

October 22, 2026

AUTHORIZE THE COMMENCEMENT OF THE PUBLIC COMMENT PERIOD FOR THE WAIVER OF SCHOOL 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
Waiver of School Fees	Waiver of School Student Fees	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

974F0DEB7385497

Elizabeth K. Barton
General Counsel

Approved:

Signed by:

Macqueline King

1406F92741F44F8...

Macqueline King, Ed.D
Superintendent/Chief Executive Officer

**RESCIND BOARD REPORT 22-1207-PO1 &
ADOPT NEW WAIVER OF SCHOOL STUDENT FEES POLICY**

THE SUPERINTENDENT/CHIEF EXECUTIVE OFFICER RECOMMENDS:

The Chicago Board of Education ("Board") rescinds Board Report 21-0922-PO1 and adopts the new Waiver of School Student Fees Policy.

PURPOSE:

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.

I. STUDENT FEES OVERVIEW

Please refer to Chicago Public Schools ("CPS") Policy 408.2, School Student Fees Policy.

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, Office of Network Support, 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 the Office of Network Support.

III. STUDENTS ELIGIBLE FOR WAIVER

Participants in National School Lunch Program

Students who qualify for Free or Reduced Priced Meals ("FRM") under the National School Lunch Act authorizing school boards and welfare centers to sponsor community school lunch programs and free breakfast and lunch programs and an Act authorizing and requiring free school lunch programs, providing for State reimbursement (the National School Lunch Program), are eligible for waiver of school fees.

Students in Temporary Living Situations

Students that are considered homeless children and youths as defined in the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. §11434a).

Students whose parents are veterans or active duty military personnel with income at or below 200% of the federal poverty line.

Students under extenuating circumstances

Students who suffer extenuating circumstances are eligible for waiver of school fees.

Extenuating circumstances include: significant loss of income due to family medical issues; (ii) unusual expenses due to a natural catastrophe; and (iii) other circumstances as explained and documented in the waiver request.

The principal will decide waivers under extenuating circumstances on a case-by-case basis in a non-discriminatory fashion and must rely upon documentation submitted by the applicant. The principal's decision is appealable to the Office of Network Support ("ONS") who may consult with the Student Fee Committee.

IV. NOTIFICATION TO PARENTS OR GUARDIANS

A notification of the Waiver of School Student Fees Policy and the required waiver form must be sent to

the parents/guardians of all students enrolled at the start of the school year with the first bill or fee notice as well as with any subsequent fee billings. Students who enroll after the first day of school must receive the Waiver of School Student Fees Policy upon their enrollment.

Parents/guardians may apply for waiver of fees by submitting the required waiver form at any time. A waiver applies only to fees assessed for the current school year. Parents/guardians must submit a new waiver form for each subsequent school year in which they seek a fee waiver.

Schools must also post the Waiver of School Student Fees Policy information and waiver form on their website with the annual fee schedule.

V. RESOLUTION OF DISPUTES

If a waiver request is denied, parents/guardians will receive a written explanation from the principal before any payment becomes due.

The decision must inform the parents/guardians of their right to appeal, within the time provided, to the Office of Network Support.

The denial notice must inform the parents/guardians that they may reapply for a waiver during the school year if their circumstances change or if the basis of the decision or reason for which they were denied a waiver changes.

VI. APPEAL PROCESS

Timeline: Parents/guardians have thirty (30) calendar days from the date of the waiver decision to appeal to the Office of Network Support ([Network Support Contact List](#)). Please submit the Student Fee Waiver Appeal Form.

State Reasons for Appeal: Appeal should include explanation on why the fee waiver should be granted, addressing the reasons for the initial denial. Provide any additional documentation or information that supports the appeal claim (e.g., updated income information, evidence of unusual expenses).

Review Process: Office of Network Support will review all information submitted and may reach out to the parents/guardians for additional context. Initial decision will be discussed with the principal to ensure understanding of the decision before finalizing. A written decision to the parents/guardians will state the specific reasons for the decision.

Timely Decision: Parents/guardians will receive a written decision within 30 calendar days after the School District receives the parent's request for an appeal.

No Collection of Fees During Appeal: No fee shall be collected from the parents/guardians while the initial waiver request or any subsequent appeal is being decided, and until notification of the District's final decision.

VII. REPORTING

The Student Fee Committee may establish a process for schools to report on waivers granted and denied.

VIII. CONFIDENTIALITY

School records and information from school records that identify individual students as applicants for or recipients of fee waiver are confidential and must not be disclosed except as provided under local, state, and federal law.

IX. PROHIBITION AGAINST DISCRIMINATION OR PUNISHMENT

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.

The principal is responsible for implementing and following the requirements of this Policy in compliance with Section II (a) of the Uniform Principal Performance Contract.

Amends/Rescinds	Amends 22-1207-PO1
Cross References	94-1026-PO2; 79-154-3; 72-938
Legal References	105 ILCS 5/34-21.6; 105 ILCS 5/10-20.9a(c)-(d); 42 U.S.C. §11434a; 105 ILCS 125/4