



2651 W. Washington Blvd.-3rd Floor | GSR 34 | Chicago, IL 60612 | p: 773.553.1400 | f: 773.535.1402

Dear Prospective Local School Council Candidate:

On **Wednesday, April 22, 2020 (for elementary schools) and Thursday, April 23, 2020 (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, 2020. 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 1-20)
- ❖ **Criminal Conviction Disclosure Form** (Form 2-20)
- ❖ **Telephone Number Disclosure Form** (Form 3-20)
- ❖ **Candidate Statement Form** (Form 4-20) (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 5-20]**. High school students interested in running for the LSC must also complete and file the **Student Candidate Information Form [Form 6-20]**. 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 5, 2020** or in the Office of Local School Council Relations, 2651 West Washington Blvd., 3rd Floor, until **3:00 p.m., February 25, 2020**. **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 March 27, 2020**. (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 20, 2020**. To do so, school staff candidates must submit their literature by **3:00 p.m., April 14, 2020** 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 14, 2020**. 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. 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,

Dr. Guillermo (Willy) Montes de Oca,
Director

FORM 1-20

LSC CANDIDATE NOMINATION FORM

This form and its accompanying documents must be filed in the school in which the candidate is running by 3:00 p.m., March 5, 2020 or in the Office of Local School Council Relations by 3:00 p.m., February 25, 2020.
MAILED, E-MAILED, FAXED or COPIED FORMS WILL NOT BE ACCEPTED. (Please print all information)

School Name: _____ Unit# _____ Network: _____

Candidate Type: Parent/Legal Guardian; Community Resident; Teacher; Non-Teacher Staff; Student

Candidate Name: _____
LAST NAME FIRST NAME MIDDLE NAME OR INITIAL

Home Address: _____ City: _____ State: _____ Zip Code: _____

Date of Birth: _____ E-mail: _____ (The e-mail address entered here will be made Public)

NOTES: Community member candidates must provide proof of current residency within the school's attendance area or voting district.

Under state law, the names and addresses of Local School Council members are matters of public record.

THIS SECTION TO BE COMPLETED BY CANDIDATES FOR PARENT REPRESENTATIVE:

Name of one child who attends this school: _____ Grade: _____

IDENTIFICATION SUBMITTED

Indicate which two (2) of the following identification items were presented, photocopied, and attached to this form.

- Driver's License Employer ID Social Security Card Alpha list of Parents, Guardians
- Current Lease Student ID Current Utility Bill Student's Birth Certificate
- DPA Card Credit Card Voter Registration Card MediPlan/Medicaid Card
- Library Card Matricula Consular Permanent Resident Card Other Current ID _____

List the type of identification and the ID numbers for two (2) of the above if a photocopy machine is not available.

1. _____ 2. _____

DISCLOSURE OF ECONOMIC INTERESTS

If elected or appointed, candidates **MUST** submit a complete Statement of Economic Interests within 7 days of taking office.

Are you related to the principal? Yes No **If YES, you CANNOT serve on this LSC.**

Do you, your spouse, relatives or your company do any business with the Board of Education, the school or the LSC where you are running? Yes No **If YES, explain:** _____

STATEMENT OF VERIFICATION AND ACKNOWLEDGEMENT

I verify that the information contained in this Candidate Nomination Form and all related Candidate Forms is true and correct to the best of my knowledge and belief.

I acknowledge: that I must complete and submit a Criminal Conviction Disclosure Form (Form 2-20) or be subject to disqualification from election or appointment to an LSC; if elected or appointed, I must clear a fingerprint-based Criminal Background Investigation and must complete sixteen (16) hours of training within six (6) months of taking office; I will be subject to removal from office for noncompliance with the referenced requirements.

Candidate's Signature: _____ Date: _____

----- **TEAR ALONG THIS LINE** -----

NOMINATION FORM RECEIPT

Received by: (At school): _____ Date: _____ Time: _____

or by Deputy Registrar (if applicable): _____ Date: _____ Time: _____

School Name: _____ Candidate's Name: _____

School Address: _____ Unit #: _____ Network: _____

Were Two Forms of Identification Provided? Yes; No.

