

## DIRECTIONS FOR COMPLETING STANDARD ELEMENTARY APPLICATION

42811

Chicago Public Schools  
Office of Academic Enhancement  
Attn: Standard Elementary Application  
125 South Clark St., 4th Floor  
Chicago, IL 60603  
Phone: (773) 553-2060  
[www.cpsdae.org](http://www.cpsdae.org)

- Use blue or black INK only.
- Use CAPITAL LETTERS ONLY.
- Do not photocopy.
- Do not staple.
- Do not allow letters or numbers to touch the lines of the squares.

**PLEASE NOTE: The application process has changed for the Standard Elementary application. All completed Standard Elementary applications should be submitted to the Office of Academic Enhancement, Attn: Standard Elementary Application, 125 S. Clark St., 4<sup>th</sup> floor, Chicago, IL 60603. DO NOT SEND YOUR APPLICATION TO THE SCHOOL(S) TO WHICH YOU ARE APPLYING. Processing cannot be guaranteed for applications that are not submitted to the Office of Academic Enhancement.**

1. Complete one application per student.
2. Use this application to apply to elementary magnet schools, magnet cluster schools, and open enrollment schools only.
3. If the student is currently enrolled in a Chicago public school, identify his/her Student ID number. ( The Student ID number can be found on the student's report card or can be obtained by contacting the student's school.) If the student is not currently enrolled in a Chicago public school, leave this section blank.
4. Identify whether or not the student is Hispanic/Latino AND the student's race. This is for informational purposes only.
5. Select up to 20 schools to which you want to apply for this student. Identify the schools by writing the code of the school in the boxes as indicated. The code for each school can be found in the Options for Knowledge guide, or on the Office of Academic Enhancement website, [www.cpsdae.org](http://www.cpsdae.org), under [Apply](#) or under [Programs-Magnet Schools and Programs](#). If a school's code is not listed, this means that the school is overcrowded and is not considering applications from outside of its attendance area for the 2011-2012 school year.
6. If you already have a child enrolled in any of the schools to which you are applying, and the child will remain enrolled at the school during the 2011-2012 school year, identify the enrolled sibling by listing the code of the school in the boxes as indicated. Also include the child's last name and the CPS ID number. (The Student ID number can be found on the student's report card or can be obtained by contacting the student's school.)
7. To be eligible for 3-year-old Pre-K, students must be three years old on or before September 1, 2011. To be eligible for 4-year-old Pre-K, students must be four years old on or before September 1, 2011. To be eligible for kindergarten, students must be five years old on or before September 1, 2011. To be eligible for 1<sup>st</sup> grade, students must be six years old on or before September 1, 2011.
8. Upon submission to the Office of Academic Enhancement, you may wish to enclose a self-addressed, stamped postcard/envelope with your application. The postcard/envelope will be returned to you to indicate that your application has been received. If you include your email address, you will also receive email confirmation when your application has been processed.



OPTIONS FOR KNOWLEDGE STANDARD ELEMENTARY APPLICATION

ELEMENTARY SCHOOLS ONLY-DIRECTIONS ON OPPOSITE SIDE

2011-2012 School Year - Deadline December 17, 2010



Use ink only. Use CAPITAL LETTERS. Do not photocopy. Do not allow letters or numbers to touch the lines of the squares.

Student's Last Name

Student's First Name

CPS Student ID (If non-CPS, LEAVE BLANK)

Birth Date (MM-DD-YYYY)

Note: Please indicate whether or not the student is Hispanic/Latino and the student's race. For informational use only.

Gender: Male Female

Home Phone

Is the student Hispanic/Latino?

Grade applying to: (For 3 year-old Pre-K, use P3.) (For 4 year-old Pre-K, use P4.) (For kindergarten, use K.) (For all other grades, use number.)

Work/Cell Phone

Race (choose one or more)

- White
Black or African-American
American Indian or Alaska Native
Asian
Native Hawaiian or other Pacific Islander

Is the student a multiple? (twin, triplet, etc.)

Student's Current School

Has he/she ever been a CPS student?

Parent/Guardian Last Name

Parent/Guardian First Name

Parent/Guardian Email Address

Address, Direction, Street Name, Street Type, Apt#

City, State, Zip Code

Select up to 20 schools from the list provided. Write the correlating school code in the spaces provided below. If you have a child already enrolled in a school that you are applying to, provide the sibling's CPS ID # and last name in the space to the right. If you do not have a child already enrolled in a school to which you are applying, you can use the sibling boxes to apply to additional schools.

FOR OFFICE USE ONLY

Grid of CODE # boxes for school selection

Sibling information table with columns for CODE #, Sibling CPS ID#, and Sibling Last Name

I affirm that the information provided on this form is true and correct. I understand that the address provided may be used for assigning a tier in the student assignment process. I understand that I will have to provide proof of this address at the time of enrollment, and that the validity of my child's application is dependent on that proof. If applicable, I affirm that the applicant is a sibling of a student who will be attending the school next year. I approve CPS to use this address in the system of record (IMPACT) to update my child's record, and understand this application does not guarantee acceptance into any of the schools. I understand that my child may be subject to immediate removal from the school if admission was gained based on a falsified application.

Signature of Parent/Guardian

Signature line