



# School Enrollment Form



Please print or type:

## Student Information

SCHOOL NAME

STUDENT ID#

**School Use Only:** Prevent duplicate student records. Search in 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/X/N)

\*AFFIRMED GENDER  
(F/M/N)

\*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 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

## Included Information

FEDERAL ETHNIC AND RACE CATEGORIES: (Enter information into SIS from the Race and Ethnicity Survey form)

HOME LANGUAGE SURVEY: (Enter information into SIS from the Home Language Survey form)

PARENT/GUARDIAN CONTACTS: (Enter information into SIS from the Request for Emergency and Health Information form)

EMERGENCY/HEALTH INFORMATION: (Enter information into SIS from the Request for Emergency and Health Information form)

## Enrollment

\*SCHOOL TRANSFERRING FROM (if not a Chicago Public, Charter or Contract School)

CITY AND STATE

\*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 21-0728-P01 for more information.)

LAST CHICAGO PUBLIC, CHARTER, OR CONTRACT SCHOOL ATTENDED

IS THE STUDENT RECEIVING ANY TYPE OF SPECIAL EDUCATION SERVICES?  YES  NO

(Instructions to school: if yes, please notify the Case Manager.)

STUDENT ENROLLED BY (Print Name and Relationship)

### Enrollment Status Codes:

- 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

Signature of Parent/Guardian

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

Date of Enrollment

School Use Only:	ENROLLMENT STATUS CODE (insert a # from the left)	GRADE LEVEL	HOMEROOM/DIVISION #
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# Directory and Recruiter Opt-Out Information Sheet

August 2022 | Department of Policy and Procedures



**This Information Sheet for Students and Parents provides instructions on how you can use the “Directory and Recruiter Information Opt-Out Form” to prevent the release of your child’s student directory information. An Opt-Out Form is enclosed for your convenience.**

*The Family Educational Rights and Privacy Act (FERPA), Illinois School Student Records (ISSRA), and Chicago Board of Education Policy 706.3 Parent and Student Rights of Access to and Confidentiality of Student Records* require that Chicago Public Schools (CPS) obtain your written consent before disclosing personally identifiable information from your child’s education records, with certain exceptions. **The Chicago Public Schools may disclose “directory information” without written consent, unless you have advised the District that you do not want the information shared by using the form attached.** This form is to be turned in at time of enrollment.

## Who will have access to this information?

CPS may share directory information with third parties (such as city agencies or educational service providers) who have an educational interest in the information and request it. All requests from external parties related to research are reviewed by the CPS School Quality Measurement & Research or the CPS Office of College and Career Success to ensure the request is in the interest of students.

## What is directory information?

Directory information is information that is generally not considered harmful or an invasion of privacy if released. CPS has designated the following as directory information: student’s name; home address; home telephone number.

## How do I complete the CPS Directory Information Opt-Out Program Process?

A parent/guardian or student age 18 or older **must complete this form and return it to the school clerk annually at time of enrollment/registration.** If you have more than one child attending CPS, you must submit a separate request for each child. The Opt-Out Form requires a student identification number. **Please make sure you record the 8-digit ID number on the form accurately.**

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## For parents/guardians of JUNIORS and SENIORS ONLY:

By law, if military recruiters request contact information (name, address, phone number) for 11th- or 12th-grade students, CPS is required to provide that information unless you choose to block it. Colleges and universities also may request student information. Using the Chicago Public Schools Opt-Out form, you may block the release of your contact information to military recruiters, or to colleges and universities, or to both.

Having your name placed on the Opt-Out list does not in any way limit your ability to request your school to send a transcript or any other material on your behalf to a college or university, a military recruiter, or others, upon request.

## Questions or Concerns?

If you have questions about CPS policy related to the release of student information to third parties, recruiters, or universities please contact [policy@cps.edu](mailto:policy@cps.edu).



# Directory and Recruiter Information Opt-Out Form

August 2022 | Department of Policy and Procedures



Dear Student, Parent or Guardian:

You have the right to inspect and copy your student's records, challenge the contents of such records, and limit your consent to the designated records or designated portions of information within the records.

If you DO NOT want directory information disclosed, complete this form and return it to the school clerk at time of enrollment/registration. If you do not submit a completed Opt-Out Form, your child's directory information may be provided to recruiters and external parties by CPS upon their request. **If you submit this form but do not check at least one box, your child's directory information may be provided to recruiters and external parties upon their request. If you have more than one child attending CPS, you must submit a separate request for each child.**

*please print or type:*

Student Name

Student ID Number (8 digits): *This is required*

School

Date

**DO NOT disclose my child's directory information to any external party without my prior consent.**

## FOR HIGH SCHOOL JUNIOR AND SENIOR STUDENTS ONLY

**You may block the release of your contact information specifically to military recruiters, colleges and universities, or both by checking the boxes below.**

**DO NOT disclose my child's directory information to military recruiters without my prior consent.**

**DO NOT disclose my child's directory information to colleges and universities without my prior consent.**

Relationship to Student : Select one

Name

Signature

SELF  PARENT GUARDIAN

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



# Home Language Survey 2022

07.2022 | Office of Language and Cultural Education



Complete this Home Language Survey at the student's initial enrollment in a Chicago Public School. This form must be kept in the student's folder.

The state requires the district to collect a Home Language Survey for every new student. This information is used to count the students whose families speak a language other than English at home. It also helps to identify the students who need to be assessed for English language proficiency and may be eligible for English Learner services.

please print or type:

STUDENT LAST NAME	FIRST NAME	MIDDLE NAME
SCHOOL NAME		

STUDENT ID #	NETWORK	ROOM #
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### English

If the answer to either question is yes, the law requires the school to assess your child's English language proficiency.

1. Is a language other than English spoken in your home?  Yes  No Language

2. Does the student speak a language other than English?  Yes  No Language

### Spanish/Español

Si la respuesta a cualquiera de las preguntas es "Sí", la ley requiere que la escuela evalúe la competencia de su niño en inglés.

1. ¿Se habla algún otro idioma que no sea inglés en su hogar?  Sí  No Lenguaje

2. ¿Habla el estudiante algún otro idioma que no sea inglés?  Sí  No Lenguaje

### Chinese / 中文

如果兩個問題中有任何一題的答案為“是”，根據法律要求，學校將評測您子女的英語水平。

1. 您的家庭是否說英語之外的其他語言?  否  是 語言

2. 您的子女是否說英語之外的其他語言?  否  是 語言

### Arabic , العربية

إذا كانت الإجابة على أي من السؤالين نعم، فإن القانون تطلب من المدرسة تقييم إتقان طفلك للغة الإنجليزية .

اللغة  لا  نعم هل تُستخدم لغة أخرى غير اللغة الإنجليزية في منزلك؟

اللغة  لا  نعم هل يتحدث الطالب لغة أخرى غير اللغة الإنجليزية؟

### Polish/Polski

Jeśli udzielił Państwo twierdzącej odpowiedzi na którekolwiek z pytań, przepisy wymagają aby szkoła sprawdziła poziom znajomości języka angielskiego waszego dziecka.

1. Czy mówi się w domu językiem innym niż angielski?  Tak  Nie Język

2. Czy uczeń mówi innym językiem niż angielski?  Tak  Nie Język

Signature of School Official

Date

Parent/Guardian Signature

Date

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

## OFFICE USE ONLY

Please make sure both questions are answered completely and that the parents/guardians sign and date the form.

If the language spoken by the parent/guardian is not included on either page of this form, please visit the OLCE Employee Intranet Page, Forms, and click on "Home Language Survey in Additional Languages" which will take you to ISBE's HLS page.

If the parent/guardian does not speak English and the school does not have staff who speaks the parent/guardian's language, identify the language spoken by the parent/guardian through any assistance available in the school, i.e. using interpretation services from a vendor.

## ASPEN REGISTRATION PROCESS

All five fields have to be entered on Aspen: date, answer to question 1, Home language, answer to question 2, and Native language.

When a language other than English is reported for only one of the questions on the form, that Non-English language has to be listed as both Home and Native Language in Aspen.

If there are two different languages other than English listed, enter the language identified in question 2 as both Home and Native language. If there is more than one language listed in question 2, check with the family, since only one of the languages can be entered on Aspen.

English can be entered as the Home language ONLY if both questions are answered No and English is listed for both questions.

If the language is not included on the list of languages available on Aspen, enter "Other" temporarily, but contact OLCE as soon as possible so that the district can ask ISBE to add the new language. An SRR will have to be submitted to OLCE to correct the language at a later date.





# Race and Ethnicity Survey



please print or type:

STUDENT LAST NAME		FIRST NAME	MIDDLE NAME
GENDER	SCHOOL NAME		
BIRTH DATE	SCHOOL ID#		

## Instructions

Please answer the questions below. Both questions must be answered. Part A asks about the student's ethnicity and Part B asks about the student's race. If you decline to respond to either question, the school district is required to provide the missing information by observer identification.

## PART A

Is this student Hispanic/Latino? (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.) Choose only one.

- No, not Hispanic/Latino**
- Yes, Hispanic/Latino**

*The question above is about ethnicity, not race. No matter which answer you selected, continue and respond to PART B below by marking one or more boxes to indicate what you consider this student's race to be.*

## PART B

What is the student's race? Choose one or more.

