



School Enrollment Form



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 before 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)

*AFFIRMED FIRST NAME

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

*Optional. For more information regarding affirmed gender and affirmed name, please visit: [Supporting Gender Diversity Toolkit](#)

*AFFIRMED MIDDLE NAME

*AFFIRMED LAST NAME

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 not 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

Date of Enrollment

Must have an original signature; an electronic signature is not acceptable

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