



# Board of Education

Office of the Board  
 1 North Dearborn Street  
 Suite 950  
 Chicago, IL 60602

## Board Report

24-1101-PO3

**Agenda Date:** 10/24/2024

### AUTHORIZE THE COMMENCEMENT OF THE PUBLIC COMMENT PERIOD FOR THE POLICY ON ENROLLMENT AND TRANSFER OF STUDENTS IN THE CHICAGO PUBLIC SCHOOLS

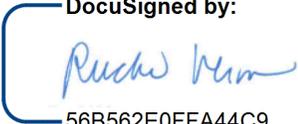
#### THE CHIEF EXECUTIVE OFFICER RECOMMENDS:

That the Board authorize the commencement of the Public Comment Period from November 2, 2024 to December 2, 2024 for the Policy described in the disposition table below. Pursuant to Board Rule 2-6(c), the Board must authorize the commencement of the Public Comment Period.

Current Policy Section/ Current Policy Title	New Policy Section/ New Policy Title	Description of Revision/Disposition
Board Report 21-0728-PO1, Policy 702.1 Policy on the Enrollment and Transfer of Students in the Chicago Public Schools		Amend the Policy on the Enrollment and Transfer of Students in the Chicago Public Schools This policy was amended to match current practices and ISBE standards. Some of the major updates include: <ul style="list-style-type: none"> <li>• Stronger language requiring schools to enroll EL students and provide the most appropriate bilingual services possible. The parent/guardian may request a transfer to another school that can meet the needs of their EL if their current neighborhood school cannot, but the school should not initiate that transfer process.</li> <li>• Clarification around enrollment of unaccompanied youth.</li> <li>• Permission of leases to be included as a document allowed as a proof of current address.</li> <li>• To comply with the Missing Children Records Act, families will now be permitted to provide reliable proof of a student’s identity (passport, visa, or other governmental documentation) and an affidavit explaining why they are unable to produce a copy of the birth certificate.</li> <li>• Removal of language of processes or programs that no longer exist: Minimum Enrollment Targets (the District no longer has minimum enrollment targets for students with IEPs), enrollment options for high schools that have disproportionately large numbers of students with disabilities, dual credit</li> </ul>

		<p>high schools, military academy transfer guidelines. • Clarification around transfers to non-attendance area schools • A new addition of a preschool to kindergarten priority for all non-selective enrollment schools that have full-day preschool programs. • A new permission of permitting elementary and middle school students to remain at their neighborhood school, regardless of whether they move out of the school's attendance boundary</p>
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Approved as to Legal Form: 

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**General Counsel**

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**Pedro Martinez**  
**Chief Executive Officer**

**AMEND BOARD REPORT 21-0728-PO21  
ENROLLMENT AND TRANSFER  
OF STUDENTS IN THE CHICAGO PUBLIC SCHOOLS**

**THE CHIEF EXECUTIVE OFFICER RECOMMENDS THE FOLLOWING:**

That the Chicago Board of Education (“Board”) amend Board Report 21-0728-PO1, Policy on the Enrollment and Transfer of Students in the Chicago Public Schools.

**POLICY TEXT:**

**I. ENROLLMENT**

Enrollment decisions should be made in the ~~best educational interest of the child~~ child's best educational interest and to promote equitable and fair enrollment across the district. All children between the ages of five and twenty-one who live in the City of Chicago who seek admission must be enrolled in Chicago Public Schools. Decisions concerning enrollment will be consistent with the Section 34-18(7) of the Illinois School Code.

**A. Students Enrolling In Chicago Public Schools**

1. General Rule

Children who enroll in the Chicago Public Schools (“CPS”) and live within the attendance area of a particular school, must be accepted for enrollment in that school.

2. Exceptions to the General Rule

The general rule governing enrollment does not apply in the following situations:

- a) Where a school has been designated for controlled enrollment, enrollment eligibility is subject to the requirements ~~set out~~ in the Board’s Controlled Enrollment of Elementary and High Schools Policy.
- b) Where the school has no established attendance boundary, such as a magnet school, or a school with established selective enrollment admissions criteria. For schools with no attendance boundaries, and for choice schools that require an application, admissions must comply with the Admissions Policy for Magnet Selective Enrollment and Other ~~Options for Knowledge~~ GoCPS Schools and Programs and the ~~Elementary and High School Guide issued annually by CPS~~ GoCPS Website which ~~identify~~ identifies the admissions requirements for magnet, ~~and~~ selective enrollment, and all other non-attendance area schools and programs.
- c) Where a school offers a preschool program, eligibility for preschool program enrollment is subject to preschool enrollment eligibility criteria and enrollment procedures as further described in section A.7 of this Policy. ~~Except when otherwise specified by the Board, or Preschool Enrollment Guidelines, enrollment in a school’s preschool program does not establish eligibility or guarantee to enrollment in the school’s kindergarten program.~~

3. Age of First Enrollment

To enroll in kindergarten and 1st grade, a student must satisfy the age eligibility requirements specified in Board Rule 6-2 unless the student is accepted into Early Entrance to Kindergarten or Early Entrance to First Grade as defined by the Accelerated Placement Policy (302.12). Children must be 3 or 4 years old, but not yet 5 years old, on or before September 1 of the enrolling academic year ~~in order~~ to be age eligible for a CPS preschool program.