 _____ Nomination Forms Complete _____ Nomination Forms Incomplete (Check Missing Forms Below)

FORM NAME	FORM RECEIVED		FORM NAME	FORM RECEIVED	
	NUMBER	YES NO		NUMBER	YES NO
Candidate Nomination	1-20		Candidate Statement	4-20	
Criminal Conviction Disclosure	2-20		Teacher/Non-teacher Staff Candidate Information	5-20	
Telephone Number Disclosure	3-20		Student Candidate Information	6-20	

FORM 2-20

LSC Candidate Criminal Conviction Disclosure Form

This form is required by law and must be filed in the school in which the candidate is running by 3:00 p.m., March 5, 2020 or in the Office of Local School Council Relations by 3:00 p.m., February 25, 2020. MAILED, E-MAILED, FAXED or COPIED FORMS WILL NOT BE ACCEPTED. (Please print all information)

Please print all information legibly.

Candidate Name: LAST NAME FIRST NAME MIDDLE NAME OR INITIAL

(CIRCLE RACE BELOW)

White/Caucasian African-American Hispanic/ Latino(a) Asian/Asian-American Native American/Alaskan Hawaiian/Pacific Islander

Candidate Type: Parent/Legal Guardian Community Resident Teacher Non-Teacher Staff Student

Home Address: STREET CITY STATE ZIP

Date of Birth: MONTH DATE YEAR Gender: Male Female

Date of Filing: MONTH DATE YEAR School:

Please list all previous Illinois addresses within the past five (5) years. Dates From/To

Please list maiden name(s) and/or any other names you are know as or have used: (Last, First, Middle)

GENERAL INFORMATION

- Any candidate seeking appointment or election to a Local School Council must complete this form. Instructions are below. Failure to complete this form will result in a candidate's automatic disqualification from election or appointment. Any candidate that is elected or appointed to serve on a Local School Council will be required to submit to a criminal background investigation which includes a fingerprint check of the Illinois State Police and Federal Bureau of Investigation database prior to taking office. Candidates will also be subject to a child abuse and neglect background check (Department of Children and Family Services) to determine if the candidate has been indicated of an incident of child abuse or neglect.

FORM 2-20**LSC Candidate Criminal Conviction Disclosure Form**

This form is required by law and must be filed in the school in which the candidate is running by 3:00 p.m., March 5, 2020 or in the Office of Local School Council Relations by 3:00 p.m., February 25, 2020.
MAILED, E-MAILED, FAXED or COPIED FORMS WILL NOT BE ACCEPTED. (Please print all information)

- If, after conducting a criminal background investigation, regardless of prior disclosure, it is determined the candidate was convicted of a disqualifying offense, the Board will seek the applicant's removal.

INSTRUCTIONS

- Candidates must file the completed form with the school in which the candidate is running for office by 3:00 p.m., March 5, 2020 or in the Office of Local School Council Relations, 2651 W. Washington Blvd., 3rd Floor, Chicago, Illinois 60612 by 3:00 p.m., February 25, 2020. Mailed, e-mailed, faxed or copied forms will not be accepted.
- If the candidate is under 18 years old of age, a parent or guardian must consent to the disclosure of convictions.
- Under Section 34-2.1 of the Illinois School Code, candidates for a Local School Council are required to disclose the disqualifying criminal convictions listed below.
- Failure to disclose disqualifying criminal convictions will prevent a candidate from appearing on a ballot and, if elected or appointed, the Board seeking the candidate's removal.
- Candidates must disclose the disqualifying criminal conviction(s) regardless of when the conviction(s) occurred, unless specified otherwise in the "Disclosures" section below.
- Candidates must disclose conviction(s) of a similar or substantially similar disqualifying offense in another state, which can be described in no. 26 below.
- Please note: Candidates are not required to disclose a juvenile conviction(s). However, regardless of age at time of arrest/conviction, if the matter was adjudicated in adult court and is a disqualifying conviction, this conviction must be disclosed.
- If after conducting a criminal background investigation, regardless of prior disclosure, it is determined the candidate was convicted of a disqualifying offense, the Board will seek the applicant's removal via a hearing.
- In order to determine if an applicant was convicted of a disqualifying conviction, the applicant may be required to submit official documentation, at the candidate's cost, to the Board for review.