- American Indian or Alaska Native** (A person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment.)
- Asian** (A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.)
- Black or African American** (A person having origins in any of the black racial groups of Africa.)
- Native Hawaiian or Other Pacific Islander** (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.)
- White** (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)



Dear CPS Parents and Families,

The health and safety of your children is always our top priority, especially during a global public health emergency and our collective recovery from it. Every child has a fundamental right to high-quality health care. We want our students to have access to healthcare providers who specialize in preventive care and can address acute and chronic conditions and health issues that are unique to children. The purpose of this booklet is to share CPS health requirements, recommendations, and forms to facilitate families' access to clear, reliable information and to the basic health care all students need to thrive in school.

At CPS, we are committed to providing access to health and dental services for all students who need them. Our district also collects key health information annually to ensure that we can meet the unique needs of every child. This information is kept on file at your child's school and will remain confidential.

Please read through this packet carefully for information about CPS health requirements and services.

All parents and guardians are required to submit the following forms to their school clerk as soon as possible.

- Student Medical Information 2022–2023 (page 5)
- Request for Emergency and Health Information (page 25)
- School Messaging Consent Form (page 27)
- Media Consent Form and Release (page 29)
- Family Income Information Forms (page 31–32)

Information about vision services available to all students can be found on page 11, and the consent forms to enroll in these services are on pages 13 and 14. Consent must be completed before services are received. If you take your child to a private dentist or eye doctor, please ask those doctors to complete pages 15 and 16.

If any of the following pertains to your child, additional action is required:

- **Chronic health condition:** Consult with your child's school nurse, who will provide forms to be completed by your health care provider.
- **Food allergy:** Ask your health care provider to complete the Healthcare Provider Statement for Food on page 21 and then submit the completed form to your child's school.
- **Asthma:** Ask your doctor to complete the Asthma Action Plan on page 19 and then submit the completed form to your child's school.

We are here to support the health and safety of you and your family. For help with health insurance and SNAP benefits, call our hotline at (773) 553-KIDS (5437) or go to [www.cps.edu/cfbu](http://www.cps.edu/cfbu). For other health or benefits questions, contact 773-553-KIDS (5437) or email [oshw@cps.edu](mailto:oshw@cps.edu).

Sincerely,

Tashunda Green-Shelton, MSN, MBA, RN, NEA-BC  
Deputy Chief Health Officer



Evidence shows that healthy students have better attendance patterns and perform better academically. The following health requirements apply to all children enrolled in a Chicago Public School. Children must provide proof of required immunizations and school physical exam before October 15, 2022, or they will face exclusion from school.

Health insurance can provide children and their families with comprehensive health care coverage that can be used for doctor's visits, immunizations, prescription medications, dental care, eye exams, glasses and more!

If you would like help enrolling your child in health insurance, call the Healthy CPS Hotline: **773 553-KIDS (5437)** or visit [www.cps.edu/cfbu](http://www.cps.edu/cfbu).

All Kids Health Insurance provides coverage for children in Illinois, regardless of immigration status.

If you need help finding a health center near you please call: **773 553-KIDS (5437)** or visit <https://findahealthcenter.hrsa.gov>.

## Recommended Vaccine

To prevent HPV cancers HPV (human papillomavirus) vaccination is recommended for preteen girls and boys at age 11 to 12 years. Preteens need HPV vaccinations for protection from HPV infections that cause cancer. CDC recommends that 11 to 12 year olds receive two doses of HPV vaccine at least six months apart. Teens and young adults who start the series later, at ages 15 through 26 years, need three doses of HPV vaccine to protect against cancer-causing HPV infection. For more information: [www.cdc.gov/vaccines/vpd/hpv/public/index.html](http://www.cdc.gov/vaccines/vpd/hpv/public/index.html).

For more information about CPS health requirements, contact your School Nurse.

## Examination Requirements

### Physical Examination

#### Requirements due upon enrollment, or by 10/15/22

Physical Examination must be completed within one year prior to entry to:

- Preschool and kindergarten (physical exam and lead screening through age 6).
- 6th grade and 9th grade (ages 5, 11, 15 for un-graded programs).
- Any student entering CPS for the first time.

### Vision Examination

#### Requirements due upon enrollment, no later than 10/15/22

- Entering the State of Illinois for the first time at any grade level.
- Entering kindergarten.

### Dental Examination

Requirements due 5/15/23 for kindergarten, 2nd, 6th grade and 9th grade.

## Immunization Requirements

### Diphtheria, Pertussis (Whooping Cough) & Tetanus (DTP, DTaP & Tdap)

- Four (4) or more doses. The first 3 doses with intervals of 4 weeks apart. The interval between the 3rd and 4th dose is at least 6 months.
- The last dose qualifying as a booster and received on or after the 4th birthday.
- One (1) dose of the Tdap vaccine for 6th to 12th grades.

### Polio

- Four (4) or more doses. The first 3 doses with intervals of 4 weeks apart. The interval between the 3rd and 4th dose is at least 6 months.
- The last dose qualifying as a booster and received on or after the 4th birthday.
- A 4th dose is not needed if the 3rd dose was administered at age 4 or older and 6 months after the previous dose.

### Measles, Mumps, & Rubella (MMR)

- One (1) dose required for preschool, & a second dose required for all students kindergarten to 12th grade.
- 1st dose received at 12 months or later.
- 2nd dose must be administered at least four weeks (28 days) after 1st dose.

### Hepatitis B

- Three (3) doses required for all students.
- 1st dose at birth.
- 2nd dose received no less than 28 days or 4 weeks after 1st dose.
- 3rd dose received no less than 2 months after the 2nd dose and 4 months after the 1st dose.

### Varicella (Chicken Pox)

- Two (2) doses of varicella are required for kindergarten, 1st, 2nd, 3rd, 6th, 7th, 8th, 9th, 10th, 11th, & 12th grades. The first dose on or after the first birthday and the second dose no less than four weeks (28 days) after the first dose.
- One (1) dose required on or after the first birthday for Prek, 3rd, 4th, 5th, grades.

### Haemophilus Influenzae, Type B (HIB)

- Three (3) doses required for primary series.
- If none received before age 15 months, only one (1) dose required from age 15 months to 59 months of age. Not required age 5 years or older.

### Pneumococcal Conjugate (PCV)

- Four (4) doses required for primary series.
- If none received before age 24 months, only one (1) dose required from age 24 to 59 months of age. Not required age 5 years or older.

### Meningitis Conjugate (MCV4)

- One (1) dose of the meningitis vaccine for 6th, 7th and 8th grades.
- Two (2) doses of the meningitis vaccine for 12th grade.
- 2nd dose must be administered at least 8 weeks after 1st dose.
- If the 1st dose was given at age 16 or older; only one (1) dose will be required for 12th grade.



# Student Medical Information 2022–2023



**This form must be updated and returned to school each school year.**

*please print or type:*

Please let your school know about your child's health and health care. This is a good way to keep your child safe. The information is **CONFIDENTIAL** and will be shared only with CPS staff who need to know (Nurse, Principal, Designee, or Clerk).

STUDENT LAST NAME		FIRST NAME	MIDDLE NAME
GENDER	STUDENT DATE OF BIRTH	SCHOOL NAME	
STUDENT ID #	GRADE	ROOM #	

### 1. PLEASE INDICATE YOUR CHILD'S HEALTH STATUS BELOW.

My child has no known health conditions.

**My Child has a known condition(s). Please check all that apply:**

Allergies (food or other)

List Allergies

Asthma

Year Diagnosed \_\_\_\_\_

Seizures/Epilepsy

Year Diagnosed \_\_\_\_\_

Diabetes (please select one)     Type 1     Type 2     Other

Year Diagnosed \_\_\_\_\_

Sickle Cell Disease

Year Diagnosed \_\_\_\_\_

Other \_\_\_\_\_    Year Diagnosed \_\_\_\_\_

### 2. MY CHILD HAS A PRIMARY DOCTOR.    YES    NO

If yes, please provide the healthcare provider's name and phone number:

Name \_\_\_\_\_ Phone number \_\_\_\_\_

I give permission for my child's school nurse or designee to talk to the doctor about my child's health.

### 3. MY CHILD IS COVERED BY HEALTH INSURANCE.    YES    NO

**If your child needs health insurance call  
Healthy CPS 773-553-KIDS (5437).**

This Form is **NOT** the same as a "Plan of Care" (detailed medical care instructions to keep your child safe). If your child has a health condition that may require action at school, please provide school with documentation from your physician and schedule an appointment with your school nurse. Complete a "Medical Plan of Care Form" at: [www.cps.edu/oshw](http://www.cps.edu/oshw) (or get it from the school nurse), and return it to school. **If your child has a health condition, please schedule an appointment with the school nurse.**

**Please return the form to the school nurse. If the student has a health condition, parents must schedule a meeting with the school nurse.**

Parent/Guardian Name \_\_\_\_\_ Date \_\_\_\_\_ Phone Number \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Email \_\_\_\_\_

**Nurses Use Only**    Reviewed by (Initials) \_\_\_\_\_    Date \_\_\_\_\_

Revised April 25, 2019

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



HPV, Flu, and COVID-19 vaccines are recommended by doctors, nurses, and respected medical and public health organizations, such as the American Cancer Society, the Centers for Disease Control and Prevention, and the Chicago Department of Public Health.