## 4. Enrollment of Students With Disabilities

Where a student with disabilities in grades Kindergarten through 12, seeks to enroll in his or her attendance area school, the attendance area school must immediately enroll that child.

- a. If the attendance area school believes that it is unable to implement the student's Individualized Education Program (IEP) or 504 Plan, the school must then contact the Office ~~of Diverse Learner Support Services ("ODLSS") for Students with Disabilities ("OSD")~~ for appropriate review and placement determination and provide interim services until proper placement is made by ~~the ODLSS OSD~~.
- b. If a student with disabilities' ~~IEP or 504 Plan~~ requires an accessible building, an attendance area school or magnet school that constitutes the nearest building that meets the student's accessibility needs must accept the student, if requested by ~~ODLSS OSD~~, even if the student *has not applied or has not* been accepted into the school.
- e. ~~Minimum Enrollment Targets. Every school must strive to meet the minimum enrollment targets of students with disabilities established by the Final Report of the Corey H. court monitor. If a school is below the minimum enrollment target, the school and the ODLSS must determine whether the placement of a program for students with low incidence disabilities is appropriate to assist the school in meeting the minimum enrollment target.~~

## 5. Enrollment of English Learners ("EL")

- a. The parent/guardian of all new students enrolling for the first time must complete a Home Language Survey (HLS) at the time of enrollment.
- b. If either question on the HLS is answered yes, the school must use the state-prescribed screening instrument to measure the student's English language proficiency to determine eligibility to receive bilingual education services. For more information, see the Bilingual Education Policy, Section 603.1.
- c. Enrollment in Attendance Area School Without Bilingual Education Program.

~~i. Where an EL student seeks to enroll in the EL student's attendance area school and the school does not offer a bilingual education program aligned with the child's English language proficiency, the child must be enrolled in the attendance area school and given the option to transfer to the nearest school offering a bilingual language program.~~

Where a student who has been identified as an English Learner or identified for screening for EL services seeks to enroll in any school, the attendance area school must enroll the student and provide the most appropriate bilingual services possible, as EL students are required to receive EL services at their school. If their school currently only provides a Transitional Program of Instruction, parents/guardians have an option to request a transfer to a nearby school that provides Transitional Bilingual Education services.

~~ii. Pending identification and transfer to another school, or if the child opts to remain in the home school, the child must be enrolled and provided the most appropriate bilingual education services possible, consistent with their child's bilingual instructional needs.~~

iii. The school responding to a parental/guardian request for a transfer must ~~contact~~ follow the guidance of the Office of Language and Cultural Education Multilingual and Multicultural Education (OMME) for any placement in an alternate program or for assistance in developing the student's language proficiency in the attendance area school.

- d. ELs who also have an IEP must be provided both bilingual education services as well as the services required under their IEP.

6. Enrollment in a New School or Branch

For any new school or branch not identified in the annual [Elementary and High School Guide issued by CPS GoCPS website update](#), the application deadline identified [in the Options for Knowledge Guide on the website](#) will not apply. In these cases, CPS must issue application requirements and deadlines as appropriate for these schools.

7. Enrollment in Preschool Programs

Enrollment in a CPS preschool program is subject to the application and eligibility requirements that are specific to each CPS preschool program and based on applicable federal or state requirements. Enrollment in any CPS preschool program is subject to availability of space. The parent or guardian seeking enrollment for a child must satisfy all documentation requirements set out in this Policy as well as additional program eligibility documentation requirements as set out in the Preschool Enrollment Guidelines issued by the Office of Early Childhood Education ("[OECE](#)") ("[Preschool Enrollment Guidelines](#)"). Modified enrollment eligibility requirements may apply to children exiting the State of Illinois' Early Intervention Program as specified in the Preschool Enrollment Guidelines.

Enrollment in a preschool program is not subject to school attendance boundary requirements. Parents/guardians may seek to enroll their child at any school offering a preschool program for which they are eligible. If there are more applicants than available spaces for a preschool program at a particular school, students will be prioritized for placement in accordance with the Preschool Enrollment Guidelines.

Students with disabilities shall have their preschool program placement determined by [the ODLSS OSD](#). Students who have received an [itinerant CBO Itinerant](#), [inclusive Inclusive](#), or [instructional Intensive](#) IEP from [ODLSS OSD](#) may be able to begin preschool immediately on or after their third birthday, even if it falls after September 1 of the academic year (see Preschool Enrollment Guidelines). If a student with a disability has an IEP in place at the time of preschool enrollment, [the ODLSS OSD](#) will work with the Office of Early Childhood Education in determining the appropriate preschool placement for the student.

