



OFFICE OF HUMAN CAPITAL/RECRUITMENT & WORKFORCE PLANNING
 125 South Clark Street, 2nd Floor, Chicago, IL 60603
 773.553.1045 800.321.0053

APPLICATION FOR SPECIAL NEEDS RESIDENCY WAIVER

The original application must be submitted to the Recruitment and Workforce Planning Unit of the Office of Human Capital no later than 31 calendar days from the applicant's date of hire. **Please note: this waiver request is two (2) pages, you must also read and sign the Statement of General Terms of Special Needs Residency Waivers. For a complete copy of the residency policy, 08-0227-P01 log onto: <http://policy.cps.k12.il.us/documents/502.1.pdf>.**

Type of Request:
 Please check one: ORIGINAL REQUEST RENEWAL REQUEST

Date: _____

Contact Information:

Employee I.D. _____

Title: _____ Last: _____ First: _____ Middle: _____ Former: _____

Current Home Address: _____

 _____ (City) _____ (State) _____ (Zip Code)

Phone Number: (____) _____ - _____ Email: _____

School/Position Number Information:

School Name: _____ Position Number: _____

Special Needs Subject Area in which I will be teaching: _____

Certification Information:
 Please provide your social security number or Illinois Educator Identification Number (IEIN) which can be found on the Illinois State Board of Education website at <http://www.isbe.net/ECS/default.htm>.

SSN: _____ -- _____ -- _____ **OR**

IEIN: _____

I certify that the information provided herein is accurate. I understand that providing false or misleading information will subject me to disciplinary action by the Board of Education. I also understand that should I voluntarily change my position to a non-special needs area during the school year, my waiver will be void and I shall be required to become an actual resident of the City of Chicago within six (6) months of my new position or my employment may be terminated. I have read and understand the General Terms and Conditions of the Special Needs Waiver.

 Signature of Applicant

 Date

Once completed please remit to: Chicago Public Schools-Residency Waiver Coordinator via fax or email.
 Fax (773) 553-1131 or residencywaivers@cps.k12.il.us

DO NOT WRITE BELOW THIS LINE:

Human Capital Use Only

Effective Date of Hire: _____ Address Verification: _____

Effective Dates of Waiver: From _____ To: _____

Certification Type: _____ Subject Area: _____

Job Title: _____ Job Profile: _____

Approved: _____ Date: _____



GENERAL TERMS AND CONDITIONS OF SPECIAL NEEDS RESIDENCY WAIVERS

The Chicago Board of Education's Residency Policy requires that employees be clearly informed that the following general terms apply to Special Needs Waivers granted under the policy:

1. Only individuals qualified for and hired to teach in assessed special needs areas may apply for exemptions to the residency policy. Application for a residency waiver must be made within 31 calendar days of the date of hire with the CPS.
2. A special needs waiver of the Chicago Public Schools' Residency policy is valid for three (3) calendar years after the employee's date of hire and may be renewed for subsequent three (3) year periods; provided that the employee continues to be employed in a special needs position, **except** as noted below:
 - a. If the employee voluntarily ceases to occupy a designated special needs position within the waiver period and takes a new position, the employee must become an actual resident of the City of Chicago within six (6) months of taking the new position.
 - b. Employees who *involuntarily* transfer from their current special needs position to a non-special needs position during the current waiver period will not be penalized; the remainder of the waiver period shall not be affected. However, to receive a renewal of the waiver, the employee must be in a position considered a special needs area at the time of renewal.
3. Applicants seeking renewal of the special needs waiver must submit a request for renewal to the Office of Human Capital no later than thirty-one (31) calendar days prior to the expiration date of their current waiver.
4. A failure to reapply for a special needs waiver shall obligate the employee to become an actual resident of the City of Chicago within six (6) months of the expiration of the waiver.
5. By February of each year, the Board will reassess which areas are still considered special needs for the following school year. Exemptions will be granted only for those areas. The Board will not renew exemptions for job categories no longer assessed to be in special needs areas. Employees who have been granted a waiver in a job category no longer deemed as special needs will not be penalized; the remainder of their waiver period shall not be affected. However, to receive a renewal of the waiver, the employee must be properly certified and staffed in a position considered a special needs area at the time of renewal. The current areas of special needs can be found on-line at: <http://www.cps-humanresources.org/Careers/residency.htm>.
6. Employees whose exemptions are not renewed will be required to establish residency in Chicago within six (6) months of their waiver expiration date.
7. The Chicago Public Schools Residency Policy allows exemptions and thus does not require a waiver for the following types of employees:
 - a. Day-to-day substitute teachers
 - b. Part-time employees
 - c. Full-time provisional substitute teachers
 - d. Individuals working in the Troops to Teachers program
 - e. Miscellaneous employees
 - f. Interns working for the Board on a part-time or temporary basis
 - g. Individuals participating in professional training programs designed to prepare participants for full-time employment as CPS educators (i.e. Chicago Teaching Fellows)

However if an individual transfers from one of the aforementioned status' into a non-exempt status, immediate compliance with the residency policy is required.

8. Employees hired prior to November 20, 1996 who have remained continuously employed by the Board without a break in service shall not be required to live within the Chicago city limits regardless of whether such employees have moved into the city since November 20, 1996. "Break in service" is defined as loss of employment as a result of dismissal, separation and resignation not followed by rehire within one year. "Reassigned teachers" who are appointed to a full-time teaching position within two years following honorable termination shall not have had a break in service for purposes of this Policy.
9. Employees hired after November 20, 1996 are eligible for a waiver only if they have continuously lived outside of the city and continuously been qualified for and employed in a high needs subject area position. This Policy shall not be interpreted to permit an employee who was a City resident at the time of hire to be eligible to apply for a waiver for the purpose of changing his or her residency.

Signature of Applicant

Date