DISCLOSURES

Disqualifying offenses are those found in Section 34-20.5, Section 21B-80, and Section 34-2.1 (f-5) of the Illinois School Code. **Indicate if you have been convicted of committing OR attempting to commit any of the disqualifying offenses listed below.** Please check all that apply.

1. YES **Any offense defined in the Cannabis Control Act, except those defined in Sections 4(a), 4(b), 4(c), 5(a) and 5(b) and any offense for which an individual receives Section 10 probation, provided that the terms and conditions of Section 10 probation are successfully fulfilled** (720 ILCS 550/1 et seq., except those defined in 720 ILCS 550/4(a), 4(b) and 4(c), and 720 ILCS 550/5(a) and 5(b), and successful completion of probation under 720 ILCS 550/10). (**NOTE:** Pursuant to Section 5/21B-80, you must disclose only if the current calendar year is within seven (7) years following the end of the sentence for the criminal offense);
2. YES **Any offense defined in the Illinois Controlled Substances Act, except any offense for which an individual receives Section 410 probation, provided that the terms and conditions of Section 410 probation are successfully fulfilled** (720 ILCS 570/100 et seq., except successful completion of probation under 720 ILCS 570/410) (**NOTE:** Pursuant to Section 5/21B-80, you must disclose only if the current calendar year is within seven (7) years following the end of the sentence for the criminal offense);
3. YES **Any offense defined in Section 401.1, 405.1, or 405.2 of the Illinois Controlled Substances Act** (720 ILCS 570/401.1 = controlled substance trafficking; 720 ILCS 570/405.1 = criminal drug conspiracy; 720 ILCS 570/405.2 =

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street gang criminal drug conspiracy) (**NOTE:** You must disclose only if you have been convicted within the 10 years previous to the date of your nomination or appointment);

4. YES **Any offense defined in the Methamphetamine Control and Community Protection Act, except any offense for which an individual receives Section 70 probation, provided that the terms and conditions of Section 70 probation are successfully fulfilled** (720 ILCS 646/1 *et seq.*, except successful completion of probation under 720 ILCS 646/70) (**NOTE:** Pursuant to Section 5/21B-80, you must disclose only if the current calendar year is within seven (7) years following the end of the sentence for the criminal offense);

5. YES **Any offense defined in Section 11-1.20 (formerly 5/12-13)** (720 ILCS 5/11-1.20 = criminal sexual assault);

6. YES **Any offense defined in Section 11-1.30 (formerly 5/12-14)** (720 ILCS 5/11-1.30 = aggravated criminal sexual assault);

7. YES **Any offense defined in Section 11-1.40 (formerly 5/12-14.1)** (720 ILCS 5/11-1.40 = predatory criminal sexual assault);

8. YES **Any offense defined in Section 11-1.50 (formerly 5/12-15)** (720 ILCS 5/11-1.50 = criminal sexual abuse);

9. YES **Any offense defined in Section 11-1.60 (formerly 5/12-16)** (720 ILCS 5/11-1.60 = aggravated criminal sexual abuse);

10. YES **Any offense defined in Section 11-6, inclusive** (720 ILCS 5/11-6 = indecent solicitation of a child; 11-6.5 = indecent solicitation of an adult; 11-6.6 = solicitation to meet a child (using electronic means);

11. YES **Any offense defined in Sections 11-9 (11-9 renumbered as Section 11-30) through 11-9.5, inclusive** (720 ILCS 5/11-9.1 = sexual exploitation of a child; 11-9.1A = permitting sexual abuse of a child; 11-9.1B = failure to report sexual abuse of a child; 11-9.2 = custodial sexual misconduct; 11-9.3 = presence within school zone by child sex offenders prohibited; approaching, contacting, residing with, or communicating with a child within certain places by child sex offenders; 11-9.4-1 = sexual predator and child sex offender; presence or loitering in or near public parks); 11-9.5 = sexual misconduct with a person with a disability;