[Enrollment of students suspected to have a disability](#): If the school believes after enrollment in any preschool program that a student may have a disability, the preschool program must begin the special education referral process and continue the student's enrollment in the program until the student is determined to have a disability and an IEP is developed and appropriate program placement is determined.

[Except when otherwise specified by the Board, or Preschool Enrollment Guidelines, Beginning in the 2026 -2027 school year](#), enrollment in a school's preschool program [does not establish eligibility or guarantee enrollment in the school's will be considered among other factors for enrollment in all non-selective enrollment](#) kindergarten programs [as specified by the Preschool Enrollment Guidelines and/or the Admissions Policy for Magnet, Selective Enrollment, and Other GoCPS Programs](#). Kindergarten enrollment is subject to the standard enrollment eligibility requirements established for a school.

Withdrawal of a student enrolled in a CPS preschool program must comply with the conditions and requirements in the Preschool Enrollment Guidelines.

8. [Within fourteen \(14\) calendar days after enrolling a transfer student, the school must contact the school last attended by the student to obtain the student's records if the school the student last attended has not sent the records to the student's new school.](#)

**B. Enrollment of Students Identified as Homeless ([Students in Temporary Living Situations](#))**

1. Schools must immediately enroll homeless students and unaccompanied homeless youth [in accordance with the CPS Policy on Education of Homeless Children and Youth](#) <<https://www.cps.edu/sites/cps-policy-rules/policies/700/702/702-5/>>.

- a. [A homeless child is entitled to immediate enrollment at any of the following:](#)
- i. [the school in which the student was enrolled when permanently housed, including a preschool \(school of origin as defined under McKinney-Vento and IEHCA\);](#)
  - ii. [the school in which the student was last enrolled, including a preschool \(school of origin](#)

as defined under McKinney-Vento and IEHCA); or  
iii. any public school that non-homeless students who live in the attendance area in which the homeless child or youth is actually living are eligible to attend.

a. b. Schools must immediately enroll the homeless student even if the child is unable to produce records normally required for enrollment, in compliance with the Education of Homeless Children and Youth Policy. Schools must not require families of students in temporary living situations to produce notarized documents or have people with whom they reside confirm neighborhood residency.

b. c. Schools may require parents or guardians of a homeless child to submit an address or other contact information as the school may require from parents or guardians of permanently housed children, in compliance with the Education of Homeless Children and Youth Policy.

2. Two conditions must be present for a child or youth to be considered an unaccompanied youth under the McKinney-Vento Act:

- a. The child's or youth's living arrangement meets the Act's definition of homeless, and
- b. The child or youth is not living physically with a parent or guardian.

The student's living arrangement must be considered homeless. It is not enough that the student is not physically in the custody of a parent or guardian.

When an unaccompanied youth shows up to enroll, schools must:

- a. Enroll the student immediately;
- b. Get the name, contact information a photocopy of ID of any adult accompanying the child;
- c. Make a note of how the student became unaccompanied, why they are not in the custody of a parent or guardian and where the student currently resides on the STLS Service Initiation Form; and
- d. Contact DFSS within 48 hours if neglect or abuse including child abandonment is suspected
- e. Verify with the National Center for Missing & Exploited Children that any unaccompanied youth have not been reported missing within 48 hours of the student's enrollment.

2.3. The enrolling school must immediately contact the school last attended by the child to obtain relevant academic and other records.

4. If the enrolling school wishes to challenge the status of a student enrolled because of temporary living status, they need to follow the protocols in the STLS Dispute Resolution Process Handout. The school can contact [STLSinformation@cps.edu](mailto:STLSinformation@cps.edu) <mailto:STLSinformation@cps.edu> for more information regarding this process.

### **C. Required Information for Enrollment**

The following information is required at the first time of enrollment. Once a student is enrolled at the school, the school may not require the parent/guardian to provide these documents on an annual basis unless there is concern that the family has moved out of the city of Chicago or there are other extenuating circumstances.

1. Proof of Age. The parent or guardian of a child seeking enrollment must present proof of a child's age to the school principal or designee. Proof of age includes the following documents:

- a) Child's original or certified copy of birth certificate (photocopies are not permitted);
- b) Child's baptismal record; (Not acceptable for preschool)
- c) U.S or Foreign Passport or Visa
- d) Court documents; and
- e) Medical records. (Not acceptable for preschool)
- f) State issued medical card

2. Proof of Immunization. The parent or guardian of a child seeking enrollment must present all immunization and other medical records required by the Guidelines adopted under Board Rule 6-6 to the school principal or designee.

