

**Chief Executive Office**42 West Madison Street, 3rd Floor • Chicago, Illinois 60602  
Telephone: 773/553-1573 • Email: [CEO-Jackson@cps.edu](mailto:CEO-Jackson@cps.edu)

Dear Principals:

In recent years, funding uncertainty has prevented us from providing school budgets in the spring, which put a significant burden on you to thoughtfully plan for the year ahead under tight time constraints. Despite those challenges, you have continued to push your schools to new heights, and your success has turned Chicago into a national model for how to improve an urban school system. Now that our financial position is stronger, we are committed to giving you more time, predictability, and support during the budget process.

In early April, we will be providing you with school budgets for the 2018-19 school year, but today we want to let you know about two changes to our budget process that have been made in response to your feedback and are designed to better support you and your students:

1. Your funding for the 2018-19 school year will be determined based on your 20<sup>th</sup> day enrollment from the 2017-18 school year. This means there will be no fall budget cuts, and your parents will be able to enter the summer with clarity on who will be teaching their children in the fall.
2. Special education staff will be provided to you as a position allocation and not a funding equivalent. This will provide greater transparency to you and your school community about the resources allocated for special education and the positions needed to provide students a high quality education that meets their needs.

We are looking forward to the release of budgets for the new school year, which will include new resource allocations to support student success and a revised funding framework to support small schools, and we are excited to see what you will do with greater capacity to plan for the year ahead.

***Guaranteed Funding Based on Prior Enrollment***

Unlike in the past when school budgets were based on projections, funding for the 2018-19 school year will be based on your 20<sup>th</sup> day enrollment count from the current school year. Funding schools based on prior year enrollment will ensure you will not see a budget reduction in the fall, even if your enrollment declines. However, if your enrollment next fall exceeds your 20<sup>th</sup> day enrollment from fall of the 2017-18 school year, you will receive additional funding to support those additional students.

We hope this new model will allow you to plan confidently for the year ahead and without concerns about a potential budget reduction in the fall. We also hope this will provide your staff with greater certainty about their positions in the new year.

We recognize that some of you may be anticipating enrollment growth compared to your 20th day count this year. If your school is expected to grow next year due to a district action, such as a grade level addition, we will be providing you additional funding to account for that change. And if you anticipate enrollment



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Chief Executive Officer

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growth for any other reason, you can submit an appeal for a funding advance, which would be subject to actual enrollment levels in the fall of 2018.

**Between now and 5 p.m. on Monday, March 12, please visit [www.cps.edu/hsia](http://www.cps.edu/hsia) and select "Student Enrollment" to either acknowledge that you will be accepting your 20th day enrollment count from 2017 as the basis for your new budget or submit an appeal for an anticipated enrollment increase.**

***Improved Special Education Position Methodology***

In response to your feedback and to better support you as you plan for a successful school year ahead, we are revising the manner in which we provide resources for special education teaching positions.

Rather than providing a funding equivalent for special education positions, your budget in 2018-19 will include position allocations for special education teachers and paraprofessionals. This change will give you and your school community greater transparency into the resources designated for special education and provide greater clarity on the number of positions required to meet all student needs.

***School Year 2018-19 Budget Release and Support for Small Schools***

To help ensure that every school in every neighborhood has the resources they need to be successful, school budgets for 2018-19 will include targeted allocations that further support academic progress. These supports include a new funding framework for supporting small schools and additional resources for positions that have been shown to boost student success.

We know your ability to focus on student progress depends on your ability to effectively plan for the future, and we are committed to doing everything we can support you through this process. Prior to the budget release, you can expect to receive information via the Budget, Grants, and School Support Center teams regarding guidance documents and training opportunities that may be helpful in your planning. If you have any questions, please contact your network chief or the School Support Center at 773-535-5800.

Sincerely,

Janice K. Jackson, EdD  
Chief Executive Officer  
Chicago Public Schools