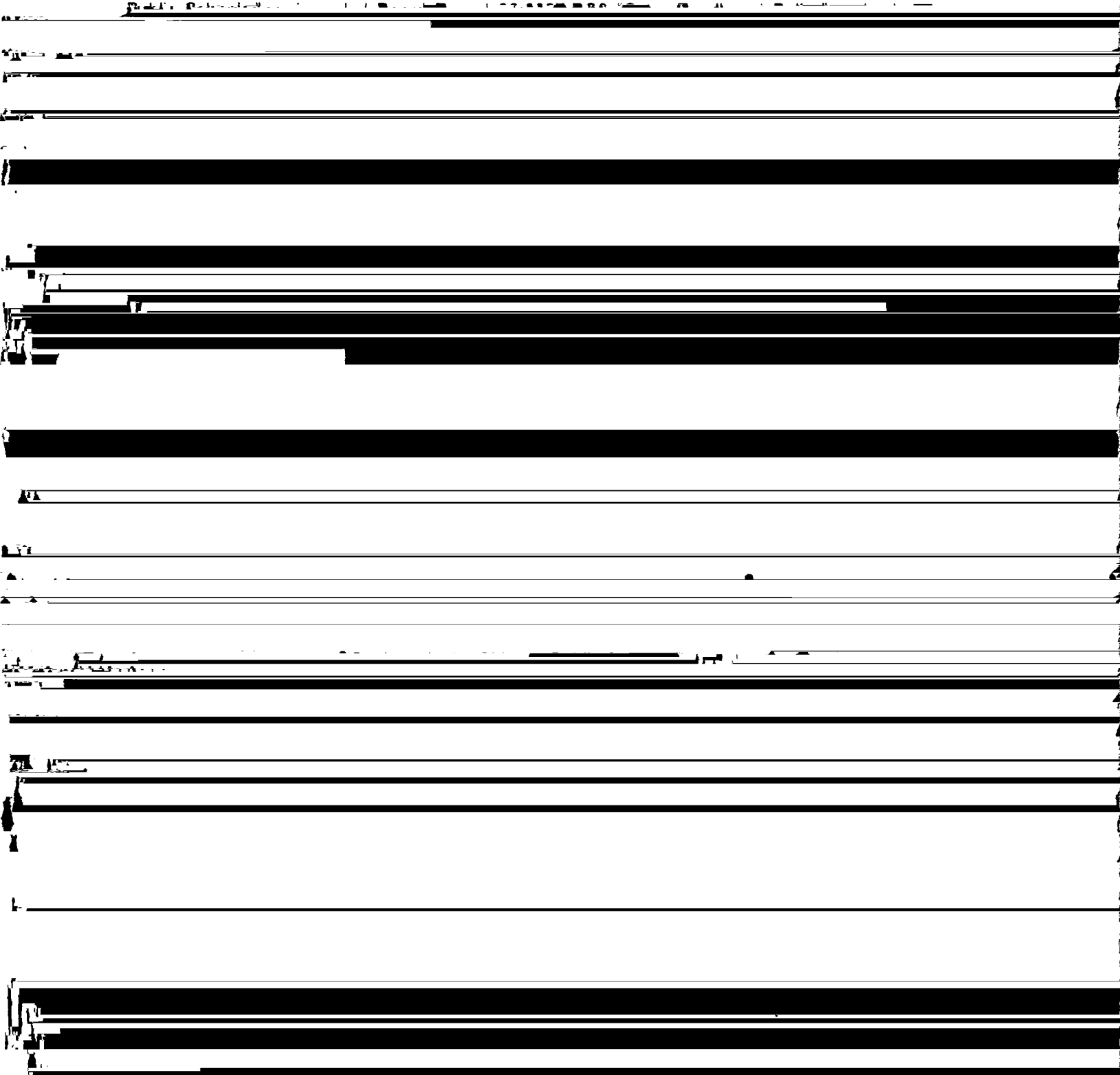


May 26, 2004

**RESCIND BOARD REPORT 03-0122-PO01
POLICY ON ENROLLMENT AND TRANSFER OF STUDENTS IN THE CHICAGO PUBLIC SCHOOLS
AND RESCIND BOARD REPORT 96-0327-PO3 OPEN ENROLLMENT POLICY
AND ADOPT A NEW COMPREHENSIVE POLICY ON THE ENROLLMENT AND TRANSFER
OF STUDENTS IN THE CHICAGO PUBLIC SCHOOLS**

