Chicago Public Schools
School Enrollment Form

*School Name*_____

Student Information		
Student's siblings' names if currently enrolled in CPS: _____ _____ _____	_____ Student ID#	**School Use Only:** **Prevent duplicate student records. Search in SIS for an existing Student ID <u>before</u> creating a new one.**

_____ _____ _____ _____
Legal Last Name   Legal First Name   Legal Middle Name   Generation (Jr., etc)

_____ _____ _____
Legal Sex (F/M/X/N) Birth date *(mm/dd/yyyy)*   Registration Grade Level *(when first entering CPS)*

_____ _____ _____
Affirmed Gender* (F/M/N) Affirmed First Name*   Affirmed Middle Name*

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

Personal Information

_____Y / N_____ _____
Birth Certificate on File   Birth Verification Type

_____ _____ _____
* Birth Country   Birth State   Birth City

* Complete if student was <u>not</u> 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

_____ _____ _____ _____ _____
Street Number and Name   Apt.   City   State   Zip Code

Mailing Address
(if different than Home)

_____ _____ _____ _____ _____
Street Number and Name   Apt.   City   State   Zip Code

Home Phone Number_____

Demographic, Home Language, Parent/Guardian Contacts, Emergency/Health Information

Federal Ethnic and Race Categories: (*Enter information into SIS from the Race and Ethnicity Survey form*)

Home Language Survey: (*Enter information into SIS from the Home Language Survey form*)

Parent/Guardian Contacts: (*Enter information into SIS from the Request for Emergency and Health Information form*)

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

Enrollment

Enrollment Status Codes:
01 – No Former School
02 – Chicago Public School
     (to incl. 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

_____ _____
School Transferring From (if not a Chicago Public, Charter or Contract School)   City and State

*Is the student in good standing? Y / N
(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 10-0623-PO1 for more information.)

Last Chicago Public, Charter, or Contract School Attended _____

Is the student receiving any type of Special Education services? Y / N
(Instructions to school: if yes, please notify the Case Manager.)

Student Enrolled by _____
              (Print Name and Relationship)

_____ _____
Signature of Parent/Guardian   Date of Enrollment

School Use Only:
Enrollment Status Code *(insert a # from the left)* _____   Grade Level_____   Homeroom/Division #_____