

Student Name: _____

	Birth Certificate or Passport (Must present original)	New	* * * O F F I C E U S E O N L Y
	Two Proofs of Address	New	
	Driver's License		
	Utility		
	Other		
	Enrollment Form	New & Returning	
	Emergency Form	New	
	Home Language Survey	New	
	Racial Ethnic Survey	New	
<u>Updated Yearly (Forms will be sent at a later date)</u>			
	Family Income Information Form	New & Returning	
	Media Consent	New	
	Medical Information Form	New & Returning	
	Medical Alert (if applicable):		
	Messaging Consent	New	
MEDICAL DOCUMENTS			
	Physical Exam/Immunizations If received, Exam Date:	New to CPS. KG & 6th Due by end of September	*
	Vision Exam If received, Exam Date:	New to CPS & Kg Due by end of September	*
	Dental Exam Form If received, Exam Date:	New to CPS. KG, 2nd. 6th Due by end of September	*

If you have any questions, please feel free to reach out to Ms. Ruiz, the school clerk, at aeruiz7@cps.edu or 773-534-1198. Please note, phone call access will be limited over summer break.



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 10-0623-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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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		
Check all that apply:	<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 #				

STUDENT HEALTH INSURANCE: (select only one of the three) <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.	CHILDREN OF MILITARY PERSONNEL (optional) 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
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Parent/Guardian Signature

Date

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



Home Language Survey 2024-2025

Office of Language and Cultural Education



Complete this Home Language Survey at the student's initial enrollment in a Chicago Public School.

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 #

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 Which language?

2. Does the student speak a language other than English? Yes No Which 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 (yes) No (no) ¿Cuál idioma?

2. ¿Habla el estudiante algún otro idioma que no sea inglés? Sí (yes) No (no) ¿Cuál idioma?

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。

英語之外的其他語言? 是的 (yes) 不是 (no) 什麼語言?

女是否說英語之外的其他語言? 是的 (yes) 不是 (no) 什麼語言?

Arabic / العربية

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

هل تُستخدم لغة أخرى غير اللغة الإنجليزية في منزلك؟ لا (no) نعم (yes) أي لغة؟

هل يتحدث الطالب لغة أخرى غير اللغة الإنجليزية؟ لا (no) نعم (yes) أي لغة؟

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 (yes) Nie (no) Jakim językiem?

2. Czy uczeń mówi innym językiem niż angielski? Tak (yes) Nie (no) Jakim językiem?

Ukrainian / Українська

Якщо ви відповіли «Так» на будь-яке з цих запитань, школа буде зобов'язана за законом оцінити рівень володіння вашою дитиною англійською мовою.

1. Чи розмовляєте Ви вдома іншою мовою окрім англійської? Так (yes) Ні (no) Якою мовою?

2. Чи розмовляє Ваша дитина іншою мовою окрім англійської? Так (yes) Ні (no) Якою мовою?

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 Student Reclassification Recommendation (SRR) will have to be submitted to OLCE to correct the language at a later date.

Maintain Home Language Survey in the Student Cumulative Folder. If the student is an English Learner (EL), maintain the original survey in the Cumulative Folder and also maintain a copy of the survey in the student's English Learner Folder.



Home Language Survey 2024-2025

Office of Language and Cultural Education



Complete this Home Language Survey at the student's initial enrollment in a Chicago Public School.

please print or type:

STUDENT LAST NAME	FIRST NAME	MIDDLE NAME
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SCHOOL NAME

STUDENT ID #	NETWORK	ROOM #
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Bosnian/Serbian(Latin) Bosanski/Srpski Ukoliko ste na bilo koje od ovih pitanja odgovorili sa „Da“, škola će biti zakonski dužna da procijeni nivo znanja engleskog jezika kod vašeg djeteta.

1. Da li se u kući govori na stranom jeziku (različitom od engleskog)? Da (yes) Ne (no) Koje jezike?

2. Da li učenik govori neki drugim jezikom (različitim od engleskog)? Da (yes) Ne (no) Koje jezike?

Vietnamese / Tiếng Việt Nếu câu trả lời cho một trong hai câu hỏi trên là có thì luật pháp yêu cầu trường học phải đánh giá khả năng thông thạo Anh ngữ của con quý vị.