3. Proof of Current Address. The parent or guardian of a child seeking enrollment must present proof of a child's current address to the school principal or designee. Proof of current address includes, but is not limited to, any two of the following documents:

- a. Current utility bills;
- 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. Stamped United States Post Office change of address form;
- j. Illinois state aid check/social security check; and
- k. Other identification card issued by a federal or state agency or foreign government consulate, such as a Matricula Consular; and
- l. Lease documents.

4. Change of Contact Information.

- a. The parent or guardian must promptly notify the school of any change of address, phone numbers, and other contact information.
- b. Schools may request updated emergency contact forms at least 2 times per year and the parent or guardian must promptly reply to school requests.
- c. Schools must ensure that change of address and emergency contact information is promptly entered into, Aspen, the District's system of record.

5. If the relationship with the child cannot be established,

Failure to provide the required documentation will result in the immediate notification of the Chicago Police Department.

#### **D. Original Certified Copy of Student Birth Certificate**

~~A parent or guardian must present an original certified copy of the student's birth certificate at the time of enrollment to fulfill the enrollment requirements in the Missing Children's Act.~~

~~The school must make a copy of the original certified copy of the birth certificate and retain the copy as a Permanent Student Record in accordance with the guidelines established by the Chief Executive Officer or designee.~~

- ~~1. If an original certified copy of the birth certificate is not presented at the time of enrollment, the school must provide written notice to the parent or guardian that the parent or guardian must provide a certified copy of the student's birth certificate within thirty (30) days.~~
- ~~2. If the school does not receive the original certified copy of the birth certificate within thirty (30) days, the school must notify the Chicago Police Department and the Illinois State Police. In addition, the school must provide written notice to the parent or guardian that the parent or guardian has an additional ten (10) days to provide the original birth certificate.~~

~~If a parent or guardian has failed to provide an original certified copy of the student's birth certificate, the school must still enroll the student.~~

#### **D. Missing Children Records Act Requirement**

To comply with the Missing Children Records Act, at the time of enrollment, a parent or guardian must present either an original certified copy of the student's birth certificate or reliable proof of the student's identity and age along with an affidavit explaining the inability to produce a copy of the birth certificate. The school must make a

copy of the original certified copy of the birth certificate or the reliable proof of the student's age and the affidavit and retain the copy of these documents as a Permanent Student Record in accordance with the guidelines established by the Chief Executive Officer or designee.

1. Reliable proof of the student's identity and age includes a passport, visa, or other governmental documentation, which may include a Verification of Release, I-94, I-385, and the United States Department of State Travel Document.
2. If an original certified copy of the birth certificate or reliable proof of the student's identity and age along with an affidavit is not presented at the time of enrollment, the school must provide written notice to the parent or guardian that the parent or guardian must provide either (i) a certified copy of the student's birth certificate or (ii) other reliable proof of the student's identity and age and an affidavit explaining the inability to produce a copy of the birth certificate within thirty (30) calendar days.
3. If the school does not receive the original certified copy of the birth certificate or reliable proof of the student's identity and age along with an affidavit within thirty (30) calendar days, the school must notify the Chicago Police Department and the Illinois State Police. In addition, the school must provide written notice to the parent or guardian that the parent or guardian has an additional ten (10) calendar days to provide the original certified copy of the birth certificate or reliable proof of the student's identity and age along with an affidavit explaining the inability to produce a copy of the birth certificate.

If a parent or guardian has failed to provide an original certified copy of the student's birth certificate or reliable proof of the student's identity and age along with an affidavit, the school must still enroll the student.

#### **E. Proof of Guardianship or Custodianship**

Adults acting in the role of guardian or custodian may enroll a child upon providing proof of guardianship or custodianship which may include the following:

1. A valid court order;
2. The most recent tax return naming the child as a dependent;
3. Health insurance coverage for the child;
4. Any public aid documents covering the child; or
5. Appropriate documents authorizing or establishing custodianship.

Any other form of proof must be presented to the appropriate Network Chief or other designated oversight office for review. For adults caring for unaccompanied youth there is no requirement for proof of guardianship.

#### **F. Proof of Temporary Custodianship**

Adults acting in the role of temporary custodian to a child due to circumstances involving the parents, legal guardians or child, may enroll a student with applicable documentation of residency and status as temporary custodian, which may include a notarized letter from the parent authorizing the temporary custody and the reason <sup>1</sup> or the Illinois State Board of Educations Affidavit of Enrollment and Residency <[https://www.isbe.net/Documents/85-51\\_affidavit.pdf](https://www.isbe.net/Documents/85-51_affidavit.pdf)>. Enrollment by a temporary guardian is subject to the limitations provided in Section I.H. of this Policy.

