



Chicago  
Public  
Schools

OFFICE FOR  
STUDENTS WITH  
DISABILITIES

# School Assignment Frequently Asked Questions



## **What is a School Assignment?**

Students with disabilities should receive special education services in their least restrictive environment (LRE) as detailed in the student's Individualized Education Program (IEP). The IEP team must develop a data-driven IEP that includes academic goals, accommodations, modifications, and supplementary aids and services with an appropriate recommendation for how and where (general education setting or separate setting) those services will be implemented. The placement decision is made by the IEP team and does not name a specific school site (location) for a student.

A school assignment is the process by which the Office for Students with Disabilities (OSD) assigns a student to a school location when the IEP team has determined that the student requires either an accessible school building, specially designed instruction, and/or a significantly modified curriculum with intensive support due to the student's unique learning needs.

## **How was my child's school assignment determined?**

When a student's current or neighborhood school cannot implement the student's IEP based on the IEP placement recommendation, then a request for a school assignment is completed. OSD references IDEA Section 300.116 when determining a school assignment for a child. Factors used to determine a school assignment for a child: 1) the school's ability to implement your child's Individualized Education Program (IEP); 2) the school that is closest to your child's home; and 3. available seats in a school that can provide the supports and services documented in the IEP.

## **What if I am not sure I want my child to attend a school now?**

if your child is not enrolled within ten (10) school days of the "start date" indicated on the school assignment letter, he/she may lose the assigned seat at the school. Please contact the School Assignment Team at (773) 553-1847 if you do not enroll your child within the timeline.

## **There is a school closer to my home that I believe can implement my child's IEP. Why was my child not assigned there?**

School assignments are based on three factors: 1) the school's ability to implement your child's IEP; 2) the school that is closest to your child's home; and 3) available seats. If seats are not available at the school closest to your home, a school assignment at the next closest school is provided.

## **My child's school assignment is different from where he/she attended school last year. Is this correct?**

Your child likely received a new school assignment because the former school does not have space available in your child's grade. Also, the district opens new programs and as a result, your child may have been assigned to a program closer to your home.

## **Who should I contact if I have questions about the school's program and ability to implement my child's IEP?**

Please contact the school or the Assessment Team directly and ask for the case manager. Questions about specific educational supports and services are best answered by individuals at the school who will be working with your child. Now that you have a school assignment for your child, the Case Manager should always be your first point person.



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## **What if I do not like the school identified in the school assignment letter?**

Please share your concerns with the case manager of the school your child has been assigned at your time of enrollment. We do not change a school location unless there is information provided following a review by the IEP team that the identified school cannot implement your child's IEP.

## **I received my School Assignment letter, but my address is incorrect (or I have moved to a new address. What are my next steps?**

If your child is currently enrolled in CPS, the school Case Manager can submit a new School Assignment Request indicating the correct address and / or address change. If your child is not currently enrolled in CPS, fill out this School Assignment Change of Address Request Form. The School Assignment Team will provide a new School Assignment after reviewing either request.

## **What if my child's IEP indicates transportation services?**

When you enroll your child at the assigned school, make sure to notify the school clerk and case manager that your child requires specialized transportation as listed on the IEP.