

Student Enrollment Requirements Checklist

To enroll in CPS, families must provide proof of their relationship to the child, the child's age and identity, and their current address in the City of Chicago.

Note: Providing accurate and current information, especially your address, helps us ensure we can best serve all students in their designated attendance areas. If it is found that inaccurate information was provided, your child may be transferred to their correct neighborhood school. For more details, please refer to [CPS Policy 702.1, Enrollment and Transfer of Students in the Chicago Public Schools](#).

If your family is unable to verify or provide any of the documentation listed below, please contact your neighborhood school for assistance. Use the CPS School Locator ([CPS School Locator](#)) to find your neighborhood school based on your current Chicago home address.

Prepare for Enrollment: Official Required Documents (PreK to 12)

Document Type: Proof of Guardianship

Options for Documentation:

To confirm your relationship with the child being enrolled, please bring **at least one** of the following documents:

- ☐ Your most recent tax return, showing the child listed as a dependent.
- ☐ The child's original birth certificate (Photocopies are not accepted).
The enrolling adult's name must be listed on the certificate.
- ☐ A valid court order establishing your legal guardianship or custodianship.
- ☐ Documentation of the child's health insurance coverage under your policy.
- ☐ Any public aid documents that include the child.
- ☐ Other relevant documents that authorize or establish your guardianship.
 - ☐ For temporary custody [Affidavit of Enrollment and Residency Roe/Isc Department](#)

Document Type: Proof of Child's Age and Identity

Options for Documentation:

For enrollment, you must present **at least one** of these original documents to verify the child's identity and age:

- ☐ Original or Official Certified Copy of Birth Certificate (Photocopies not accepted. Can serve as proof of age even if the enrolling adult's name is not on it)*
- ☐ US or Foreign Passport or Visa

- ☐ State-issued Medical Card (For Pre-Kindergarten enrollment only)
- ☐ Court Documents (For Foster Children enrolling in Pre-Kindergarten only)
- ☐ Baptismal Record (Not valid for Pre-Kindergarten enrollment)
- ☐ Medical Records (Not valid for Pre-Kindergarten enrollment)

*If your family is unable to provide an original or certified copy of the child's birth certificate at the time of enrollment, please review the information below on the Missing Children Records Act.

Document Type: Proof of Adult's Identity and Permanent Chicago Address

Options for Documentation:

Picture Identification: Provide any of the following forms of current photo identification

- ☐ Unexpired US Passport
- ☐ Employee ID Card
- ☐ Unexpired Driver's License or a State ID Card
- ☐ Chicago CityKey ID

Permanent Address Verification: Please provide photocopies or digital copies of **any two** of the following documents. These documents must clearly show a current Chicago address and list the name of the person enrolling the child:

- ☐ Unexpired Illinois Driver's License or State ID Card (with current Chicago address)
- ☐ Utility Bill from the last 90 days with service address (gas, electric, landline, water, cable, or internet)
- ☐ Deed (showing Chicago property ownership)
- ☐ Current Mortgage or Lease Agreement (for a Chicago residence)
- ☐ MediPlan/Medicaid Card
- ☐ Voter Registration Card (with Chicago address)
- ☐ Court Documents
- ☐ Illinois Department of Public Aid Card
- ☐ Stamped U.S. Post Office Change of Address Form (confirming Chicago residency)
- ☐ Illinois State Aid or Social Security Check (mailed to a Chicago address)
- ☐ Other Identification Card issued by a federal or state agency or a foreign government consulate (e.g., Matricula Consular)

Important Notes:

- **Matching Information:** The name on all submitted documents must match the name of the person registering the child.
- **Utility Bill Definition:** A utility bill is a monthly statement that details charges for essential household services.
- **Temporary Leases:** Addresses verified by temporary leases (under one year) may require re-verification upon expiration.

Document Type: Documentation to Fulfill the Missing Children Records Act

Options for Documentation:

Within 30 days, please provide:

- ☐ The child's **original birth certificate** (Photocopies are not accepted) or
- ☐ Other acceptable proof of the child's identity and age **with an affidavit** ([English](#) / [Spanish](#)) that explains the inability to provide an original birth certificate. Acceptable documentation includes:
 - ☐ Passport
 - ☐ Visa
 - ☐ Verification of Release
 - ☐ I-94
 - ☐ I-385
 - ☐ United States Department of State Travel Document

Document Type: For Transfer between CPS Schools

Options for Documentation:

- ☐ Student Transfer Form
 - This form can be obtained from your child's current (sending) school to confirm your child's enrollment history and status
- ☐ Previous school transcripts or records
 - Usually sent electronically between CPS schools, which includes grades, attendance, and assessment history. Parents/guardians can also request a copy.
- ☐ Immunization and Health Records
 - Ensure your child is up to date on all required vaccines and has a recent school physical (if required for their grade level).

- ☐ Individual Education Plan or 504 Plan (if applicable)
 - Helps ensure your child receives the right services immediately upon transfer.

Required Medical Documentation

The following medical documents are required for your student's record. We encourage you to provide them at the time of enrollment. However, you may enroll your child without them initially, as long as you submit the necessary documents by the due date. If you're enrolling after the due date, please bring all required medical documents with you.

Document Type: Proof of Medical Forms

Options for Documentation:

- ☐ Student Medical Information Form [[English](#) / [Spanish](#)]
- ☐ Illinois Certificate of Child Health Examination [[English](#)]
- ☐ State of Illinois Proof of Dental Examination Form [[English](#) / [Spanish](#)]
- ☐ Dental Examination Consent Form [[English](#) / [Spanish](#)]
- ☐ Vision Exam Consent Form [[English](#) / [Spanish](#)]
- ☐ State of Illinois Eye Examination Report Form [[English](#) / [Spanish](#)]

Document Type: Proof of Immunization Due by October 15

Options for Documentation:

- ☐ Diphtheria, Pertussis (Whooping Cough), Tetanus (DTP/Td)
- ☐ Inactivated Polio
- ☐ Measles, Mumps, and Rubella (MMR)
- ☐ Hepatitis B
- ☐ Varicella (Chicken Pox)
- ☐ Haemophilus Influenza, Type B (HIB)
- ☐ Conjugate Meningitis (MCV4)

Minimum Health Requirements - [[English](#) / [Spanish](#)]

Document Type: Physical Exam Required Due by October 15

Options for Documentation:

Required For:

- All **Pre-K** students (including lead screening)
- Students entering **K** or **1st, 6th, and 9th grade**
- Students entering Illinois schools for the first time

Document Type: Vision Records Due by October 15

Options for Documentation:

All **Kindergarten** students and any child entering a school in the State of Illinois for the first time are required by state law to undergo a vision exam by October 15 of the current school year.

Document Type: Dental Records Due by May 15

Options for Documentation:

All **Kindergarten, 2nd, 6th, and 9th-grade students** must have a dental exam completed by a licensed dentist before May 15 of the current school year.