



# Board of Education

Office of the Board  
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Chicago, IL 60602

## Board Report

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CPS Policy on Education of Homeless Children and Youth <<https://www.cps.edu/sites/cps-policy-rules/policies/700/702/700-5/>>.

- a. A homeless child is entitled to immediate enrollment at any of the following:
  - i. the school in which the student was enrolled when permanently housed, including a preschool (school of origin as defined under McKinney-Vento and IEHCA);
  - ii. the school in which the student was last enrolled, including a preschool (school of origin as defined under McKinney-Vento and IEHCA); or
  - iii. any public school that non-homeless students who live in the attendance area in which the homeless child or youth is actually living are eligible to attend.

a.b. Schools must immediately enroll the homeless student even if the child is unable to produce records normally required for enrollment, in compliance with the Education of Homeless Children and Youth ~~Section~~ Schools must not require families of students in temporary living situations to produce notarized documents or have people with whom they reside confirm neighborhood residency.

b.c. Schools may require parents or guardians of a homeless child to submit an address or other contact information a the school may require from parents or guardians of permanently housed children, in compliance with the Education of Homeless Children and Youth Policy.

2. Two conditions must be present for a child or youth to be considered an unaccompanied youth under the McKinney-Vento Act:

- a. The child's or youth's living arrangement meets the Act's definition of homeless, and;
- b. The child or youth is not living physically with a parent or guardian.

The student's living arrangement must be considered homeless. It is not enough that the student is not physically in the custody of a parent or guardian.

When an unaccompanied youth shows up to enroll, schools must:

- a. Enroll the student immediately;
- b. Get the name, contact information a photocopy of ID of any adult accompanying the child;
- c. Make a note of how the student became unaccompanied, why they are not in the custody of a parent or guardian and where the student currently resides on the STLS Service Initiation Form; and
- d. Contact DFSS within 48 hours if neglect or abuse including child abandonment is suspected
- e. Verify with the National Center for Missing & Exploited Children that any unaccompanied youth have not been reported missing within 48 hours of the student's enrollment.

2.3. The enrolling school must immediately contact the school last attended by the child to obtain relevant academic and other records.

4. If the enrolling school wishes to challenge the status of a student enrolled because of temporary living status, they need to follow the protocols in the STLS Dispute Resolution Process Handout. The school can contact STLSinformation@cps.edu <<mailto:STLSinformation@cps.edu>> for more information regarding this process.

#### C. Required Information for Enrollment

The following information is required at the first time of enrollment. Once a student is enrolled at the school, the school may not require the parent/guardian to provide these documents on an annual basis unless there is concern that the family has moved out of the city of Chicago or there are other extenuating circumstances.

1. Proof of Age. The parent or guardian of a child seeking enrollment must present proof of a child's age to the school principal or designee. Proof of age includes the following documents:

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1. Grade Placement.

- a. Students who were previously enrolled in a private school (including home school), foreign school, Charter School or other school district who seek enrollment in the Chicago Public Schools are subject to transcript evaluation to determine proper grade placement and also may be evaluated to verify appropriate grade placement.
- b. Incomplete or Missing Transcripts. Schools must consult ~~the Department of Policy and Procedures~~ Office of Teaching and Learning on placement determinations when a transfer student's transcript is incomplete or missing.

Executive Officer or designee.

- ii. Students with Disabilities. Students with disabilities who have been expelled by another school district and transfer into the Chicago Public Schools must be assigned to an alternative placement in order to receive their IEP services.

H. Exemption from Providing Documentation

Homeless children, unaccompanied youth, or children in the care of the state (Department of Children and Family Services) must be enrolled if they cannot produce their birth certificates, educational records, medical records, and/or proof of immunizations. Specific requirements regarding documentation waivers for homeless students are found in the ~~CSP~~ Policy and Procedures on Education of Homeless Children and Youth.

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



A substantial body of research exists showing the negative impact of transfers and the disproportionate impact on students farthest from opportunity. As a general rule, children become students of the school in which they are enrolled (“home school”), and should not be unilaterally transferred or withdrawn by the school principal. Transfers from a student’s home school should be granted at the request of a parent or guardian, when the student has been accepted for enrollment at another school. When a school principal does transfer or withdraw a student, they must comply with the procedures of this Policy and all other relevant CPS policies, in particular the withdrawal/removal from enrollment requirements in the Board’s Absenteeism and Truancy Policy Comprehensive Policy on Attendance Section 703.1(VII). In the interest of continuity of educational programming, it is the Board’s policy to limit transfers of students in the Chicago Public Schools to times in which both the students’ and schools’ disruptions will be minimized. The following procedures apply to student transfers.

