



## Overview of the Automated Graduation Process in SIM

The following table provides an overview of how the automated graduation process works in SIM based on the three (3) CPS Graduation cycles. **Note: CPS is currently in the Summer Cycle for August 2017 Graduation. See page 2 for required School Action Items and a Friday, August 11, 2017 deadline request by the Office of School Quality Measurement, related to SQRP metrics that need graduation data. \***

Three (3) CPS Graduation Cycles	Cycle Cutoff Date	Three Ways to Graduate a Senior	What Happens in the Student's Record
<p><b>Summer Cycle for August 2017</b></p> <p><u>Graduation Date on Official Transcript</u> 08/03/2017</p> <p><u>Withdraw Date on student's Enrollment page</u> 09/03/2017</p>	<p><b>Thursday, 08/31/2017</b></p> <p><b>5:00 pm</b></p> <p><i>* See deadline request above related to SQRP metrics.</i></p>	<p><b>For the current graduation cycle:</b></p> <ol style="list-style-type: none"> <li><u>Automatically by SIM:</u> A Senior has met all graduation requirements which are indicated by a <i>Grad Requirements Met</i> value of "Yes" on the student's <i>CPS Grad Status</i> page. See <a href="#">page 2</a> for additional details.</li> <li><u>Manually by the School:</u> If a Senior's <i>Grad Requirements Met</i> value is "No" <b>and</b> the school determines the Senior did meet the graduation requirements, the school must set the <i>Student promotion status</i> field to "Promoted" on the student's <i>School Specific</i> tab. See <a href="#">page 2</a> for additional details.</li> </ol> <p><b>**For any past graduation cycles:</b></p> <ol style="list-style-type: none"> <li><u>Graduation Override Request:</u> If a Senior should graduate within a particular graduation cycle <b>and the cutoff date has passed</b>, the graduation date must be overridden. Submit an override request to <a href="mailto:autograd@cps.k12.il.us">autograd@cps.k12.il.us</a>.</li> </ol>	<p><b>For the current graduation cycle:</b></p> <ol style="list-style-type: none"> <li>Within 24 hours, on the student's <i>Enrollment</i> page, a withdraw status code "55 Grad..." and a future withdraw date (based on the <b>current</b> CPS graduation cycle) is added.</li> <li>A few weeks before the cycle cutoff date, the graduation date (based on the <b>current</b> CPS graduation cycle) will appear on the student's official transcript and on the student's <i>Historical</i> page.</li> </ol> <p><b>For any past graduation cycles:</b></p> <p>When a Graduation Override is processed, a withdraw status code 55 and withdraw date will occur within 24 hours on the student's <i>Enrollment</i> page, and a graduation date will occur within 48 hours on the official transcript.</p>
<p><b>Spring Cycle for June 2017</b></p> <p><u>Graduation Date on Official Transcript</u> 06/20/2017</p> <p><u>Withdraw Date on student's Enrollment page</u> 06/30/2017</p>	<p><b>The 06/29/2017 cutoff date has passed. See Graduation Override Request.**</b></p>		
<p><b>Fall Cycle for February 2017</b></p> <p><u>Graduation Date on Official Transcript</u> 02/02/2017</p> <p><u>Withdraw Date on student's Enrollment page</u> 02/12/2017</p>	<p><b>The 02/10/2017 cutoff date has passed. See Graduation Override Request.**</b></p>		



### Required School Action Items – Summer Cycle for August 2017 Graduation:

**IMPORTANT:** In order to ensure that all your graduates are accounted for in the calculation of SQRP metrics that need graduation data, **the Office of School Quality Measurement is requiring that schools review and follow the necessary steps to graduate all applicable students for the 2016-17 School Year (August, June and February 2017 graduates) by Friday, August 11, 2017.** See page 1 for the three ways to graduate a student.

❖ Any manual changes to a Senior’s *Student Promotion Status* must be completed by **Thursday, August 31, 2017 at 5:00 pm** (note: see deadline request above related to SQRP metrics). Two examples for manually retaining or promoting students:

- In SIM, a senior has met all graduation requirements which are indicated by a *Grad Requirements Met* (GRM) value of “Yes” on the student’s *CPS Grad Status* page.

Student Promotion Status:	Pending
Current Semester:	Summer - 2016-2017
Grad. Requirements Met:	Yes

However, the student will remain in school for whatever reason (for example: a Diverse Learner who meets requirements, but is staying enrolled until age 22).

**ACTION:** Set the *Student Promotion Status* to “Retained” (on the student’s *Demographics* page, *School Specific* tab).

Student promotion status:	Retained
Academic plan:	CPS General High School Plan 2005 to 2015

- In SIM, a senior has not met graduation requirements which are indicated by a *GRM* value of “No” on student’s *CPS Grad Status* page.

Student Promotion Status:	Pending
Current Semester:	Summer - 2016-2017
Grad. Requirements Met:	No

However, the school determines the student has met requirements and should be graduated.

**ACTION:** It is the Principal’s discretion to manually promote the student. After approval by the Principal, set the *Student Promotion Status* to “Promoted” (on the student’s *Demographics* page, *School Specific* tab).

Student promotion status:	Promoted
Academic plan:	CPS General High School Plan 2005 to 2015

❖ For Charter Schools that do **not** use the autograd process: Seniors who will graduate in August 2017 must be manually promoted by **Thursday, August 31, 2017 at 5:00 pm** (note: see deadline request above related to SQRP metrics).

**ACTION:** Set the *Student Promotion Status* to “Promoted” (on the student’s *Demographics* page, *School Specific* tab).

Student promotion status:	Promoted
Academic plan:	CPS General High School Plan 2005 to 2015