

[Empty box for Student Number]

REQUEST FOR EMERGENCY INFORMATION

STUDENT NUMBER

PLEASE PRINT

DATE _____

SCHOOL _____

PARENTS/GUARDIANS: Occasionally children become ill while they are in school or they may have an accident (usually not serious). The school must have on file information that can be used to contact you. Please give the following information for emergency use only. If there is a change in this information, please notify the school quickly in writing.

Remove the pink copy of the RIGHTS OF HOMELESS STUDENTS and keep for your records.

STUDENTS NAME _____ (Last Name) _____ (First Name) _____ (Middle Initial) _____ ROOM _____

CONFIDENTIAL INFORMATION BOX 1

COMPLETE THIS BOX ONLY IF (1) IT REFLECTS YOUR CHILD'S CURRENT LIVING SITUATION; OR (2) YOUR LIVING SITUATION IF YOU ARE A YOUTH NOT LIVING WITH A PARENT OR GUARDIAN. (Your answer will help school staff with school enrollment and may enable the student to receive additional services.) Check one box if you are living:

- in a shelter
- with relatives or others due to lack of housing
- at a train or bus station, park, or in a car
- in a motel/hotel, camping ground, or other similar situation due to the lack of alternative, adequate housing
- in an abandoned apartment/building
- temporarily housed in a shelter awaiting a DCFS permanent foster care placement

School Principal: If any box is checked, see the Homeless Education Program Policy and Other Important Documents.

STUDENT ADDRESS _____

STUDENT HOME TELEPHONE NUMBER (____) _____

PARENT/GUARDIAN EMERGENCY INFORMATION

PARENT/GUARDIAN EMERGENCY INFORMATION

NAME _____

NAME _____

HOME TELEPHONE NUMBER (____) _____
 Pager Cellular
(____) _____

HOME TELEPHONE NUMBER (____) _____
 Pager Cellular
(____) _____

ADDRESS* _____

ADDRESS* _____

NAME OF EMPLOYER _____

NAME OF EMPLOYER _____

WORK PHONE NUMBER (____) _____

WORK PHONE NUMBER (____) _____

ADDRESS OF EMPLOYER _____

ADDRESS OF EMPLOYER _____

*Please complete, if different from student's home telephone number and/or address

CONFIDENTIAL INFORMATION BOX 2

Is there a current Order of Protection or No Contact order which concerns this student: Yes _____ No _____

School Principal: If "Yes" is checked, follow the School Board Policy 704.4.

Please give the name of a relative or neighbor who could be notified in case of illness or accident:

NAME	ADDRESS	TELEPHONE	RELATIONSHIP
_____	_____	(____) _____	_____

NAME	ADDRESS	TELEPHONE	RELATIONSHIP
_____	_____	(____) _____	_____

If we cannot reach you and feel that your family doctor is needed, please supply this information:

FAMILY DOCTOR	DOCTOR'S ADDRESS	DOCTOR'S TELEPHONE
_____	_____	_____

I authorize you to call my doctor, if necessary _____ PARENT/GUARDIAN SIGNATURE

Teacher or staff may not enter information on this form if the student's emergency information has already been entered.

School Clerk: Give this form to each enrolling student. Enter information in the Student Information (SI) system. Use STATUP to update student's status information. Use EIUP to enter and/or update student's emergency information. If one of the boxes in the Confidential Information Box 1 section is checked, give a copy of the form to your school's Homeless Education Liaison.

RIGHTS OF HOMELESS STUDENTS

The Chicago Public Schools shall provide an educational environment that treats all students with dignity and respect. Every CPS homeless student shall have equal access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and youth not living with a parent or guardian, applies to all services, programs, and activities provided or made available by the CPS.

A student is considered "**homeless**" if he or she is presently living:

- in a shelter * sharing housing with relatives or others due to lack of housing
- in a motel/hotel, camping ground, or similar situation due to lack of alternative, adequate housing
- at a train or bus station, park, or in a car * in an abandoned building
- temporarily housed while awaiting DCFS foster care placement

All Homeless Students Have Rights To:

- **Immediate school enrollment.** A school must immediately enroll students even if they lack health, immunization or school records, proof of guardianship, or proof of residency.
- **Enroll in:**
 - *the school he/she attended when permanently housed (school of origin)
 - *the school in which he/she was last enrolled (school of origin)
 - *any school that non-homeless students living in the same attendance area in which the homeless child or youth is actually living are eligible to attend.
- **Remain** enrolled in his/her selected school for as long as he/she remains homeless or, if the student becomes permanently housed, until the end of the academic year. Academic success is helped when the student remains in the same school.
- **Priority** in certain preschool programs. Parents or guardians are encouraged to seek enrollment in these programs.
- **Participate** in a tutorial-instructional support program, school-related activities, and/or receive other support services.
- **Obtain** information regarding how to get fee waivers, free uniforms, and low-cost or free medical referrals.
- **Transportation services:** A homeless student attending his/her school of origin has a right to transportation to go to and from the school of origin as long as (s)he is homeless or, if the student becomes permanently housed, until the end of the academic year. CPS staff shall inform homeless parents/guardians or youth of transportation services to and from school and school-related activities.
Types of transportation services:
 - * For homeless students:
 - CTA transit cards, transfer fares, and if a student is age 12 years or older a CTA riding permit
 - * For parents of homeless students:
 - CTA transit cards for a parent/guardian of homeless Pre-K to Grade 6 students to accompany them to/from school
 - * For preschool through 6th grade, alternative transportation such as busing in parental "hardship" situations where documentation is provided. Examples of "hardship" situations are:
 - parent employment, job training, or educational program
 - mental and/or physical disability
 - children need to be transported to/from schools at different locations
 - rules of shelter or similar facility will not permit parent/guardian to leave to transport children to/from school
 - court order, DCFS, or DCFS contract agent requires activities that do not enable parent/guardian to transport children to/from school
 - other good cause why parent/guardian cannot use public transportation to transport children to/from school

Dispute Resolution: If you disagree with school officials about enrollment, transportation or fair treatment of a homeless child or youth, you may file a complaint with the principal. The principal must respond and attempt to resolve it quickly. The principal must refer you to free and low cost legal services to help you, if you wish. During the dispute, the student must be immediately enrolled in the school and provided transportation until the matter is resolved. The Homeless Education Dispute Resolution Process Form is available at all Chicago Public Schools and offices, including the Homeless Education Program (773)553-2242.

Every Chicago Public School has a Homeless Education Program Liaison who will assist you in making enrollment and placement decisions, providing notice of any appeal process, and filling out dispute forms. If you have questions about enrollment in school, or want more information about the rights of homeless students in the Chicago Public Schools, call the CPS Homeless Education Program at (773)553-2242 or the Chicago Public Schools at (773)553-1000. If you want more information about the rights of homeless students in Illinois, call the Illinois State Board of Education at (1-800) 215-6379.