Within fourteen (14) calendar days after enrolling a transfer student, the receiving school must contact the school last attended by the student to obtain the student’s records if the school the student last attended has not sent the records to the student’s new school.

#### A. Student Transfer Following a Change in Residence

##### 1. Elementary and Middle School Students

- a. ~~Absent extenuating circumstances, transfers of elementary and middle school students, whose parents/guardians change their place of residence to a new attendance area, should be made at the end of the school year, provided the distance factor does not adversely influence the students’ safety, attendance, and academic progress.~~

Beginning in the 2025-2026 school year, all students in elementary and middle school whose parents/guardians change their place of residence to a new attendance area may be permitted to remain in their attendance-area school at which they were first enrolled until graduation, unless a student moves out of the City of Chicago (as described in section II.A.4 below) or if the parent/guardian wishes to transfer their students to their new attendance area school or new non-attendance area school via a GoCPS application.

If a student remains enrolled at their original attendance area school, but no longer lives in the attendance boundary, they will be considered as an attendance area student. Please refer to the Provision of School Bus Transportation to Students Participating in Designated Chicago Public School Programs <<https://www.cps.edu/sites/cps-policy-rules/policies/700/702/702-6/>> policy regarding the allocation of student transportation.

- b. Parents who immediately want to transfer their children to an attendance area school after moving from one attendance area to another must be allowed to do so.
- c. ~~Seventh and eighth grade students whose parents change their place of residence may remain in the school until graduation if the distance factor does not adversely influence the students’ safety, attendance, or academic progress.~~

##### 2. High School Students

- a. ~~Transfers of tenth, eleventh, and twelfth grade high school students within CPS, whose parents or guardians change their place of residence to a new attendance area, should be made at the end of the current semester, absent extenuating circumstances.~~

b. a. High school students whose parents change their place of residence may remain in the school until graduation if the distance factor does not adversely influence the students’ safety, attendance, or academic progress.

c. b. Ninth grade transfers must comply with Office of Access and Enrollment guidelines located in the Options for Knowledge Guide

##### 3. Preschool Students

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## 11. Transfers to Options and Schools

For students who are not engaged and on track in a traditional high school, despite proactive and supportive interventions from the school, and for whom another traditional high school will not provide adequate support; the district offers a portfolio of Options Schools. All transfers from a traditional school to an Options School must be made in accordance with the provisions of Guidelines for High School Transfers <<https://docs.google.com/document/d/1kJMh0iC9I2vJhYrSypLyfX7DGZ3JchkEp5UZQv1cDPQ/edit>>.

12. Transfers from the Virtual Academy, Therapeutic Day Schools, and Non-Voluntary Placements or Removals

If a student has been enrolled in and attending the Virtual Academy, attending a Therapeutic Day School, or they have been involuntarily withdrawn from their school (i.e., not due to a parent/guardian decision to withdraw them), they maintain the right to re-enrollment at their most recent school upon return, unless an extenuating circumstance exists. This applies to, but is not limited to: expulsions, emergency placement, detention/incarceration, court decisions, residential placements, therapeutic school placements, hospitalizations, and DCFS transfers.

## LEGAL REFERENCES:

Individuals with Disabilities Education Act, P.L. 108-446, as amended; ~~Cody 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. 100-77, as amended; and Sections 5/2-3.13a(a)-(b), 10-20.12, 10-20.12a, 10-22.6(g), 14-1 et seq., 14C-1 et seq., 26-1 et seq., 34-18, 34-18.2, 34-18(7) 34-18.24 and 1 et seq. of the Illinois School Code; 325 ILCS 50/5 and 325 ILCS 55/5

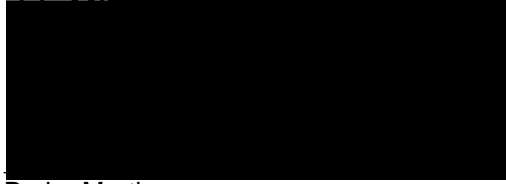
Approved for Consideration:

Signed by:



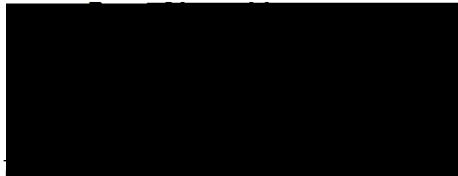
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