# 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) most recent CPS Graduation Cycles. **NOTE: CPS is currently in the February 2018 Cycle and students must currently be in the 12th grade in order to graduate.**

| Three (3) CPS Graduation Cycles | Cycle Cutoff Date | Three Ways to Graduate a Senior | What Happens in the Student's Record |
|---|---|---|---|
| **Fall Cycle for February 2018**<br><br>Graduation Date on Official Transcript<br>02/01/2018<br><br>Withdraw Date on student's *Enrollment* page<br>02/09/2018 | **Thursday, 02/08/2018**<br><br>**5:00 pm** | **For the current graduation cycle:**<br><br>1. Automatically by SIM: A Senior has met all graduation requirements which are indicated by a *Grad Requirements Met* value of "Yes" on the student's *CPS Grad Status* page. See page 2 for additional details. | **For the current graduation cycle:**<br><br>1. Within 24 hours, on the student's *Enrollment* page, a withdraw status code "55 Grad…" and a future withdraw date (based on the **current** CPS graduation cycle) is added. |
| **Summer Cycle for August 2017**<br><br>Graduation Date on Official Transcript<br>08/03/2017<br><br>Withdraw Date on student's *Enrollment* page<br>09/03/2017 | *The August 2017 Cycle has passed! See Graduation Override Request.*\* | 2. Manually by the School: If a Senior's *Grad Requirements Met* value is "No" **and** the school determines the Senior did meet the graduation requirements, the school must set the *Student promotion status* field to "Promoted" on the student's *School Specific* tab. See page 2 for additional details. | 2. A few weeks before the cycle cutoff date, the graduation date (based on the **current** CPS graduation cycle) will appear on the student's official transcript and on the student's *Historical* page. |
| **Spring Cycle for June 2017**<br><br>Graduation Date on Official Transcript<br>06/20/2017<br><br>Withdraw Date on student's *Enrollment* page<br>06/30/2017 | *The June 2017 Cycle has passed! See Graduation Override Request.*\* | **\*For any past graduation cycles:**<br><br>3. Graduation Override Request: If a Senior should graduate within a particular graduation cycle **and the cutoff date has passed**, the graduation date must be overridden. Submit an override request to autograd@cps.edu. | **\*For any past graduation cycles:**<br><br>When a Graduation Override is processed, a withdraw status code 55 and withdraw date will occur within 24 hours on the student's *Enrollment* page, and a graduation date will occur within 48 hours on the official transcript. |

## Required School Action Items – Fall Cycle for February 2018 Graduation:

❖ **Any *manual* changes to a Senior's *Student Promotion Status* <u>must</u> be completed by <u>Thursday, February 8, 2018 at 5:00 pm</u>.  Two examples for *manually* retaining or promoting students are:**

1. In SIM, a senior has met all graduation requirements as indicated by a *Grad Requirements Met* (GRM) value of "Yes" on the student's *CPS Grad Status* page.

   Student Promotion Status: Pending
   Current Semester: Fall - 2017-2018
   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).

   <u>ACTION</u>:  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

2. In SIM, a senior has NOT met graduation requirements as indicated by a *GRM* value of "No" on the student's *CPS Grad Status* page.

   Student Promotion Status: Pending
   Current Semester: Fall - 2017-2018
   Grad. Requirements Met: No

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

   <u>ACTION</u>:  Document the Principal's approval in the *Notes* section of the student's Academic Plan and then 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 schools that do NOT use the autograd process:  Seniors who will graduate in February 2018 <u>must</u> be *manually* promoted by <u>Thursday, February 8, 2018 at 5:00 pm</u>.**

   <u>ACTION</u>:  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