THE CHIEF EXECUTIVE OFFICER RECOMMENDS THE FOLLOWING:

Rescind Board Report 03-0122-PO01 "Policy on Enrollment and Transfer of Students in the Chicago Public Schools"



4. Enrollment of Students With An Individualized Educational Plan

Where a special education student with an Individualized Educational Plan (IEP) documenting the need for special education or bilingual special education services seeks to enroll in his or her attendance area school, and that school is

unable to provide or develop the level of services required in the IEP, the attendance area school must enroll that child. The school must then contact the

services until proper placement is effected by the Office of Specialized Services.
to seek enrollment in a school that applies for the program accessible

2. Proof of current address includes, but is not limited to, any two of the following documents:

- b. Illinois driver's license or State of Illinois identification card;
- c. Deed;
- d. Employer identification card;
- e. MediPlan/Medicaid Card;
- f. Voter registration card;
- g. Court documents;
- h. Illinois Department of Public Aid card;
- i. Standard United States Post Office change of address form; and

j. Illinois state aid check/social security check.

If the person enrolling a student fails to provide a certified copy of the student's birth

1. If the parent or legal guardian lives within the City of Chicago, that child shall be enrolled in the school of the attendance area in which the parent or legal guardian lives, absent extenuating circumstances. If there is a dispute as to what constitutes

- b. Enrollment of students who are unable to meet the Open Enrollment application deadline due to extenuating circumstances including hardships will be determined on a case-by-case basis by the Chief

Education Officer, or designee.

Subject to the restrictions identified in section 1.1.4 above, students who

apply shall be admitted if there is space available. If a school receives more applications than it has space available, a computerized lottery will be conducted by the Office of Academic Enhancement;

- d. Schools shall notify all applicants by mail as to whether or not their application for enrollment has been accepted; and
- e. Schools shall be responsible for retaining all Open Enrollment applications for a period of three years.

K. Application and Admissions For Education Opportunities Schools and Programs

3. Elementary and High School Students Who Move Outside the City of Chicago

Students whose parents or guardians move outside the City of Chicago may remain at the CPS school they were attending at the time of the move for the balance of the current school year without paying tuition. Thereafter, if such students want to continue attending the CPS school in which they were enrolled at the time they moved outside the city, their parents or guardians will be charged tuition, except in those circumstances described in Board Rule 5-17 Non-Resident Pupils – Tuition.

R. Transfers Back Into An Attendance Area Elementary School

to their attendance area school may be enrolled provided space is available after all

E. Other Transfers

1. Best Interest of the Child

Transfers from a student's home school may be created when it is clearly in the student's

best educational interest as determined by the Area Instructional Officer ("AIO"). All transfer requests, including verification of the parent's approval, shall be submitted by the sending school's principal to the AIO for review. When the AIO or designee approves the transfer it will be sent to the receiving school.

2. Special Education Students

Transfer restrictions described in this policy do not apply to special education students who need to be transferred for an appropriate program and must be placed within ten days or by the beginning of the semester following an IEP conference. A special education child enrolled in a Chicago Public School outside the attendance area where he or she lives may

As part of its Program, CPS shall ensure that it provides transferring students, to the extent required by the Act, transportation assistance. A student transferring under the Program is entitled to transportation assistance only so long as the



8. Transfers From Other Schools

Students wishing to transfer to a Chicago Public School from a private school, parochial school, charter school or other nonpublic school outside the district shall consent to the

enrollment requirements set out in Section I of this Policy.

LEGAL REFERENCES:

Modified Consent Decree entered by the U.S. District Court for the Northern District of Illinois on March 16, 2004.