

CHICAGO PUBLIC SCHOOLS ENROLLMENT AND WITHDRAWAL CODES

Use of Enrollment/Withdrawal Codes are legal entries and must reflect the true status of a child. The codes that follow are the only permissible codes.

STATUS CODE	DESCRIPTION	NOTES
ENROLLMENTS—Status Code indicates student’s last school of enrollment		
01-No Former School	Student has never been enrolled in a school.	Example: a student entering kindergarten, and has never attended a CPS school, pre-school, or state-run daycare
02-Chicago Public School (CPS)	Student’s last school of enrollment was a CPS traditional, contract, Option or charter public school.	Student cannot be withdrawn and enrolled on the same day.
03-Chicago Private School	Student’s last school of enrollment was a private/parochial school in the city of Chicago.	Example: a child has only been home schooled, and now is coming to CPS
04-IL Public School, Not Chicago	Student’s last school of enrollment was a public school in the state of Illinois that is not a CPS traditional, contract, Option or charter public school.	Example: a student enrolling in CPS from an Illinois suburban district’s public school
05-IL Private School, Not Chicago	Student’s last school of enrollment was a private school in the state of Illinois that is not in the city of Chicago.	
06-US Public School, Not IL	Student’s last school of enrollment was a public school in the Unites States this is not in the state of Illinois.	
07-US Private School, Not IL	Student’s last school of enrollment was a public school in the United States that is not in the state of Illinois.	
08-Not in USA	Student’s last school of enrollment was in another country.	
WITHDRAWALS—Status Code indicates student’s withdrawal reason		
31-Transfer within CPS	Transfer to a CPS traditional, contract, Option or charter public school; these are schools that have CPS school ID in SIM.	<ul style="list-style-type: none"> • Student cannot be enrolled in a CPS school on the same day as the withdrawal. • Students going to Nancy B. Jefferson are withdrawn by Nancy B. Jefferson. • A student participating in the SOAR program is not to be transferred, and must remain on a school’s roll.
32-Transfer to Chicago Non-Public School	<ul style="list-style-type: none"> • Transfer to a school in Chicago that is not a traditional, contract, Option, or charter public school. • Transfer verification is required. 	<ul style="list-style-type: none"> • A student transferring to a parochial school would have a 32 applied. • A Data Quality Index (DQI) error will result until the transfer is verified and the enrollment record is updated by the sending school.
33-Transfer Outside of Chicago	<ul style="list-style-type: none"> • Transfer to a public or private school outside the city of Chicago • Transfer verification is required. 	A Data Quality Index (DQI) error will result until the transfer is verified and the enrollment record is updated by the sending school.
34-Transfer to Residential Institution	Transfer verification is required	<ul style="list-style-type: none"> • Hartgrove or Riveredge Placement does not equal a transfer. The case manager should be consulted. • A Data Quality Index (DQI) error will result until the transfer is verified and the enrollment record is updated by the sending school.
35-Legally Committed to a Correctional Institution	<ul style="list-style-type: none"> • Legally committed to a county, state or federal correctional institution • Transfer verification is not required. Documentation will be provided by the receiving institution. 	York and Nancy B. Jefferson are CPS schools and transfers should be indicated with a 31, not a 35.

40-Home Schooled	<ul style="list-style-type: none"> • Student will be home schooled by parent/guardian. • Transfer verification is not required. 	A written, dated and signed statement from the parent/guardian indicating that they will be responsible for their child's education must be on file.
41- Death	Received written notification of student's death.	A copy of the obituary can serve as documentation.
52-PE, PK ONLY: Program Voluntarily Ended	<ul style="list-style-type: none"> • Parent/guardian withdraws a student who is not subject to compulsory enrollment. • Transfer verification is not required. 	Compulsory enrollment begins at age 6. Once a child is enrolled in kindergarten, the child cannot be withdrawn with a 52.
55-Graduates from a CPS High School	Student graduates from a CPS traditional, contract, Option or charter HS.	Schools cannot enter this code, but instead are to follow Autograd procedures.
67-Age 21, Graduation Requirements Not Met	A student has aged-out. The student has turned 21 and has not met graduation requirements; this is applicable to both general education students and students receiving special education and related services.	An aged-out student is not subject to compulsory enrollment, and will not be counted as a dropout.
85- Verified Withdrawal; age 16 only	Parent/Guardian withdraws the 16 year old after providing an acceptance letter from a state recognized GED or job-skills program.	This includes Lincoln's Challenge, Job Corp programs, and/or GED programs that admit 16 year olds.
86-Unable to Locate/Lost Child	<ul style="list-style-type: none"> • Student's whereabouts cannot be determined after following the "Lost Child" process. • Parent/guardian has filed a Missing Person's Report because the child's whereabouts are unknown. 	For grades 9-12, a student who is identified as an "86" is counted as a dropout.
87-Consent to Withdraw, Age 17 or older	Student is 17 years of age or older and the parent/guardian/emancipated student has signed a Consent to Withdraw from School form.	<ul style="list-style-type: none"> • A student indicated with an 87 is counted as a dropout. Note, this code is to be used for the following situations: • A student consents to withdraw at age 17 and is completing their recovery credit in CPS Night School. • A student consents to withdraw at age 17 and is completing their education via a GED program. • A student consents to withdraw at age 17 and is completing their education via job-skills program (i.e., Lincoln's Challenge, Job Corp).
99-Did Not Arrive	Student did not arrive the first day of the school year	Counted as a dropout for grades 9-12 if not resolved by the end of the school year. A student who has been 99'd may be allowed to reenroll.
34-Approval Requ'd: Unique Case	<ul style="list-style-type: none"> • Transfer verification is required • This code is reserved for unique cases, and is not for standard use. • A Code 34 should never be applied without consultation from the Department of Policy and Procedure. 	<ul style="list-style-type: none"> • Hartgrove or Riveredge Placement does not equal a transfer. The case manager should be consulted. • A Data Quality Index (DQI) error will result until the transfer is verified and the enrollment record is updated by the sending school.