

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

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

7. Enrollment in Preschool Programs

Enrollment in a CPS preschool program is subject to the application and eligibility 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 exiting the State of Illinois' Early Intervention

Program as specified in the Preschool Program Guidelines.

Enrollment in a preschool program is not subject to school attendance boundary requirements. Parents/guardians may seek to enroll their child at any school offering a preschool program for which they are eligible. If there are space

The parent/guardian shall promptly notify the school of any changes of address, phone

number(s) and other contact information and shall promptly notify the 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;

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 of residency and status as temporary custodian, which may include a notarized letter

temporary guardian is subject to the limitations set out in Section I.H. of this Policy.

F. Enrollment of Students Who Transfer from a Private School, Foreign School,

1. Grade Placement. Students who were previously enrolled in a private school (including home school), foreign school, Charter School or other school district

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Students are selected for available spaces in accordance with the selection process and criteria set out in the Options for Knowledge Guide, the Board's Policy on Magnet Schools and Programs (Board Report 08-0227-P02 as

For eligible Open Enrollment schools with spaces available after a school year has commenced and after the Office of Academic Enhancement has cancelled any waiting lists, the principal may, in his or her discretion, accept applications to fill available spaces during the then current school year. Copies of all such applications whether accepted or not shall be forwarded to the Office of Academic Enhancement.

Options for Knowledge applications shall be retained for the [redacted] year.

specified in the Board's record retention schedule approved by the Local Records Commission.

5. Residency. A student is not required to reside in the City of Chicago in order to apply to an Options for Knowledge school or program; however, the student must

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.

4. Elementary and High School Students Who Move Outside the City of 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. Students found in violation of the residency requirement are subject to the penalties if such students want to continue attending the CPS school in which they were enrolled at the time they moved outside the city, their parents or guardians will be charged tuition, except in those circumstances

~~best educational interest as determined by the Chief Area Officer ("CAO")~~
~~Instruction Officer ("AIO"). Any disputes regarding proposed best interest transfers~~
~~should be referred to the appropriate Chief Area Officer, Area Instruction Officer or other~~

designated oversight office for resolution.

2. Students With Disabilities

Transfer restrictions described in this policy do not apply to students with disabilities who require a transfer pursuant to their IEP or 504 Plan. The Office of Specialized Services identifies the school at which a student's IEP or 504 Plan can be implemented and to which the student will be transferred.

3. English Language Learner ~~Limited English Proficient~~ Students

If a student transfers to a school which does not offer a bilingual education program aligned with the child's English language proficiency, he/she must be given the option to ~~transfer to the nearest school offering such a program. Pending identification and transfer~~

As part of its Choice Program, CPS shall ensure that it provides transportation assistance to transferring students to the extent required by NCLB. A student

transferring under the Choice Program is entitled to transportation assistance only if 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, busing, using public transportation, reimbursing

behavior if placed in another setting.

10. Administrative Transfers

- a. Students enrolled in a Board-designated military academy may be subject to an administrative transfer due to non-compliance with the military standards as described in the Military Academy Guidelines.
- b. Students enrolled in a Board-designated dual credit high school may be subject to an administrative transfer due to a student's failure to comply with, or meet the requirements of, the student's school participation agreement.

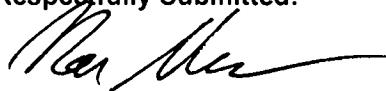
- c. To the extent required by the Americans with Disabilities Act, in the event a parent or guardian with a disability is unable to access their child's school

Approved for Consideration:



Barbara Eason-Watkins
Chief Education Officer

Respectfully Submitted:



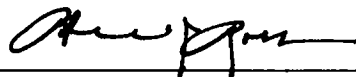
Ron Huberman
Chief Executive Officer

Noted:



Diana S. Ferguson
Chief Financial Officer

Approved as to Legal Form 



Patrick Rocks
General Counsel