



# 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

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