GoCPS Application Tips 2020-2021

**Apply Online**
You are strongly encouraged to apply to schools online at go.cps.edu. You can schedule your admissions screenings (admissions exams, auditions, information sessions, interviews), receive email/text reminders and notifications, receive notification about your child’s offer(s), and accept or decline your child’s offer(s). If you prefer to submit a paper application, visit go.cps.edu and click ‘High Schools’ and ‘Apply’.

**Conduct Research**
Consider all of the available options – don’t limit your choices to just a few well-known schools/programs. Visit go.cps.edu and click ‘Search’ to gather information about the variety of offerings available. By using the ‘Search’ function, you can sort schools/programs according to rating, distance from your home, program group, and program type.

**Attend Open Houses**
It is important to attend Open House events to help you decide if they will be a good fit. Visit go.cps.edu and click ‘Dates and Events’ for the listing of Open House events.

**Applying to Programs**
You can apply to up to 20 Choice Programs and up to 6 Selective Enrollment Programs. You do not have to apply to the maximum allowed number of programs. **However**, you should apply to as many programs as you would accept an offer from. The more programs you apply to, the more likely it is that you will receive an offer. Don’t apply to programs that you don’t want to attend. If a school is too far from your home, or there are any other reasons why you would not accept an offer if you receive it, do not include it on your application. You are guaranteed a seat in the general education program at your neighborhood CPS high school. You do not have to include it on your application.

**Ranking Schools/Programs**
THIS IS VERY IMPORTANT!!!! Be sure to rank your programs in your **true order of preference**. This means that you should list the program you want to attend the **most** as your **first** choice, the program you want **next** as your **second** choice, the program you want **next** as your **third** choice, and so on. Students will be considered for seats **in the order that the programs are ranked on their application**.

**Paper Applications**
If you mail a paper application, we highly recommend that you: (1) send your application via certified mail, so that you have a receipt, (2) include a self-addressed, stamped postcard or envelope, which will be mailed back to you once your application is received (if you do not receive your envelope/postcard within two weeks, contact the Office of Access and Enrollment), and (3) send your application in plenty of time to ensure that it is received by the Office of Access and Enrollment by the application deadline. If your application is not received, and you cannot provide documentation containing evidence that it was mailed to the Office of Access and Enrollment, you cannot be considered for the schools in which you are interested.

**Sibling Preference**
Some programs give preference to students who already have a brother or sister currently enrolled in the school where the eighth grader is applying. If you are applying to a program(s) that gives sibling preference, you must provide your currently enrolled sibling’s name and CPS ID number on your application. If this information is not provided, you cannot receive sibling preference in the selection process.
Staff Preference
At all district high schools that select students through a computerized lottery, two seats will be allocated for children of teachers or staff members currently employed at that school. For the purposes of this policy, the term “children” means natural children, stepchildren, foster children and adopted children, as evidenced by documentation required by the CEO or designee. If there are minimum criteria for a school, the student must meet eligibility requirements in order to qualify. If you are applying to a program(s) where you are eligible for staff preference, you must provide the CPS employee information on your application. If this information is not provided, you cannot receive staff preference in the selection process.

Changing School Choices
If you apply online, you can make your choice changes online. If you apply via paper application, you must contact the Office of Access and Enrollment at 773-553-2060 or gocps@cps.edu to request a paper Application Modification Form. Choice changes must be received no later than December 6, 2019.

Re-Ranking School Choices
If you want to re-rank the school choices on your applications, you can do so up until February 3, 2020. (You cannot add new schools to the application after the December 6th application deadline; you can only re-rank the schools already on the application.) Contact the Office of Access and Enrollment for re-ranking instructions after the application deadline.

Application Deadline
The application deadline is Friday, December 6, 2019. If you apply online, your application must be submitted by 11:59 pm. If you apply via paper, your application must be received by the Office of Access and Enrollment by 6 pm. Don’t wait until the last day to apply!! You never know what might happen to delay your submission. Late applications will not be processed.

Principal Discretion
Selective Enrollment High School principals are allowed to select a small number of students outside of the regular selection procedures, through a process called Principal Discretion. This process opens in March 2020. Students submit an application packet which can include a personal statement, letters of recommendation, and copies of honors and awards. Students can only apply to one Selective Enrollment school for Principal Discretion. The Principal Discretion Handbook, containing guidelines and step-by-step instructions, will be posted on the GoCPS website in March.

Primary Address
The address on your application must be your primary address, which is defined as your regular, fixed nighttime residence. It must be your primary address at the time you submit your application. You cannot use the address of a residence that you plan to move to AFTER the application deadline.

Change of Residence
If you change your address after you submit your application, but before the application deadline, you must submit this address change. If you apply online application site, you can update your address on your account. If you apply via paper application, contact the Office of Access and Enrollment at 773-553-2060 or gocps@cps.edu to request a paper Contact Information Modification Form. In order for your new address to be used to determine tiers, attendance area boundaries, overlay boundaries, and/or proximity boundaries, your changes must be received no later than December 6, 2019. If you receive and accept an offer, you are required to provide proof of both addresses at the time of registration.

Tier or Residency Fraud
If a student is found to have engaged in fraud in order to gain entrance to a magnet or Selective Enrollment School, he/she will be subject to removal from the school. In addition, any student found to have engaged in fraud based on a falsified Selective Enrollment application will be permanently banned from attending any Selective Enrollment School or program for the life of the student’s enrollment in the Chicago Public Schools. All families submitting applications should be aware that fraud will not be tolerated within the Chicago Public Schools system.

For more information on the GoCPS process, including guides, videos, and FAQs, visit go.cps.edu.
Office of Access and Enrollment
(773) 553-2060 gocps@cps.edu