

A parent's experience of applying for tuitioning

Note: The following is shared for informational purposes only. It is not intended either as legal advice or as a recommendation.

A parent shared the following in July 2017 based on their experience of applying to have their child referred for therapeutic day school placement. The parent applied to the Chicago Public Schools (CPS) Office of Diverse Learner Supports and Services (ODLSS, <https://cps.edu/diverselearners/Pages/home.aspx>).

“One may apply to ODLSS or to their home CPS school to have their child referred for therapeutic day school placement. Some home schools are more cooperative than others. ODLSS may take a shorter time to process the case than a home school.

“When seeking to have a child ‘tuitioned’ through CPS, one should have as much documentation as possible, including:

- Any school-based IEP or testing
- Any outside-of-school evaluations that may have been done.
- Documentation of diagnoses
- A list of all services provided to that child from birth till present, both school-based and private
- Letters from teachers or professionals working with the child recommending a therapeutic setting for the child.
- Include a personal paragraph explaining why one is seeking placement at this time. For example, one has moved from outside Chicago.
- If one is moving from another state, include a letter from the school principal, social worker, and teacher.

“The process is not pleasant: All the documentation needs to focus on the weaknesses of the child so that those needs can be serviced. It is ok to include positive statements, but the focus should be on which needs need to be addressed.

“All information can be scanned and emailed to ODLSS at privateschoolevals@cps.edu . They respond within 14 days to the email and then they call to set up an appointment at 2651 W. Washington, Chicago.

“When meeting with Chicago Public Schools, it is important to reiterate your child’s challenges. Listen to their recommendations and then find a plausible reason why they should consider referring your child to therapeutic day school.

“In my case, CPS wanted to send my child to my local public school and provide instructional supports. I explained that that school was too big and would be overwhelming for my child, considering his social-emotional needs. I emphasized that my child would be more successful in the smaller environment of a therapeutic day school and requested placement at the JCFS Therapeutic Day School.”