



Affected Staff:
School Administrators
School Status Clerks

Informed Staff:
School Counselors

Date:
4/3/2008

Registration & Enrollment:
Pre-register new students
entering pre-kindergarten
and kindergarten.

Pre-Register New Students Entering Pre-Kindergarten and Kindergarten

Introduction

This document outlines steps required to pre-register students new to Chicago Public Schools (CPS) such as pre-kindergarten or kindergarten students for the next school year.

Work Steps

To future enroll students:

1. Follow the Registration/Enrollment process for enrolling new students
2. Use 07/01/2008 as the enrollment date on the Enrollment Page when pre-registering students

Home School: Jane Addams Elementary School

*Date (mm/dd/yyyy): 07/01/2008

*Status Code: 01 No Former School

*Grade: Preschool - 4 year olds

Zoned School (active): N/A

*School of Enrollment: Jane Addams Elementary School

Exception Reason: Other

Distance from School: (miles)

Home address is in school's area

Comment:

Physical Address

NOTE: Sibling and contact addresses will not be updated.

Number	Street	Type	Direction	Apt.
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3. Find the list of pre-registered students in the Planning Calendar:
 - a. Click Home
 - b. Click Actions
 - c. Click Switch Calendar
 - d. Click the radio button for "Work with Planning Calendar"

Chancery SMS™ [Quick Search](#) > **School Calendars** Home | Log Off

Actions ▾ Edit ▾ Help ▾

Chancery SMS is currently using 2007-2008 SY active calendar.

The school year includes all dates in the school calendar, including preparation days at the beginning of the year and makeup days at the end of the year.

Selected: 0 Total: 3

<input type="checkbox"/>	*School calendar name	*Start (mm/dd/yyyy)	*End (mm/dd/yyyy)	Creation Date (mm/dd/yyyy)	Release	Associated District Calendar	Type	Work with
<input type="checkbox"/>	2008 - 2009 SY	07/01/2008	06/30/2009	03/06/2008	6.6.4.0105	2008 - 2009 SY	Planning	<input checked="" type="radio"/>
<input type="checkbox"/>	2007-2008 SY	07/01/2007	06/30/2008	04/13/2007	6.5.3.0007	2007 - 2008 SY	Active	<input type="radio"/>
<input type="checkbox"/>	2006-2007 SY	08/30/2006	06/22/2007			2006 - 2007 SY	Historical	<input type="radio"/>

*Required OK Cancel

- e. Click OK
- f. Click Quick under Student Search
- g. Click PE for Pre-Kindergarten-Age Cycle 3 Student List, etc.

Chancery SMS™ [Quick Search](#) > **Student Search Results** Home | Log Off

Planning Calendar Actions ▾ Edit ▾ Help ▾

STUDENT Student Search **Quick** Basic Detailed Family Search

CLASS Homerooms Classes

SCHOOL Attendance Awards Student Behavior School Info Manage Programs

ADMIN School Setup Scheduling Grading Attendance District Setup Reports Exports

Last name or ID: First or preferred name:

Search Results Total: 4

List: Grade level (Active) is "Preschool - 4 yea" ▾

Selected: 0

<input type="checkbox"/>	Student Name	ID	Gr(A)	HR	Gender	Birthdate
<input type="checkbox"/>			PE	N/A	M	Oct 15, 2002
<input type="checkbox"/>			PE	N/A	M	Feb 9, 2004
<input type="checkbox"/>			PE	N/A	F	Sep 26, 2003
<input type="checkbox"/>			PE	N/A	F	Sep 16, 2003

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