

April 26, 2017

**AMEND BOARD REPORT 10-0623-PO1**  
**AMEND BOARD REPORT 08-0827-PO2**  
**AMEND BOARD REPORT 05-0824-PO3**  
**AMEND BOARD REPORT 04-0526-PO2**  
**ADOPT A NEW COMPREHENSIVE POLICY ON THE ENROLLMENT AND TRANSFER**  
**OF STUDENTS IN THE CHICAGO PUBLIC SCHOOLS**

THE CHIEF EXECUTIVE OFFICER RECOMMENDS THE FOLLOWING:

That the Board of Education amend the Comprehensive Policy on the Enrollment and Transfer of Students in the Chicago Public Schools.

**POLICY TEXT:**

**I. ENROLLMENT**

Enrollment decisions should be made in the best educational interest of the child. The Board of Education shall enroll all children between the ages of five and twenty one seeking admission

who live in the City of Chicago. Decisions concerning enrollment shall be in accordance with the Second Amended Consent Decree.

**A. Students Enrolling In Chicago Public Schools**

1. General Rule

Children who enroll in the Chicago Public Schools ("CPS") and live within the attendance area of a particular school shall be accepted for enrollment in that school.

2. Exceptions to the General Rule

The general rule governing enrollment shall not apply in the following situations:

- a. Where a school has been designated for controlled enrollment, enrollment eligibility is subject to the requirements set out in the CPS Controlled

4. Enrollment of Students With Disabilities

Where a student with disabilities seeks to enroll in his or her attendance area school, the attendance area school must immediately enroll that child. If the attendance area school believes that it is unable to implement the student's Individualized Education Program (IEP) or 504 Plan, the school must then contact the Office of Specialized Services for appropriate review and placement determination and provide interim services until proper placement is effected by the Office of Specialized Services. If a student with disabilities' IEP or 504 Plan requires an accessible building, an attendance area school or magnet school that

constitutes the nearest building that meets the student's accessibility needs must accept the student, upon the request of the Office of Specialized Services, even if the student *has not applied or has not* been accepted into the school.

Every school, including magnet schools, magnet cluster schools, GEAP schools, military academies and selective enrollment schools, shall strive to meet the minimum enrollment targets of students with disabilities established by the State

7. Enrollment in Preschool Programs

Enrollment in a CPS preschool program is subject to the availability of space.

Requirements that are specific to each CPS preschool program and based on

applicable federal or state requirements. Enrollment in any CPS preschool program is subject to availability of space. The parent or guardian seeking enrollment for a child must satisfy all documentation requirements set out in this

Policy as well as additional program eligibility documentation requirements as set out in the Preschool Programs Guidelines issued by the Office of Early Childhood Education ("Preschool Program Guidelines"). Modified enrollment eligibility requirements may apply to children outside the State of Illinois.

The parent/guardian shall promptly notify the school of any change of address, phone number(s) and other contact information and shall promptly reply to school requests to complete an emergency contact form at least two (2) times per school year. Schools shall ensure that change of address and emergency contact information is promptly entered

into IMPACT, the District's system of record.

1. Proof of age includes, but is not limited to, the following documents:
  - a. Child's birth certificate;
  - b. Child's baptismal record;
  - c. Passport;
  - d. Court documents; and
  - e. Medical records.
  
2. Proof of current address includes, but is not limited to, any **two** of the following documents:
  - a. Current utility bills;
  - b. Illinois driver's license or State of Illinois identification card;
  - c. Deed;
  - d. Employer identification card;
  - e. MediPlan/Medicaid Card;
  - f. Voter registration card;
  - g. Court documents;
  - h. Illinois Department of Public Aid card;
  - i. Stamped United States Post Office change of address form;
  - j. Illinois state aid check/social security check; and
  - k. Other identification card issued by a federal or state agency or foreign government consulate, such as a Matricula Consular.

If the person enrolling a student fails to provide a proof of student age document, the school shall provide notice by certified mail that within thirty (30) days the parent must

**E. Proof of Temporary Custodianship**

Adults acting in the role of temporary custodian to a child due to circumstances involving the parents, legal guardians or child, may enroll a student with applicable documentation

**H. Students Living with Adults Who Are Not Parents or Legal Guardians**

who are not their parents or legal guardians. If there is a finding that a child is living with an adult who is not the parent or legal guardian solely for the purpose of attending school in that attendance area, then:

1. If the parent or legal guardian lives within the City of Chicago, that child shall be enrolled in the school of the attendance area in which the parent or legal guardian lives, absent extenuating circumstances. If there is a dispute as to what constitutes

a.  
b.

Students living within the attendance area;  
Students identified for controlled enrollment transfers under the CPS Controlled \_\_\_\_\_

Enrollment Policy;

Executive Officer; or

3. Preschool Students

Transfers of students participating in a CPS preschool school program may be made upon parent/guardian request due to a change of residence. All such transfer requests are subject to availability of space.

~~Elementary and High School Students Who Move Outside the City of Chicago~~

Students must reside within the limits of the City of Chicago to attend a Chicago Public School. Students whose parents or guardians move outside the City of Chicago during the school year may remain at the CPS school they were attending at the time of the move for the balance of the current school year without paying tuition. Thereafter, the student is not longer eligible to attend a Chicago Public School.



5. Transfer Payment to the Ohio Division of the No Child Left Behind Act

2017-2018 FISCAL YEAR - CHILDREN'S HEALTH PLAN (CHP)

2017-2018 FISCAL YEAR - CHILDREN'S HEALTH PLAN (CHP)

documentation including academic, medical and/or other records. Nothing shall prohibit a

such other contact information as the school may require from parents or guardians of

permanently housed children.

7.6. Transfers Due to School Closings

Nothing in this Part shall be construed to prohibit the transfer of students due

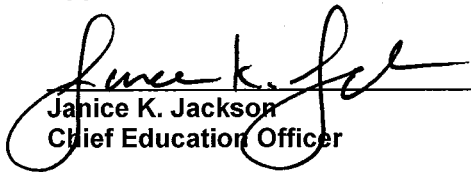
LEGAL REFERENCES:

Individuals with Disabilities Education Act, P.L. 108-446, as amended; Corev H. v. Board of Education of

the City of Chicago, 92 C 3409; Salazar v. Board of Education 92 CH 5703; McKinney-Vento Homeless Assistance Act, P.L. 108-77, as amended, and Sections 5/2-2.10-(a) (b), 10-20.10, 10-20.10a, 10-20.6(a)

14-1 et seq., 14C-1 et seq., 26-1 et seq., 34-18, 34-18.2, 34-18(7) 34-18.24 and 45-1 et seq. of the Illinois School Code; 325 ILCS 50/5 and 325 ILCS 55/5.

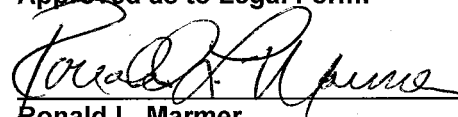
Approved for Consideration:

  
Janice K. Jackson  
Chief Education Officer

Respectfully Submitted:

  
Forrest Claypool  
Chief Executive Officer

Approved as to Legal Form:

  
Ronald L. Marmer  
General Counsel

AR