FIRST-ROUND RESULTS

1. How will families find out the results of their applications to ninth grade?
   Online applicants receive their first-round results on March 29th via their online GoCPS account. Paper applicants 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 an online GoCPS account that has been opened for them by the Office of Access and Enrollment. All applicants received more information on this process the week of March 18th via email and robocall. Results are posted on March 29th, between 5 pm and 11:59 pm.

2. How many offers can a student receive in the first round?
   A student can receive, at most, one Choice offer and one Selective Enrollment offer. These offers will be for the highest-ranked program on the student’s application for which they qualify, if any. There is no guarantee, however, that students will receive either a Choice offer or a Selective Enrollment offer. If students are currently enrolled at a school that also serves grades 9-12 (known as a “continuing” school), they will receive an offer from this school, and all students who entered a city of Chicago address on their application are guaranteed a seat in the general education program of the designated neighborhood school for their home address.

ACCEPTING AND DECLINING OFFERS

3. How do students 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 Friday, April 12th at 11:59 pm to accept or decline an offer online. Paper confirmation forms must be received by the Office of Access and Enrollment by Friday, April 12th at 6 pm.

4. Can a student accept both a Choice offer and Selective Enrollment offer, and decide which one they want later on?
   No. Students can only accept one offer. Offers must be accepted or declined no later than April 12th.

5. Do students have to accept or decline their offers as soon as they are received?
   No. Families should not accept or decline offers until they are certain about the decision. There is no benefit to accepting or declining an offer as soon as the results are posted – families have two full weeks during which to discuss their options and make a final decision.

6. Will the families receive an email confirmation after they have made their decisions to accept or decline offers?
   No. Families will see a confirmation page online after they submit their decision. For their records, they can either print this page or save it to PDF.
7. When will the waitlist process open?
The waitlist process will open on Wednesday, April 17th. Beginning on that date, schools can begin filling seats in Choice Programs by contacting waitlisted students, beginning with the student with the number 1 for their program. 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 proximity category, that seat will be offered to the student who is number 1 on the proximity waitlist.

8. What is the next step if a student is on a waiting list for a high school?
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 remains on the waitlist, there is no action to take. If the program 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 following morning, the offer will appear on the family’s online account and the family will receive an email and robocall which state that there has been a change to the student’s waitlist status. From the time the offer appears in the GoCPS account, families have 48 business hours to accept or decline. Online applicants will accept or decline waitlist offers via their online application account. Paper applicants can accept or decline the offer via phone. Families need to ensure that their contact information is up-to-date on their GoCPS account.

9. What happens to the other waitlisted schools when a student receives a waitlist offer?
If a student receives a waitlist offer, they will remain on the waitlist for any program on their application that is ranked higher than the program from which they received the offer. Let’s say a student applied to five programs and was waitlisted for all five. If they receive a waitlist offer from one program, remaining on the waitlist for other programs will depend on how the program was ranked from which the student received the offer. For instance, if the offer was from their top-ranked program, they would then be removed from the waitlists of the remaining four programs, because they were ranked lower than the program from which the offer was received. In another example, if the offer was from the program the student ranked third, they would then be removed from the waitlists of his fourth and fifth choices, but would remain on the waitlist for his first and second choices.

10. If a student receives a waitlist offer, do they automatically forfeit the first-round offer they accepted?
No. If a student receives a waitlist offer, they will have 48 business hours to accept or decline that offer. If they accept the waitlist offer, this will be reflected as a decline for the first-round offer they previously accepted. If they decline the waitlist offer, they will retain the first-round offer.

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

12. What should a student do if they accepted a seat in the first round, and are later offered a seat from a program where they were waitlisted?
If a student accepts a first-round offer, and later receives an offer from a program where they were waitlisted, the student can accept the waitlisted offer, which will automatically decline the first-round offer they accepted. If the student does not prefer the seat in the waitlisted program, they will decline the waitlist offer and keep the first-round offer they previously accepted.
13. When the second round starts, does the waitlist from the first round go away?
No. Students can continue to receive waitlist offers through the end of the school year, into the summer, and into the following year. The waitlist will remain active until February of the student’s ninth grade year.

14. Will students get waitlist offers even if they’ve accepted an offer in the second round?
Unless a student withdraws from a waitlist, the student will remain on waitlist for any program that is ranked higher than the program from which the offer was accepted. As a result, a student can accept a first- or second-round offer and later receive a waitlist offer.

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 numbers and the primary email address on the account, if necessary. They will not be expected to make multiple attempts, however.