**These vaccines are safe and effective. Make sure your child is protected from these viruses.**

For information about these vaccines go to [www.CDC.gov/HPV](http://www.CDC.gov/HPV), [www.CDC.gov/FLU](http://www.CDC.gov/FLU) or [www.cdc.gov/coronavirus/2019-ncov/](http://www.cdc.gov/coronavirus/2019-ncov/).

For more information about where you can make vaccination appointments or apply for health insurance call our hotline at **773-553-KIDS (5437)**.

To find a CDPH walk-in clinic, go to [www.Chicago.gov](http://www.Chicago.gov), and search "find a clinic".

## COVID-19 Vaccine

**Protect your child from COVID-19.**

**This vaccine protects people from serious illness and hospitalization from COVID-19.**

- The Centers for Disease Control & Prevention (CDC) recommends anyone eligible to receive a COVID-19 vaccination should get one to help protect against COVID-19.

**The COVID-19 vaccine can be given at the same time as other vaccinations. COVID-19 is generally milder in children but it can:**

- Still cause serious illness and hospitalization.
- Can still be transmitted to others.

**COVID-19 vaccines protect your child and your child, family, friends, and community from COVID-19.**

**Find a COVID-19 vaccine:** Search [vaccinefinder.org/search](https://vaccinefinder.org/search) text your ZIP code to 438829, or call 1-800-232-0233 to find locations near you.

<https://www.cps.edu/services-and-supports/covid-19-resources/covid-19-vaccination/>

## Flu Vaccine

**Protect your child from influenza every year.**

**Getting a flu shot every year is the best opportunity to avoid this illness.**

**Getting the flu isn't just miserable... it can also result in:**

- Lost school days.
- Lost work days.
- Possible hospitalizations.
- Sometimes death.

**Get a flu shot for your child AND the whole family this year.**

## HPV Vaccine

**Protect your child now against cancer later in life.**

**This vaccine series prevents six kinds of cancers.**

- Safe, like other vaccines.
- For both boys and girls.
- Recommended at ages 11–12, but can be given later.
- The HPV vaccine can be given at the same time as other shots.

**Protect your child from cancer.**

**Choose to vaccinate against HPV.**



Dear Parent/Guardian,

Healthy teeth are important for your child's overall health and wellbeing, and one way to help your child maintain healthy teeth is to ensure he or she receives a dental cleaning every six months. Illinois law requires every child in Kindergarten, 2<sup>nd</sup>, 6<sup>th</sup>, and 9<sup>th</sup> grade to have a dental exam by May 15 of each year, and to help families meet this requirement, CPS and the Chicago Department of Public Health have partnered to provide high-quality dental services to students who do not have access to a dentist. It is recommended that students see the dentist every six months.

The CPS Dental Program provides the following services:

- Dental Examination
- Dental Cleaning, if needed
- Fluoride Treatment, if needed
- Dental Sealants as needed
- Referral for other treatment, if needed

To enroll your child in the CPS Dental Program, please complete and sign both sides of the following two forms in this packet and return them to school as soon as possible.

1. *School-Based Oral Health Program, Dental Consent, Release of Liability and Authorization Form*
2. *School-Based Oral Health Program Authorization Form- HIPAA*

If your child does not have a private dentist and has not received dental care in the last 6 months, he or she is eligible to participate in the CPS Dental Program at their school. Dental services are available to your child at no cost, however, if you have public health insurance (Medicaid), your benefits will be used. The dentist will come to your child's school once during the school year.

If the student has received a dental exam within the past six months, the child will only receive a dental examination and dental sealants as needed. The student will not receive a dental cleaning.

If your child has a private dentist and will not need to participate in the CPS Dental Program, please have your dentist complete the Illinois Dental Examination Report Form and return it to your child's school.

If you have any questions, please contact Katheryn Stafford-Hudson, Project Manager (773) 535-8675, [kgstafford-h@cps.edu](mailto:kgstafford-h@cps.edu).

Sincerely,

A handwritten signature in black ink, appearing to read "Tashunda Green-Shelton".

Tashunda Green-Shelton, MSN, MBA, RN, NEA-BC  
Deputy Chief Health Officer



# School-Based Oral Health Program Dental Consent, Release of Liability and Authorization Form



please print or type:

STUDENT LAST NAME		FIRST NAME		MIDDLE NAME	
GENDER		STUDENT DATE OF BIRTH		SCHOOL NAME	
STUDENT ID #		GRADE		ROOM #	
PARENT/GUARDIAN NAME			MEDICAID/ALL KIDS – 9 DIGIT RECIPIENT #		
PHONE	HOME ADDRESS (include unit number if applicable)		CITY	STATE	ZIP
PRIVATE INSURANCE NAME OF COMPANY					
PRIVATE INSURANCE COMPANY POLICY #			GROUP #		DATE OF INSURED BIRTH
PRIVATE INSURANCE COMPANY PHONE #			NAME OF PARENT/GUARDIAN INSURED		

As the parent/guardian of the above named student, I understand that through the City of Chicago Department of Public Health and the Chicago Public School's **SCHOOL-BASED ORAL HEALTH PROGRAM** (the "PROGRAM"), licensed dentists will be coming to my child's/ward's school in the near future to provide a **DENTAL EXAM/SCREENING** and as needed a **DENTAL CLEANING, FLUORIDE TREATMENT** and **DENTAL SEALANT(S)** at **NO COST** to students or their families in the school. Dental sealants, in addition to regular brushing and flossing, protect your child's/ward's teeth from **DECAY**. Dental Sealants are thin, plastic coatings put on the tops of the back-teeth to SEAL OUT food and germs. Sealants are applied on teeth that appear not decayed, and they don't hurt. **PROGRAM SERVICES DO NOT INCLUDE DRILLING OR SHOTS.**

I understand that in consideration for my child's/ward's participation in the **PROGRAM**, and as evidenced by my signature below, I hereby release and hold harmless the **CITY OF CHICAGO**, its departments, including the Department of Public Health, and its employees, officers, volunteers, agents and representatives, and **THE BOARD OF EDUCATION OF THE CITY OF CHICAGO**, its members, trustees, agents, officers, contractors, volunteers and employees from any liability which may accrue to me or to my child/ward, for any and all losses, injuries, damages to me or my child/ward, both known and unknown, foreseen and unforeseen,

arising in connection with my child's/ward's participation in the **PROGRAM** whether or not said losses, injuries, damages, or liabilities result in whole or part from the negligence of the **CITY OF CHICAGO**, its departments, including the Department of Public Health, its employees, officers, contractors, volunteers, agents, or representatives, or from the negligence of the **BOARD OF EDUCATION OF THE CITY OF CHICAGO**, its members, trustees, employees, officers, contractors, volunteers, agents, or representatives.

I further understand that as evidenced by my signature below, I acknowledge that a licensed dentist providing medical or dental care, treatment, diagnosis, or advice without charge on behalf of the City of Chicago Department of Public Health is not liable for civil damages resulting from his or her acts or omissions in providing such medical or dental care, treatment, diagnosis, or advice under the Program except for willful or wanton misconduct. To authorize dental providers and the Chicago Department of Public Health to share information relating to PROGRAM dental services provided to your child/ward, please sign the Authorization Form that is on the other side of this page. This signed consent form is valid for **365** days from the date that it is signed by the child's/ward's parent or guardian.

**RACE? (Please check one)**

- White     
  Black     
  Asian / Pacific Islander     
  American Indian/Native Alaskan     
 Hispanic     
  YES     
  NO

**MEDICAL INFORMATION : DOES YOUR CHILD HAVE ANY OF THE FOLLOWING?**

- YES     
  NO

If YES: Please check the appropriate condition below

- Asthma
- Diabetes
- Currently has Heart Murmur
- Rheumatic Fever or Rheumatic Heart Disease
- Epilepsy
- Blood Disorder / Disease
- Hepatitis

**IS YOUR CHILD/WARD TAKING ANY MEDICATION?**

- YES     
  NO

If YES, Please List Medications

**DOES YOUR CHILD/WARD HAVE ANY ALLERGIES?**

- YES     
  NO

If YES, Please List Allergies

**ANY OTHER MEDICAL RELATED CONDITIONS?**

- YES     
  NO

If YES, Please List Conditions

**Please sign font and back**

As the parent or guardian of the above – named child or ward, I consent for my child or ward to participate in the **SCHOOL-BASED ORAL HEALTH PROGRAM**, which includes a dental exam/screening and as needed a dental cleaning, fluoride treatment and dental sealant(s) and the receiving of Quality Assurance exams. I authorize the dental provider to use my child's or ward's Medicaid, ALL KIDS and private dental insurance number for billing purposes only. I understand that if I fail to sign this Dental Consent Form and Release of Liability, my child or ward will not receive any services under this program.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date





# School-Based Oral Health Program Authorization Form – HIPAA



*please print or type:*

<b>STUDENT LAST NAME</b>		<b>FIRST NAME</b>	<b>MIDDLE NAME</b>
<b>STUDENT DATE OF BIRTH</b>	<b>PARENT/GUARDIAN NAME</b>		
<b>SCHOOL NAME</b>			

By signing below, I understand that I am giving my authorization to the dental provider and the City of Chicago Department of Public Health to use and/or disclose my child's/ward's protected health information, to the following person(s) or organization(s) for the purposes of reports, documentation of oral health trends, and Medicaid and grant billing: City of Chicago, Department of Public Health, 333 S. State Street, 2<sup>nd</sup> Floor, Chicago, IL 60604; Individual School Principal; Illinois Department of Healthcare and Family Services, 201 So. Grand Avenue East, Springfield, IL, 62763; Illinois Department of Public Health - Oral Health Division, 535 W. Jefferson Street, 2<sup>nd</sup> Floor, Springfield, IL, 62761, Chicago Public Schools, Office of Student Health and Wellness, 42 West Madison, Garden Level, Chicago Illinois 60602. Federally Qualified Health Centers (FQHC), Oral Health Forum (OHF), 1100 West Cermak Road, Suite 518, Chicago, IL 60608. Infant Welfare Society of Chicago (IWS), 3600 W Fullerton Ave, Chicago, Oak Park-River Forest Infant Welfare Clinic, 320 Lake Street, Oak Park, IL 60302 and Chicago Public School approved Dental Vans.

