



Effective immediately, all new hires of the Chicago Public Schools will be enrolled at:

**HR Employee Service Center
320 North Elizabeth Street
Chicago, Illinois 60607**

The HR Employee Service Center provides the following services:

- New Hire Staffing
- Fingerprinting Services
- Photo ID Services
- Online Benefits
- New Hire Lane Placements

All new employees must complete the enrollment process to ensure that they are staffed into positions and placed on the appropriate salary schedule.

To schedule an appointment with an Enrollment Coordinator, call 773-553-1142.

Driving Directions:

From the North:

1. Take the Kennedy Expressway (E/I-90 E/I-94) to Exit 50A.
2. Take Exit 50A toward Ogden Ave./1200 West (Racine Ave.)
3. Stay straight to go onto North Racine Ave.
4. Turn slightly left to stay on North Racine Ave.
5. Take Racine to West Carroll Ave.; make a right onto Carroll St.
6. Take Carroll St. to Elizabeth; make a left onto Elizabeth St.

From the South:

1. Take the Dan Ryan Expressway (W/I-90 W/I94) to Randolph.
2. Take the West Randolph St. 150 North exit – Exit 51B.
3. Turn left onto West Randolph; continue west to Elizabeth St.
4. Turn right onto Elizabeth St.

From the West:

1. Take the Eisenhower Expressway (E/I-290 E) to Exit 28B.
2. Take Exit 28B toward Paulina St./1700 W/Ashland Blvd./1600 W.
3. Stay straight to go on to West Congress Pkwy.
4. Take West Congress Pkwy to Ashland; make left onto Ashland.
5. Take Ashland to Ogden; make a slight right onto Ogden Ave.
6. Take Ogden to Fulton; turn right onto Fulton St./W. Fulton Market.
7. Take Fulton St. to Elizabeth; make left onto N. Elizabeth St.

Parking is available on the corner of Ada and Fulton Market, approximately one block south of 320 North Elizabeth Street.

Public Transportation Directions:

From the North:

1. Take #65 Grand Bus
2. Get off at Grand & Racine
3. Walk 4 Blocks South

From the South:

1. Take #20 Madison Bus
2. Get off at Madison & Throop
3. Walk 5 Blocks North

From the West:

1. Take #9 Ashland Bus
2. Get off at Ashland & Fulton
3. Walk 4 Blocks East

For more instructions, please visit mapquest.com or ctatransit.com.