

**AMEND BOARD REPORT 04-0526-PO2  
ADOPT A NEW COMPREHENSIVE POLICY ON THE ENROLLMENT AND TRANSFER**

**THE CHIEF EXECUTIVE OFFICER RECOMMENDS THE FOLLOWING:**

~~Rescind Board Report 03-0122-PO01 "Policy on Enrollment and Transfer of Students in the Chicago Public Schools," and rescind Board Report 04-0327-PO2 "Open Enrollment Policy" and adopt a new policy on enrollment and transfer of students in the Chicago Public Schools, and rescind Board Report 05-0824-P03 "Open Enrollment Policy" and adopt a new~~

Options for Knowledge Program. If a student wishes to enroll in a neighborhood school or program outside of their attendance area as described in the Open Enrollment section of this policy (section I.J.), the student must submit an application for enrollment by the last day of June of the school year preceding the

year for which the student wishes to enroll deadline identified in the school opportunities publication issued annually by CPS.

4. Enrollment of Students With An Individualized Educational Plan

Where a special education student with an Individualized Educational Plan (IEP) documenting the need for special education or bilingual special education

services seeks to enroll in his or her attendance area school, and that school is unable to provide or develop the level of services required in the IEP, the attendance area school must enroll that child. The school must then contact the Office of Specialized Services for appropriate placement and provide interim services until proper placement is effected by the Office of Specialized Services.

An open enrollment A magnet school that constitutes the nearest accessible

**C. Proof of Age and Address**

principal or designee proof of a child's age. All necessary immunization and other medical records shall also be provided as required under Board Rule 6.6 Health

Requirements of Pupils and the CPS Policy on the "Immunization and Health Examination Requirements For Enrollment in the Chicago Public Schools" (Board Report 94-1026-PO1, as amended). To enroll a child in any attendance area school or open enrollment school as described in section I.J. of this policy, the person seeking enrollment for the child must also present evidence of current address.

1. Proof of age includes, but is not limited to, the following documents:
  - a. Child's birth certificate;
  - b. Child's baptismal record;

5. Appropriate documents authorizing or establishing custodianship.

~~Any other form of proof~~ shall be presented to the appropriate Area Management Support

Director for review.

E. **Waiver of Required Proof Exemption from Providing Documentation**

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Services) shall be enrolled if they cannot produce their birth certificates, educational records, medical records, and/or proof of immunizations. Specific requirements

Open Enrollment Procedures

1. By the ~~end of June of each year~~ deadline identified in the school opportunities publication issued annually by CPS for all schools, a student may apply for ~~enrollment in any school in the district which does not have selective enrollment~~

## II. TRANSFER OF STUDENTS

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, unless by procedures pursuant to this or other CDE policies. In the interest of continuity of educational

programming, it shall be 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 shall apply to student transfers.

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

#### 1. Elementary and Middle School Students

Absent extenuating circumstances, transfers of elementary and middle school students whose parents/guardians change their place of residence to a new

**C. Transfers and the Modified Consent Decree**

If there are multiple applicants for transfer into a school, selection of students to be admitted shall be in accordance with the priorities established in the Modified Consent

~~Decree. Under Open Enrollment:~~

- ~~1. Minority student may transfer from schools 70% or over minority to schools less than 70% minority.~~
- ~~2. White students may transfer from schools less than 70% minority to schools 70% or over minority.~~
- ~~3. Students may apply for admission to one of the magnet schools operated by the district.~~

~~In accordance with the Majority-to-Minority student transfer provisions of the Modified Consent Decree:~~

- ~~1. Minority students may transfer into any school regardless of the school's~~

**E. Other Transfers**

1. Best Interest of the Child

Transfers from a student's home school may be granted when it is clearly in the

student's best educational interest as determined by the Area Instructional Officer ("AIO"). All transfer requests, including verification of the parent's approval, shall be submitted by the sending school's principal to the AIO for review. When the AIO or designee approves the transfer it will be sent to the receiving school the AIO will facilitate

the placement of the student.

2. Special Education Students

Transfer restrictions described in this policy do not apply to special education students who need to be transferred for an appropriate program and must be placed within ten days or by the beginning of the semester following an IEP conference. A special education child enrolled in a Chicago Public School outside the attendance area where he or she lives may elect to return to his or her attendance area school, provided that a program exists or can be developed to implement the child's IEP in that school. If such implementation cannot be done, the Office of Specialized Services shall be contacted by



(i) schools identified for School Improvement, and (ii) schools no longer identified for School Improvement.

As part of its Program, CPS shall ensure that it provides transferring students, to the extent required by the Act, transportation assistance. A student transferring under the Program is entitled to transportation assistance only as long as the school from which he/she transferred remains identified as a School Improvement school. The type of transportation assistance provided may include, but is not limited to, bussing, using public transportation, reimbursing parents for the cost of transportation, or any combination thereof.

In developing its Program and annually reviewing the same, the Department of

schools. Annual enrollment shall be derived from the most recent Racial-Ethnic Survey, as adjusted to account for elementary special education students based

7. Transfers Due to School Closings

Nothing in this policy shall prohibit the Board from authorizing the transfer of students due to school closings, school boundary changes, new school openings, overcrowding or

other circumstances that the Board deems appropriate.

8. Transfers From Other Schools

Students wishing to transfer to a Chicago Public School from a private school, parochial school, charter school, or other nonpublic school outside the district shall comply