CICS Enrollment and Lottery Policy

General:

In accordance with Illinois Charter School Law, enrollment is open to all students, regardless of their race, ethnicity, gender, socioeconomic status, or disability status residing in the City of Chicago. Chicago International Charter School (CICS) is a charter school network with thirteen campuses serving 7,000 K-12 students. To enroll in a CICS school , the parent/guardian must complete a CICS application for their child/student. To apply for 9th grade, CICS follows the Chicago Public Schools (CPS) GoCPS application process.

Eligibility:

To apply to CICS, applicants must reside in the City of Chicago and rank the desired CICS schools in order of preference by the deadline for lottery consideration. If applying for Kindergarten, students must be 5 years old by September 1 of the enrollment year. Students who turn 5 years old during the academic year are encouraged to apply for Early Admission Consideration for Kindergarten. The Early-Kindergarten eligibility process is linked here.

CICS Enrollment Procedures:

- Application: Parent/Guardian must complete one application per child/student applying to CICS for grades K - 8th and High School grades 10th - 12th through the CICS enrollment tool. GoCPS is the application platform utilized for 9th grade only. Parent/Guardian must provide basic student and parent information, applying grade, sibling information (if applicable) and campus selection(s). New student applications can be submitted in the following ways:
    - **Online:** Complete the application using our CICS online application tool at www.chicagointl.org
    - **In Person:** Applications may also be submitted directly at any CICS school during regular business hours.
    - **Paper Application:** Download a paper application from the CICS website and email a scanned copy to apply@chicagointl.org

  Note: Any student who has completed an expulsion term must be considered a new student following completion of their expulsion term.

- Timing: The CICS application deadline is the last Friday of February at 5pm. The lottery is held virtually the second Wednesday of March at 4pm**.** In order for an application to be included in the lottery, it must be received by 5 PM on the deadline date indicated on the application. Applications received after the deadline will be processed upon receipt.

- Lottery: CICS conducts a computerized lottery using the CICS online application tool and randomly and blindly assign students to schools or on the waitlist if the preferred school and grade is full. The CICS lottery is open to the public and is recorded live at the scheduled date and time as indicated in the application and on our website. CICS invites our CPS designee to be present or view the lottery in real time. Families are also welcome to attend the lottery virtually but attendance is not mandatory. The application and lottery process is verified by CICS' auditors for randomness and accuracy. Since CICS uses a computerized lottery system, it conducts a simultaneous lottery for all grades and schools on the annual lottery date, regardless of the number of applications submitted.

- Preference: All CICS schools adhere to the same application and admission policies. CICS gives preference to the following students:
    1. Siblings of currently enrolled students
        a. Per Illinois Charter Law, the term sibling applies only to natural siblings, step-siblings, foster siblings and adopted siblings
    2. Students transferring from one CICS school to another
    3. Students that reside within the geographic boundary of the following schools: CICS Northtown Academy, CICS Ralph Ellison Academy, and CICS Wrightwood

  Please Note: *If one sibling gets selected through the lottery, siblings with the same* ***birthdate*** *(i.e. twins, triplets, etc) receive priority on the waitlist if no seat is available in the same grade.*

  CICS makes every effort to accommodate families with multiple applicants; however, a seat for each applicant cannot be guaranteed. In accordance with Illinois Charter Law, sibling preference is granted during and after the lottery process. Applications must be submitted by the deadline date. Applications received after the deadline will be given priority on the waitlist.

  If a current CICS student wishes to transfer to another CICS school, the parent must submit a new CICS enrollment application. Provided there is a seat available in the requested CICS school, the student will be transferred.

- Waitlist: If there are more applicants than seats available in any given grade, all students not accepted in the lottery will be placed on the waitlist based on the computer generated waitlist. Families may contact the CICS Network office to inquire about the waitlist number at apply@chicagointl.org. Families will be given their student's waitlist number and may continue to follow through on their child(ren)'s status throughout the enrollment period. The CICS waitlist **does not** carry over from year to year. Families

whose students are selected from the waitlist will be notified by email with regards to the student's offer and will have a specific deadline to respond by; otherwise, the seat will be forfeited and seat opportunity will be given to students in line on the waitlist. If the student is not selected, the parent will need to apply for the next school year. New student applications are available yearly in October.

- Lottery Results: Lottery results will be emailed and families can log into their CICS online application tool to view their student's result(s). Parents may also contact the CICS Enrollment Department for results at apply@chicagointl.org. Families that receive an offer will have two (2) weeks after the lottery to accept their seat.

- Registration: Parents/Guardians are required to work with schools to complete their student's registration and provide the necessary documents as outlined in their offer notification. Failure to provide these documents may delay the registration process for accepted student(s).

  If, after multiple outreach attempts by the CICS school or CICS Network office, a family does not complete registration within the registration window, the student's seat may be forfeited. In such cases, CICS reserves the right to extend seat offers to students on the waitlist. Available seats will be offered in waitlist order to ensure fairness and consistency.

Lottery Compliance:

CICS submits lottery results to CPS within thirty (30) business days of the lottery date which includes:

- Lottery date, time and location.
- Number of applications received per grade, number of open seats and the number of students on the waiting list.
- Results of the lottery, student full name, address, zip code, grade applying for, campus name (accepted or waitlisted) and the waitlist rank order.

The submission also includes a video recording of the lottery. In addition, a quarterly update of the waiting list is submitted to CPS.

If any information provided for the purpose of determining lottery preferences is found to be inaccurate, CICS reserves the right to rescind the application and/or withdraw any offer of enrollment to ensure our process is within accordance with the IL School Code.

Last Updated
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