

# **Office of Access and Enrollment**

## **Information for the 2018-2019 Application Process**

### **Important Dates**

Third week of September: Eligibility Letters will be forwarded to counselors for distribution to eighth graders. The letters will contain students' 7th grade NWEA MAP scores, final grades, and attendance data. The letters will also contain the Activation Code that students were issued in June. The letter will not list specific programs for which students are eligible. (A document will be accessible via the GoCPS website that shows the eligibility requirements for all schools.)

October 2: Application period begins

December 15: Application Deadline

March 15: High School offers released

### **GoCPS**

This year, CPS is introducing GoCPS, which is a platform that manages the research, scheduling, application, and notification process for all district and charter high schools, all district elementary schools, and the four magnet preschools.

The website address for GoCPS is [go.cps.edu](http://go.cps.edu).

### **Changes to the High School Application Process**

To apply to ninth grade, students will submit only *ONE* application for the programs in which they are interested. Programs are categorized in two groups: Selective Enrollment High Schools and Non-Selective Enrollment Schools. (A Non-Selective School is any school that is not one of the 11 Selective Enrollment High Schools.) Students can apply to up to six Selective Enrollment Schools, if they are eligible, and up to 20 Non-Selective Enrollment Schools. (Note that non-Selective Enrollment Schools can also have minimum eligibility requirements.)

Students will rank their schools in order of their preference. It is very important that you rank the schools in your true order of preference, as this will be the order in which your child is considered. In addition, families should apply to as many schools as they would accept an offer, as the more schools to which a student applies, the greater his/her chances for receiving an offer.

The new selection process is a single-offer model, similar to the model used in previous years for the Selective Enrollment High Schools. Students can receive one Selective Enrollment offer and one Non-Selective Enrollment offer. If they do not qualify for a Selective Enrollment offer, they will receive one Non-Selective Enrollment offer only. The offer will be the highest-ranked school/program on their application for which they qualify and for which seats are available; the selection process is conducted by a computer algorithm. If they do not qualify for a Selective Enrollment or Non-Selective Enrollment offer, they can attend their neighborhood school.

If a family is not satisfied with the offer(s) the student receives, or if the student does not receive a first-round offer, the student can apply in the second round for schools that still have seats available. Second round notifications will be released in May 2018. If a student does not receive a second round offer, they will receive an offer from their neighborhood school.

### **Changes to the Elementary School Application Process**

There are no major changes to the application, selection, and notification process for PreK through 8th grade. The only changes to the process are that parents no longer need a PIN to create an online account, and parents can accept or decline offers online. Families will now go to [go.cps.edu](http://go.cps.edu) to access the applications.

### **Submission of Applications by Counselors**

Counselors can activate online accounts, schedule appointments and submit applications on a parent's behalf only if the counselor has a proxy form signed by the parent.

If counselors submit paper applications on parents' behalf, parents should be sure to request a receipt that indicates at minimum the type of application submitted, date of submission and the counselor's name. If a paper application submitted by a counselor does not reach the Office of Access and Enrollment, but the parent does not have a receipt, we cannot allow the student to submit another application.

### **NWEA Retests/Missing NWEA**

There will be no retests of the NWEA MAP for CPS students, unless a student does not have spring 2017 scores due to absence/illness or because he/she was enrolled in a non-CPS school last year. Students with missing spring 2017 scores should be tested during the fall 2017 NWEA testing window, which ends October 6.

### **Resources**

There will be no 2018-2019 High School Guide. However, the 2018-2019 Options for Knowledge guide will contain information regarding both the elementary school and the high school application processes. The Options for Knowledge guide will be accessible via [go.cps.edu](http://go.cps.edu) by October 2, 2017.

### **Office of Access and Enrollment Website**

The website for the Office of Access and Enrollment will be moving from [cps.edu/oe](http://cps.edu/oe) to [go.cps.edu](http://go.cps.edu). Within the coming weeks, all relevant OAE information will be found at GoCPS ([go.cps.edu](http://go.cps.edu)).