#### **G. Enrollment of Students Who Transfer from a Private School, Foreign School, Charter School or Other School District**

1. Grade Placement.
  - a. Students who were previously enrolled in a private school (including home school), foreign school, Charter School or other school district who seek enrollment in the Chicago Public Schools are subject to transcript evaluation to determine proper grade placement and also may be evaluated to verify appropriate grade placement.

- b. Incomplete or Missing Transcripts. Schools must consult with [the Department of Policy and Procedures Office of Teaching and Learning](#) on placement determinations when a transfer student's transcript is incomplete or missing.
- c. Students with Disabilities. Schools must follow the [ODLSS' OSD Procedural Manual](#) on students with disabilities transferring from other schools outside CPS.
- d. English Language Learner Students. Schools must follow the Office of [Language and Cultural Education Multilingual and Multicultural Education's guidelines best practices](#) to ensure appropriate grade placement of EL transfer students based on educational attainment of the child, not English language proficiency.
2. Proof of Good Standing.
- ~~A student suspended or expelled for any reason from any public or private school in Illinois or any other state must complete the entire term of the suspension or expulsion before being admitted into the Chicago Public Schools. The following requirements apply to transferring students disciplined by a suspension or expulsion:~~
- ~~If a student from any public or private school in Illinois or any other state has been issued a current expulsion or suspension term by their former school, they will not be admitted into the Chicago Public Schools until the discipline records from their former school are reviewed by the Chief Education Officer or designee. As a result of this review, they will receive an official letter stating enrollment options available to them. The following requirements apply to transferring students who have a current suspension or expulsion term from their former school:~~
- a. Transfers from Illinois Public Schools. Students transferring from another Illinois public school must produce the Illinois State Board of Education "Student Transfer Form" completed by their former school verifying that they are "in good standing" and are not currently being disciplined by a suspension or expulsion. Failure to provide this form will result in the denial of enrollment of the transferring student.
- b. Transfers from Out-of-State Public Schools. The parent or guardian of students transferring from an out-of-state public school must certify in writing that the student is not currently [serving issued](#) a suspension or expulsion [imposed](#) by the school or school district from which the student is transferring. Failure to certify in writing that a student transferring from an out-of state public school is not currently [serving issued](#) a suspension or expulsion will result in the denial of enrollment of the transferring student.
- c. Transfers from Any Private School. The parent or guardian of students transferring from any private school must certify in writing that the student is not currently [serving assigned](#) a suspension or expulsion [imposed](#) by the school or school district from which the student is transferring. Failure to certify in writing that a student transferring from a private school is not currently [serving issued](#) a suspension or expulsion will result in referral to the Chief Education Officer or designee to review the student's suspension or expulsion status.
- d. Transfers from CPS Charter Schools. Students who have been expelled from a CPS Charter School may be evaluated on a case-by-case basis for appropriate placement.
- e. Alternative Placement.
- i. Expelled Transferring Students. Transferring students currently expelled from another school may be assigned to an alternative placement if space is available as reviewed by the Chief Executive Officer or designee.
- ii. Students with Disabilities. Students with disabilities who have been expelled by another school district and transfer into the Chicago Public Schools must be assigned to an alternative placement in order to receive their IEP services.

**H. Exemption from Providing Documentation**

Homeless children, unaccompanied youth, or children in the care of the state (Department of Children and Family Services) must be enrolled if they cannot produce their birth certificates, educational records, medical records, and/or proof of immunizations. Specific requirements regarding documentation waivers for homeless students are found in the [CPS Policy and Procedures](#) on Education of Homeless Children and Youth.

**I. Students Living with Adults Who Are Not Parents or Legal Guardians**

Students may not, for the sole purpose of enrolling in a particular school, live with adults who are not their parents or legal guardians. If there is a finding that a child is living with an adult who is not the parent or legal guardian solely for the purpose of attending school in that attendance area, then:

1. If the parent or legal guardian lives within the City of Chicago, that child will be [immediately transferred to and](#) 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 extenuating circumstances, the parent may seek a review by the appropriate Network Office.
2. If the parent or legal guardian of a CPS student lives outside the City of Chicago in violation of the residency requirement, that child's parent will be charged tuition as calculated by the Board's Department of Revenue, in compliance with Board Rule 5-12 Non-Resident Pupils - Tuition.

**~~J. Enrollment Options for High Schools That Have a Disproportionately Large Number of Students with Disabilities~~**

~~Where a school has a 9<sup>th</sup> grade membership of 25% or more students with disabilities, the ODLSS must offer other enrollment options to incoming 9<sup>th</sup> graders with disabilities. The special education enrollment options must comply with the Guidelines issued by the ODLSS.~~

**~~K. J. Enrollment of Eighth Graders Into Ninth Grade~~**

1. Elementary or middle school principals must ensure that all eighth graders in their schools have submitted an application for 9th grade to the Office of Access and Enrollment by the annual deadline.
2. Students will be projected to their assigned school in the student information system by the end of May or other date as determined by the Office of Access and Enrollment.
3. Eighth graders who have not been accepted into a high school by the end of May or other date as determined by the Office of Access and Enrollment must be projected to their attendance area high school.