CDPH and dental providers may not condition treatment, payment, or eligibility for benefits on this authorization or my refusal to sign such authorization. This Authorization is voluntary, and I may refuse to sign it. I understand that there is a potential that the information disclosed pursuant to this authorization may be subject to re-disclosure by the recipient and will no longer be protected by the Health Insurance Portability and Accountability Act (HIPAA) and federal privacy regulations. I may revoke this Authorization in writing by sending notice to the HIPAA Privacy Officer, City of Chicago, Department of Public Health, 333 S. State Street, 2<sup>nd</sup> Floor, Chicago, IL 60604. Revocation is not effective with respect to actions taken prior to the revocation. This authorization is valid for **365** days from the date that it is signed by the child's/ward's parent or guardian.

**Please sign front and back**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date





Chicago Public Schools has partnered with Illinois Eye Institute at Princeton and Tropical Optical to provide vision exams for CPS students.

Seven locations throughout the city have been provided for your convenience. Please review the list of vision service locations listed below.

You may select any of the locations listed or your own healthcare provider.



## Tropical Optical

### Select from a location below

Please call to schedule your appointment at (773) 762-5662.

*For children 5yr through high school.*

### Tropical Optical Locations

6141 West Cermak Road, Cicero, IL 60804

---

3624 West 26th Street, Chicago, IL 60623

---

2250 South 49th Avenue, Cicero, IL 60804

---

3213 West 47th Place, Chicago, IL 60632

---

2767 North Milwaukee Avenue, Chicago, IL 60647

---

9137 South Commercial Avenue, Chicago, IL 60617

## Illinois Eye Institute (IEI)

### Lewenson Center

3241 South Michigan Avenue, Chicago, IL 60616

---

Please call to schedule your appointment at (312) 949-7790.

*Ages 3 through high school.*

For more information about the CPS Vision Program, please contact **(773) 535-1968** or email **oshw@cps.edu**.

Dear Parent/Guardian,

Did you know one in four children have an undiagnosed vision problem that may affect their ability to learn? Every child needs an annual vision exam, especially if any of the following apply to your child:

- My child is entering kindergarten
- My child has never received a vision exam
- My child is entering Illinois schools for the first time at any grade level
- My child failed the school vision screening
- My child has an IEP
- My child's teacher recommended they receive an eye exam
- My child is performing below grade level
- My child experiences any of the following:
  - Squinting
  - Blurred or double vision
  - Tilting of the head
  - Holding reading materials close to the face
  - Losing place while reading
  - Rubbing eyes
  - Excessive tearing or headaches

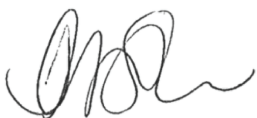
**All kindergarten students and any child entering the State of Illinois for the first time must have a vision exam per state law by October 15.**

- **If your child has a private eye doctor**, please have your child's eye doctor complete the State of Illinois Eye Examination Report on page 16.
- **If your child does not have a private eye doctor**, your child is eligible to participate in the CPS Vision Program. Through this program, your child will receive eye exams. If your child requires glasses, an optician will help your child select the frame, and glasses will be delivered to your child's school within four weeks. Students who receive glasses are eligible for replacement glasses due to loss or damage for up to 12 months from the initial eye exam. Private vision insurance or government insurance such as Medicaid, Medicare or any Managed Care Organization will be billed, if available. If a student does not have vision insurance, services are provided at no cost to the family.

To enroll your child in the CPS Vision Exam Program, please complete the Vision Services Consent Form on page 13 and the Student Medical History Form on page 14.

If you have any questions, please contact Katheryn Stafford-Hudson, Program Manager, at (773) 535-8675 or [kgstafford-h@cps.edu](mailto:kgstafford-h@cps.edu), or the CPS Vision Team at Princeton (773) 535-1968.

Sincerely,



Tashunda Green-Shelton, MSN, MBA, RN, NEA-BC  
Deputy Chief Health Officer



# Vision Services Consent, Release of Liability, and Authorization Form



Parents please sign the vision consent and medical history forms if you want your child to have an eye exam and return to school as soon as possible.

please print or type:

STUDENT LAST NAME		FIRST NAME		MIDDLE NAME	
GENDER		STUDENT DATE OF BIRTH		SCHOOL NAME	
STUDENT ID #		GRADE		ROOM #	
PARENT/GUARDIAN NAME			PARENT EMAIL ADDRESS		
PHONE		HOME ADDRESS (include unit number if applicable)		CITY	STATE
ZIP		MEDICAID/MEDICAL CARD/ALLKIDS RECIPIENT #		RACE/ETHNICITY	DATE OF BIRTH
PRIVATE VISION INSURANCE		CARDHOLDER NAME		GROUP ID#	ID#
PRIVATE MEDICAL INSURANCE		CARDHOLDER NAME		GROUP ID#	ID#

As the parent/guardian of the above name student, I understand that my child will receive a comprehensive eye exam to determine if he/she needs prescription glasses or other treatment by a vision care professional (Provider).

I further understand that this eye exam may be performed by an Optometrist; an Ophthalmologist; qualified specialist; or an intern, a resident, or a student clinician or technician under the supervision of an Optometrist, Ophthalmologist, or another qualified specialist, and I consent to have my child receive a vision exam and/or treatment.

I further understand that neither the school nor the Board of Education of the City of Chicago (Board) are supervising or overseeing any services (such as an eye exam) or materials (such as eye glasses) that may be furnished to my child and that the Board and the school will have no responsibility for the quality of any such services or materials.

In consideration for the services and materials that my child will receive, I hereby agree to indemnify, release and hold harmless, and defend the City of Chicago, its departments, employees, officers, contractors, volunteers, agents, and representatives, and the Board and its members, trustees, agents, officers, contractors, volunteers, representatives, and employees from any liability which may accrue to me or my child, for any and all claims, losses, injuries, damages

to me or my child, both known and unknown, foreseen and unforeseen, arising in connection with my child's receipt of services and materials, whether or not said claims, losses, injuries, damages, or liabilities result in whole or in part from the negligence of the City of Chicago, its departments, employees, officers, contractors, volunteers, agents, or representatives, or from the negligence of the Board, its members, trustees, employees, officers, contractors, volunteers, agents, or representatives. I further agree to release and hold harmless the Providers and Co-Sponsors, their employees, officers, volunteers, agents and representatives from and against any and all claims, demands, actions, complaints, suits or other forms of liability that will arise out of or by reason of, or be caused by any performance of services provided by such Providers or the quality of the eyeglasses or any other materials furnished by them under the Program, unless attributed to their willful or wanton misconduct. In the event that one provision of this form is held unenforceable, that provision shall be severed and the remainder of the form shall remain in effect.

**I understand that the Provider will bill any government or private insurance Illinois Department of Healthcare and Family Services (HFS) or any other currently applicable private insurance for any reimbursable services and/or materials.**

**If you DO NOT want your child to receive the following services, please check the appropriate box.**

**If your child has an allergy, please consult your primary care physician before selecting dilation.**

I understand that as part of this eye exam, pharmaceutical agents (eye drops) will be used for the purpose of dilating my child's eyes. These drops are an important part of an eye exam to allow the Provider to conduct a thorough eye health exam. I further understand that the temporary effects of these eye drops include blurred vision and sensitivity to light, both of which could restrict my child's mobility making it unsafe for him/her to travel unassisted or to operate a vehicle for the rest of the day.

**At this time I DO NOT consent for my child's eyes to be dilated.**

*I understand that by refusing dilation I may limit the doctor's ability to detect and treat certain conditions.*

By signing below, I understand that I am giving my authorization to the City of Chicago Department of Public Health (CDPH) and the Board of Education of the City of Chicago (Board) to release and furnish information regarding past vision screening data in my child's education record to Providers to ensure that the Providers can effectively provide services. I authorize the Providers to release and furnish reports to my child's school, including written and verbal reports concerning the results of any eye exam, for inclusion in my child's education record. I also authorize CDPH to

**Please note services will be performed unless indicated otherwise.**

I understand that my child may be selected to be photographed, video taped, audio taped or interviewed as part of promotional documentation for the Vision Program. I consent to the use of my child's photograph, voice or likeness by the Board or the Provider or CDPH, but not the use of my child's last name. I understand there is no compensation, monies, or reimbursement for my child's participation.

