

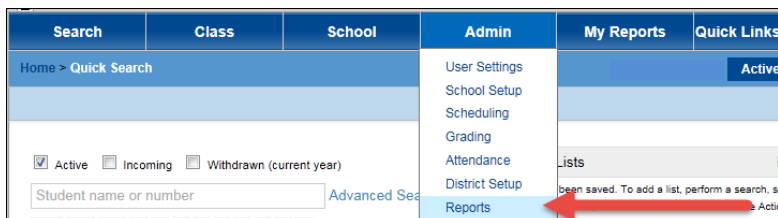


Generating the Elementary School Summer Bridge Classroom Promotion Review Report in SIM Summer

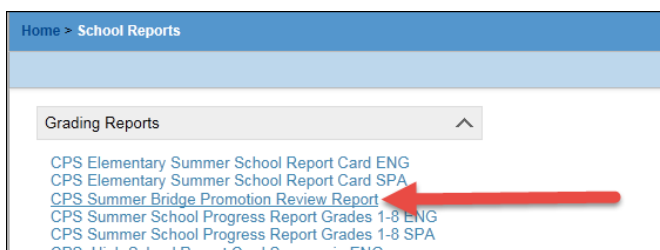
The ***Elementary School Summer Bridge Classroom Promotion Review*** report is now available in SIM Summer. Each Summer Bridge site will generate this report at the end of Summer School to verify that Teacher's grades and attendance were entered correctly.

The following steps detail how to generate this report in SIM Summer using either the Principal, Grading Coordinator, Attendance Coordinator, or Teacher role:

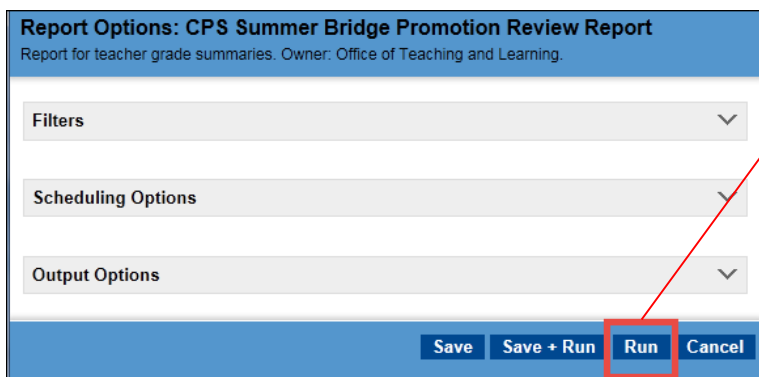
1. On the horizontal *Menu bar*, under *Admin*, click *Reports*.



2. On the *School Reports* page, under the *Grading Reports* section, click the ***CPS Summer Bridge Promotion Review Report*** link.



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



Click *Run* to generate the report as is.

Note: a report will generate for each teacher scheduled to a Summer Bridge Math and/or Reading class. If the teacher taught both subjects, a separate report will generate for each subject.

Note the following:

- ✓ Print each report and obtain all appropriate signatures. For Principals, no stamped signatures are allowed.
- ✓ Fax reports to the Office of Instructional Supports at 773-553-4070.