12. YES **Any offense defined in Sections 11-14.1 through 11-21, inclusive** (720 ILCS 5/11-14.1 = solicitation of sexual act; 11-14.3(a)(2) = promoting prostitution by profiting from prostitution; 11-14.4 = promoting juvenile prostitution; 11-15 = soliciting for a prostitute (repealed eff. 7/1/11); 11-16 = pandering (repealed eff. 7/1/11); 11-17 = keeping a place of prostitution (repealed eff. 7/1/11); 11-17.1 = keeping a place of juvenile prostitution (repealed eff. 7/1/11); 11-20 = patronizing a prostitute; 11-20.1 = patronizing a minor engaged in prostitution; 11-19 = pimping (repealed 7/1/11); 11-19.1 = juvenile pimping or aggravated juvenile pimping (repealed eff. 7/1/11); 11-19.2 = exploitation of a child (repealed eff. 7/1/11) 11-20 = obscenity; 11-20.1 = child pornography; 11-20.1B = aggravated child pornography (repealed eff. 1/1/13) 11-20.2 = duty of film and print processors to report sexual depiction of children; 11-20.3 = aggravated child pornography (renumbered as 11-20.1B); 11-21 = harmful material (prurient interests);

13. YES **Any offense defined in Section 11-23 (if punished as a Class 3 felony)** (720 ILCS 5/11-23 = posting of identifying or graphic information on a pornographic Internet site or possessing graphic information with pornographic material);

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14. YES **Any offense defined in Section 11-24** (720 ILCS 5/11-24 = child photography by a sex offender);
15. YES **Any offense defined in Section 11-25** (720 ILCS 5/11-25 = grooming);
16. YES **Any offense defined in Section 11-26** (720 ILCS 5/11-26 = traveling to meet a minor);
17. YES **Any offense defined in Section 11-30 (if punished as a Class 4 felony)** (720 ILCS 5/11-30 = public indecency, third or fourth violation);
18. YES **Any offense defined in Section 12C-45** (Section 12-4.9 renumbered as Section 12C-45) = drug induced infliction of harm to a child athlete);
19. YES **Any offense defined in Section 12-32** (720 ILCS 5/12-32 = ritual mutilation);
20. YES **Any offense defined in Section 12-33** (720 ILCS 5/12-33 = ritualized abuse of a child);
21. YES **Any offense defined in Section 26-4 if punished pursuant to (d)(4) or (d)(5) of the Section** (720 ILCS 5/26-4 = unauthorized video recording and live video transmission);
22. YES **Perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987** (705 ILCS 405/2-1, et seq.);
23. YES **First degree murder;**
24. YES **Conspiracy to commit first degree murder;**
25. YES **Soliciting first degree murder;**
26. YES **Class X felony.** Please specify: _____;
27. YES **Conspiracy to commit Class X felony;**
28. YES **Soliciting Class X felony;**
29. YES **Similar out-of-state offense to any of the foregoing offenses.** Please specify: _____;

NO, I have not been convicted of any of the offenses listed above.

FORM 2-20

LSC Candidate Criminal Conviction Disclosure Form

This form is required by law and must be filed in the school in which the candidate is running by 3:00 p.m., March 5, 2020 or in the Office of Local School Council Relations by 3:00 p.m., February 25, 2020.
MAILED, E-MAILED, FAXED or COPIED FORMS WILL NOT BE ACCEPTED. (Please print all information)

VERIFICATION

1. The undersigned verifies the information above is true and correct.
2. The undersigned verifies that he/she is the candidate named on this form.
3. The undersigned authorizes the Chicago Public Schools to perform a criminal background investigation.

Candidate's Name (Please Print): _____

Candidate's Signature: _____ Date: _____

Parent/Guardian Signature (if candidate is under 18): _____ Date: _____

FORM 3-20

LSC CANDIDATE

TELEPHONE NUMBER DISCLOSURE FORM

This form must be filed in the school in which the candidate is running by 3:00 p.m., March 5, 2020 or in the Office of Local School Council Relations by 3:00 p.m., February 25, 2020.