**At this time I DO NOT consent for my child to be photographed or interviewed.**

release to the Board, my child's information, the date and type of vision services provided, whether my child was recommend for follow-up services, and other information the State of Illinois requests the Board to report. I understand that such records will be subject to the privacy rights afforded by state and federal law. I further authorize Providers to disclose vision exam information and billing information to the Illinois Department of Healthcare and Family Services (HFS), for the purpose of insurance billing. CDPH and Providers may not condition treatment, payment, or eligibility for benefits on this authorization or my refusal to sign such authorization.

**\*\*\*Please sign and date both signature lines. Complete the medical history on the second page of this form.\*\*\***

This authorization is valid for one year. I may revoke this authorization at any time by sending written notification to CDPH, my child's school, or the Board Office of Student Health and Wellness. Revoking this authorization will not have any effect on any information used or disclosed before the revocation. Information disclosed pursuant to this authorization may be subject to re-disclosure by the recipient.

I hereby give my consent for this child to be examined by a Provider for an eye exam and prescription eyeglasses, if prescribed during the eye exam. This consent does not authorize any treatments or service beyond what is stated. I understand my consent will be valid for one year from the date of signature.

Parent/Guardian Signature

Date

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

Parent/Guardian Signature

Date



# Student Medical History Form



Parents please sign the vision consent and medical history forms if you want your child to have an eye exam and return to school as soon as possible.

please print or type:

STUDENT NAME	STUDENT'S DATE OF LAST EYE EXAM
SCHOOL NAME	DOES YOUR CHILD CURRENTLY WEAR GLASSES/CONTACTS? <input type="checkbox"/> YES <input type="checkbox"/> NO

HOW DID YOU FIND OUT ABOUT THE VISION PROGRAM? (Check all that apply)

School Staff     Failed Vision Screening Letter     Friend     Other

DOES YOUR CHILD HAVE ANY OF THE FOLLOWING CONDITIONS? (Check all that apply)

Asthma     Behavioral problems     Attention Deficit Disorder     Glaucoma     Neurological problems

Endocrine problems     High Blood Pressure     Musculoskeletal problems     Heart Disease     Mental Health illness

Gastrointestinal problems     Genitourinary problems     Hearing/Ear problems     Diabetes     Other Condition \_\_\_\_\_

IS YOUR CHILD TAKING ANY MEDICATIONS?     YES     NO

List Medications

DOES YOUR CHILD HAVE ANY ALLERGIES?     YES     NO

List Allergies

DOES YOUR CHILD USE EYE DROPS?     YES     NO

List Eye Drops

HAS YOUR CHILD EVER HAD EYE SURGERY?     YES     NO

If yes, please explain

HAVE THEY HAD ANY OF THE FOLLOWING?

Vision Therapy     Blurred/Double Vision     Tearing/Watering     Difficulty sitting still     Frustrates easily

Eye patch     Loses place while reading     Light sensitivity     Avoids reading/writing     Lack of confidence

Eye Surgery     Eye Injury     Redness     Difficulty paying attention     Eye Discharge

Pain in eyes     Eye Infection     Drooping Lid     Reads below grade level     Lazy/Wandering Eye

Difficulty Tracking     Itching/Burning     Trouble finishing work     Poor handwriting

Other \_\_\_\_\_

DOES YOUR CHILD'S IMMEDIATE FAMILY MEMBER HAVE ANY OF THE FOLLOWING? (Check all that apply and the relationship to child)

YES  NO  Wears glasses    YES  NO  Glaucoma    YES  NO  Lazy eye    YES  NO  High Blood Pressure

YES  NO  Blindness    YES  NO  Macular Degeneration    YES  NO  Diabetes    YES  NO  Wandering Eye

YES  NO  Heart Disease    YES  NO  Cardiovascular problems    YES  NO  Neurological problems    YES  NO  Mental Health illness

YES  NO  Musculoskeletal problems

DOES YOUR CHILD HAVE AN IEP (Individualized Education Plan)?     YES     NO

IS YOUR CHILD PERFORMING AT:     Above grade level     Grade level     Below grade level

IF BELOW GRADE LEVEL, PLEASE SELECT THE CLASS (Check all that apply)     Reading     Math     Social Studies     Writing     Other \_\_\_\_\_

IS THE CHILD CURRENTLY RECEIVING ANY OF THE SERVICES BELOW?

Special Education     Tutoring     Speech Therapy     Occupational Therapy (OT)     Physical Therapy (PT)

LIST ANY OF YOUR CHILD'S HOBBIES OR SPECIAL INTERESTS:

IS THERE ANYTHING ELSE YOU WOULD LIKE US TO KNOW ABOUT YOUR CHILD?



### PROOF OF SCHOOL DENTAL EXAMINATION FORM

To be completed by the parent (please print):

Student's Name:	Last	First	Middle	Birth Date: (Month/Day/Year) / /
Address:	Street	City	ZIP Code	Telephone:
Name of School:	Grade Level:		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Parent or Guardian:	Address (of parent/guardian):			

To be completed by dentist:

**Oral Health Status (check all that apply)**

- Yes  No **Dental Sealants Present**
- Yes  No **Caries Experience / Restoration History** — A filling (temporary/permanent) OR a tooth that is missing because it was extracted as a result of caries OR missing permanent 1<sup>st</sup> molars.
- Yes  No **Untreated Caries** — At least 1/2 mm of tooth structure loss at the enamel surface. Brown to dark-brown coloration of the walls of the lesion. These criteria apply to pit and fissure cavitated lesions as well as those on smooth tooth surfaces. If retained root, assume that the whole tooth was destroyed by caries. Broken or chipped teeth, plus teeth with temporary fillings, are considered sound unless a cavitated lesion is also present.
- Yes  No **Soft Tissue Pathology**
- Yes  No **Malocclusion**

**Treatment Needs (check all that apply)**

- Urgent Treatment** — abscess, nerve exposure, advanced disease state, signs or symptoms that include pain, infection, or swelling
- Restorative Care** — amalgams, composites, crowns, etc.
- Preventive Care** — sealants, fluoride treatment, prophylaxis
- Other** — periodontal, orthodontic

Please note \_\_\_\_\_

Signature of Dentist \_\_\_\_\_

Date of Exam \_\_\_\_\_

Address \_\_\_\_\_  
Street City ZIP Code

Telephone \_\_\_\_\_



Doctor must complete report,  
parents please return report  
to your child's school or

## State of Illinois Eye Examination Report

send report to Katheryn Hudson,  
healthforms@cps.edu or  
fax 773-535-8677

Illinois law requires that proof of an eye examination by an optometrist or physician who provides complete eye examinations be submitted to the school no later than October 15<sup>th</sup> of the year the child is first enrolled or as required by the school for other children. The examination must be completed within one year prior to the child beginning school.

Student Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Sex: \_\_\_\_\_ Grade: \_\_\_\_\_  
(Last) (First) (Middle Initial) (Mo.) (Day) (Yr.)

Parent or Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Last) (First) (Area Code)

Address: \_\_\_\_\_ County: \_\_\_\_\_  
(Number) (Street) (City) (Zip Code)

**To Be Completed By Examining Doctor**

**Case History**

Date of Exam: \_\_\_\_\_

Ocular History:  Normal or Positive for: \_\_\_\_\_  
 Medical History:  Normal or Positive for: \_\_\_\_\_  
 Drug Allergies:  NKDA or Allergic to: \_\_\_\_\_  
 Other Information: \_\_\_\_\_

**Examination**

Refraction:	Distance			Near
	Right	Left	Both	Both
Unaided Visual Acuity:	20 /	20 /	20 /	20 /
Best Corrected Visual Acuity:	20 /	20 /	20 /	20 /

Was refraction performed with cycloplegic agents?  Yes  No

	Normal	Abnormal	Not Able to Assess	Comments
External Exam (eye and adnexa)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Internal Exam (media, lens, fundus, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Neurological Integrity (pupils)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Binocular Function (stereopsis)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Accommodation and Vergence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Color Vision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
IOP (glaucoma)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Oculomotor Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

**Diagnosis**

Normal  Myopia  Hyperopia  Astigmatism  Strabismus  Amblyopia  
 Other: \_\_\_\_\_

**Recommendations**

- Corrective Lenses:  No  Yes, glasses should be worn for:  Constant Wear  Near Vision  Far Vision  
 May Be Removed for Physical Education
- Preferential seating recommended:  No  Yes Comments: \_\_\_\_\_
- Recommend re-examination:  3 months  6 months  12 months  Other \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Print Name: \_\_\_\_\_  
Optometrist or Physician Who Provides Eye Examinations

Address: \_\_\_\_\_  
 \_\_\_\_\_

Signature: \_\_\_\_\_  
Optometrist or Physician Who Provides Eye Examinations

**Consent of Parent or Guardian**  
 I agree to release the above information on my child or ward  
 to appropriate school or health authorities.  
 \_\_\_\_\_  
(Parent or Guardian's Signature)

Phone: \_\_\_\_\_



Asthma is the most common chronic illness of childhood. Chicago has an especially high number of children with asthma, and children in some Chicago neighborhoods suffer more than others. All students, including those with asthma, should feel safe and supported at school.

Please use the forms in this packet to tell your school about your child's asthma. The school nurse or clerk may have additional forms to complete. Health forms must be updated each school year. They are reviewed by the school nurse and relevant CPS staff and kept on file for use during the school year.

