

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

**Chicago Public Schools  
School Enrollment Form**

*School Name* \_\_\_\_\_

<p><b>Student Information</b></p> <p>Student's siblings' names if currently enrolled in CPS:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Student ID# _____</p>	<p><b>School Use Only:</b> <b>Prevent duplicate student records. Search in SIS for an existing Student ID before creating a new one.</b></p>
<p>Legal Last Name _____ Legal First Name _____ Legal Middle Name _____ Generation (Jr., etc) _____</p> <p>Legal Sex (F/M/X/N) _____ Birth date (mm/dd/yyyy) _____ Registration Grade Level (when first entering CPS) _____</p> <p>Affirmed Gender* (F/M/N) _____ Affirmed First Name* _____ Affirmed Middle Name* _____</p> <p><small>*Optional. For more information regarding affirmed gender and affirmed name, please visit: <a href="#">Supporting Gender Diversity Toolkit</a></small></p>		
<p><b>Personal Information</b></p>	<p>_____ Y / N _____ Birth Certificate on File Birth Verification Type</p> <p>* Birth Country _____ Birth State _____ Birth City _____</p> <p><small>* Complete if student was <u>not</u> born in the United States (US) or one of its Territories:</small></p> <p><b>Date of first enrollment in any US School:</b> _____</p> <p><b>Full Years completed school in US:</b> _____</p> <p style="background-color: #e0e0e0;"><b>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.</b></p>	
<p><b>Student Address/Phone</b></p> <p>Physical (Home) Address</p> <p>Mailing Address <i>(if different than Home)</i></p>	<p>Street Number and Name _____ Apt. _____ City _____ State _____ Zip Code _____</p> <p>Street Number and Name _____ Apt. _____ City _____ State _____ Zip Code _____</p> <p>Home Phone Number _____</p>	
<p><b>Demographic, Home Language, Parent/Guardian Contacts, Emergency/Health Information</b></p>	<p>Federal Ethnic and Race Categories: <i>(Enter information into SIS from the Race and Ethnicity Survey form)</i></p> <p>Home Language Survey: <i>(Enter information into SIS from the Home Language Survey form)</i></p> <p>Parent/Guardian Contacts: <i>(Enter information into SIS from the Request for Emergency and Health Information form)</i></p> <p>Emergency/Health Information: <i>(Enter information into SIS from the Request for Emergency and Health Information form)</i></p>	
<p><b>Enrollment</b></p> <p><b>Enrollment Status Codes:</b></p> <p>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</p>	<p>*School Transferring From <i>(if not a Chicago Public, Charter or Contract School)</i> _____ City and State _____</p> <p>*Is the student in good standing? <u>Y / N</u> <i>(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.)</i></p> <p>Last Chicago Public, Charter, or Contract School Attended _____</p> <p>Is the student receiving any type of Special Education services? <u>Y / N</u> <i>(Instructions to school: if yes, please notify the Case Manager.)</i></p> <p>Student Enrolled by _____ <i>(Print Name and Relationship)</i></p> <p>Signature of Parent/Guardian _____ Date of Enrollment _____</p> <p style="background-color: #e0e0e0;"><b>School Use Only:</b> Enrollment Status Code <i>(insert a # from the left)</i> _____ Grade Level _____ Homeroom/Division # _____</p>	