



Generating the Summer School Parent Promotion Determination Notice

The *Summer School Parent Promotion Determination Notice* letters are now available in regular SIM so that Home School Principals can generate them for distribution to parents/guardians. Note the following timeline:

Monday, August 15 - (at 6:00 am) The following Summer Bridge Retention reports are available to schools on the CPS Dashboard: *Home School Retention Report* and *Summer School Retention Report*.

Monday, August 15 - (end of day) For 8th grade students who **failed** Summer School, IMPACT automatically transfers the student back to his/her previous Elementary School from the High School in SIM.

Tuesday, August 16 - Wednesday, August 17 Based on the Retention Report results, Home School Principals generate *Summer School Parent Promotion Determination Notice* letters in regular SIM for the following Summer Bridge students:

- Currently enrolled 3rd and 6th grade students

Important: If the student is withdrawn or has a grade level other than 3 or 6, a letter will **not** be generated.

- Currently enrolled 8th grade students who failed Summer School.

*Note: For 8th grade students who **passed** Summer School, the Home School Principal has been provided an editable PDF template to complete for those students because they are already enrolled at their respective high schools. A letter will **not** be generated in SIM.*

Thursday, August 18 - For 3rd and 6th grade students who **passed** Summer School, IMPACT automatically moves the students to the next grade level and appropriate school in SIM.

Note: The appropriate school is determined by the student's "Requested School" setting which should have been confirmed during last year's Student Projections process.

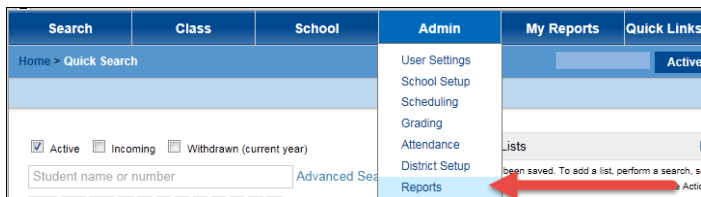
See the next page for steps to generate the *Summer School Parent Promotion Determination Notice* letters.



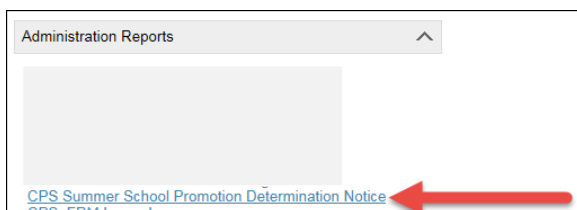
Instructional Management Program & Academic Communication Tool

The following steps detail how to generate *Summer School Parent Promotion Determination Notice* letters in regular SIM, using either the Principal or Status Coordinator role:

1. On the horizontal *Menu bar*, under *Admin*, click *Reports*.



2. On the *School Reports* page, under the *Administration Reports* section, click the *CPS Summer School Promotion Determination Notice* link.



3. On the *Report Options* page, click *Run* to generate report as is.

Report Options: CPS Summer School Promotion Determination Notice
This letter notifies the parent/guardian of the promotion decision for his/her student who had to attend Summer School. Letter only generates for currently enrolled students in grades 3, 6, and 8.

Filters

Select filter criteria from sections below:

School (Root View)

School Student

Basic | **Detail**

Search by:

Student ID [dropdown] starts with [dropdown] [input]
School Student saved lists [dropdown] equals [dropdown] [input]

Save **Save + Run** **Run** **Cancel**

Click *Run* to generate report as is.
Based on the Retention Report results, a letter will be generated for each applicable student, as detailed on page 1.

Note the following:

- ✓ See page 1 for timeline and important information about generating letters.
- ✓ Once generated, the school should cross-check each letter against the Summer School Retention Report results to ensure all information has been indicated correctly.

Important: Each applicable student, as detailed on page 1, should receive a SIM-generated letter or an editable PDF (for 8th graders who passed Summer School). There should be no other hand-written letters provided to parent/guardians. If your school has an exception, contact the Summer Assistance Team immediately at 773-553-4500 for approval and instructions.