**You must turn in these forms each school year:**

- **Asthma Action Plan** – signed by a medical provider.
- **Request for Administration or Self-Administration of Medication** – completed by the parent/guardian and medical provider.
- **Original (or clear copy) of asthma medication or pharmacy label with your child's information.**

**If your child has a chronic health condition, follow these four steps:**

## CPS ANNUAL CHRONIC CONDITION REPORTING & VERIFICATION PROCESS

**1. COMPLETE THE NECESSARY FORMS**

Access all the needed forms at [cps.edu/medicalforms](https://cps.edu/medicalforms).

CPS.EDU/MEDICALFORMS

**2. HAVE YOUR MEDICAL PROVIDER COMPLETE & SIGN THE FORMS**

For assistance with accessing or using medical benefits, please contact us at 773-553-KIDS (5437) or visit [cps.edu/cfbu](https://cps.edu/cfbu).

**3. BRING THE SIGNED FORMS & MEDICATION TO YOUR SCHOOL**

Bring the signed forms and your student's medication (with prescription labels) to your school for review by the school nurse.

LEGAL DOCUMENT

ENSURE SAFETY AND SUPPORT

**4. CONTACT YOUR SCHOOL NURSE TO SET UP A 504 PLAN**

A 504 plan is a legal document that ensures your student is safe and supported at school.

For more information, contact the Office of Student Health and Wellness at 773-553-KIDS (5437)

★ ★ ★ ★

**HEALTHY CPS**

OFFICE OF STUDENT HEALTH & WELLNESS

- Any student with asthma, food allergies, diabetes, or any other chronic condition can have a Section 504 Plan so they are supported during the school day.
- A 504 Plan provides the needed changes the school must make to help your child succeed in school.
- For more information, contact the Office of Student Health and Wellness at [cps.edu/oshw](https://cps.edu/oshw) or (773) 553-KIDS (5437).



## FREQUENTLY ASKED QUESTIONS ABOUT ASTHMA CARE AT SCHOOL

### Why is it important to tell the school about my child's asthma?

- Your child's asthma may flare up at school. Knowing their medical history helps staff know what to do if there is an emergency during the school day.
- The information lets the school know what medicine your child may need, so staff can be ready to help if necessary.

### Are school staff able to help a student manage their asthma?

**Yes.** School staff complete a training every year on asthma awareness, including how to recognize and handle asthma emergencies.

### Can a student self-manage their asthma?

**Yes.** CPS students are allowed to carry and use their own "quick-relief" or "rescue" asthma medicine if written parent permission and a prescription label and medication is provided to the school.

### What is the school's asthma emergency response?

- Schools will follow the steps outlined in your child's Asthma Action Plan and 504 Plan/IEP.
- If the medication is not working or the student's medicine has not been sent to the school, 911 will be called. Parents will be called after 911.

### What if a student has an asthma attack but has no plan on file?

The school will follow an Emergency Asthma Action Plan and call 911. Parents are notified after calling 911.

### Does the student need a Section 504 Plan?

- A Section 504 Plan must be offered. Speak to your child's school nurse and medical provider to know what is needed.
- A 504 Plan does not mean the student has a disability. The 504 Plan will outline any needed changes a school must make so your student is safe at school.
- If there is no 504 plan, 911 will be called upon recognition of signs and symptoms of an asthma attack.

### I would like more information about asthma care in school:

- Read the CPS Asthma Policy at <https://policy.cps.edu/download.aspx?ID=1283>.
- Visit the Office of Student Health and Wellness website at <http://cps.edu/oshw>.
- Talk to your child's school nurse.
- Contact the Office of Student Health and Wellness at [oshw@cps.edu](mailto:oshw@cps.edu).

# Asthma Action Plan

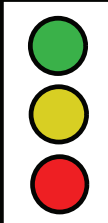
5 years above

Print Form

Submit by Email

The colors of a traffic light will help you use your asthma medicines. Also pay attention to symptoms

Name	Date of Birth	Effective Date
Doctor	Parent/Guardian	
Doctor's Office Phone Number: Day	Parent's Phone	
Emergency Contact After Parent	Contact Phone	
Student is able to self medicate <input type="checkbox"/> Yes <input type="checkbox"/> No		



Green means GO ZONE Use preventive medicine	-
Yellow means CAUTION ZONE! Add prescribed yellow zone medicine	-
Red means DANGER ZONE! Get help from a doctor	-

## GO (GREEN)

Use these medicines every day.

You have ALL of these:

- Breathing is good
- No cough or wheeze
- Sleep through the night
- Can work or play

Peak flow above \_\_\_\_\_

Medicine	How Much to Take	When to Take It

For asthma with exercise, take:

--	--	--

## CAUTION (YELLOW)

Continue with green zone medicine and ADD:

You have ANY of these:

- First sign of a cold
- Exposure to known trigger
- Cough
- Mild wheeze
- Tight chest
- Coughing at night



And/or Peak flow from \_\_\_\_\_

to \_\_\_\_\_

Medicine	How Much to Take	When to Take It
<b>First</b>	<b>2 puffs or 1 vial by nebulizer</b>	<b>Every 4 hours as needed</b>
<b>Next</b>	<b>Call Doctor if no improvement</b>	

IF QUICK RELIEVER/YELLOW ZONE MEDICINE IS NEEDED MORE THAN 2-3 TIMES A WEEK, THEN CALL YOUR DOCTOR.

## DANGER (RED)

Take these medicines and call your doctor.

Your asthma is getting worse fast:

- Medicine is not helping within 15-20 minutes
- Breathing is hard and fast
- Nose opens wide
- Ribs show
- Lips and/or fingernails blue
- Trouble walking and talking



And/or Peak flow below \_\_\_\_\_

Medicine	How Much to Take	When to Take It
	<b>2 puffs or 1 vial by nebulizer</b>	<b>Immediately - Call Doctor</b>

Get help from a doctor now! Do not be afraid of causing a fuss. Your doctor will want to see you right away. It is IMPORTANT! If you cannot contact your doctor, go directly to the emergency room. DO NOT WAIT. Make an appointment with your primary care provider within two days of an ER visit or hospitalization.

Check all items that trigger your asthma and things that could make your asthma worse:

- |                                                                    |                                                             |
|--------------------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Chalk dust                                | <input type="checkbox"/> Ozone alert days                   |
| <input type="checkbox"/> Cigarette Smoke and second hand smoke     | <input type="checkbox"/> Pests-rodents and cockroaches      |
| <input type="checkbox"/> Colds/Flu                                 | <input type="checkbox"/> Pets-animal dander                 |
| <input type="checkbox"/> Dust mites, dust, stuffed animals, carpet | <input type="checkbox"/> Plants, flowers, cut grass, pollen |
| <input type="checkbox"/> Exercise                                  | <input type="checkbox"/> Strong odors, perfumes,            |
| <input type="checkbox"/> Sudden temperature change                 | <input type="checkbox"/> cleaning products                  |
| <input type="checkbox"/> Mold                                      | <input type="checkbox"/> Wood Smoke                         |

Foods

Other

## Asthma Triggers



**RESPIRATORY HEALTH ASSOCIATION**  
of Metropolitan Chicago

Doctor's Signature/Stamp

Adapted from the original design by the Pediatric Asthma Coalition of New Jersey



# Healthcare Provider Statement For Food Substitution



This form must be completed if a parent/student is requesting menu substitutions be made in the dining center for a student's food allergy or intolerance.

Does your child eat school meals?  YES  NO

Parent/Guardian: Return this form to your School Nurse.

Dear Parent/Guardian:

Your child's school participates in a federally-funded School-Based Child Nutrition Program that requires CPS to offer meals and/or milk to students. However, when a disability (for example, a food allergy) or special dietary need or restriction documented by a healthcare provider exists, reasonable menu accommodations must be made.

Please provide your contact information and ask your child's healthcare provider to complete this form. **Please return the completed form to your child's School Nurse along with a Food Allergy Action Plan** (found at [cps.edu/OSHW](http://cps.edu/OSHW)). Contact [food@cps.edu](mailto:food@cps.edu) with any additional questions.

*please print or type:*

CHILD LAST NAME		CHILD FIRST NAME		CHILD MIDDLE NAME	
PARENT/GUARDIAN NAME			PARENT/GUARDIAN EMAIL		
PARENT/GUARDIAN PHONE			SCHOOL NAME		
SCHOOL ADDRESS		CITY	STATE	ZIP	

## Healthcare providers' note:

**Food allergies** are a "disability" under the Americans with Disabilities Act. If the child has a food allergy, please check "Yes" for question 1 below.

