



Chicago International

CHARTER SCHOOL

Frequently Asked Questions

What are the qualifications for my child to be enrolled at a CICS campus? CICS is a non-selective school open to all children residing in the city of Chicago regardless of academic achievement. If applying for kindergarten the child must be 5 years old by September 1, 2008.

When does open enrollment begin for the 2008-2009 school year? Enrollment begins on November 1, 2007 and applications are available for all grades and a separate application must be submitted for each child. Applications submitted between September 12 and October 31, 2008 will be returned to the sender.

How do I obtain an application? You can call 312-651-5000 to request an application be mailed or faxed. Applications are also available online at <http://www.chicagointl.org> or at any CICS campus.

How does CICS admit students? CICS manages the admission process for all CICS campuses and applicants are admitted through a lottery process. Students are not admitted on a first come first served basis. To include your child in the lottery, the parent must submit the application with all required documents to the address listed on the application. Students are then randomly selected through a computerized process to fill all available seats per grade and campus. If a child's name is not picked during the lottery for their first campus selection then the student will be included in their second, third choice campus selections and so on. Children who are not accepted during the lottery are randomly placed on a waiting list.

Does my child receive preference in the enrollment process? Applicants who currently have a brother or sister enrolled at CICS will only receive sibling preference if they apply to the same CICS campus. If we receive a higher volume of sibling applications than the available open seats, a sibling lottery will be held. Applicants not selected in the sibling lottery will be placed at the top of all campus waiting lists parent selected on the student application. Seats are not guaranteed.

When will the lottery take place and how will I know if my child was accepted? The lottery for high school students will be held on Wednesday, February 6, 2008 at CICS Northtown Academy campus, 3900 W. Petersen at 5:00 pm. The Elementary lottery will be held on Wednesday, April 16, 2008 at CICS Longwood campus, 1309 W. 95th Street at 5:00 pm. Lottery is open to the public. Acceptance and waiting list letters will be mailed to parents the day after the lottery. *Phone calls will NOT be accepted!*

Can you explain how the waiting list works? Students not selected thru the lottery are placed randomly on a waiting list. CICS will select students from the waiting list with siblings at the top by numerical order. If a child is selected from the waiting list a letter will be mailed to the parent notifying them of their acceptance.

Does the waiting list carry over to the next school year or do I need to re-apply? The waiting list does not carry over and closes on September 12, 2008. Students not selected from the waiting list will need to re-apply in the next open enrollment that begins November 3, 2008.

What is the process if applying for more than one child and only one child is accepted thru the lottery? It is possible that only one child is accepted due to the random nature of the lottery while the remaining siblings are placed on a waiting list.

Who gets sibling preference? The "Sibling Preference" policy enables applicants a better opportunity to be selected if they have a sibling currently enrolled at a CICS campus at time of application. Applicant must apply to the same campus as sibling to qualify for the sibling preference. Please note that first time applicants who have brothers and sisters applying do not fall under the sibling preference. Sibling preference does not always guarantee a seat if vacancies are not available.

What is the deadline to return applications? High school applications are due Friday, February 1, 2008 & elementary applications on Friday, April 11, 2008. Applications must be received by 5:00 p.m. and anything received after 5:00 p.m. will be excluded from the lottery and will be placed at the end of the waiting list in the order it is received.

What should I do if my application is returned with a letter stating that it was incomplete? You must submit the application with the documents that are outlined in the letter before the application deadline or the application will be considered incomplete and will be returned to parent.

What documents can I submit for proof of residency if all the utilities are in someone else's name? You may submit a bank statement, voter's registration card, check stub or medical card. We do not accept cell phone bills or rental leases.

Can I still submit an application if I missed the application deadline? Yes, however your child will be placed on the waiting list in the order that we receive the application. CICS will select students from the waiting list in numerical order if vacancies become available.

Can I submit application with required documents to any CICS Campus? We recommend that you send it directly to our office via fax, mail to eliminate misplaced applications.