GOCPS ELEMENTARY SCHOOL SELECTION AND NOTIFICATION PROCESS
2019-2020 SCHOOL YEAR
FREQUENTLY ASKED QUESTIONS

FIRST-ROUND RESULTS

1. How will families find out the results of their applications to preschool through eighth grade?
   Online applicants to the magnet preschools through eighth grade will receive their first-round results on April 22nd via their online GoCPS account. Paper applicants will receive a notification letter sent via U.S. mail to the home address on their application. In addition, paper applicants can view their results on the online GoCPS account that has been opened for them by the Office of Access and Enrollment. Results will be posted to the online GoCPS accounts on April 22nd between 5 p.m. and 11:59 pm. (Note that the application process for the non-magnet preschools is managed by the city of Chicago and takes place later in the spring. Visit chicagoearlylearning.org for information on that process.)

2. Will the Choice letter and the Selective Enrollment letter appear on the same screen online, or will families have to navigate to two different screens to accept or decline a seat?
   The results on the online account will all be on the same screen, along with a button that allows families to also download and print a hard-copy Choice letter and Selective Enrollment letter. The letters that are mailed to the home address of paper applicants are two separate letters in two separate envelopes, one for Choice Schools and one for Selective Enrollment Schools.

ACCEPTING AND DECLINING OFFERS

3. How do families accept or decline an offer?
   Online applicants will accept or decline offers via their online GoCPS account. Paper applicants can accept or decline offers by submitting a paper confirmation form that they will receive with their paper notification letter or via the online GoCPS account that was opened for them. Applicants will have until Monday, May 6th to accept or decline an offer.

4. Can a family accept both a Selective Enrollment offer and a Choice offer, and decide which one they want later on?
   No. Families can only accept one offer.

5. Can families change their mind about accepting or declining an offer if they want to change it before the decision deadline?
   If a family DECLINES an offer, they cannot go back and change that decision once it is submitted. If an offer is accidentally declined, the family should immediately contact the Office of Access and Enrollment at 773-553-2060, weekdays between 8 am and 6 pm, or gocps@cps.edu. It is not a guarantee that the decision can be reversed. If a family ACCEPTS an offer and later decides that they want to decline it, they can do so.

6. What time is the deadline to make a decision on May 6th?
   The deadline to accept or decline offers is 6 pm on Monday, May 6th if the applicant is submitting a paper confirmation form, and 11:59 pm on Monday, May 6th if the applicant is making their decision via their online application account.
7. Will the families receive an email confirmation when they make their decisions to accept or decline offers?
   No. Families will see a confirmation page online after they submit their decision. For their records, they should either print this page or save it to PDF.

WAITLISTS

8. How does a family know if a student has been waitlisted?
   The student’s waitlist status will be provided with the results that families receive on April 22nd.

9. When will the first-round waitlist process open?
   The first-round waitlist process is scheduled to open on Friday, May 10th. Beginning on that date, schools can begin filling seats in Choice Schools by contacting waitlisted students, beginning with the student with the number 1 for their school. Note that waitlist seats are offered based on the selection category, if applicable. For instance, if a seat is declined by a student in a program’s the proximity category, that seat will be offered to the student who is number 1 on the proximity waitlist. This process can continue until February 2020.

10. What is the next step if a student is on a waitlist?
    If a student is waitlisted, the family has the option of withdrawing from the waitlist, if they no longer wish to be considered, or remaining on the waitlist. If the student is on the waitlist, there is no action to take. If the school has a seat available, and the student’s number on the waitlist is reached, the parent will receive a phone call from the school. The offer will also appear on their online application account beginning on the morning after the call is made. Families have 48 business hours to accept or decline a waitlist offer. The 48-hour response period to accept or decline the offer begins at the point that the offer appears on the online application account. Online applicants will accept or decline waitlist offers via their online application account. Paper applicants can accept or decline waitlist offers via the online application account that was opened for them, or they can accept or decline the offer via phone.

11. If a family accepts an offer, what happens to the waitlists that the student is on?
    If a student accepts either a Choice offer or a Selective Enrollment offer, they will remain on any waitlists they are on, unless they withdraw from the waitlist.