MAILED, E-MAILED, FAXED or COPIED FORMS WILL NOT BE ACCEPTED.

> > > > > CONFIDENTIAL < < < < <

IF YOU DO NOT HAVE A TELEPHONE, PLEASE LIST THE PHONE NUMBER OF A NEIGHBOR, RELATIVE OR FRIEND WHO WILL ACCEPT IMPORTANT MESSAGES FOR YOU AND BE SURE TO RELAY THE MESSAGE TO YOU.

YOUR TELEPHONE INFORMATION WILL BE USED ONLY BY THE BOARD OF EDUCATION AND WILL NOT BE DISCLOSED TO THE PUBLIC.

PURSUANT TO THE ILLINOIS SCHOOL CODE, LSC MEMBERS' NAMES AND ADDRESSES ARE AVAILABLE TO THE PUBLIC.

PLEASE PRINT ALL INFORMATION

Candidate Type: [] Parent/Legal Guardian; [] Community Resident; [] Teacher; [] Non-Teacher Staff; [] Student

SCHOOL NAME

DATE

Teacher and Non-teacher Staff Candidates, please provide:

CPS Employee ID Number: _____

Note: The name used must match the name associated with the Employee ID.

All Candidates must answer the following questions:

- 1. Have you served on an LSC in the past? ___Yes ___No
2. If "Yes," what was the first year you served? 19____; 20____
3. If elected or appointed, will you complete the 16 hours of mandatory training by January 1, 2021? ___Yes; ___No

FIRST NAME

LAST NAME

HOME ADDRESS

CITY

ZIP CODE

HOME PHONE NUMBER

CELLULAR PHONE NUMBER

WORK PHONE NUMBER

E-MAIL ADDRESS

TRADITIONAL LOCAL SCHOOL COUNCIL 2020 ELECTION TIMELINE

DATES	ACTIVITY
2019 12/2-12/10	Period for Principal to distribute Letter I to parents and school staff and post letter and LSC Election materials at school.
2019-2020 12/2 - 3/09	Period for filing original LSC candidate forms in person in schools where the candidates will run. Mailed, faxed, e-mailed or copied forms will NOT be accepted.
12/2 - 3/08	Period for filing election judge applications, including W-9 Form and CPS Internal Accounts Vendor Request Form. Period for LSC to set and publicize date of Candidate Forum (to be held between 3/23 and 3/27) and set date of meeting to certify election results and break parent or community candidate vote total ties (to be held between 4/22 and 8:00 p.m. on 4/28). Note: If LSC does not set date of Candidate Forum, the Principal shall do so.
12/2 - 4/16	Principal/LSC to publicize date of Campaign Literature Distribution (4/20).
2020 2/25	3:00 p.m. Deadline to file LSC candidate forms in person at the Office of LSC Relations ("OLSCR"), 2651 W. Washington Blvd., 3rd Floor. Mailed, faxed, e-mailed or copied forms will NOT be accepted.
3/05	3:00 p.m. Deadline to file LSC candidate forms in person at the school where the candidate seeks to run. Mailed, faxed, e-mailed or copied forms will NOT be accepted.
3/09	12:00 Noon. Principal to post final List of Candidates For the LSC (Form 8-20) and Candidate Statement Forms (Form 4-20), if any. 3:00 p.m. Principal to forward, in envelope provided: a copy of the final List of Candidates for the LSC (Form 8-20); copies of all Candidate Statements (Form 4-20); and originals of all other candidate forms (Form 1-20, 2-20, 3-20, 5-20 and 6-20) to OLSCR, 2651 W. Washington Blvd., 3 rd Floor, GSR 34 (and copies of Form 8-20 and all candidate forms to Network Office).
3/12	3:00 p.m. Deadline to submit LSC Election Judge applications, including IRS W-9 Form and CPS Internal Accounts Vendor Request Form. 5:00 p.m. Deadline to file Pre-Election Challenges. Challenge Forms must be e-mailed to LSElectionchallenge@cps.edu or filed in person in the lobby at 42 W. Madison St., Chicago, Illinois. Deadline for LSC to set date of Candidate Forum (between 3/23 and 3/27) and date of meeting to certify election results and break parent and community candidate vote total ties by lottery (between 4/23 and 8:00 p.m. on 4/29), if necessary.
3/13	Principal to set date of Candidate Forum between 3/23 and 3/27 if LSC fails to do so by 5:00 p.m. on 3/12 and to inform all candidates of date and time of Forum in writing and by telephone at least seven (7) days in advance. Principal to distribute Letter II to classrooms for parents and to school staff and post letter at school (include date, time and location of Candidate Forum and Form 8-20, List of Candidates for the LSC). Suggestion: Copy Form 8-20 on the back of Letter II.
3/17	12:00 Noon. Deadline for anyone requiring sign language interpreter or other accommodation at the Candidate Forum to inform the school. 3:00 p.m. Deadline for the Principal to notify the Office of LSC Relations of need for a sign language interpreter or other accommodation at the Candidate Forum. 12:00 Noon. Law Department to send list of challenged candidates, by school, to concerned schools. 3:00 p.m. Deadline for the Principal to notify OLSCR (773/553-1400) of the need for election judges who speak a language other than English.

