



## Adding 8<sup>th</sup> Grade Year of Graduation to ES Transcripts in SIM (New Graduation Year Requirement)

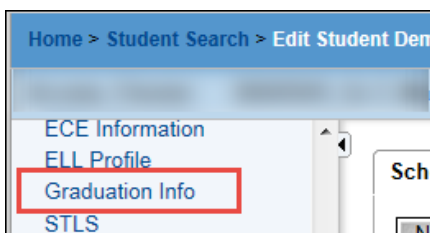
Beginning with the 2016-17 School Year, schools are required to indicate in SIM the “*Year of Graduation*” for each 8<sup>th</sup> grade graduating student prior to the time transcripts are printed for end of year processing. Once indicated in the student’s record, the *Year of Graduation* will appear immediately on the student’s ES Transcript.

The following steps detail how to add a *Year of Graduation* for an individual student OR mass assign a *Year of Graduation* for multiple students.

### **Add Year of Graduation for an Individual Student**

Staff with Status Coordinator, Grading Coordinator and Principal roles can perform these steps.

1. Perform a student search to locate and open the record of the 8<sup>th</sup> grade graduating student.
2. On the *Control Bar* (left side bar), click *Graduation Info*.



3. Under the *Year of 8<sup>th</sup> Grade Graduation* panel, click the drop-down; select the year in question (for 2016-17 School Year, select 2017); and click *OK* to save the selection.

Year of 8th Grade Graduation ^

Yr of 8th Gr Graduation: 2017

\*Required Apply OK Car

Note that the ES Transcript is updated immediately with this information.

ELEMENTARY SCHOOL GRADUATION DATA

U.S. Constitution Passed Year of Graduation 2017

**Note:** To remove a year that has been added to a student’s record, navigate to the student’s *Graduation Info* page. Under the *Year of 8<sup>th</sup> Grade Graduation* panel, click the drop-down and select *N/A*. Click *OK* to save.



### Mass Assign Year of Graduation for Multiple Students

Staff with Status Coordinator and Principal roles ONLY can perform these steps

1. From the Home Page, click the 8<sup>th</sup> grade link to display all 8<sup>th</sup> graders.

Active Incoming Withdrawn (current year)

Student name or number Advanced Search

PE PK K 1 2 3 4 5 6 7 8

2. Under *Search Results*, select the 8<sup>th</sup> grade graduating students.

Search Results

View: (G) StudentSearchDefaultView Edit Active Inco

Selected: 88 Search within results: Rows: 30

Student Name (LFM)	ID	State Number	Gr(A)
[Redacted]	[Redacted]	[Redacted]	8
[Redacted]	[Redacted]	[Redacted]	8
[Redacted]	[Redacted]	[Redacted]	8

3. From the *Task Bar*, select *Actions > Assign > Values*.

Home > Student Search

Active Planning

Actions Reports

Register/Enroll Student...

Open Student

Values Assign

Multi-Values

4. In the *Assign Values* dialog box,

- a. From the *Assign Field* dropdown, select *CPS Student Demographics Year of 8<sup>th</sup> Grade Graduation*
- b. From the *New Value* dropdown, select *2017*
- c. Click *Add to List*
- d. Click *OK*

Assign Values

Selected Students: 88

Specify one or more fields to assign to all selected students. Existing data in these fields will be replaced.

Assign Field New Value

CPS Student Demographics.Year of 8th Grade Gradu 2017

Add to List

Fields to Assign

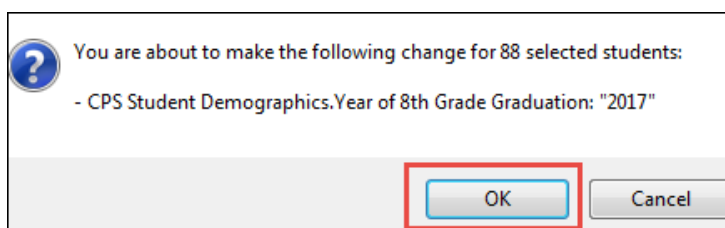
CPS Student Demographics.Year of 8th Grade Graduation: "2017"

\*Required OK Canc

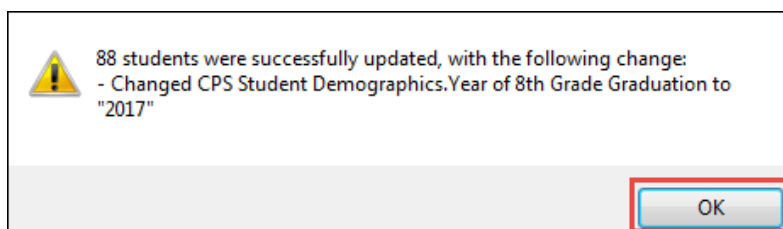


**Instructional Management Program &  
Academic Communication Tool**

5. At the prompt, review your selection, and then click *OK* to move forward with processing.



6. After processing, the system will provide confirmation. Click *OK* to close the dialog box.



Note that the ES Transcripts are updated immediately with this information.

**Note: Adding Year of Graduation for 8<sup>th</sup> Graders Who Must Attend Summer School**

If an 8<sup>th</sup> grader must attend Summer School, the year cannot be added until after the student passes Summer School. Because the student will already be enrolled in his/her high school, the High School must add this information. High School Staff with Grading Coordinator, Status Coordinator or Principal role in SIM can follow the steps on page 1 of this document (*Add Year of Graduation for an Individual Student*).