

School Assignment FAQ

What is a school assignment?

Students with disabilities should receive special education services in their least restrictive environment (LRE) as detailed in the student's Individualized Education Program (IEP). The IEP Team must develop a data-driven IEP that include academic goals, accommodations, modifications, and supplementary aids and services with an appropriate recommendation for how and where (general education setting or separate setting) those services will be implemented. The placement decision is made by the IEP Team and does not name a specific school site (location) for a student.

A school assignment is the process by which the Office for Students with Disabilities (OSD) assigns a student to a school location when the IEP team has determined that the student requires either an accessible school building and/or a significantly modified curriculum with intensive support due to the student's unique learning needs.

How was my child's school assignment determined?

- Your child's IEP Team, including you as the parent/guardian, had a meeting to develop and finalize your child's IEP.
- At that meeting, it was determined that your child requires the support of a cluster program that cannot be implemented at your child's current school.
- The IEP team made a request to the OSD School Assignment team to designate a school that would fulfill your child's IEP and meet your child's unique needs.
- The OSD School Assignment team, referencing IDEA Section 300.116, considers the following three factors when determining a school assignment:
 1. The school's ability to implement your child's IEP;
 2. The school that is closest to your child's home, and;
 3. Available seats in a school that can provide the supports and services documented in the IEP.

What happens after I receive my child's school assignment?

Once a school has been assigned, you will receive a letter from OSD with next steps to enroll .

Can I decline my child's school assignment?

This depends on your child's IEP. If you have concerns regarding your child's school assignment, please share them with your child's case manager at the school that you are currently enrolled. School locations are changed only when there is information provided (following a review by the IEP team) that identify that the assigned school cannot implement your child's IEP. If you have any additional concerns about your child's school assignment, you can reach out to the OSD School Assignment team by emailing osdschoolassignment@cps.edu or calling (773) 553-1847.



School Assignment FAQ

My child's school assignment is different than where he/she attended school last year. Is this correct?

Changes in school assignments may occur with a new school year because your child's former school does not have space available in your child's grade or the district may have opened a new programs and as a result, your child may have been assigned to a program closer to your home.

Can I choose the school where my child is assigned?

No. Based on your child's right to receive a Free Appropriate Public Education (FAPE), your child has been determined to a cluster classroom/school that has the services and supports necessary to implement your child's IEP. The school that you prefer may not have a cluster classroom, or their cluster classroom may be full for next school year.

Will transportation be available for my child's new school assignment?

Yes, only if your child is eligible for this service. When you enroll your child at the assigned school, make sure to notify the school clerk and case manager that your child requires specialized transportation as listed on the IEP.

What programs does the OSD School Assignment team assign?

The following programs are assigned by the OSD School Assignment team:

1. Early Childhood Blended
2. Early Childhood Cluster
3. Low Incidence Cluster
 - a. Moderate
 - b. Intensive
 - c. Specialty School
 - d. Transition Learning Centers
4. Deaf and Hard of Hearing
5. Program for Students with Visual Impairments
6. Accessible Building



For additional questions, contact the OSD School Assignment Team by emailing osdschoolassignment@cps.edu or calling (773) 553-1847.