

CPS School Package

Instructions: Principals, Assistant Principals, Network Chiefs, Counselors

Email

Subject: GoCPS Marketing Responsibilities: October 24- 27, 2017

Dear Colleagues,

In order to make it as easy a possible for families to navigate the new application process, we have created a number of guides that provide step-by-step instructions. Included with this email is the new GoCPS communications package which highlights and provides direct links to these guides. For the upcoming week, please complete the activities highlighted in **green** below:

10/24 - Public School Instruction Email: GoCPS team delivers weekly instructions

10/25 - Emails: Schools deliver emails to 8th grade students and parents

10/25 - Web News Post: Schools post news stories to school website

10/25 - Social Media: Schools post to social media pages

Best wishes for a successful application season,

Tony Howard
Executive Director of Enrollment and Education Policy
773-553-2060
gocps@cps.edu

Lists

CPS

- All ES Principals
- All ES Assistant Principals
- Network Chiefs
- All ES Counselors

Outside

- Charter Contacts
- Contracted CBOs
- Non-Contracted CBOs

Subject: Step-by-Step Guides to Help you Apply to CPS

Header

GoCPS Guides

Download and use these documents to get step-by-step instructions on key application processes.

Activation Guide

The first step in submitting an application is to activate an account. This will create your family's profile where you can add any students who are applying and view the programs to which they are eligible to apply. There are lots of important steps to follow in this process, especially when adding addresses for the primary parent/guardian and creating current vs. new CPS students. The GoCPS Activation guide is a great resource to help you complete these steps correctly.

[Activation Guide](#)

Application Guide

Once you are ready to apply, the GoCPS Application Guide is one of your best resources for understanding all the steps required to select and rank programs/schools, submit the application and schedule required events. Covering both non-selective enrollment and selective enrollment programs, this step-by-step instruction manual is perfect to print or view from a mobile device and use as a reference guide while completing the application process.

[Application Guide](#)

Elementary & High School Guide

This is one of the most extensive and detailed documents on the GoCPS site. The Elementary and High School Guide covers everything from application process, selection and notification details, to eligibility requirement breakdowns and a list of high schools by program. The guide also contains a glossary and FAQs to provide definitions and answers to common questions. By putting all of this information in one place, the goal is to have this single guide replace both the High School Guide and the Options for Knowledge Guide.

[Elementary & High School Guide](#)

Web Browsers

GoCPS is optimized for view on Chrome and Safari web browsers. We recommend using one of these to access the site.

Need Help?

If you have any questions, contact the Office of Access and Enrollment at 773-553-2060 from 8 a.m. to 6 p.m. Monday through Friday, or email gocps@cps.edu.

Lists

CPS

- 8th Grade Students
- 8th Grade Families

School Website Post

Headline

GoCPS Guides

Download and use these documents to get step-by-step instructions on key application processes.

Post

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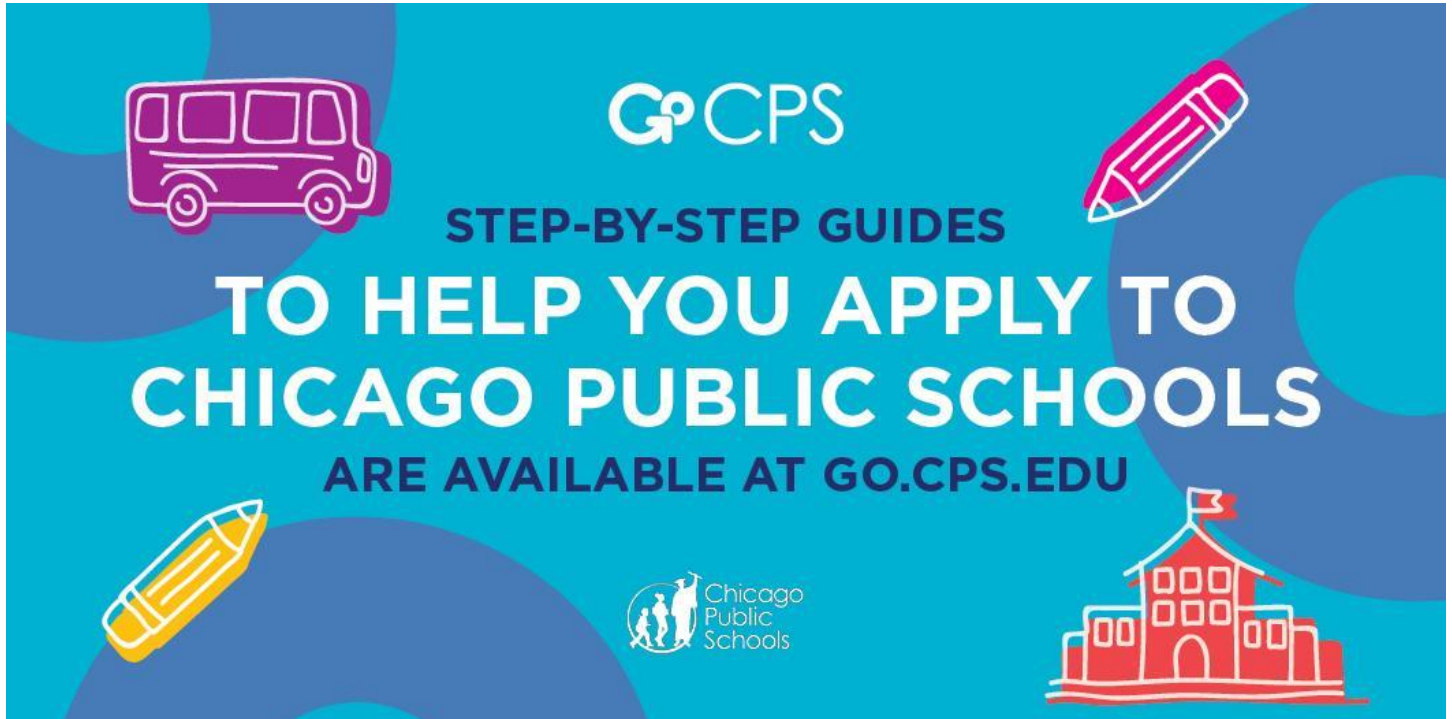
Post Copy

Get step-by-step instructions on activating an account, applying to a school, or understanding programs by downloading one of our GoCPS guides.




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STEP-BY-STEP GUIDES

TO HELP YOU

APPLY TO CPS

ARE AVAILABLE AT [GO.CPS.EDU](https://go.cps.edu)