SECOND-ROUND APPLICATION PROCESS

16. How does the second round work?
The second round consists of schools/programs that still have seats available. Students will be able to apply to programs in the second round if they are interested in being considered for these programs. However, students who accepted a first-round offer should be certain that they only apply to programs in the second round if they prefer those programs to the program they accepted in the first round. If a student accepts a first-round offer, and then receives a second-round offer, the first-round offer will be automatically forfeited. (NOTE: The first-round offer is not forfeited if the student simply APPLIES for schools/programs in the second round. The first-round offer is only forfeited if the student RECEIVES a second-round offer. The first-round offer is not impacted if the student does not receive a second-round offer.)

17. What is the timeline for the second round?
The second round will open on Monday, April 29th. The application deadline is Friday, May 6th and second-round results are released on Friday, May 31st. The second-round waitlist process opens June 12th.

18. How will students apply in the second round?
Students can apply via the online application site or via paper application.

19. Can students apply to programs during the second round that they did not select during the first round?
Students can apply to up to 20 programs in the second round, as long as they meet the programs’ eligibility requirements, if applicable. They can also apply again to programs for which they are eligible and to which they applied in the first round, but received a status of “Not Offered.” (NOTE: A program cannot be offered during the second round unless it has exhausted all waitlists, or anticipates that it will exhaust all waitlists. Accordingly, a student cannot apply in the second round to a program where they are on the waitlist.) Finally, if a student was not eligible in the first round for a program because they did not participate in the required admission screening (audition, essay, information session, or interview only), they can apply for the program in the second round and participate in the admission screening at that time.

20. If a student missed the first round, what should they do to apply in the second round?
Students who enrolled in CPS after the December 14th application deadline, or did not apply during the first round for any other reason, can apply for the second round by using the online application site or via paper application. To open an online account, the user will go to go.cps.edu, click ‘Apply,’ and open an account. They will need an Activation Code to open an account, which can be obtained from the Office of Access and Enrollment at 773-553-2060 or gocps@cps.edu. For students with missing grades and/or attendance, contact the Office of Access and Enrollment to obtain a Final Grades/Attendance Submission Form.
21. Will admissions screenings, such as IB Information Sessions and auditions, be required for students applying for the second round?
   Yes, if students apply in the second round to programs that have admissions screenings, the students will have to participate in these events, if they have not already done so. The only exception to this is the admissions exam for Selective Enrollment High Schools. If any Selective Enrollment schools are included in the second round, only students who have taken the Selective Enrollment exam will be able to apply.

SELECTIVE ENROLLMENT HIGH SCHOOLS

22. Do Selective Enrollment schools have sibling preference?
   No.

23. When will students receive Selective Enrollment test scores?
   Selective Enrollment test scores and total points are on the students’ notification letter that is released on March 29th. The letter is posted on the family's GoCPS account. (Click 'View and Print Notification Letter.') In addition, for paper applicants, the letter is mailed to the primary address on the student’s application.

24. What happens if there is a tie for Selective Enrollment Schools?
   In cases where students have an identical total point score, tiebreakers are used that consist of the core percentile on the entrance exam, and the individual subject-area sections of the exam. In this manner, students with an identical score can be ranked from highest score to lowest score.

CHOICE PROGRAMS

25. Do all Choice Programs have minimum criteria for applicants?
   No. All Choice programs do not have minimum eligibility requirements. For the complete list of eligibility requirements, by school/program, visit go.cps.edu. Click ‘High School’ and ‘Apply,’ then scroll down to the High School Supplemental Document under the Paper Application.

26. What happens if there is a tie for Choice Programs?
   It depends on the program. Some programs use tiebreakers that rank students based on their individual NWEA MAP scores and/or grades, while others use a computerized lottery to break a tie.

PRINCIPAL DISCRETION

27. Is Principal Discretion still available?
   Yes, for Selective Enrollment High Schools only. The Principal Discretion Handbook will be posted on the GoCPS website (under ‘High School’ and ‘Principal Discretion’) on March 29th, after 5 pm. The handbook contains extensive information about the Principal Discretion process, including guidelines and step-by-step instructions.

28. When can students apply for Principal Discretion?
   The application process begins April 8th and closes April 19th. The Principal Discretion application will be accessible at go.cps.edu during those dates.

29. Are there any changes to the Principal Discretion process this year?
   Yes. Applicants have always been able to submit photocopies of honors and awards that they received (e.g., certificates, pictures of trophies, etc.). Starting this year, applicants can simply provide a list of these honors/awards, instead of the actual copies. (An example can be found in the Principal Discretion Handbook, page 6.)
30. Do students have to decline an offer in order to apply for Principal Discretion?
No. Students can apply for Principal Discretion whether they decline any offer or accept any offer.