DATES	ACTIVITY
3/23 – 3/27	<p>Schools conduct Candidate Forums (LSC or Principal to post notice and agenda for Forum at school at least 48 hours in advance).</p> <p>At Forum:</p> <ol style="list-style-type: none"> 1. All Candidates are allowed equal time to address public in attendance. 2. LSC or Principal conducts ballot position lotteries. 3. Principal distributes three (3) Pollwatcher Credentials to all candidates in attendance. 4. LSC and Principal announce election date and time and polling place location. <p>NOTE: Pre-election Challenged Candidates must be included in Candidate Forum.</p>
3/26	<p>3:00 p.m. Deadline for Principal to report any missing election day materials (Box 2; Ballot Box; privacy screens; Spindle for Applications for Ballot) to OLSCR (773/553-1400).</p>
3/30-4/3	<p>Law Department conducts reviews of Pre-election Candidate Challenges.</p>
4/14	<p>3:00 p.m. Deadline for parent and community candidates to deliver campaign literature to school. 3:00 p.m. Deadline for school staff candidates to deliver campaign literature to principal. 3:00 p.m. Deadline for candidates to withdraw without a notarized signature (NOTE: Principal may require a notarized signature). Withdrawing candidates' names are to be coded as "withdrawn" and a line drawn through their name in the List of Candidates for the LSC (Form 8-20). Schools are to code as "withdrawn" all withdrawn candidates from LSC Dashboard and to fax all Withdrawal of Candidacy Forms (Form 7-20) to OLSCR (773/553-1402) and Network Office. 5:00 p.m. Chief Executive Officer or designee to rule on Pre-Election Candidate Challenges and forward results to challenger(s), challenged candidate, and concerned school.</p>
4/15	<p>12:00 Noon. Principal posts list of full-time CPS staff assigned to school eligible to vote in staff poll.</p> <p>3:00 p.m. Principal prepares and posts Specimen Ballot(s) listing candidates in lottery order (the names of any withdrawn candidates or against whom a pre-election challenge was successful shall be excluded, with all other candidates' names remaining in lottery order).</p> <p>5:00 p.m. Deadline for civic organizations to apply to OLSCR for Pollwatcher Credentials.</p>
4/16	<p>12:00 Noon. Deadline for schools to code as "withdrawn" all withdrawn candidates from LSC Dashboard. Schools to also fax all Withdrawal of Candidacy Forms (Form 7-20) to OLSCR (773/553-1402) and Network Office by 5:00 p.m..</p> <p>3:00 p.m. Deadline for all candidates to inspect Specimen Ballot(s) and inform principal of errors</p>
4/20	<p>9:00 a.m. Principal posts revised List of Candidates for the LSC (Form 8-20 and Specimen Candidate Ballots to correct any errors and to exclude any parent or staff candidates who withdrew or against whom a pre-election challenge was successful with all other candidates' names remaining in lottery order.</p> <p>At Student Dismissal: Candidate Literature Distribution Day for All Candidates. Principal to send parent and community representative candidates' literature home with students. School staff candidates' literature to be placed in staff mailboxes.</p> <p>3:00 p.m. Deadline for staff to inform Principal of errors on list of staff eligible to vote in staff poll. High schools conduct student non-binding advisory poll. NOTE: Student Candidate Statements (Form 4-20) to be removed day before student poll.</p>
4/21	<p>12:00 Noon. Deadline for parent or staff candidates to inspect and inform Principal of errors on revised Specimen Ballots. Principal to correct any errors on Specimen Ballots and post final Specimen Ballots by 1:00 p.m., April 20.</p> <p>3:00 p.m. Principal to print and secure Official Ballots and remove all posted Candidate Statements (Form 4-20).</p>