<b>1. DOES CHILD HAVE A DISABILITY THAT REQUIRES FOOD ACCOMMODATION?</b> <input type="checkbox"/> NO    If NO, go to item 2 to the right. <input type="checkbox"/> YES If YES, provide the below information and complete items 3, 4, and 5 to the right.	<b>2. CHILD HAS NO DISABILITY, BUT REQUIRES A SPECIAL DIET. IDENTIFY THE MEDICAL PROBLEM THAT WARRANTS THE CHILD'S SPECIAL DIET AND COMPLETE ITEM 3, 4, &amp; 5 BELOW.</b>
<b>a) What is the disability?</b>	<b>3. LIST SPECIFIC FOODS TO BE OMITTED:</b>
<b>b) What major life activity is affected?</b>	<b>4. LIST SPECIFIC ACCEPTABLE FOOD SUBSTITUTIONS. PLEASE ATTACH A MENU IF APPLICABLE:</b>
<b>c) What does the disability mean for the child's diet?</b>	<b>5. SIGNATURE OF HEALTH CARE PROVIDER. <span style="float: right;">DATE</span></b>

**SCHOOL USE ONLY: Please scan and email this form to [food@cps.edu](mailto:food@cps.edu)**

School Nurse Signature \_\_\_\_\_

Date reviewed \_\_\_\_\_

Date scanned to [food@cps.edu](mailto:food@cps.edu) \_\_\_\_\_



The Board of Education of the City of Chicago (Board) shall provide an educational environment that treats all students attending the Chicago Public Schools (CPS) with dignity and respect. Every student in a temporary living situation shall have equal access to the same free and appropriate educational opportunities as students who are permanently housed. This commitment to the educational rights of students in a temporary living situation, youth, and youth not living with a parent or guardian, applies to all services, programs, and activities provided or made available by the Board.

**A student is considered to be in a temporary living situation if he or she lacks a fixed, regular, and adequate nighttime residence and includes children and youth who are:**

- sharing the housing of other persons due to loss of housing, economic hardship, or similar reason;
- living in a motel/hotel, trailer park or camping ground, due to lack of alternative, adequate housing;
- living in emergency or transitional shelters;
- living in cars, parks, public spaces, abandoned building, substandard housing, bus or train station, or similar setting;
- abandoned in hospitals;
- migratory children living in one of the above settings;
- youth not in the custody of a parent/guardian (unaccompanied youth) of any age, in one of the above settings.

Students who temporarily reside outside of Chicago due to homelessness and attend their CPS school of origin receive transportation assistance as do students experiencing homelessness who live in the City of Chicago but attend a school of origin outside of CPS.

**Dispute Resolution:** When a school official denies a student in a temporary living situation enrollment, eligibility, school selection and/or transportation, the parent or student may file a complaint with the CPS STLS Department. The STLS Department will attempt to resolve the dispute in a timely manner. The STLS Department will refer you to free and low-cost legal services to help you, if you wish. During the dispute, the student must be immediately enrolled in the school with participation in school activities and/or provided transportation until the dispute is resolved. Every Chicago Public School, including charter schools, has an STLS Liaison who will assist you in making enrollment decisions, provide notice of the dispute resolution process, if needed assist you in completing the dispute resolution forms and refer you to low-cost legal assistance.

### All STLS Students Have Rights To

**Immediate school enrollment.** A school must immediately enroll students even if they lack health, immunization or school records, proof of guardianship, or proof of residence. "Enrollment" means enrolled into the school, attending classes and participating fully in school activities.

#### Enroll In:

- the school they attended when permanently housed or the school in which they was last enrolled (school of origin).
- any school that permanently housed students living in the same attendance area in which the STLS student or youth is actually living are eligible to attend (attendance area school).
- Enroll in preschool.

**Remain** enrolled in his/her selected school for as long as they remains in a temporary living situation or, if the student becomes permanently housed, until the end of the academic year.

**Access** to charter schools, selective enrollment schools, magnet schools, and all other CPS programs in the same manner as students who are permanently housed and assistance with application process will be provided upon request.

**Participate** in tutoring services beyond those provided to all students; school-related activities; and/or receive other support services.

**Receive** free school meals, fee waivers, free uniforms, and low-cost or free medical referrals.

**Transportation services:** If parents/caregivers choose to continue their child's education in the school of origin and transportation is requested, CPS will provide transportation to and from the school of origin, and all school-related activities, for as long as the student is in a temporary living situation or, if the student becomes permanently housed, until the end of the academic year.

- **Eligible students receive CTA transportation cards and adult caregivers of eligible students in grades PK-6 receive CTA transportation cards to accompany the student to/from school. Eligible students in grades PK-6 whose caregiver is unable to accompany them on public transportation due to a hardship may apply for yellow school bus service by submitting documentation or affidavit of their inability to transport the student. Examples of a "hardship" situation are:**

- Parent/caregiver employment, job training, or education program.
- Parent's/caregiver's mental and/or physical disability.
- Children need to be transported to and from schools at different locations.
- Court order, DCFS, or DCFS contract agent requires activities that do not enable parent/guardian to transport children to and from school.
- Rules of shelter or similar facility will not permit parent/caregiver to leave to transport children to and from school.
- Other good cause why parent/caregiver cannot use public transportation to transport children to and from school.

For more information about the rights of STLS students in Chicago Public Schools, call the STLS program at (773) 553-2242, fax at (773) 553-2182, email at [STLSInformation@cps.edu](mailto:STLSInformation@cps.edu), go to [www.cps.edu/STLS](http://www.cps.edu/STLS), or visit the STLS policy at [www.cps.edu/STLSpolicy](http://www.cps.edu/STLSpolicy).



# Request for Emergency and Health Information



**PARENTS/GUARDIANS:** The school must have on file emergency information that can be used to contact you. Please print clearly. Whenever there is a change in this information, immediately notify the school in writing.

SCHOOL NAME		STUDENT ID#	
STUDENT LAST NAME	FIRST NAME	MIDDLE NAME	
STUDENT HOME ADDRESS (include unit number if applicable)		City	State Zip
BIRTH DATE (mm/dd/yyyy)	HOMEROOM #	STUDENT HOME PHONE #	

### CONFIDENTIAL INFORMATION BOX 1

Complete this box only if (1) it reflects your child's current living situation; OR (2) it reflects your living situation if you are a youth not living with a Parent or Guardian. (Your answer will help school staff with enrollment and may enable the student to receive additional services.) **Check one box:**

- in a car/park/other public place
- doubled-up
- in a hotel/motel
- in a shelter
- in transitional housing

**School Note:** If any box is checked, see the CPS Policy 702.5.

### CONFIDENTIAL INFORMATION BOX 2

Is there a current Order of Protection or No Contact Order which concerns this student?

YES  NO

**School Note:** If "Yes," follow CPS Policy 704.4 procedures. Enter information in *Legal Alert* field and update contact information, as needed, in SIS.

### Parent/Guardian and Emergency Contact Information: Add extra contacts on additional page, if needed.

	PARENT/GUARDIAN CONTACT	PARENT/GUARDIAN CONTACT
Contact Name		
Relationship to Student		
<b>Check all that apply:</b>	<input type="checkbox"/> Lives With <input type="checkbox"/> Emergency	<input type="checkbox"/> Gets Mailings <input type="checkbox"/> Permission to Pick up
Home Address, if different from student's (include unit number if applicable)		
Cell Phone Number		
Email Address		
Name and Address of Employer		
Work Phone Number		
* Communication Language		

\* CPS communicates via phone calls. Select the language that should be used to communicate with you. Languages available for mass communication at this time are English and Spanish (note: other languages upon availability).

### List the name of a relative or neighbor who can also be notified in an emergency and has permission to pick up the student:

NAME	RELATIONSHIP	TELEPHONE #
ADDRESS		

### Family Doctor's Name, Address, and Phone Number: I authorize you to call my family doctor, if necessary, in an emergency.

NAME	ADDRESS (include unit number if applicable)	City	State	Zip
TELEPHONE #				

<b>STUDENT HEALTH INSURANCE: (select only one of the three)</b> <input type="checkbox"/> Illinois Medical Card/All Kids: provide student's medical ID # _____ (9-digit number located on back of card). <input type="checkbox"/> No Insurance: are you interested in applying for the Illinois Medical Card/All Kids? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Private/Employer Health Insurance: no additional information needed.	<b>CHILDREN OF MILITARY PERSONNEL (optional)</b> As the Parent or Guardian, are you a member of a branch of the armed forces of the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, are you either deployed to active duty or expect to be deployed to active duty during the school year? <input type="checkbox"/> YES <input type="checkbox"/> NO
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Parent/Guardian Signature

Date

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



# School Messaging Consent Form



Dear Parent/Guardian/Student:

If age 18 or older, your school and the district will periodically want to send information regarding school or district events, updates or initiatives. We will utilize a phone messaging system to remind you about these events, updates, and initiatives; including report card distribution, field trips, community events, parent-teacher conferences, announcements, COVID-19 information and screenings, and more. To ensure you receive periodic school- or district-related notifications and reminders, your consent is needed below.

In the event of an emergency, whether or not consent is on file, you will be informed through all contact information provided. Emergency calls include weather closures, health risks, threats, unexcused absences, and other situations affecting the health or safety of students and faculty. Emergency calls will be sent to all phone numbers, including cellular numbers, listed on the student's record. Please make sure these numbers are updated with your school.

**Please fill out and return this form to ensure you receive informational calls and texts.**

**By signing this form, you are authorizing Chicago Public Schools to use an automated system to periodically deliver automated informational calls or text messages to the phone number(s) provided below. If you change your phone number or no longer wish to receive automated calls and texts, you agree to inform Chicago Public Schools immediately. By signing below, you agree that this consent will remain valid and you will continue to receive automated phone calls and text messages unless or until you revoke your consent. Standard messaging rates and data may apply.**

I CONSENT as outlined in the above section.

I DO NOT CONSENT as outlined in the above section.

