



Chicago Public Schools Enrollment Consent and Evaluation Procedures

Dear Parent/Guardian,

All children that participate in Early Intervention services are required to transition out of the program by the age of three. You will be scheduled for a transition conference call with your Early Intervention (EI) Service Coordinator and Chicago Public Schools' (CPS) Transition Liaison. The purpose of the transition conference call is to discuss the next steps for your child because he/she will no longer qualify for EI services after reaching the age of three. However, your child might be eligible to receive continued support through special education services that can be provided by CPS. **In preparation for the meeting with the EI Service Coordinator, please complete the attached form and provide the necessary documentation to your EI Service Coordinator.** Your response will inform CPS about your interest in pursuing an evaluation to determine whether your child may need special education supports in school.

The following steps will guide you through the process:

1. Enroll your child in the Chicago Public Schools as a non-attending student for purposes of beginning the evaluation process. Your child's enrollment could occur before or during the transition meeting if you provide your consent to enroll (see attached form) and provide all of the necessary documents prior to your transition meeting. **Please review the Enrollment Documentation** section of this letter to determine what information, if any, is still needed to enroll your child.
2. Participate in a **Transition Conference Call** with the Service Coordinator and the CPS Transition Liaison. *(Please note regardless of your child's CPS enrollment status the transition conference call can occur).*
3. During the transition conference call, you will be given an **Appointment for a Special Education Evaluation** which will be conducted at one of the CPS Early Childhood Evaluation sites. The CPS Transition Liaison will inform you which site to visit (North – Bridge School, Central – Beethoven School, South – Shoop School).
4. Once your child is enrolled, you will receive a form in the mail entitled **Consent for Initial Evaluation/Assessment Plan**. If you agree with the recommended evaluation(s) on the Assessment Plan you should sign the consent form and return it in a self-addressed stamped envelope that will be included with the form. If you disagree with the recommended evaluation(s) you can contact Monika Pickett, Office of Special Education and Support, CPS at 773-553-1838 and request a meeting to discuss your concerns before signing the consent form.
5. If you provide your written consent to the evaluation you will receive a Notice of Conference in the mail. On the day of the scheduled appointment, bring your child to the designated site and one of the CPS Early Childhood Evaluation teams will conduct an **evaluation**, hold a meeting to determine if your child is eligible for services, and (if



found eligible for services) an Individualized Education Program (IEP) will be developed for your child. ***Please expect to be at the evaluation site for at least 4 hours.***

- 6. If your child receives an IEP and you sign a consent to permit CPS to provide the special education services delineated within the IEP, CPS will inform you (in writing after the meeting) which school can provide the services so that your child can be enrolled in that school as an attending student beginning at 3 years of age.

If you have questions please call **Sharon Burt at (773) 324-7434 x 233** (Chicago - South) or **Gina Dal Pra at (312) 942-7973** (Chicago – North, Central or West).

REFERRAL AND ENROLLMENT FORM

My contact information is:

Parent/Guardian Name: _____
Address: _____
Home Phone Number: _____
Cell Phone Number: _____
Work Phone Number: _____
Child’s Name: _____
Child’s Date of Birth: _____

- Yes, I am interested in having my child evaluated.** Please accept my signature below as permission to enroll my child in CPS as a non-attending student for purposes of the evaluation process. I authorize Child and Family Connections to release the documentation necessary to CPS for enrollment purposes.
- Please check only if your child is currently homeless

If including documentation please check below (*please do not send original documents*):

- Proof of Address
- Proof of Date of Birth

Parent/Guardian’s Signature Date
(Proceed to page 3)

- No, I am not interested in having my child evaluated.** I understand that if I change my mind I can visit my local school or call the Office of Special Education and Supports at (773) 553-1800 to inquire about the evaluation process.

Parent/Guardian’s Signature Date
(Stop here)



ENROLLMENT DOCUMENTATION (Applicable only if “Yes” is Checked):

As mentioned in Step 1 above, in order to proceed with the evaluation process your child must be enrolled in the Chicago Public Schools as a non-attending student.

According to our records:

- We can obtain all of the required documentation to enroll your child in the Chicago Public Schools from your Early Intervention Child and Family Connections (CFC) site. We need your consent below to initiate the enrollment and move forward with the next steps in the evaluation process.

- We are missing the following documentation required to enroll your child:
 - Proof of Age** - Acceptable documents include but not limited to **one** of the following:
 - Child’s Birth Certificate
 - Child’s Baptismal Record
 - Passport
 - Court Documents
 - Medical Records

 - Proof of Address** - Acceptable documents include but not limited to **two** of the following:
 - Utility Bills
 - Illinois Driver’s License or State of Illinois Identification card
 - Deed
 - Employee Identification card
 - MediPlan/Medicaid card
 - Voter Registration Card
 - Court Documents
 - Illinois Department of Public Aid Card
 - Stamped United States Post Office change of Address Form
 - Illinois State Aid Check/Social Security Check
 - Other Identification card issued by a federal or state agency or a foreign government consulate, such as a Matriculate Consular

If your child is **homeless**, or doubled-up due to loss of housing, your child can be immediately enrolled without the records mentioned above if you provide your consent below.

You may provide your Early Intervention Service Coordinator with a copy of any of the missing enrollment documentation and the completed referral and enrollment form as soon as possible.



EVALUATION DOCUMENTATION:

As mentioned in Step 3 above, once your child has been enrolled in CPS you will be given an appointment for a Special Education Evaluation. To ensure that your child receives a comprehensive evaluation you must:

- **Bring your child** to the evaluation and be prepared to be at the evaluation site for at least 4 hours.

We are recommending that you **complete and bring the following documentation with you to the evaluation:**

1. A **State of Illinois Certificate of Child Health Examination** (shot card) completed and dated within one year (form enclosed; a completed form can be brought in the day of the evaluation or if this form cannot be completed before the evaluation, please provide the completed form when the child enters school.)
2. A **Child and Family History Questionnaire** (form enclosed). This form can provide valuable information to give the evaluators a full picture of your child.
3. A **Daily Routines Rating Form** (form enclosed). This form can provide valuable information to give the evaluators a full picture of your child.