

November 2, 2015

Dear Prospective Local School Council Candidate:

On **Wednesday, April 13, 2016 (for elementary schools) and Thursday, April 14, 2016 (for high schools)**, Spring Parent-Teacher Conference Day, from 6:00 a.m. to 7:00 p.m., schools with traditional local school councils will conduct an election in which parents and community members will have the opportunity to run and vote **for up to 5 candidates for 8 positions on the school's LSC (6 parent members and 2 community members)** for the new two-year term of office beginning July 1, 2016. On the same day, the schools will also conduct a staff poll in which school staff members will have the opportunity to run and vote **for up to 2 candidates for 3 staff positions on the LSC (2 teacher members and 1 non-teacher staff member)** for the new term of office.

Parent member candidates must have a child enrolled in the school. Community member candidates must reside within the school's attendance area or voting district (for city-wide enrollment schools). School staff member candidates must be assigned to perform a majority of their work duties at the school.

The forms to be completed and filed to run as a candidate for an LSC are:

- ❖ **Candidate Nomination Form (Form 1-16)**
- ❖ **Criminal Conviction Disclosure Form (Form 2-16)**
- ❖ **Telephone Number Disclosure Form (Form 3-16)**
- ❖ **Candidate Statement Form (Form 4-16) (Optional)**

The forms and a timeline for the LSC Election are attached.

Teachers and non-teacher staff members interested in running for the LSC must also complete and file the **Teacher/Non-Teacher Staff Candidate Information Form [Form 5-16]**. High school students interested in running for the LSC must also complete and file the **Student Candidate Information Form [Form 6-16]**. Both forms are available at the school.

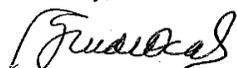
You or a representative may file **original forms in person** in the school where you seek to serve until **3:00 p.m., March 4, 2016** or in the Office of Local School Council Relations, 2651 West Washington Blvd., 3rd Floor, until **3:00 p.m., February 19, 2016**. **Mailed, e-mailed, faxed or copied forms will NOT be accepted.** Candidates for parent representative or community representative, or their representative, must also present two (2) forms of identification to establish their eligibility to run and serve as LSC members.

Following the nomination period, candidates will have an opportunity to attend a Candidate Forum to be held at the school between **March 23 and April 1, 2016**. (Please ask the principal for the exact date and time.) They will also have the opportunity to have the school distribute campaign literature to parents on Campaign Literature Distribution Day, **April 4, 2016**. To do so, school staff candidates must submit their literature by **12:00 p.m., April 1, 2016** and parent and community candidates must submit their literature, in sets of thirty-five [35] or as directed by the school, by **3:00 p.m., April 1, 2016**. An LSC Election Guide, including election rules and procedures, is available for review in the school's main office.

Successful candidates will be required to complete a criminal background check (for which they will be required to provide their fingerprints). They will also be required to file an Annual Statement of Economic Interests and to complete sixteen (16) hours of training within 6 months of taking office. No parent or community member may be employed by the Board of Education to work at the school where they serve. No member may be employed by a third party to work at the school where they serve. Parent and community members must wait for one year after their LSC membership ends to work at the school where they served.

Thank you for your interest in serving the children of the Chicago Public Schools through your Local School Council.

Sincerely,

A handwritten signature in black ink, appearing to read "Guillermo".

Guillermo (Willy) Montes de Oca
Director