**L. Application and Admission to Open Enrollment, Magnet and Selective Enrollment Schools and Programs**

Students seeking to enroll in an Open Enrollment, Magnet, or Selective Enrollment school or [any other](#) program outside of their attendance area must apply following the [Boards Admission Policy for Magnet, Selective Enrollment and Other Options for Knowledge GoCPS Schools and Programs](#) <<https://policy.cps.edu/download.aspx?ID=82>>, ~~and the annual Elementary and High School Guide issued by the Office of Access and Enrollment~~ and the OAE Guidelines to Address Potential Barriers for STLS Students in Navigating the Application Process (for homeless students and unaccompanied youth only).

**II. TRANSFER OF STUDENTS**

[A substantial body of research exists showing the negative impact of transfers and the disproportionate impact on students farthest from opportunity.](#) As a general rule, children become students of the school in which they are enrolled ("home school"), and should not be unilaterally transferred or withdrawn by the school principal. [Transfers from a student's home school should be granted at the](#)

request of a parent or guardian, when the student has been accepted for enrollment at another school. Where the school principal does transfer or withdraw a student, they must comply with the procedures of this Policy and all other relevant CPS policies, in particular the withdrawal/removal from enrollment requirements in the Board's ~~Absenteeism and Truancy Policy~~ Comprehensive Policy on Attendance, Section 703.1(VII). In the interest of continuity of educational programming, it is the Board's policy to limit transfers of students in the Chicago Public Schools to times in which both the students' and schools' disruptions will be minimized. The following procedures apply to student transfers.

#### A. Student Transfer Following a Change in Residence

1. Elementary and Middle School Students
  - a. ~~Absent extenuating circumstances, transfers of elementary and middle school students, whose parents/guardians change their place of residence to a new attendance area, should be made at the end of the school year, provided the distance factor does not adversely influence the students' safety, attendance, and academic progress.~~  
Beginning in the 2025-2026 school year, all students in elementary and middle school whose parents/guardians change their place of residence to a new attendance area may be permitted to remain in their attendance-area school at which they were first enrolled until graduation, unless a student moves out of the City of Chicago (as described in section II.A.4 below) or if the parent/guardian wishes to transfer their students to their new attendance area school.
  - b. Parents who immediately want to transfer their children to an attendance area school after moving from one attendance area to another must be allowed to do so.
  - e. ~~Seventh and Eighth grade students whose parents change their place of residence may remain in the school until graduation if the distance factor does not adversely influence the students' safety, attendance, or academic progress.~~
2. High School Students
  - a. ~~Transfers of tenth, eleventh, and twelfth grade high school students within CPS, whose parents or guardians change their place of residence to a new attendance area, should be made at the end of the current semester, absent extenuating circumstances.~~
  - b. a. High school students whose parents change their place of residence may remain in the school until graduation. ~~if the distance factor does not adversely influence the students' safety, attendance, or academic progress.~~
  - e. b. Ninth grade transfers must comply with the Office of Access and Enrollment's guidelines ~~located in the Options for Knowledge Guide.~~
3. Preschool Students
 

Transfers of students participating in a CPS preschool school program may be made upon parent/guardian request, subject to availability of space. Transfers must be processed through the preschool application portal.
4. Elementary and High School Students Who Move Outside the City of Chicago
 

Students must reside within the limits of the City of Chicago to attend a Chicago Public School. Students whose parents or guardians move outside the City of Chicago during the school year 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, the student is no longer eligible to attend a Chicago Public School. Students found in violation of the residency requirement are subject to the penalties described in Board Rule 5-12 Non-Resident Pupils Tuition <[https://www.cpsboe.org/content/documents/sec.\\_5-12.pdf](https://www.cpsboe.org/content/documents/sec._5-12.pdf)>.

**B. Transfers Into An Attendance Area School**

Students attending a school outside their attendance area who wish to transfer to their attendance area school must be enrolled as provided in section I.A. of this policy. If the school is a controlled enrollment school, ~~transfer applicants must be placed on the waiting list and offered enrollment as seats become available as described~~ all transfer requests fill follow the procedures as described in the Board's Controlled Enrollment of Elementary and High Schools Policy.

**C. Transfers into a Non-Attendance Area School**

Students who wish to transfer mid-year into a school that is not their attendance area school must follow the policies and guidelines set forth by the Admissions Policy for Magnet, Selective Enrollment and Other GoCPS Schools and Programs and the Office of Access and Enrollment. Students in Kindergarten through 9th grade may not transfer to a non-attendance area school without a GoCPS acceptance absent extenuating circumstances, including the reasons listed in section II.D below.

