## CHICAGO PUBLIC SCHOOLS ENROLLMENT AND WITHDRAWAL CODES

Use of Enrollment/Withdrawal Codes are legal entries and must reflect the true status of a child. The codes that follow are the only permissible codes.

<table>
<thead>
<tr>
<th>STATUS CODE</th>
<th>DESCRIPTION</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ENROLLMENTS</strong></td>
<td>Status Code indicates student’s last school of enrollment</td>
<td></td>
</tr>
<tr>
<td>01-No Former School</td>
<td>Student has never been enrolled in a school.</td>
<td>Example: a student entering kindergarten, and has never attended a CPS school, pre-school, or state-run daycare</td>
</tr>
<tr>
<td>02-Chicago Public School (CPS)</td>
<td>Student’s last school of enrollment was a CPS traditional, contract, Option or charter public school.</td>
<td>Student cannot be withdrawn and enrolled on the same day.</td>
</tr>
<tr>
<td>03-Chicago Private School</td>
<td>Student’s last school of enrollment was a private/parochial school in the city of Chicago.</td>
<td>Example: a child has only been home schooled, and now is coming to CPS</td>
</tr>
<tr>
<td>04-IL Public School, Not Chicago</td>
<td>Student’s last school of enrollment was a public school in the state of Illinois that is not a CPS traditional, contract, Option or charter public school.</td>
<td>Example: a student enrolling in CPS from an Illinois suburban district’s public school</td>
</tr>
<tr>
<td>05-IL Private School, Not Chicago</td>
<td>Student’s last school of enrollment was a private school in the state of Illinois that is not in the city of Chicago.</td>
<td></td>
</tr>
<tr>
<td>06-US Public School, Not IL</td>
<td>Student’s last school of enrollment was a public school in the United States this is not in the state of Illinois.</td>
<td></td>
</tr>
<tr>
<td>07-US Private School, Not IL</td>
<td>Student’s last school of enrollment was a public school in the United States that is not in the state of Illinois.</td>
<td></td>
</tr>
<tr>
<td>08-Not in USA</td>
<td>Student’s last school of enrollment was in another country.</td>
<td></td>
</tr>
<tr>
<td><strong>WITHDRAWALS</strong></td>
<td>Status Code indicates student’s withdrawal reason</td>
<td></td>
</tr>
</tbody>
</table>
| 31-Transfer within CPS | Transfer to a CPS traditional, contract, Option or charter public school; these are schools that have CPS school ID in SIM. | • Student cannot be enrolled in a CPS school on the same day as the withdrawal.  
• Students going to Nancy B. Jefferson are withdrawn by Nancy B. Jefferson.  
• A student participating in the SOAR program is not to be transferred, and must remain on a school’s roll. |
| 32-Transfer to Chicago Non-Public School | • Transfer to a school in Chicago that is not a traditional, contract, Option, or charter public school.  
• Transfer verification is required. | • A student transferring to a parochial school would have a 32 applied.  
• A Data Quality Index (DQI) error will result until the transfer is verified and the enrollment record is updated by the sending school. |
| 33-Transfer Outside of Chicago | • Transfer to a public or private school outside the city of Chicago  
• Transfer verification is required. | A Data Quality Index (DQI) error will result until the transfer is verified and the enrollment record is updated by the sending school. |
| 34-Transfer to Residential Institution | Transfer verification is required | • Hartgrove or Riveredge Placement does not equal a transfer. The case manager should be consulted.  
• A Data Quality Index (DQI) error will result until the transfer is verified and the enrollment record is updated by the sending school. |
| 35-Legally Committed to a Correctional Institution | • Legally committed to a county, state or federal correctional institution  
• Transfer verification is not required. Documentation will be provided by the receiving institution. | York and Nancy B. Jefferson are CPS schools and transfers should be indicated with a 31, not a 35. |
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| 40   | Home Schooled | - Student will be home schooled by parent/guardian.  
  - Transfer verification is not required.  
  
  A written, dated and signed statement from the parent/guardian indicating that they will be responsible for their child’s education must be on file. |
| 41   | Death        | Received written notification of student’s death.  
  
  A copy of the obituary can serve as documentation. |
| 52   | PE, PK ONLY: Program Voluntarily Ended |  
  - Parent/guardian withdraws a student who is not subject to compulsory enrollment.  
  - Transfer verification is not required.  
  
  Compulsory enrollment begins at age 6. Once a child is enrolled in kindergarten, the child cannot be withdrawn with a 52. |
| 55   | Graduates from a CPS High School | Student graduates from a CPS traditional, contract, Option or charter HS.  
  
  Schools cannot enter this code, but instead are to follow Autograd procedures. |
| 67   | Age 21, Graduation Requirements Not Met | A student has aged-out. The student has turned 21 and has not met graduation requirements; this is applicable to both general education students and students receiving special education and related services.  
  
  An aged-out student is not subject to compulsory enrollment, and will not be counted as a dropout. |
| 85   | Verified Withdrawal; age 16 only | Parent/Guardian withdraws the 16 year old after providing an acceptance letter from a state recognized GED or job-skills program.  
  
  This includes Lincoln’s Challenge, Job Corp programs, and/or GED programs that admit 16 year olds. |
| 86   | Unable to Locate/Lost Child |  
  - Student’s whereabouts cannot be determined after following the “Lost Child” process.  
  - Parent/guardian has filed a Missing Person’s Report because the child’s whereabouts are unknown.  
  
  For grades 9-12, a student who is identified as an “86” is counted as a dropout. |
| 87   | Consent to Withdraw, Age 17 or older | Student is 17 years of age or older and the parent/guardian/emancipated student has signed a Consent to Withdraw from School form.  
  
  A student indicated with an 87 is counted as a dropout.  
  Note, this code is to be used for the following situations:  
  - A student consents to withdraw at age 17 and is completing their recovery credit in CPS Night School.  
  - A student consents to withdraw at age 17 and is completing their education via a GED program.  
  - A student consents to withdraw at age 17 and is completing their education via job-skills program (i.e., Lincoln’s Challenge, Job Corp). |
| 99   | Did Not Arrive | Student did not arrive the first day of the school year  
  
  Counted as a dropout for grades 9-12 if not resolved by the end of the school year. A student who has been 99’d may be allowed to reenroll. |
| 34   | Approval Requ’d: Unique Case |  
  - Transfer verification is required  
  - This code is reserved for unique cases, and is not for standard use.  
  - A Code 34 should never be applied without consultation from the Department of Policy and Procedure.  
  
  Hartgrove or Riveredge Placement does not equal a transfer. The case manager should be consulted.  
  
  A Data Quality Index (DQI) error will result until the transfer is verified and the enrollment record is updated by the sending school. |