



## Office of Local School Council Relations

### To be sent home with each student

Dear Parent/Guardian:

The next Local School Council election will be held on Spring Report Card Pick-Up Day – **Wednesday, April 18, 2012 for elementary schools and Thursday, April 19, 2012 for high schools**. I encourage and invite you to participate in the election by becoming a candidate for your school's council and by voting in the parent and community election.

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 Council is made up of 6 parents/legal guardians, 2 community residents, 2 teachers, 1 non-teacher staff and the principal. In high schools, one student representative also serves on the Council. Parent representative candidates must have a child enrolled in the school on the day of the election. Community representative candidates must be at least 18 years of age and live within the school's attendance area or voting district, but cannot have any children currently enrolled in the school. Employees of the Chicago Public Schools cannot run or serve as either parent or community representatives.

**PLEASE NOTE:** *If you have a child scheduled to graduate before June 30, 2012, you may run and serve as a community representative as long as you have no children attending the school as of June 30, 2012 and are otherwise eligible for the position.*

#### The nomination procedures for parent and community candidates are as follows:

- An Original Candidate Nomination Form; Criminal Conviction Disclosure Form; and Telephone Number Disclosure Form must be completed and submitted, along with two pieces of identification,\* to the principal's office at the school where the candidate is running **before 3:00 p.m. on March 8, 2012, or to the Office of Local School Council Relations, 125 South Clark Street, 5th Floor, by 3:00 p.m., March 1, 2012. FAXES WILL NOT BE ACCEPTED.**

\*For community representative candidates, at least one I.D. must be from the list on the Candidate Nomination form and must show a current home address in the school's attendance area or voting district boundaries.

- Each candidate is also encouraged, but not required, to submit a Candidate Statement: a brief statement of his/her qualifications and plans if elected.

Candidate nomination materials are available at schools, network offices, and the Office of Local School Council Relations. For more information, call the Office of Local School Council Relations at (773) 553-1400 (voice) or (773) 553-3332 (TTY).

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

Sincerely,

  
Principal