*please print or type:*

Student's Name

Name of Parent/Guardian/Student if age 18 or older

School

Date

Signature of Parent/Guardian/Student if age 18 or older

Student ID #

Phone Number 1 for Messages

Phone Number 2 for Messages

E-mail Address

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



# Media Consent Form and Release



## Consent/Release

I hereby consent to have my child photographed, digitally recorded, video taped, audio taped and/ or interviewed by the Board of Education of the City of Chicago (the "Board") or the news media when school is in session, either in person or hosted remotely, or when my child is under the supervision of the Board. Further, I consent for these photos, digital recordings, video tapes, audio tapes and/or interviews to be shared with third parties who have received written approval from the Office of Communications. I understand in the course of the above described activities that the Board might like to celebrate my child's accomplishments and work. Therefore, I further consent for the Board's release of information on my child's name, academic/non-academic awards and information concerning my child's participation in school-sponsored activities, organizations and athletics.

I also consent to the Board's use of my child's name, photograph or likeness, voice or creative work(s) on the Internet or on a CD or any other electronic/digital media or print media electronic which may include honorary banners/signs displayed in, near, or around the school building or community.

As the child's parent or legal guardian, I agree to release, indemnify and hold harmless the Board, its members, trustees, agents, officers, contractors, volunteers and employees from and against any and all claims, demands, actions, complaints, suits or other forms of liability that shall arise out of or by reason of, or be caused by the use of my child's name, photograph or likeness, voice or creative work(s), on television, radio or motion pictures, or on the Internet, or on a CD, or any other electronic/digital media or print media or in connection with my child's participation in virtual school events and/or celebratory activities.

It is further understood and I do agree that no monies or other consideration in any form, including reimbursement for any expenses incurred by me or my child, will become due to me, my child, our heirs, agents, or assigns at any time because of my child's participation in any of the above activities or the above-described use of my child's name, photograph or likeness, voice or creative work(s).

I understand that I may cancel this consent by providing written notice to the principal. I also understand that my consent is valid for one school year, including the following summer.

### Instructions: Check Box #1 or Box #2

- 1. I consent as outlined in the above consent/release section.
- 2. I DO NOT consent as outlined in the above consent/release section.

*please print or type:*

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Name of Parent/Guardian/Student if age 18 or older

\_\_\_\_\_  
School

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian/Student if age 18 or older

\_\_\_\_\_  
Student ID #

I understand that I have the right to inspect and copy my student's records, challenge the contents of such records; and limit my consent to the designated records or designated portions of information within the records.

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



# CPS Family Income Information Form 2022–2023



The purpose of this form is for CPS to obtain information about families' income to determine school funding. CPS and your school may receive additional funding based on the number of low-income families enrolled. Please complete this form and return it to the school's main office.

Parents—Please return form to school by **October 29, 2022**.

Schools—Please enter into ODA by **November 18, 2022**.

please print or type:

SCHOOL NAME

DOES YOUR FAMILY HAVE INTERNET SERVICES AT HOME?  YES  NO

### PART 1: Household Information— List all members of your household living with you.

\*Foster Children (legal responsibility of welfare agency or court)

### PART 2: SNAP/TANF number of any member of your household (go to part 6)

FOSTER CHILD?	CPS STUDENT?	ALL HOUSEHOLD MEMBER NAMES			DATE OF BIRTH	DHS SNAP OR TANF CASE NUMBER (LAST 9 DIGITS)													
		Last	First	M.I.															
<input type="checkbox"/>	<input type="checkbox"/>																		
<input type="checkbox"/>	<input type="checkbox"/>																		
<input type="checkbox"/>	<input type="checkbox"/>																		
<input type="checkbox"/>	<input type="checkbox"/>																		
<input type="checkbox"/>	<input type="checkbox"/>																		
<input type="checkbox"/>	<input type="checkbox"/>																		

### PART 3: Homeless, Migrant, Runaway Child, or child enrolled in Head Start

- HOMELESS
- MIGRANT
- RUNAWAY
- HEAD START

Homeless, Migrant, Runaway or Head Start Liaison Signature

Date

### PART 4: List Household Members With Income (SKIP THIS if you answered any of parts 2 or 3)

Enter the amount of income and how often it is received for each household member.

Frequency: Weekly, Every 2 Weeks, Twice Monthly, Monthly, Annually

OTHER INCOME can be but not limited to Welfare, Child Support, Retirement, Social Security, Worker's Comp. and Unemployment.

HOUSEHOLD MEMBER NAMES WITH INCOME	GROSS INCOME (before deductions)	Frequency					OTHER INCOME	Frequency				
		Weekly	Every 2 Weeks	Twice Monthly	Monthly	Annually		Weekly	Every 2 Weeks	Twice Monthly	Monthly	Annually
First Last M.I.	\$ [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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	\$ [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### PART 5: Opt in for information about other benefits.

- YES! I am interested in applying for a waiver of instructional fees.
- YES! I am interested in applying for the Supplemental Nutrition Assistance Program (SNAP) and/or the Medicaid Program. Or call 773-553-5437
- YES! This student/these students have a parent who is a veteran or active military member. Students with a parent who is a veteran or active military may qualify for a fee waiver.

Signature

### PART 6

Signature: I certify that all above information is true and all income is reported. I understand that information gathered from this form will be used to calculate Federal funding and screen CPS students for eligibility for other benefits and that school officials may verify (check) the information as being accurate; and that if I purposely give false information, I may be prosecuted. I consent to the district sharing eligibility status in order to receive benefits based on eligibility status.

Signature of adult household member

Parent / Guardian First Name

Parent / Guardian Last Name

Address

Zip Code

Date

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



# CPS Family Income Information Form 2022–2023



## PART 7: Children's Racial and Ethnic Identities (Optional)

### MARK ONE ETHNIC IDENTITY:

- Hispanic / Latino
- Not Hispanic / Latino

### MARK ONE OR MORE RACIAL IDENTITIES:

- Asian
- Black / African American
- Native Hawaiian / Other Pacific Islander
- White
- American Indian / Alaska Native

## Instructions For Completing Family Income Information Form

### IF YOUR HOUSEHOLD RECEIVES BENEFITS FROM SNAP/TANF, FOLLOW THESE INSTRUCTIONS:

**Part 1:** List all of the household members and date of birth (for students). (Attach another application if necessary.)

**Part 2:** List the DHS case number (SNAP or TANF) of any household member that corresponds with their name in Part 1. Do not use your Medicare card number.

**Skip to Part 5:** If you are interested in sharing application information with All Kids or SNAP agencies, check the box and sign.

**Part 6:** Sign the Form.

**Part 7:** Check the appropriate box to indicate your racial and ethnic identities.

### IF YOU ARE APPLYING FOR A HOMELESS, MIGRANT, RUNAWAY, OR HEAD START CHILD, FOLLOW THESE INSTRUCTIONS:

**Part 1:** List all of the household members and date of birth (for students).

**Skip to Part 3:** Check the appropriate box; obtain date and signature of Homeless, Migrant, or Runaway Liaison/Coordinator.

**Skip to Part 5:** If you are interested in sharing application information with All Kids or SNAP agencies, check the box and sign.

**Part 7:** Check the appropriate box to indicate your racial and ethnic identities.

### IF YOU ARE APPLYING FOR A FOSTER CHILD, FOLLOW THESE INSTRUCTIONS:

#### If all children in the household are foster children:

**Part 1:** List Students name, date of birth and check the box for "Foster Child" to the left of your foster child's name.

**Skip to Part 5:** If you are interested in sharing application information with All Kids or SNAP agencies, check the box and sign.

**Part 6:** Sign the Form.

#### If some children in the household are foster children:

**Part 1:** List Students name, date of birth and check the box for "Foster Child" to the left of your foster child's name.

**Skip to Part 4:** Follow the instructions under ALL OTHER HOUSEHOLDS INSTRUCTIONS (Part 4) below.

**Part 5:** If you are interested in sharing application information with All Kids or SNAP agencies, check the box and sign.

**Part 6:** Sign the Form.

**Part 7:** Check the appropriate box to indicate your racial and ethnic identities.

### ALL OTHER HOUSEHOLDS, FOLLOW THESE INSTRUCTIONS:

**Part 1:** List all of the household members and date of birth (for students).

**Skip to Part 4:** Follow these instructions to report total household income:

#### Column 1: Name

List the first and last name of each person in your household who receives income, related or not (such as grandparents, other relatives, or friends. Attach another sheet of paper if necessary.).

#### Columns 2 & 3: Gross Income Amounts and Frequency

The Gross Income is the amount earned before taxes and other deductions. It should be noted on pay stubs. This is not the same as take-home pay. List the amount each person receives from these sources. Round to the nearest dollar. All other sources of income should also be noted on this application. Next to each amount fill in the circle that indicates how often the person receives their stated income (weekly, every other week, twice a month, monthly, or annually). If you do not wish to disclose your income, please note "decline to answer" in this section. Be aware that if you are low-income, failure to share household income information could reduce the funds your school may otherwise receive.

**Part 5:** If you are interested in sharing application information with Medicaid or SNAP agencies, check the box and sign.

**Part 6:** Sign the Form.

**Part 7:** Check the appropriate box to indicate your racial and ethnic identities.

## SCHOOL USE ONLY

**Initial Determination:**  ELIGIBLE (Free or Reduced)  INELIGIBLE (Denied, N/A or ?)

**CONFIRMATION** (Only for those applications selected for verification)

Signature of Confirming Official (Required)

Date