1. Ngôn ngữ khác tiếng Anh có được sử dụng trong nhà quý vị không? Có (yes) Không (no) Ngôn ngữ gì?

2. Con quý vị có nói một ngôn ngữ khác ngoài tiếng Anh không? Có (yes) Không (no) Ngôn ngữ gì?

Urdu / اردو اگر کسی بھی سوال کا جواب ہاں میں ہے تو، قانون کے تحت اسکول سے آپ کے بچے کی انگریزی زبان کی مہارت کا اندازہ لگانا پڑتا ہے۔

کیا آپ کے گھر میں انگریزی کے علاوہ کوئی دوسری زبان بولی جاتی ہے؟ ہاں (yes) نہیں (no) کون سی زبان؟

کیا طالب علم انگریزی کے علاوہ کوئی دوسری زبان بول سکتا ہے؟ ہاں (yes) نہیں (no) کون سی زبان؟

Pashto/انگلیسی که د هرې پوښتنې ځواب هو وي، قانون له مخې پوښتونځي اړتيا لري چې ستاسو د ماشوم د انگلیسی ژبې مهارت ارزونه وکړي.

آیا ستاسو په کور کېد انگلیسی پرته بله ژبه وپلکیري؟ هو (yes) نه (no) کومه ژبه؟

آیا ستاسو ماشوم د انگلیسی پرته په بله ژبه خبرې کوي؟ هو (yes) نه (no) کومه ژبه؟

Gujarati / ગુજરાતી તમારા બાળકના અંગ્રેજી ભાષાના કૌશલ્ય માટે આકારણી કરाववा मांगे છે. જો બન્નેમાંથી કોઈ એક પુસ્ત્રનો જવાબ પણ हा मां होय तो, कायदी शाणा पासै

1. શું આપના ઘરમાં અંગ્રેજી સિવાયની ભાષા અન્ય કોઈ ભાષા બોલ આવે છે? હા (yes) નહીં (no) કઈ ભાષા?

2. શું વિદ્યાર્થીઓ અંગ્રેજી સિવાયની કોઈ ભાષા બોલે છે? હા (yes) નહીં (no) કઈ ભાષા?

Yoruba / Yorùbá Tí idáhùn sí ibèèrè nàá bá jẹ̀ Bèḗnì, òfin bèèrè pé kí ilé-èkọ́ nàá ẹ̀şe igbéléwọ̀n bí ọmọ ẹ̀şe gbọ̀ èdè Gèḗsì sí.

1. Njẹ ẹ n sọ èdè miran yatọ sí Èdè-Gèḗsì ninu idile yin bí? Bèḗnì (yes) Bèḗkọ (no) Edè wo?

2. Ẹ akẹkọ̀ọ̀ nàá n sọ èdè miran yatọ sí èdè-Gèḗsì bí? Bèḗnì (yes) Bèḗkọ (no) Edè wo?

Russian / Русский Если на любой из этих вопросов дан утвердительный ответ, согласно законодательству школа должна оценить уровень владения английским языком вашего ребёнка.

1. Вы говорите у себя дома на ином языке, нежели на английском? Да (yes) Нет (no) На каком языке?

2. Ваш ребёнок говорит на ином языке, нежели на английском? Да (yes) Нет (no) На каком языке?

Tagalog/Tagalog Ayon sa batas, kung "Oo" ang sagot sa parehong tanong, kailangan suriin ng paaralan ang kakayahan at kaalaman na mag-aaral sa wikang Ingles.

1. May iba pa bang lengguwahe bukod sa Ingles na ginagamit sa iyong tahanan? Mayroon (yes) Wala (no) Anong wika?

2. May ginagamit ba na ibang lengguwahe ang mag-aaral bukod sa Ingles? Mayroon (yes) Wala (no) Anong wika?

Signature of School Official	Date	Parent/Guardian Signature	Date
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Maintain Home Language Survey in the Student Cumulative Folder. If the student is an English Learner (EL), maintain the original survey in the Cumulative Folder and also maintain acopy of the survey in the student's English Learner Folder. *Must have an original signature; an electronic signature is not acceptable*



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.)