



# GoCPS Application Tips

2021-2022

## Apply Online

You are strongly encouraged to apply to schools online at [go.cps.edu](http://go.cps.edu). Click 'Sign Up' to create an account. You can schedule your admissions screenings (admissions exams, auditions, information sessions, interviews), receive email/text reminders and notifications, receive notification about your offer(s), and accept or decline your offer(s). If you prefer to submit a paper application, visit [go.cps.edu](http://go.cps.edu) and click 'High School' 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](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

Open Houses events will be offered virtually this year. It is important to view virtual Open House events to help you decide if the programs will be a good fit. Visit [go.cps.edu](http://go.cps.edu) and click 'Dates and Events' for the listing of virtual Open House events. Check the site periodically, as events are posted as they are submitted to the Office of Access and Enrollment.

## 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. Note that if you accept an offer from your neighborhood school, you must provide proof of residency at the attendance area address when you enroll. If you move out of the attendance boundary before you enroll, you will forfeit the seat.

## 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.

## Admissions Screenings

Admissions screenings (admissions exams, auditions, information sessions, and interviews) will be offered remotely for the 2021-2022 application process, with the exception of the in-person Selective Enrollment admissions exam.

### **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 can change your choices via the online account that will be created for you by the Office of Access and Enrollment or call the Office of Access and Enrollment at 773-553-2060 from a telephone number on your GoCPS account. Choice changes must be received no later than December 11, 2020.

### **Re-Ranking School Choices**

If you want to **re-rank** the school choices on your applications, you can do so up until February 1, 2021. (You cannot add schools/programs to, or delete schools/programs from the application after the December 11th application deadline; you can only re-rank the schools already on the application.) Contact the Office of Access and Enrollment at 773-553-2060 from a telephone number on your GoCPS account to re-rank your choices after the application deadline.

### **Application Deadline**

The application deadline is Friday, December 11, 2020. 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.

### **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 can change your address via the GoCPS account opened on your behalf by the Office of Access and Enrollment or contact the Office of Access and Enrollment at 773-553-2060 from a telephone number on your GoCPS account. 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 11, 2020. 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).**

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