**C. D. Other Transfers**

## 1. Best Interest of the Child

~~Transfers from a student's home school should be granted at the request of a parent or guardian, when the student has been accepted for enrollment at another school. Also, t~~Transfers from a student's home school may be granted when it is clearly in the student's best educational interest as determined by the Network Chief. Any disputes regarding proposed best interest transfers should be referred to the appropriate Network Chief or other designated oversight office for resolution.

## 2. Students With Disabilities

Transfer restrictions described in this policy do not apply to students with disabilities who require a transfer pursuant to their IEP or 504 Plan. The ~~ODLSS~~ OSD identifies the school at which a student's IEP or 504 Plan can be implemented and to which the student will be transferred.

3. English Language Learner Students

If a student transfers to a school which does not offer a bilingual education program aligned with the child's English language proficiency, the student must be given the option to transfer to the nearest school offering an appropriate program. Pending identification and transfer to an appropriate school or, if the child opts to remain in the current school, the student must be provided the most appropriate bilingual education services possible consistent with the student's bilingual instructional needs.

## 4. Transfer Following a Finding of False Representation of Address

Any student who has been fraudulently registered in a school as a result of falsification of address may will be subject to immediate transfer to the proper attendance area school, after notice and opportunity to respond have been given to the parent or legal guardian or emancipated youth. Any appeals of fraudulent registration decisions may be made to the appropriate Network Office or other designated oversight office.

5. Homeless Education Students (Students in Temporary Living Situations)

School transfers that result from a student's homelessness are subject to the CPS Policy and Procedures on Education of Homeless Children and Youth. Under the CPS Homeless Education Policy schools must not deny or delay transfer of any homeless or unaccompanied child or youth who is unable to produce school, medical, residency, guardianship, custody, or other records. The receiving school must immediately enroll the child and then immediately contact the school last attended by the child to obtain the appropriate transfer documentation including academic, medical and/or other records. The school may require parents or guardians of a homeless child to submit an address or such other contact information as the school may require from parents or guardians of permanently housed children. A homeless child or youth is entitled to immediate enrollment at any of the following:

- a. ~~the school in which the student was enrolled when permanently housed, including a preschool (school of origin as defined under McKinney-Vento and IEHCA);~~
  - b. ~~the school in which the student was last enrolled, including a preschool (school of origin as defined under McKinney-Vento and IEHCA); or~~
  - e. ~~any public school that non-homeless students who live in the attendance area in which the homeless child or youth is actually living are eligible to attend.~~
6. Transfers Due to School Closings

Nothing in this policy prohibits the Board from authorizing the transfer of students due to school closings, school boundary changes, new school openings, overcrowding or other circumstances that the Board deems appropriate.

7. Transfers From Other Schools

Students wishing to transfer to a Chicago Public School from a private school, including home school settings, parochial school, charter school or another public school outside the district, must comply with the enrollment requirements set out in Section I of this Policy.

8. Disciplinary Transfers

- a. ~~Students In certain instances, students~~ are subject to transfer for disciplinary reasons to another CPS school.
- b. ~~Transfers must be made in compliance with all requirements and guidelines listed in the Board's Chicago Public Schools Student Code of Conduct ("SCC") provisions regarding Disciplinary Reassignment provided there is available space. and all Disciplinary Transfers must be approved and facilitated by the Network Chief or another Office of Network Support designee.~~
  - i. ~~Disciplinary Reassignments Transfers are listed in the range of may only be considered for disciplinary actions student behaviors available under that fall in Groups 5 and 6 of the SCC for disciplining students and may be issued either in conjunction with, or as alternative to, suspension for certain infractions of the SCC. and only in specific circumstances and when all incidents and responsive interventions have been documented and exhausted. Disciplinary Transfers cannot be completed in addition to expulsion proceedings. Disciplinary Transfers for students with disabilities can only be considered in consultation the the CPS Office of Students with Disabilities ("OSD") District Representative to ensure that all special education needs are adequately addressed prior to any consideration of a transfer, including when a Manifestation Determination Review is needed according to requirements outlined in the IDEA Procedural Manual maintained by OSD.~~
    - ii. ~~Disciplinary Reassignments are reserved only for students who have been determined under the SCC to have engaged in continually disruptive or very serious acts of misconduct.~~
    - iii. ~~All Disciplinary Reassignments must be approved and facilitated by the Network Chief or their designee. Among the factors which a Network Chief may consider for a Disciplinary Transfer are:~~
      - 1. the safety of the victim(s) involved in the incident related to the SCC infraction(s) AND
      - 2. whether the student subject to transfer engaging in the behavior infractions and under consideration for a Disciplinary Transfer would likely cease their disruptive behavior if placed in another setting CPS school.
  - c. ~~Disciplinary Transfers must be completed with direct communication with the student subject to transfer and their parent/guardian. The Network Chief or designee should attempt to convene an in-person meeting with the student and parents/guardians to explain the Disciplinary Transfer and to engage their input and perspective on the proposed transfer prior to any final approval. The Network Chief or Office of Network Support designee must ensure that all requirements and guidelines in the SCC have been completed by the school and that parents/guardians have received all required documentation related to the~~

student's behavior.

