



SY26 Amended 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 campus, the parent/guardian must complete a CICS elementary school or high school 10th-12th application for their child/student. To apply for 9th grade, CICS follows the Chicago Public Schools (CPS) GoCPS application process.

To apply to CICS, applicants must reside in the city of Chicago and rank the desired CICS campuses 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 between September 2, 2025 and December 31, 2025 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 interested child/student in applying to CICS for grades K - 8th and High School grades 10th - 12th. Parent/Guardian must provide basic student and parent information, applying grade, sibling information (if applicable) and campus selection(s). New student applications can be completed online utilizing our online application tool, www.chicagointl.org or paper application faxed at 312-651-5001 or via postal mail to CICS Network Office; 11 East Adams, Suite 600, Chicago, IL 60603 by 5pm on the deadline date indicated on the application.
- **Timing:** The elementary and high school 10th-12th application deadline is 5pm on March 21, 2025. The lottery is held virtually on **April 9, 2025 at 5pm**. In order for an application to be included in the lottery, it must be received to the CICS network office by 5 PM on the deadline date indicated on the application. Applications received after 5pm from the deadline date will be added directly to the waiting list in the order the application is received.
- **Lottery:** CICS conducts a computerized lottery developed by a third party using a mathematical algorithm to randomly and blindly assign students to schools or on the waitlist. The high school and elementary lottery is open to the public and is recorded live at the scheduled date and time as indicated in the application. CICS invites an authorizer



or designee from CPS to be present or view the lottery in real time. Families are welcomed to attend the lottery virtually but it 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 Campuses adhere to the same application and admission policies. CICS gives preference to the following students in this order:
 1. Transfers (students transferring from one CICS campus to another)
 2. Siblings of currently enrolled students
 - a. The term sibling applies only to natural siblings, step-siblings, foster siblings and adopted siblings
 3. Students that reside within the geographic boundary of the following campuses:
CICS Northtown Academy, CICS Ralph Ellison Academy and CICS Wrightwood
 4. Any student who has completed an expulsion term must be considered a returning student and re-enrolled at the school if the student wishes to attend following completion of his or her expulsion term
 5. All other applicants applying

If a current CICS student wishes to transfer to another CICS campus, the parent must submit a CICS application. Students must have attended a CICS Campus for one full year before requesting a transfer to another campus. Provided there is a seat available in the requested CICS campus, the student will be transferred in the next academic year.

Sibling preference is not a guarantee of acceptance into the campus. If there are more siblings applying than seats available at a particular CICS campus, the siblings are placed in a random lottery and accepted in the order indicated by the computerized lottery program. In accordance with Illinois Charter Law, sibling preference is only granted during the lottery process. Applications must be submitted by the deadline date. Applications received after the deadline will be added to the waitlist in the order it is received.

- **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 waiting list as assigned by the lottery program. Applications received after 5pm by the deadline date will also be added to the waitlist in the order that it is received. Families may contact the CICS Network office a week after the lottery to inquire about the waitlist number at 312-877-0541 or cicsenrollment@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 waiting list does not carry over from year to year. Families whose students are selected from the waitlist will be notified by phone call and email with



regards to the student's offer and will have one (1) weeks to respond; 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 every year in October.

- **Lottery Results:** Results of the lottery will be emailed and sent via postal mail and will take 1-2 weeks to receive. Parents may also contact the CICS Enrollment Department a week after the lottery for results at 312-877-0541 or cicsenrollment@chicagointl.org. Families that receive an offer will have until May 30, 2025 to accept their seat.
- **Registration:** Parents/Guardians are required to complete the registration process and provide the necessary documents as outlined in their offer notification. For students with an Individualized Learning Plan (IEP) or 504 Plan, the parent/guardian must submit the relevant documents for the Case Manager's review. Failure to provide these documents may delay the registration process for the student(s). Families who miss the registration deadline or do not respond to the outreach by the CICS school or CICS Network office will have their student's seat forfeited. Students on the waitlist will be offered available seats based on forfeited or unregistered students.

Compliance:

CICS submits a lottery letter to CPS within ten (10) business days of the lottery date. This letter includes the following:

- 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 via EpiCenter.