

2016-2017 Enrollment Procedures/Requirements

Procedures and Required Documents for Enrollment of Students

The parent, legal guardian, or temporary caregiver of any elementary- or high school-age child seeking enrollment in a Chicago public school for the first time shall present to the school principal or his/her designee **proof of age, proof of current address and physical exam and immunization records.** (Board Report #: 10-0623-PO1)

If the student resides in a shelter, shares the housing of others due to loss of housing, economic hardship, domestic violence or a similar reason, is awaiting foster care placement, or resides in another temporary living situation and the school is the student's attendance area school, school of origin, or another school the student has applied to and been accepted, the student should be immediately enrolled without any documents including proof of age, proof of guardianship, proof of current address, physical exam, or immunizations records. Unaccompanied youth of any age living in one of these situations must be enrolled, even without an adult. For assistance with students in these living situations, contact the Students in Temporary Living Situations (STLS) office at (773) 553.2242 or your school's STLS Liaison.

Please remember that your school's enrollment practice should not discriminate on the basis of race, color, or national origin and that students are not barred from enrollment on the basis of their own citizenship or immigration status or that of their parents or guardians.

PROOF OF AGE

Proof of age includes, but is not limited to, **one** of the documents listed below:

- Child's birth certificate
- Child's baptismal record
- Passport
- Court documents
- Medical records

PROOF OF CURRENT ADDRESS

Proof of current address includes, but is not limited to, any **two** of the documents listed below:

- Current utility bills
- Illinois driver's license or State of Illinois identification card
- Deed
- Employee identification card
- MediPlan/Medicaid card
- Voter registration card
- Court documents
- Illinois Department of Public Aid card
- Stamped United States Post Office change of address form
- Illinois state aid check/social security check
- Other identification card issued by a federal or state agency or a foreign government consulate, such as a Matricula Consular

Preschool, Kindergarten, and 1st Grade Enrollment Eligibility

All children residing within the limits of the city are eligible for enrollment into a Chicago public school. Some students who live outside the city may also be eligible to attend, such as STLS students returning to a CPS school. Schools must adhere to the Board's age-eligibility rules for student enrollments. For 2016-2017 enrollments, the applicable birth date cut offs are noted below.

Preschool:

- If you have a child who is 3 years or 4 years old on or by September 1, 2016 and are interested in a preschool program, there is a district-wide enrollment process. To learn about how to apply for a school based program of your choice, please visit, www.cps.edu/chicagoearlylearning. For personal assistance you can call the Chicago Early Learning Hotline at (312) 229.1690 or visit, www.chicagoearlylearning.org for information about city-wide early childhood preschool programs.

Kindergarten:

- Child must be age 5 but not yet 6 on or by before September 1, 2016 (birth date must fall between 09/02/10 - 09/01/11)

1st Grade:

- Child must be age 6 but not yet 7 on or by before September 1, 2016 (birth date must fall between 09/02/09 - 09/01/10*)

*Limited exception applies for child born between 09/02/10 - 12/31/10 if child (i) attended the same nonpublic preschool and kindergarten, (ii) was taught in kindergarten by an appropriately certified teacher, and (iii) was assessed as ready for 1st grade.

If you are not certain as to which school your child should attend, please call the Office of Strategy Management at (773) 553.3270 for information or go to the CPS Web site, www.cps.edu/map.

If you are having difficulty enrolling your child in school, please contact your Network Office and ask for a Parent Support Administrator for elementary and high school assistance.