

Office of Access and Enrollment
Information for the 2018-2019 School Year Notification Process

Important Dates

Friday, March 30: Notifications released

Friday, April 13: Deadline to accept or decline offers

Wednesday, April 18: Waitlist offers begin

First Round Notifications

Online applicants will receive their first-round notifications on **March 30th via their online GoCPS account**. Paper applicants will receive a notification letter sent via U.S. mail to the home address on their application. In addition, paper applicants can view their notification on an online GoCPS account has been opened for them by the Office of Access and Enrollment. All applicants will receive more information on this process the week of **March 26th via email and robocall**.

A student can receive, at most, one Non-Selective Enrollment offer and one Selective Enrollment offer. Students are also guaranteed a seat in the general education program at their designated neighborhood high school. If they are currently enrolled in a school that also serves grades 9-12 (known as a "continuing" school), they will receive an offer from this school as well. Upon registration at the school where you accept an offer, you are required to provide proof of the address on your application, as well as your current address, if you moved to another address after you submitted your application. Offers are contingent upon this proof.

Test results and scores for schools that use a points-based selection system will also be released on March 30th.

Accept/Decline Offers

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 April 13th to accept or decline an offer**. Applicants should be sure to carefully consider offers before accepting or declining. **After the applicant accepts or declines an offer, they cannot go back and change this decision.**

Waitlists

If an applicant was eligible to be considered for a Non-Selective Enrollment program, but they did not receive an offer, they will be waitlisted for the program. Students will be waitlisted for any Non-Selective Enrollment program for which they are eligible that is ranked higher than the program from which they received an offer, if applicable. **Selective Enrollment schools do not have waitlists.**

If a student is waitlisted, they have the option of withdrawing from the waitlist, if they no longer wish to be considered, or remaining on the waitlist. (Students can only withdraw from a waitlist via their online GoCPS account.) If the student wants to remain on the waitlist, there is no action to take. If the school has a seat available, and the student's number on the waitlist is reached, the school will call and email the parent to extend an offer. This process begins April 18th. The parent will have 48 business hours to accept or decline the offer. Online applicants will accept or decline waitlist offers via their online GoCPS account. Paper applicants can accept or decline waitlist offers over the phone or via the online GoCPS account that was opened for them.

If a student accepts a first-round offer, and later receives an offer from a program where they were waitlisted, they can accept the waitlist offer, which will automatically decline the first-round offer they accepted. If a student accepts a waitlist offer, they will no longer be on the waitlist for any programs ranked *lower* than the program from which they accepted the offer, but they will remain on the waitlist for any programs ranked *higher* than the program from which they accepted the offer.

Second Round Application Process

A second application round will be offered, which will consist of programs that still have seats available. The timeline for the second round has not yet been finalized. Once the start date has been set, this information will be posted. Students will be able to apply to programs in the second round if they are interested in being considered for these programs. However, if a student accepts a first-round offer, and then receives a second-round offer, the first-round offer will be automatically forfeited.

Applying to programs in the second round does not impact waitlist offers or acceptances. For example, if a student accepts a waitlist offer and later receives an offer in the second round, the waitlist offer is NOT automatically forfeited. At that point, the student would decide whether to accept the second round offer or keep the waitlist offer.

Transfer Process

After the second round, students can transfer to programs that still have remaining seats, if they are eligible. Students can only transfer during a designated transfer window; the first window opens July 1st and closes on the 20th day of school.

Beginning July 1st, a list of Non-Selective Enrollment programs that still have available seats will be posted on the GoCPS website or will be available upon request from the Office of Access and Enrollment. Parents will directly contact any schools in which they are interested to receive a Transfer Application.

Questions

If you have questions, contact the Office of Access and Enrollment at 773-553-2060 or gocps@cps.edu. FAQs will be posted by March 26, 2018, at go.cps.edu and cps.edu/oea.