CHICAGO PUBLIC SCHOOLS

Homeless Education Program

STUDENT ENROLLMENT FORM

Student Information (please print)

Name: _____ Student I.D.# _____
Last First

Date of Birth: _____ Sex: ☐ M ☐ F Current Level/Grade _____

Parent/Guardian:_____Relationship:_____Phone:_____

Current Address:_____ City: _____ZIP_____

Check applicable box: ☐ address of shelter or ☐ residence of other individuals or family

Indicate if parent/guardian has been advised of tutorial/instructional support programs: ☐ Yes ☐ No

Indicate if the parent/guardian has received the Notice of Dispute Resolution Process Form: ☐ Yes ☐ No

All HEP students are to be enrolled in the USDA Free Breakfast/Lunch Program.
All HEP students are entitled to a waiver of school fees. Complete Fee Waiver Form with parent/guardian/youth.

Request for Public Transportation (CTA) ☐ Yes ☐ No

If "Yes," to order CTA transit cards the local school must complete this section:

Student Riding Permit (age 12+): ☐ Yes ☐ No

Transit Cards: ☐ Yes ☐ No With Transfer Encoded: ☐ Yes ☐ No

For students Pre-K through Grade 6, an adult CTA transit card will be included for each family.

Request for Hardship Transportation ☐ Yes ☐ No

Note: Hardship transportation is for homeless students grades Pre-kindergarten through Grade 6. If you are requesting Hardship Transportation, do not request Public Transportation.

Please indicate below the reason(s) you are requesting hardship transportation services: *(Check all applicable boxes)*

☐ Parent/guardian is employed or attending a bona fide job training or educational program which precludes him/her transporting his/her child(ren) to/from school.

☐ Parent/guardian is mentally or physically disabled and such disability precludes him/her from transporting his/her child(ren) to/from school.

☐ Parent/guardian is responsible for transporting his/her children to schools at different locations.

☐ Parent/guardian resides in a shelter or similar facility which will not permit parent to leave to transport his/her child(ren) to/from school.

☐ Parent/guardian is required by court order, by the Department of Children and Family services (DCFS) or by a DCFS contract agency, to engage in services which prohibit him/her from transporting his/her child(ren) to/from school.

☐ There is other good cause (explained below) why parent/guardian cannot use public transportation to transport his/her child(ren) to/from school:

_____

_____

Special Instructions: (example Days/Times of After School Program) _____

Parent/Guardian Signature: _____ Date: _____

Please note: the school is entitled to verify the hardship, and if verification is not possible, parent/guardian must submit an affidavit attesting to the facts supporting the parent/guardian's request for hardship transportation. Parent/guardian should provide any available documents verifying hardship (for example: a doctor's statement, employer's letter, form showing registration in college/trade school/job training program, letter from a shelter, DCFS statement, court order, or any other documentation). Any parent determined to provide false information for the purpose of securing hardship transportation may be denied such transportation. If request for hardship transportation is denied, parent/guardian has the right to appeal the decision to the Area Instructional Officer. A Dispute Resolution Process Form may be obtained from the principal, homeless education liaison, or school clerk.

School Information

School Name: _____Cluster #_____ Area# ____ Phone: (773)_____

School Address: _____ Unit # _____ GSR# _____ Fax: (773)_____

Principal's Name (printed): _____ Principal's Signature_____

HEP Liaison's Name: _____

The school will keep the original completed form on file in the school office. In accordance with the Chicago Public Schools Policy and Procedures on Education of Homeless Children and Youth (Board Report # 96-1120-PO3), immediately fax this form, along with any available verification documents, to the CPS Homeless Education Program at ***(773) 553-2182****.*

Revised 12/15/05