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

*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)
Comment: Home address is in school's area

Physical Address
NOTE: Sibling and contact addresses will not be updated.
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”
   e. Click OK
   f. Click Quick under Student Search
   g. Click PE for Pre-Kindergarten-Age Cycle 3 Student List, etc.