TRANSFER PROCESS

31. If students don’t receive offers in the first or second round, what options are available?
After the second round, there will be a transfer process, during which students can transfer into programs that still have seats available and where they meet eligibility requirements. Students must transfer during a designated transfer window. The first transfer window opens July 1st and ends on the 20th day of school. A list of programs with available seats will be posted on the GoCPS website at the start of the transfer window and interested students will directly contact the school(s) to obtain a Transfer Application. If the student meets the program’s eligibility requirements (if applicable), they will receive an acceptance letter from the school, which will contain the date on which the transfer is effective.

32. Can students transfer after the first transfer window is closed?
Yes. Transfer windows will open at the end of the first, second, and third quarters.

PROXY FORMS

33. What is a Proxy Form?
A proxy form is a form that is completed by families and submitted to the student’s school if the family wants the counselor or other designated school staff to participate in the application process on the family’s behalf. The form contains four separate actions that the schools can take on the parent’s behalf; parents can check any number of these actions, if they wish.

34. For families who filled out a proxy, are counselors allowed to go online and accept or decline on behalf of the family, or does the proxy only pertain to the application process?
If the parent has indicated on the form that counselors can accept or decline offers, or decline from waitlists, then the counselor can do so. HOWEVER, counselors should always consult with parents before accepting or declining offers, or withdrawing from waitlists, on a parent’s behalf. Ideally, the counselor should have confirmation in writing from the parent before taking these specific actions.

NEIGHBORHOOD SCHOOLS

35. Are all students guaranteed a seat in their neighborhood school?
Students are guaranteed a seat in the general education program of their neighborhood school. This seat, as well as all offers received, is contingent upon proof of address.

36. If a student did not apply to the general education program of their neighborhood school, are they still guaranteed a seat there?
Yes.

37. If a student wants to enroll in the general education program in their neighborhood school, how do they accept a seat at this school?
Online applicants can accept the seat via their online application account. Paper applicants can accept the seat by submitting the paper confirmation form they receive in the U.S. mail with their notification letter, or they can accept it via the online application account that was opened for them by the Office of Access and Enrollment. If the student did not use the GoCPS application process, they can contact their neighborhood school directly for registration instructions.
38. If a student does not accept or decline a first-round offer by the deadline, will they automatically be enrolled at their neighborhood school?
No. A student will not be projected to the general education program of their neighborhood school unless they have not accepted an offer by June 30th.

CONTINUING SCHOOLS

39. What is a “continuing” school?
A continuing school is a school or program that serves eighth grade as well as grades 9-12.

40. What should students do if they want to remain enrolled at their continuing school?
Students enrolled in a continuing school who used GoCPS in the first round will see this school listed as an offer on the results notification they receive on March 29th. If they want to remain at the school, they can accept the offer on their online application account or, if they applied via paper application, they can submit a paper confirmation form to the Office of Access and Enrollment. If the student did not use GoCPS in the first round, they can contact the main office of their current school to confirm that they will remain at that school for ninth grade.

41. If a student is enrolled in a continuing school, will they be guaranteed a seat at that school instead of their neighborhood school?
Students who attend a continuing school are guaranteed a seat in that school, in addition to a seat in the general education program of their neighborhood school.

42. If a student did not apply to their continuing school, are they still guaranteed a seat there?
Yes.

MISCELLANEOUS

43. If a student 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.

44. Does each school conduct its own selection process?
No. The selection process for all district and charter high schools is managed centrally by the Office of Access and Enrollment.

45. Will students have to provide proof of address before seats are confirmed?
Students 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.

46. If a student accepts a seat in the first round, but does not graduate at the end of the school year and must go to summer school, what happens to their seat?
If the student attends summer school and is promoted to ninth grade, they will retain the seat that they accepted.

47. What happens if the student moves after the first round? Does the offer change if the student received geographic preference?
If a student moves after an offer is extended, that offer does not change, even if geographic preference was considered as part of the selection process. The student can apply in the second round or via the transfer process to a school closer to their new home, if they choose. However, the student’s neighborhood school will change, based on their new address.
48. Will scoring rubrics and cutoff scores be posted?
   Scoring rubrics and cutoff scores will be posted at go.cps.edu (click ‘High School’ and ‘Resources’) beginning March 29th at 5 pm.

49. 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. Alternatively, they can sign a proxy form, giving the counselor or other school staff the authority to accept or decline offers, or withdraw from waitlists, on the family’s behalf.

50. 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.

51. Is there information available that families can view?
   Numerous videos and information guides are available at go.cps.edu. Click ‘High School’ and ‘Selection.’