DATES	ACTIVITY
4/20-4/22	(High Schools Only) School conducts Non-Binding poll for High School Students
<p style="text-align: center;"> ▲▲4/22 & 4/23▲▲ Election Days </p>	<p>5:15 a.m. Principal and Engineer arrive at school.</p> <p>5:30 a.m. Judges arrive at school to setup polling place.</p> <p>6:00 a.m. Polls Open.</p> <p>Conduct election for parent and community candidates. Conduct non-binding advisory poll for staff.</p> <p>12:00 Noon. Principal takes first "spindle count" of total parent and community voters and enters total in LSC Dashboard.</p> <p>3:00 p.m. Principal takes second "spindle count" of total parent and community voters and enters total in LSC Dashboard.</p> <p>7:00 p.m. Polls Close. (Note: If polls opened late, they must remain open after 7:00 p.m. for the same number of minutes as they opened late.)</p> <p>7:00 p.m. Principal takes total number of parent, community and staff voters and, if applicable, student voters and enters totals in LSC Dashboard. After all votes cast in the parent and community election and staff polls are counted, Principal shall post the total votes for all candidates, enter all vote totals into LSC Dashboard and notify OLSCR of entries before leaving the school. High schools must also enter all student poll results.</p>
	4/29
4/30	8:00 p.m. Deadline for LSCs to convene meeting to certify the results of the parent and community election and the staff polls and if applicable, student candidates.
5/1	12:00 Noon. Deadline for Principal to enter results of tie-breaker lottery in LSC Dashboard or notify Network Office of LSC failure to conduct tie-breaker lottery.
	3:00 p.m. Principal to fax Certification of Election Results Form (Form 28-20) to OLSCR (773/553-1402) and call 773/553-1400 to confirm receipt.
5/7	2:00 p.m. Deadline for Network Offices to conduct tie-breaker lotteries for schools whose LSCs failed to do so by 4/30. 3:00 p.m. Deadline for schools to deliver Security Envelope B to Network Office.
5/8	3:00 p.m. Deadline for Network Office to notify concerned schools of results of tie-breaker lotteries and to complete and fax Certification of LSC Election Results Form (Form 28-20) reflecting tie-breaker results to concerned school and OLSCR (773/553-1402).
5/11	3:00 p.m. Deadline for Principal to record results of tie-breaker lottery conducted by Network Office in LSC Dashboard
	5:00 p.m. Deadline for Network Office to deliver Security Envelope B to OLSCR.
5/11-5/21	Law Department Reviews and Conducts Post-Election Challenge Hearings, if necessary.
5/26	5:00 p.m. Chief Executive Officer or designee to rule on Post-Election challenges.
5/29-6/1	Chief Executive Officer or designee to mail Post-election Challenge Results to challengers, challenged or interested candidates and concerned school Principal.
6/27	Board of Education appoints teachers, non-teacher staff and high school students as LSC members for new term of office beginning July 1.
7/01 – 7/14	LSCs conduct annual organizational meeting.