

October 22, 2026

**AUTHORIZE THE COMMENCEMENT OF THE PUBLIC COMMENT PERIOD FOR THE
SCHOOL STUDENT FEES POLICY**

THE SUPERINTENDENT/CHIEF EXECUTIVE OFFICER RECOMMENDS:

That the Board authorizes the commencement of the Public Comment Period from October 23, 2026 to November 23, 2026 for the Policy described in the disposition table below. Pursuant to Board Bylaws Rule 1-2 VI (B), the Board must authorize the commencement of the Public Comment Period.

Current Policy Section/ Current Policy Title	New Policy Section/ New Policy Title	Description of Revision/Disposition
Guidelines for Establishing Elementary and High School Student Fees	School Student Fees Policy	The purpose of this policy is to establish consistent and equitable requirements for student fee waivers, ensuring that students are not denied educational opportunities due to financial hardship while providing clear processes for eligibility, appeals, and oversight across Chicago Public Schools.

Approved as to Legal Form:

Initial
LB

Signed by:

Elizabeth Barton

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Elizabeth K. Barton
General Counsel

Approved:

Signed by:

Macqueline King

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Macqueline King, Ed.D
Superintendent/Chief Executive Officer

**RESCIND BOARD REPORT 24-0222-PO1 &
ADOPT NEW SCHOOL STUDENT FEES POLICY**

THE CHIEF EXECUTIVE OFFICER RECOMMENDS:

The Chicago Board of Education rescinds Board Report 24-0222-PO1 and adopts the new School Student Fees Policy.

PURPOSE

The purpose of this policy is to establish consistent, transparent, and equitable requirements for student fees across Chicago Public Schools, ensuring appropriate oversight, fiscal accountability, and access to educational opportunities regardless of a student's ability to pay.

I. DEFINITION OF STUDENT FEES

School fees or fees are any monetary charge collected by the school from a student or the parents/guardian of a student as a requirement for the student's participation in any curricular or extracurricular program of the school. A school does not impose a "fee" when it requires that a student provide their own supplies or materials, which are necessary to participate in any curricular or extracurricular program.

II. STUDENT FEE COMMITTEE

The standing committee will meet biannually or as determined to ensure fee policies and structure are transparent, accountable and equitable. The committee will consist of stakeholders including the Finance Office, Information Technology Services, Law Department, ONS, Policy Department, Office of Sports Administration, College & Career Services, and School(s) Representation. Stakeholders may change if the need arises for additional support or expertise. The committee chair will be staffed by ONS.

III. FEE SCHEDULE

Schools must adhere to the standard fee schedule as approved by the Student Fee Committee when developing school year student fees. Schools should submit fee schedule changes to their Network Chief for presenting to the Office of Network Supports ("ONS") liaison for the Student Fee Committee. The Student Fee Committee will review based on the criteria of ensuring student fees are justified, equitable, transparent, and ultimately serve the best interests of the students and the school community.

IV. SCHOOL ANNUAL FEE SCHEDULE APPROVAL

Schools are required to submit their fee schedule aligned with Section II to the Office of Finance as part of the annual budget process. School fee submissions should be based on the criteria established by the Student Fee Committee. If fees are not aligned with the standard fee schedule, the school must provide justification. Along with the school fee submission, the school should identify the current student fee account balance, anticipated expenses, and justification for the fees being charged. If schools have a carryover student fee account balance, they must provide the proper justification to support charging fees in the next school year.

Before a fee schedule is submitted, the principal or designee is to consult with the Local School Council (LSC) regarding their school fee submission. The LSC shall be made aware of this policy at the time they evaluate the proposed schedule. In schools, principals are to also consult with student representatives in compiling the schedule. The roles of the LSC and student representatives are advisory in nature.

V. SYSTEM

Schools are required to use the system of record for all student fee transactions. Once a school has a school year approved fee schedule, the school must update the fees in the system of record. All student fee transactions are required to be processed through the system of record. Utilizing the system of record provides the District transparency into student fees across the District.

VI. COMMUNICATING FEES

Schools are required to ensure transparency of all student fees. Schools must post all current school fees on their website.

At the beginning of the school year, each school shall issue the fee schedule containing the current school year fees and a brief description of what each fee covers. This schedule is to be issued to all parents/guardians. The schedule must be provided in the primary language of the student and/or the parent/guardian. Schools may contact the Office of Multilingual - Multicultural Education for translations of the fee statement into other languages.

Each fee schedule shall contain a notice with the following information:

- A. Statement that the fee schedule was developed in accordance with Board Policy.
- B. Statement that students whose parents/guardians cannot afford to pay a fee or fees will not be denied educational activities or services, and the principal or designee should be contacted if the parents/guardians are unable to pay a fee.

VII. FEE PAYMENTS

Electronic payment methods should be required as the first method of payment as electronic methods are more secure, convenient, and minimize the risks associated with handling cash. Schools are required to activate the payment account associated with the student fees system of record. If electronic payment methods are not feasible, schools should prioritize the use of cashier's checks or money orders before resorting to cash.

VIII. NO SANCTIONS ARE TO BE IMPOSED FOR INABILITY TO PAY FEE(S)

- A. Students are not to be punished for inability to pay a fee, and academic, disciplinary or other sanctions or threats are prohibited. Schools shall not withhold a student's grades, transcripts, or diploma because of an unpaid balance on the student's school account.
- B. Schools should make every effort to assure that students unable to pay fees have the materials necessary to participate in their classes, and parents/guardians should be directed to agencies such as the Illinois Department of Human Services for assistance.
- C. For students who are unable to pay fees, substitution of certain equivalent items may be allowed wherever feasible, which are to be specified by the principal.

IX. WAIVERS

Please refer to CPS Policy 408.1 Waiver of School Student Fees for which students are eligible for a waiver of student fees.

X. INSTRUCTIONS TO SCHOOL STAFF

All school staff are to be made aware of this policy and the school's fee schedule. These are to be reviewed at least annually with all staff. Teachers are to be instructed that only the fees listed in the approved schedule are to be charged and collected.

XI. REPORTING

The Student Fee Committee may establish school reporting requirements for compliance with fee policies on fee schedules, collections, waivers and communications.

XII. ENFORCEMENT AND COMPLIANCE

The Student Fee Committee, Office of Finance, and ONS shall monitor school compliance. Charging unapproved fees, bypassing the system of record, or penalizing students for inability to pay constitutes a violation. Non-compliant schools will receive a formal notice and must submit a Corrective Action Plan within 15 business days, issue immediate refunds for unauthorized collections, and may face progressive disciplinary action for continued non-compliance.

Parent/Guardian Fee Compliance Concerns

Parents/guardians may submit concerns regarding fee charges, fee schedule compliance, or potential

violations of this Policy directly to ONS ([Network Support Contact List](#)). ONS will review the concern, may consult the Student Fee Committee, and will determine whether the school is in compliance with the School Student Fees Policy. When violations are identified, ONS may require corrective actions, including refunds, updates to the school's fee schedule, or other measures necessary to ensure compliance. This process is separate from the waiver appeal process outlined in the Waiver of School Student Fees Policy.

Amends/Rescinds	Rescinds 24-0222-P01
Legal References	105 ILCS 5/34-21.6; 105 ILCS 5/10-20.9a(c)-(d)