



## Chicago Public Schools

Office of Access and Enrollment 42 West Madison Street, Garden Level Chicago, Illinois 60602  
Telephone 773-553-2060 FAX 773-553-2061

Tony T. Howard  
Executive Director

September 15, 2016

Dear Parent or Guardian:

This is to provide you with important information about applications for the 2017-2018 school year for **current Chicago Public Schools (CPS) preschool students and siblings of current CPS students.**

### Current Preschool Students

In most CPS elementary schools, the preschool program does not feed directly into kindergarten. Please note that if:

- (1) The preschool program your child attends is NOT at your designated neighborhood school, AND
- (2) Your child does NOT attend preschool at Drummond, Inter-American, Mayer, or Suder (the only CPS schools where preK feeds into kindergarten), AND
- (3) You want your child to be considered for kindergarten at that school for the 2017-2018 school year, THEN:

You **MUST** apply to kindergarten for that school through the Options for Knowledge application process. Information about the application process can be found at the end of this letter.

### Siblings of Current Chicago Public Schools Students

If your child currently attends a school other than your neighborhood school, and you have another child that you want to enroll in a Chicago public school for the 2017-2018 school year, you **MUST** submit an application through the Options for Knowledge application process for the child that you want to enroll. The currently enrolled sibling's last name, CPS ID number, and current school code **MUST** be included on the application. Sibling applicants to elementary magnet, magnet cluster, or open enrollment schools are selected first and will be offered seats to the extent that space is available. If a school receives more applications from siblings than there are seats available, a computerized lottery will be conducted to fill the seats. If you don't apply as a sibling, your child will not receive sibling preference through the application process, and he/she will be placed in the general applicant lottery.

The term "sibling" refers to natural siblings, step siblings, foster siblings and adopted siblings only. In order to be eligible, the currently enrolled sibling and the sibling applicant must live in the same household. An applicant cannot be enrolled as a sibling if the currently enrolled sibling graduates in 2017 or transfers to a different school in the 2017-2018 school year. If the currently enrolled sibling graduates or transfers to a different school, the sibling applicant will be placed in the general applicant lottery.

### How to Apply

You can apply online at [www.apply.cps.edu](http://www.apply.cps.edu) (click 'Apply Online' to begin the process), or submit a paper application, accessible at [www.cpsoae.org](http://www.cpsoae.org) (click 'Apply' and 'Paper Applications' for a Standard Elementary Schools application). The application deadline is December 9, 2016. Students who do not have an application submitted by the deadline **WILL NOT** be eligible for admission in the 2017-2018 school year.

If you have questions or need assistance with the application process, please do not hesitate to contact the Office of Access and Enrollment at (773) 553-2060 or [oe@cps.edu](mailto:oe@cps.edu).

Sincerely,

Tony T. Howard  
Executive Director