

Enrollment Procedures/Requirements

Procedures and Required Documents for Enrollment of Students

The parent, legal guardian, or temporary custodian of any elementary- or high school-age child seeking enrollment in a Chicago public school for the first time shall present to the school principal or his/her designee **proof of age, proof of current address and physical exam and immunization records.**

PROOF OF AGE

Proof of age includes, but is not limited to, the documents listed below:

- ▶ **Child's birth certificate**
- ▶ **Child's baptismal record**
- ▶ **Passport**
- ▶ **Court documents**
- ▶ **Medical records**

PROOF OF CURRENT ADDRESS

Proof of current address includes, but is not limited to, any ***two*** of the documents listed below:

- ▶ **Current utility bills**
- ▶ **Illinois driver's license or State of Illinois identification card**
- ▶ **Deed**
- ▶ **Employee identification card**
- ▶ **MediPlan/Medicaid card**
- ▶ **Voter registration card**
- ▶ **Court documents**
- ▶ **Illinois Department of Public Aid card**
- ▶ **Stamped United States Post Office change of address form**
- ▶ **Illinois state aid check/social security check**
- ▶ **Other identification card issued by a federal or state agency or a foreign government consulate, such as a Matricula Consular**

If you are homeless or doubled up due to loss of housing, economic hardship, domestic violence or similar reason, your child should be immediately enrolled in school without the records mentioned above. For assistance, contact Educational Support for Students in Temporary Living Situations (STLS) at (773) 553.2242 or your school's STLS (homeless) liaison.

Kindergarten Enrollment Eligibility

All children residing within the limits of the city who have attained the **age of 5 on or before September 1st** are eligible for enrollment into a Chicago public school.
(*Board Rule, Sec. 6-2*)

If you are not certain as to which school your child should attend, please call the Department of School Demographics and Planning at (773) 553.3270 for information or go to the CPS Web site, <http://schoollocator.cps.k12.il.us>

If you are having difficulty enrolling your child in school, please contact your Area Office or call the Office of P-12 Management at (773) 553.2150 for elementary and high school assistance.