



### Online High School Process Proxy Consent Form

This form should be provided to parents to request permission to authorize school staff to act on their behalf in the Chicago Public Schools' high school notification process. This specifically consists of accepting or declining ninth grade offers, and/or withdrawing from waitlists. **This form must be completed and on file at the school in order for school staff to act on behalf of parents/guardians in the high school notification process.**

Student's Last Name \_\_\_\_\_ Student's First Name \_\_\_\_\_ Birth Date (MM/DD/YYYY) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Parent/Legal Guardian's Last Name \_\_\_\_\_ Parent/Legal Guardian's First Name \_\_\_\_\_

**This form must be submitted to:**  
\_\_\_\_\_  
**No later than March 28, 2018**

#### Do you authorize school staff to act on your behalf in the online high school application process?

PROXY

**Yes.** I authorize the school staff listed below to act on my behalf in the high school notification process. My authorization includes allowing school staff to accept or decline ninth grade offers and/or withdraw from waitlists for my child.

Name of school staff authorized to act on parent's behalf \_\_\_\_\_ Job title of school staff \_\_\_\_\_

ACCOUNT

Have you created an online application account? If yes, please provide the **username** and **password** for the account. Parent/Legal Guardian's Email Address \_\_\_\_\_

Username: \_\_\_\_\_ Password: \_\_\_\_\_

ADDRESS

Enter the student's primary address here. Primary address is defined as the residence where the student sleeps at night the majority of the time.

House/Building Number \_\_\_\_\_ Street Direction \_\_\_\_\_ Street Name (NO P.O. BOXES ALLOWED) \_\_\_\_\_ Street Type \_\_\_\_\_ Apt # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Primary Phone Number \_\_\_\_\_ Secondary Phone Number \_\_\_\_\_  
**CHICAGO IL** ( ) ( )

I affirm that I am giving the school staff identified above the complete authority to accept or decline ninth grade offers for my child and/or withdraw from waitlists for my child. I affirm that the address provided on this form is my child's primary address.

Signature of Parent/Guardian \_\_\_\_\_ Signature of Student \_\_\_\_\_ Date \_\_\_\_\_