

# Enrollment Procedures and Requirements

## Procedures and Required Documents for Enrollment of Students

The parent, legal guardian or temporary custodian of any elementary or high school age child seeking enrollment in a Chicago public school for the first time shall present to the school principal or his/her designee **proof of age, proof of current address and physical exam and immunization records.**

### PROOF OF AGE

Proof of age includes, but is not limited to, the documents listed below:

- Child's birth certificate
- Child's baptismal record
- Passport
- Court documents
- Medical records

### PROOF OF CURRENT ADDRESS

Proof of current address includes, but is not limited to, any **two** of the documents listed below:

- Current utility bills
- Illinois driver's license or State of Illinois identification card
- Deed
- Employee identification card
- MediPlan/Medicaid card
- Voter registration card
- Court documents
- Illinois Department of Public Aid card
- Stamped United States Post Office change of address form
- Illinois state aid check/social security check
- Other identification card issued by a federal or state agency or a foreign government consulate, such as a Matricula Consular

If you are homeless, or doubled up due to loss of housing, your child should be immediately enrolled in school without the records mentioned above. For help, contact your school's homeless education liaison or the Homeless Education Program at 773- 553-2242

### Kindergarten Enrollment Eligibility

All children residing within the limits of the city who have attained the age of 5 on or before September 1 are eligible for enrollment into a Chicago public school. (*Board Rules, Sec. 6-2*)

If you are not sure which school your child should attend, please call 773-553-1000 for information or go to : [www.cps.edu/Schools/Find\\_a\\_school/Pages/schoollocator.aspx/](http://www.cps.edu/Schools/Find_a_school/Pages/schoollocator.aspx/)