School Enrollment Form

Chicago Public Schools

Please print or type:

Student Information

SCHOOL NAME

STUDENT ID#

School Use Only: Prevent duplicate student records. Search in Student Information System (SIS) for an existing Student ID <u>before</u> creating a new one.

REGISTRATION GRADE LEVEL *(when first entering CPS)*

LEGAL LAST NAME

LEGAL FIRST NAME

LEGAL MIDDLE NAME

GENERATION (Jr., etc)

BIRTH DATE *(mm/dd/yyyy)*

LEGAL SEX (F/M/N)

*AFFIRMED GENDER (F/M/N/U)

*Optional. For more information regarding affirmed gender and affirmed name, please visit: **Supporting Gender Diversity Toolkit**

*AFFIRMED FIRST NAME

*AFFIRMED MIDDLE NAME

*AFFIRMED LAST NAME

STUDENT'S SIBLINGS' NAMES IF CURRENTLY ENROLLED IN CPS:

Personal Information

BIRTH CERTIFICATE ON FILE ☐ YES ☐ NO

BIRTH VERIFICATION TYPE (BIRTH CERTIFICATE, PASSPORT, MEDICAL CARD ETC.)

*BIRTH COUNTRY

BIRTH STATE

BIRTH CITY

*Complete if student was not born in the United States (US) or one of its Territories:

DATE OF FIRST ENROLLMENT IN ANY US SCHOOL:

FULL YEARS COMPLETED SCHOOL IN US:

School Use Only: Note that *"Date of first enrollment in any US School"* becomes a required field in SIS if *"Birth Country"* is <u>not</u> the US or one of its Territories.

Student Address/Phone

PHYSICAL (HOME) ADDRESS (include unit number if applicable) | City | State | Zip | **HOME PHONE #**

MAILING ADDRESS (include unit number if applicable) (if different than Home) | City | State | Zip | ☐ **HOMELESS/TEMPORARY LIVING CONDITIONS**

Enrollment

LAST CHICAGO PUBLIC, OPTIONS, CHARTER, OR CONTRACT SCHOOL ATTENDED

*SCHOOL TRANSFERRING FROM (if not a Chicago Public, Options, Charter, or Contract School)

CITY, STATE, ZIP

*IS THE STUDENT IN GOOD STANDING? ☐ YES ☐ NO

(Instructions to school: for out-of-state public school or any private school students, a certification of "good standing" should be received from the Parent/Guardian. Refer to CPS Policy 702.1 for more information.)

IS THE STUDENT RECEIVING ANY TYPE OF SPECIAL EDUCATION SERVICES? ☐ YES ☐ NO **IF YES, PROVIDE DETAILS**

(Instructions to school: if yes, please notify the Case Manager.)

STUDENT ENROLLED BY (Print Last Name, First Name and Middle Name and Relationship)

Included Information

FEDERAL ETHNIC AND RACE CATEGORIES: *(Enter information into SIS from the current Race and Ethnicity Survey form)*

HOME LANGUAGE SURVEY: *(Enter information into SIS from the current Home Language Survey form)*

PARENT/GUARDIAN CONTACTS: *(Enter information into SIS from the current Request for Emergency and Health Information form)*

EMERGENCY/HEALTH INFORMATION: *(Enter information into SIS from the current Request for Emergency and Health Information form)*

Enrollment Status Codes:

01 – No Former School
02 – Chicago Public School (to incl. Options/Charter/Contract)
03 – Chicago Private School
04 – IL Public Schl, not Chicago
05 – IL Private Schl, not Chicago
06 – US Public Schl, not Illinois
07 – US Private Schl, not Illinois
08 – Not in USA

CPS Enrollment and Leave Code User Guide

Signature of Parent/Guardian
Must have an original signature; an electronic signature is not acceptable

Date of Enrollment

School Use Only:	**ENROLLMENT STATUS CODE** *(insert a # from the left)*	**GRADE LEVEL**	**HOMEROOM/DIVISION #**

CUMULATIVE FOLDER