12. Can families change their mind about withdrawing from a waitlist?
    No. Once a family withdraws a student from a waitlist, they cannot go back and change that decision. However, if the family does not initially withdraw a student from a waitlist, and they later decide that they want to withdraw, they can do so.

13. What should a family do if they accepted a seat in the first round, and are later offered a seat from a school where they were waitlisted?
    If a family accepts a first-round offer, and later receives an offer from a school where the student is waitlisted, the family can accept the waitlisted offer. This will automatically decline the first-round offer they accepted. If the family does not prefer the seat in the waitlisted program, they will decline the waitlist offer and keep the first-round offer they previously accepted.

14. Will students be able to track their waitlist numbers in real time?
    The online accounts will be updated once a week to show any changes in waitlist status.
15. How many attempts will be made to reach students when a waitlist offer is extended? How will they reach out to families?
Schools are directed to try to reach families through any available contact phone numbers on their GoCPS account. They are not required to email unless there is no phone number on the account, and they will not be expected to make multiple attempts.

ADDITIONAL OPTIONS

16. Will there be additional options for the 2019-2020 school year?
A second-round application process will be offered May 22-29, 2019, consisting of Choice Schools (magnet, magnet cluster and open enrollment schools) that still have seats available. Families can apply to these schools during the application period via their online GoCPS account or via paper application (accessible at go.cps.edu – click ‘Elementary School’ and ‘Apply’).

17. How can students be considered for schools that are not on the second-round application, or after the second-round process?
Parents interested in schools that are not on the second-round application, or who miss the second-round application process, can directly contact the school in which they are interested. If the school (1) has an available seat in the student’s grade and (2) has exhausted all waitlists for that grade, the student can be enrolled for the 2019-2020 school year after the parent completes a Post-Application Process form, which is available through the school.

18. If a student applies to schools via the second-round process, will this impact their waitlist status?
No. Also, a student’s waitlist status is not affected by their submitting a second-round application or receiving second-round offers. Parents can only apply to programs that they did not apply to in Round 1.

SELECTIVE ENROLLMENT ELEMENTARY SCHOOLS

19. Do Selective Enrollment schools have sibling preference in the selection process?
No.

20. When will students receive Selective Enrollment test scores?
Selective Enrollment test scores and total points, if applicable, will be on the students’ notification letter that is released on April 22nd.

21. If a family accepts a Selective Enrollment offer, can they still be considered for other Selective Enrollment programs to which the student applied?
No. Once a family accepts a Selective Enrollment offer, the student is removed from the applicant pool for all other Selective Enrollment schools/programs. However, the student would remain on any Choice School waitlists that they are on.

MISCELLANEOUS

22. If a family changed their email address or other contact information, how can they update it in the application system?
On the online GoCPS account, contact information can be updated under the Family Profile. Alternatively, families can submit a Contact Information Modification form, accessible upon request from the Office of Access and Enrollment. It is important to maintain the contact information listed on the GoCPS account, as this is the information utilized by schools to contact families regarding waitlist offers.
23. Will students have to provide proof of address before seats are confirmed?  
Families have to provide proof of address when they register for the school. If a student moved to a different address after they submitted their application, they must provide proof of address for both the address on the application and the new address. All offers are contingent upon this proof.

24. Will scoring rubrics and cutoff scores be posted?  
Scoring rubrics for the Academic Centers and International Gifted Program, and cutoff scores for the Academic Centers will be posted after the results are released. Cutoff scores are not posted for Classical Schools, the International Gifted Program or Regional Gifted Centers. Posting these scores could potentially result in breach of privacy of the selected students, given the relatively low number of seats available. In addition, because these schools typically have multiple selection rounds, the cutoff scores fluctuate through the selection process.

25. What can a family do if they have no computer access?  
If a family applied via paper, they will receive a paper confirmation form that they can use to accept or decline an offer. If they applied online, or want to withdraw from a waitlist, they can seek assistance from the school, or use computers available at Chicago public library branches.

26. What should families do if they cannot access their online account?  
Families can click the ‘Forgot Username’ and/or ‘Forgot Password’ links on the online application site if they cannot remember their account information. If they are still unable to access their account, they should contact the Office of Access and Enrollment from a telephone number or email address on their account.