



## GoCPS Application Tips

2019-2020

### Apply Online

You are strongly encouraged to apply to schools online at [go.cps.edu](http://go.cps.edu). Click 'Login' to begin. 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)
- Accept or decline your child's offer(s)

(If you prefer to submit a paper application, visit [go.cps.edu](http://go.cps.edu) and click 'How to 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](http://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](http://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 high school. You do not have to include it on your application. However, if you know you want to attend your neighborhood school, you are encouraged to participate in the GoCPS application process and apply to this program so that the school will have an indication of which students intend to enroll.

### 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

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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.

### **Scheduling for Admissions Screenings**

All scheduling for Admissions Screenings (admissions exams, auditions, information sessions, and interviews) must be completed by the application deadline, even if you are scheduling for an appointment that will take place after the deadline. For example, if you are planning to take the Selective Enrollment exam on January 26, 2019, you must complete the scheduling by the December application deadline.

### **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.

### **Application Deadline**

The application deadline is Friday, December 14, 2018. 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.

### **Primary Address**

The address on your application must be your primary address, which is defined as your regular, fixed nighttime residence. In addition, note that 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. The address that you enter on your application MUST be your primary address at the time that you submit your application.

### **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 using the online application site, you can update your address on your online application account. If you apply via paper application, you must contact the Office of Access and Enrollment at 773-553-2060 or [gocps@cps.edu](mailto: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 by the Office of Access and Enrollment no later than December 14, 2018. 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](http://go.cps.edu).**

**Office of Access and Enrollment  
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