

**OFFICE OF LOCAL SCHOOL COUNCIL RELATIONS**

2651 W. Washington Blvd.-3<sup>rd</sup> Floor | GSR 38 | Chicago, IL 60612 | p: 773.553.1400 | f: 773.535.1402

**To be sent home with each student, distributed to all staff and posted in the school.**

Dear Parents/Guardians, School Staff Members and Community Members:

**The 2024 Local School Council Election will be held on Spring Parent-Teacher Conference Day, Wednesday, April 10, 2024 (for elementary schools) and Thursday, April 11, 2024 (for high schools) from 6:00 a.m. to 7:00 p.m. In the Election, parents and community members will have the opportunity to run and vote for up to 5 candidates for 8 positions on your school's LSC (6 parent members and 2 community members) and school staff will have the opportunity to run and vote for up to 2 candidates for 3 positions on the LSC (2 teacher members and 1 non-teacher staff member).**

We encourage and invite you to participate in the election by becoming a candidate for your school's council and by voting in the parent/community election and the school staff poll.

Since 1989, Local School Councils have helped improve the quality of education in the Chicago Public Schools by playing an important role in governing their schools. They participate in selecting the principal, approving the school improvement plan and school budget and performing other important duties.

Each LSC includes the principal, 6 parents/legal guardians, 2 community residents, 2 teachers, 1 non-teacher staff member, in elementary schools with grades 7 and 8, 1 student and in high schools, 3 students. Parent member candidates must have a child enrolled and attending the school. Community member candidates must be at least 17 years old and live within the school's attendance area or voting district, but cannot have any children enrolled in the school.

**PLEASE NOTE:** *Parents of children graduating before June 30, 2024 may run and serve as community members if they will have no children attending the school as of June 30, 2024 and are otherwise eligible.*

**The nomination procedures for interested candidates are as follows:** All candidates must submit, in person, an **original: Candidate Nomination Form (Form 1-24); Criminal Conviction Disclosure Form (Form 2-24); and Telephone Number Disclosure Form (Form 3-24)** and two pieces of identification\* **by 3:00 p.m. on February 8, 2024 to the school or to the Office of LSC Relations, 2651 W. Washington Blvd., 3<sup>rd</sup> Floor. (Mailed, emailed, faxed or copied forms will not be accepted.)** School staff candidates must also submit a **Teacher/Non-Teacher Staff Candidate Information Form (Form 5-24)**. High School student candidates may submit **Student Candidate Statement (Form 4S-24)** and must also submit a **Student Candidate Information Form (Form 6-24)**.

\*For community representative candidates, at least one I.D. must bear a current home address in the school's attendance area or voting district boundaries (for city-wide enrollment schools).

Each candidate is also encouraged, but not required, to submit a **Candidate Statement Form (Form 4-24)**, which is a brief statement of his/her qualifications and plans if elected (or appointed) to the LSC.

LSC Candidate Forms are available at schools, the Office of Local School Council Relations and online at CPS website <https://cps.edu/pages/LSC Elections.aspx>. For more information, call the Office of Local School Council Relations at (773) 553-1400. Please review the LSC Election Guide, available in the school's main office, for additional rules and procedures.

We look forward to your participation in the Local School Council Election and thank you for your interest in your school. Working together, we can continue to improve our children's education.

Sincerely,



Kishasha Williams-Ford  
Director, Local School Council Relations