9. An entity registered at all times during the tax year under the Investment Company Act of 1940
10. A common trust fund operated by a bank under section 584(b)
11. A financial institution
12. A middleman known in the investment community as a nominee or custodian
13. A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payee codes listed above, 1 through 13.

IF THE PAYMENT IS FOR... THEN THE PAYMENT IS EXEMPT FOR...

Interest and dividend payments All exempt payee except for 7
Becker transactions Exempt payees 1 through 4 and 6 through 11 and all C corporations. Corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Bank exchange transactions and patronage dividends Exempt payees 1 through 4
Payments over $600 required to be reported and direct sales over $5,000 Generally, exempt payees 1 through 5
Payments made in settlement of payment card or third party network transactions Exempt payees 1 through 4

However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requestor may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" for any similar indicator written or printed on the line for a FATCA exemption code.

A. An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(7)
B. The United States or any of its agencies or instrumentalities
C. A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
D. A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(3)
E. A corporation that is a member of a same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(3)
F. A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state
G. A real estate investment trust
H. A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940
I. A common trust fund as defined in section 584(a)
J. A bank as defined in section 581
K. A broker
L. A trust exempt from tax under section 664 or described in section 4947(a)(1)
M. A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note. You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code must be completed.

Line 5
Enter your address (number, street, and apartment or suite number). This is where the requestor of this Form W-9 will mail your information returns.

Line 6
Enter your city, state, and ZIP code.

Part 1. Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. If you are a resident alien and you do not have an SSN and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an SSN, see "How to get an ITIN below."

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see Limited Liability Company (LLC) on this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. The LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Taxpayer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Form W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requestor. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requestor before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requestor.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution. A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.
Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see Exempt payees code earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered active during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rentals, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain withholding agents, and retransfers, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:  Give name and SSN of:

1. Individual  The individual
2. Two or more individuals (joint account)  The individual; the actual owner of the account or, if combined funds, the first individual on the account
3. Custodian account of a minor (Uniform Gift to Minors Act)  The minor
4. a. The usual revocable savings trust (grantor is also trustee)  The grantor-trustee
   b. So-called trust account that is not a legal or valid trust under state law  The actual owner
5. Sole proprietorship or disregarded entity owned by an individual  The owner
6. Grantor trust filing under Optional Form 1989 Filing Method 1 (see Regulations section 1.671-4(b)(2)(ii) (9))  The grantor

For this type of account:  Give name and EIN of:

7. Disregarded entity not owned by an individual  The owner
8. A valid trust, estate, or pension trust  Legal entity
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553  The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization  The organization
11. Partnership or multi-member LLC  The partnership
12. A broker or registered nominee  The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments  The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1989 Filing Method 2 (see Regulations section 1.671-4(b)(2)(ii) (9))  The trust

1 You must show your individual name and you may also enter your business or EIN name on the "Business name/disregarded entity name" line. You may use either your SSN or EIN if you have one, but the IRS encourages you to use your SSN.

2 List first and circle the name of the trust, estate, or pension trust. Do not furnish the "1M" of the personal representative or trustee unless the legal entity itself is not designated in the account title. Also see Special rules for partnerships on page 2.

3 Note: Grantor also must provide a Form W-9 to trustee of trust.

4 Note, if no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

Your risk:

1. Protect your SSN.
2. Ensure your employer is protecting your SSN, and
3. Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4498 or submit Form 14039.

For more information, see Publication 4556, Identity Theft Prevention and Protection Assistance.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4774 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email or websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into divulging private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via email. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@us.gov or contact them at www.ftc.gov/tip or 1-877-idtheft (1-877-468-3378).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct Taxpayer Identification Number (TIN) or other numbers (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information may also be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payee. Certain penalties may also apply for providing false or fraudulent information.
CPS INTERNAL ACCOUNTS VENDOR REQUEST FORM

Please complete the entire form and submit via fax to 773-553-2704. Incomplete forms will not be processed. Remember to attach the W-9 for all new requests.

SECTION 1 – TYPE OF REQUEST

☐ New (W-9 form attached)
☐ Change of Address
☐ Change of Contact Person/Information
☐ Change of TIN (W-9 and explanation of change that includes the old and new TIN)

SECTION 2 - VENDOR INFORMATION

Legal Business or Individual Name (must match W-9)

Doing Business As (if different than above)

Taxpayer Identification:

Social Security Number
Employer Identification Number

Business Address

City State Zip

Remit to Address (if different than business address above)

City State Zip

Contact Information

Name Phone Fax
Email Website

SECTION 3 – TYPE OF VENDOR

☐ Sports Official
☐ LSC Election Judge
☐ Other Individuals

Company/Organization

Type of Services / Products

CPS Board Approved Vendor

Vendor #: Strategic Source Vendor: Yes No

SECTION 4 – NOTES


SECTION 5 – SIGN AND DATE

Print Name Date
Signature