d. Final approval of a Disciplinary Transfer must include a school identified to receive the student, as determined by the Network Chief. The receiving school should be selected with consideration of any identified needs specific to the student subject to transfer. The final approval determination should be communicated in an official letter to the parent/guardian of the student and must include all steps needed to complete the transfer to the receiving school. Final determination of a Disciplinary Transfer must be documented in the district's student information system as an incident report.

e. Facilitation of any Disciplinary Transfers must include a restorative connection process to the receiving school that includes the student and their parent/guardian, including identification of any student academic and social-emotional needs, supports available to the student, and connections to staff available to provide direct support.

9. Administrative Transfers

~~a. Students enrolled in a Board-designated military academy may be subject to an administrative transfer due to non-compliance with the military standards as described in the Military Academy Guidelines.~~

~~b. Students enrolled in a Board-designated dual credit high school may be subject to an administrative transfer due to a student's failure to comply with, or meet the requirements of, the student's school participation agreement.~~

e. a. To the extent required by the Americans with Disabilities Act, in the event a parent or guardian with a disability is unable to access their child's school building, the student may be transferred to the nearest school that meets the parent's accessibility needs, offers the same program and for which the student meets any applicable enrollment criteria. All such transfer requests must be submitted to the Board's ADA Director for consideration.

10. Safety Transfers

A student may be transferred to another CPS school if the student's and/or other students' safety and/or well-being are jeopardized by remaining at the home school. All safety transfers must be approved, facilitated, and implemented by the Network Chief(s) or their designee(s) or the district's Title IX Coordinator in compliance with the safety transfer guidelines issued by the Chief Education Officer or designee. For matters falling under Title IX, the district's Title IX Coordinator or designee, in consultation with the Network Chief or designee, will make the final determination regarding safety transfers.

a. Final approval of a Safety Transfer must include a school identified to receive the student, as determined by the Network Chief. The receiving school should be selected with consideration of any identified needs specific to the student subject to transfer with input from parents/guardians. The final approval determination should be communicated to the parent/guardian of the student and must include all steps needed to complete the transfer to the receiving school. Final determination of a Safety Transfer must be documented in the district's student information system in an incident report.

b. Facilitation of any Safety Transfer must include offering a restorative connection process to the receiving school with the student and their parent/guardian. Identification of student academic and social-emotional needs and supports available to the student and connections to staff available to provide direct support should be done at the time of enrollment.

11. Transfers to Options and Schools

For students who are not engaged and on track ~~and~~ in a traditional high school, despite proactive and supportive interventions from the school, and for whom another traditional high school will not provide adequate support; the district offers a portfolio of Options Schools. All transfers from a traditional school to an Options Schools must be made in accordance with the provisions of the [Guidelines for High School Transfers <https://docs.google.com/document/d/1kJMh0iC9I2vJhYrSypLyfX7DGZ3JchkEp5UZQv1cDPQ/edit>](https://docs.google.com/document/d/1kJMh0iC9I2vJhYrSypLyfX7DGZ3JchkEp5UZQv1cDPQ/edit).

12. Transfers from the Virtual Academy, Therapeutic Day Schools, and Non-Voluntary Placements or Removals

If a student has been enrolled in and attending the Virtual Academy, attending a Therapeutic Day School, or they have been involuntarily withdrawn from their school (i.e., not due to a parent/guardian decision to withdraw them), they maintain the right to re-enrollment at their most recent school upon return, unless an extenuating circumstance exists. This applies to, but is not limited to: expulsions, emergency placement, detention/incarceration, court decisions, residential placements, therapeutic school placements, hospitalizations, and DCFS transfers.

**LEGAL REFERENCES:**

Individuals with Disabilities Education Act, P.L. 108-446, as amended; ~~Corey H. v. Board of Education of the City of Chicago, 92-C-3409~~; Salazar v. Board of Education 92 CH 5703; McKinney-Vento Homeless Assistance Act P.L. 100-77, as amended; and Sections 5/2-3.13a(a)-(b), 10-20.12, 10-20.12a, 10-22.6(g), 14-1 et seq., 14C-1 et seq., 26-1 et seq., 34-18, 34-18.2, 34-18(7) 34-18.24 and 45-1 et seq. of the Illinois School Code; 325 ILCS 50/5 and 325 ILCS 55/5. Illinois Missing Children's Records Act (325 ILCS 50 et seq.); Department of State Police, Missing Person Birth Records and School Registration, School Enrollment Identification and Reports (20 Ill. Admin. Code 1290.60)