Dear parent/guardian,

As the district plans to potentially reopen school buildings this fall, we will continue to make the health and safety of our students and staff a top priority.   CPS will continue to fulfill its obligation to register, enroll and transfer students within its attendance boundaries, while still encouraging social distancing. There are two options available to students and families who wish to enroll into, or transfer out of, a CPS school during this time:

1. **Electronic Enrollment/Withdrawal**

To complete Electronic Enrollment/Withdrawal

* Parents submit copies of all necessary documents and forms electronically**.  Completed forms should be emailed to Berenice Ruiz at** [**bruiz1@cps.edu**](mailto:bruiz1@cps.edu) **(forms are at the bottom)**
* After the school receives the necessary documents, we will follow up with the parent to complete the enrollment/transfer process over the phone.
  + For enrollment, when buildings are back open, the parent must submit the original documents.
  + For transfers, the ISBE In Good Standing Form and other school records must be electronically forwarded to the new school.

1. **Contactless Enrollment/Withdrawal**

To complete Contactless Enrollment/Withdrawal

* The school will arrange for parents to drop off the necessary completed documents in a safe and secure location. The main office will be open for document drop off **August 10-14 between the hours of 9:00-12:00.** There will be a table set up in the main office foyer where you will place your documents. Please secure your documents in an envelope or paper clip.
* After the school receives the necessary documents, we will follow up with the parent to complete the enrollment/transfer process over the phone
* After the enrollment/transfer process is complete, the school will arrange for the parent to come and pick up any original documents or student records that must be provided to the parent.

**\* Enrollment documents  include: proof of the student’s age, proof of the family’s**

**address within the school’s attendance boundaries, and proof of guardianship.**

**(These documents are not required for students in temporary living situations.)**

**\*Transfer documents include: a written request for a transfer from the student’s parent or legal guardian, and the name and location of the school to which the student is transferring.**

**Please note…Electronic Enrollment/Withdrawal is the preferred method for enrollment/withdrawal.** Contactless Enrollment/Withdrawal should only be used if you are unable to perform the necessary tasks electronically. We understand these encounters to be low risk from a health perspective, as long as participants observe guidance around social distancing, handwashing, covering coughs, not touching their face, and staying home when they're sick.

If for any reason you are unable to complete the enrollment/transfer requests at this time, the school’s main office will be open beginning August 26th from 8:00-3:00. Feel free to call us at 773 535-5600 and someone will be happy to assist you.

Thank you for your cooperation and flexibility as we all try to navigate these uncertain times by staying safe and healthy.

Principal Laurincik

**REGISTRATION/ENROLLMENT FILLABLE FORMS / RESOURCES:**

To help ensure that we have the most current contact information for all students, schools are encouraged to ask parents to update their School Enrollment and Request for Emergency and Health Information Forms at the beginning of the school year.

**Please note: All fillable forms must have an original parent/guardian signature, an electronic signature is not acceptable. By signing these documents, the parent/guardian certifies that they are authorized to complete the documents, and the information provided is true and accurate.**

* School Enrollment Form ([English](https://drive.google.com/file/d/1KGVS1dXUsVC3NnDCU3nd75wmkhnCEhBQ/view?usp=sharing) / [Spanish](https://drive.google.com/file/d/1K-Z4hDnkUw4VTOS8DqjKn4nRH403_lmT/view?usp=sharing) / [Polish](https://drive.google.com/file/d/1Bz4dFnRpihro3Fsa7m8WJyRPYayPTilG/view?usp=sharing)) UPDATED THIS YEAR
* Request for Emergency and Health Information ([English](https://drive.google.com/file/d/1dNhy_HjRBRLXlzFmOxlu9OOcMEkH1qS3/view?usp=sharing) / [Spanish](https://drive.google.com/file/d/1-B7uWBBe4grw_tx8N1es8DKglqK2dene/view?usp=sharing) / [Polish](https://drive.google.com/file/d/1yaqBEsEB39vY9zVG7Dlgg6FvVN_k8xKD/view?usp=sharing))
* School Messaging Consent Form ([English](https://drive.google.com/file/d/12Hji2JZtLtYpmObEztcG2PNFGCw6U6xI/view?usp=sharing) / [Spanish](https://drive.google.com/file/d/1NxgZB-S3rPV_XRDPkqBZ1PvIFWwNSWQ9/view?usp=sharing) / [Polish](https://drive.google.com/file/d/1aUfeNZxGGaiESEo5pIHUdN4wSSkpH1XI/view?usp=sharing))
* Media Consent Form and Release ([English](https://drive.google.com/file/d/185ypsuwjItd5q6WPnrn020Dy6KmqP6Ab/view?usp=sharing) / [Spanish](https://drive.google.com/file/d/1D2G5NNyyO3mHREbW7Fjoffi12pI7z4sN/view?usp=sharing) / [Polish](https://drive.google.com/file/d/1wtDhwAYz-CKC8lf_vMuATpX31Mny1cwS/view?usp=sharing)) UPDATED THIS YEAR