

Sara McPhee  
Executive Director

**Office of Access and Enrollment**  
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Dear Parent or Guardian:

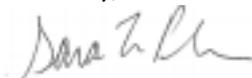
As you may be aware, if you have a child that you want to enroll in a Chicago public for the 2021-2022 school year, and you have another child enrolled in that school, you must submit an application through the GoCPS application process. The currently enrolled sibling's last name, CPS ID number, and current school name or code must be included on the application. Siblings applying 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.

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. Your child cannot be enrolled as a sibling if their brother or sister graduates in 2021 or transfers to a different school in the 2021-2022 school year.

#### How to Apply

In order to apply online, your first step is to [request a CPS ID number](#) for your child, which will be sent to you via U.S. mail. Once you receive the CPS ID number, you can apply online at [go.cps.edu](http://go.cps.edu) (click 'Sign Up' to begin the process). The online process is highly recommended but, if you prefer, you can submit a paper application, accessible at [go.cps.edu](http://go.cps.edu) (click 'Elementary School' and 'Apply'). The application deadline is December 11, 2020. Students who do not have an application submitted by the deadline will not be eligible for admission in the 2021-2022 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 [gocps@cps.edu](mailto:gocps@cps.edu).

Sincerely,



Sara McPhee, Executive Director