

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 above, please contact your neighborhood school for assistance. Use the CPS School Locator ([schoolinfo.cps.edu/schoollocator/](http://schoolinfo.cps.edu/schoollocator/)) to find your neighborhood school based on your most recent Chicago home address.*

Prepare for Enrollment: Official Required Documents (PreK to 12)	
Document Type	Options for Documentation
<b>Proof of Guardianship</b>	<p>To confirm your relationship with the child being enrolled, please bring <b>at least one</b> of the following documents:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Your most recent <b>tax return</b>, showing the child listed as a dependent.</li> <li><input type="checkbox"/> The child's <b>original birth certificate</b> (Photocopies are not accepted). The enrolling adult's name <b>must</b> be listed on the certificate.</li> <li><input type="checkbox"/> A <b>valid court order</b> establishing your legal guardianship or custodianship.</li> <li><input type="checkbox"/> Documentation of the child's <b>health insurance coverage</b> under your policy.</li> <li><input type="checkbox"/> Any <b>public aid documents</b> that include the child.</li> <li><input type="checkbox"/> Other relevant documents that <b>authorize or establish your guardianship</b>.</li> <li><input type="checkbox"/> For temporary custody  <a href="https://www.isbe.net/Documents/85-51_affidavit.pdf">https://www.isbe.net/Documents/85-51_affidavit.pdf</a> </li> </ul>
<b>Proof of Child's Age and Identity</b>	<p>For enrollment, you must present <b>at least one</b> of these original documents to verify the child's identity and age:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Original or Official Certified Copy of Birth Certificate</b> (Photocopies not accepted. Can serve as proof of age even if the enrolling adult's name is not on it)</li> <li><input type="checkbox"/> <b>US or Foreign Passport or Visa</b></li> <li><input type="checkbox"/> <b>State-issued Medical Card</b> (For Pre-Kindergarten enrollment only)</li> <li><input type="checkbox"/> <b>Court Documents</b> (For Foster Children enrolling in Pre-Kindergarten only)</li> <li><input type="checkbox"/> <b>Baptismal Record</b> (Not valid for Pre-Kindergarten enrollment)</li> <li><input type="checkbox"/> <b>Medical Records</b> (Not valid for Pre-Kindergarten enrollment)</li> </ul>
<b>Proof of Adult's Identity and Permanent Chicago Address</b>	<p>Picture Identification: Provide any of the following forms of current photo identification</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Unexpired US Passport</li> <li><input type="checkbox"/> Employee ID Card</li> <li><input type="checkbox"/> Unexpired Illinois Driver's License or State ID Card (with Chicago address)</li> </ul>

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

Document Type	Options for Documentation
	<p><input type="checkbox"/> Chicago CityKey ID</p> <p><b>Permanent Address Verification:</b> Please provide photocopies or digital copies of <b>any two</b> of the following documents. These documents must clearly show a Chicago address and list the name of the person enrolling the child:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Utility Bill from the last 90 days with service address (gas, electric, landline, water, cable, or internet)</li> <li><input type="checkbox"/> Deed (showing Chicago property ownership)</li> <li><input type="checkbox"/> Current Mortgage or Lease Agreement (for a Chicago residence)</li> <li><input type="checkbox"/> MediPlan/Medicaid Card</li> <li><input type="checkbox"/> Voter Registration Card (with Chicago address)</li> <li><input type="checkbox"/> Court Documents</li> <li><input type="checkbox"/> Illinois Department of Public Aid Card</li> <li><input type="checkbox"/> Stamped U.S. Post Office Change of Address Form (confirming Chicago residency)</li> <li><input type="checkbox"/> Illinois State Aid or Social Security Check (mailed to a Chicago address)</li> <li><input type="checkbox"/> Other Identification Card issued by a federal or state agency or a foreign government consulate (e.g., Matricula Consular)</li> </ul> <p><b>Important Notes:</b></p> <ul style="list-style-type: none"> <li>• <b>Matching Information:</b> The name and address on all submitted documents must match the name and address of the person registering the child.</li> <li>• <b>Utility Bill Definition:</b> A utility bill is a monthly statement that details charges for essential household services.</li> <li>• <b>Temporary Leases:</b> Addresses verified by temporary leases (under one year) may require re-verification upon expiration.</li> </ul>
<b>For Transfer between CPS Schools</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Student Transfer Form <ul style="list-style-type: none"> <li>○ This form can be obtained from your child's current (sending) school to confirm your child's enrollment history and status</li> </ul> </li> <li><input type="checkbox"/> Previous school transcripts or records <ul style="list-style-type: none"> <li>○ Usually sent electronically between CPS schools, which includes grades, attendance, and assessment history. Parents/guardians can also request a copy.</li> </ul> </li> <li><input type="checkbox"/> Immunization and Health Records <ul style="list-style-type: none"> <li>○ Ensure your child is up to date on all required vaccines and has a recent school physical (if required for their grade level).</li> </ul> </li> <li><input type="checkbox"/> Individual Education Plan or 504 Plan (if applicable) <ul style="list-style-type: none"> <li>○ Helps ensure your child receives the right services immediately upon transfer.</li> </ul> </li> </ul>

## 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	Options for Documentation
<b>Proof of Medical Forms</b>	<input type="checkbox"/> Student Medical Information Form [ <a href="#">English</a> / <a href="#">Spanish</a> ] <input type="checkbox"/> Illinois Certificate of Child Health Examination [ <a href="#">English</a> ] <input type="checkbox"/> State of Illinois Proof of Dental Examination Form [ <a href="#">English</a> / <a href="#">Spanish</a> ] <input type="checkbox"/> Dental Examination Consent Form [ <a href="#">English</a> / <a href="#">Spanish</a> ] <input type="checkbox"/> Vision Exam Consent Form [ <a href="#">English</a> / <a href="#">Spanish</a> ] <input type="checkbox"/> State of Illinois Eye Examination Report Form [ <a href="#">English</a> / <a href="#">Spanish</a> ]
<b>Proof of Immunization</b> <i><u>Due by October 15</u></i>	<input type="checkbox"/> Diphtheria, Pertussis (Whooping Cough), Tetanus (DTP/Td) <input type="checkbox"/> Inactivated Polio <input type="checkbox"/> Measles, Mumps, and Rubella (MMR) <input type="checkbox"/> Hepatitis B <input type="checkbox"/> Varicella (Chicken Pox) <input type="checkbox"/> Haemophilus Influenza, Type B (HIB) <input type="checkbox"/> Conjugate Meningitis (MCV4) <b>Minimum Health Requirements - </b> <a href="#">English</a> / <a href="#">Spanish</a>
<b>Physical Exam Required</b> <i><u>Due by October 15</u></i>	Required For: <ul style="list-style-type: none"> <li>• All <b>Pre-K</b> students (including lead screening)</li> <li>• Students entering <b>K or 1st, 6th, and 9th grade</b></li> <li>• Students entering Illinois schools for the first time</li> </ul>
<b>Vision Records</b> <i><u>Due by October 15</u></i>	All <b>Kindergarten</b> 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.
<b>Dental Records</b> <i><u>Due by May 15</u></i>	All <b>Kindergarten, 2nd, 6th, and 9th-grade students</b> must have a dental exam completed by a licensed dentist before May 15 of the current school year.