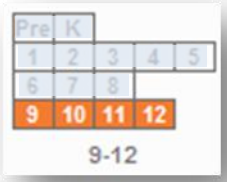
Instructional Management Program
& Academic Communication Tool

QUICK GUIDE:
Closing the School Year Successfully
For High Schools 2016



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****** Note******

This module was updated in IMPACT Student Information Management (SIM) version 8.4.3. There may be slight differences between screens in this lesson compared to the screens in the actual CPS IMPACT environment. All screens were captured in Windows using Internet Explorer; Macintosh views may differ.

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Introduction

The end of the school year is an important time for schools. To successfully close the **current** school year in IMPACT SIM and prepare for the **upcoming** school year, all high schools will need to follow specific **Year End Processing (YEP)** steps, as detailed in this quick guide.

Note the following:

- At YEP, the current Active Calendar (2015-16SY) will become the Historical Calendar, and the Planning Calendar will become the new Active Calendar (2016-17SY).
- **The YEP process will begin on Wednesday, June 29, 2016 at 12 Noon. (This is an absolute deadline.)**
- After the YEP process is completed, data from the previous school year will no longer be available for changes outside of using SIM Historical (for high school students only).

School Responsibility Checklist for High Schools

This checklist highlights the responsibilities each high school must complete in order to ensure YEP is successful at their school.

	Responsibility	Reference Page #
	✓ Step 1: Ensure attendance entry and edits are complete.	4
	✓ Step 2: Ensure grade entry is complete	5
	✓ Step 3: Set student promotion status.	7
	✓ Step 4: Run and save required documents for legal archives.	8
	✓ Step 5: Check enrollment and student projection data.	9
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	✓ Step 7: **High Schools ONLY:** Select planning schedule.	12

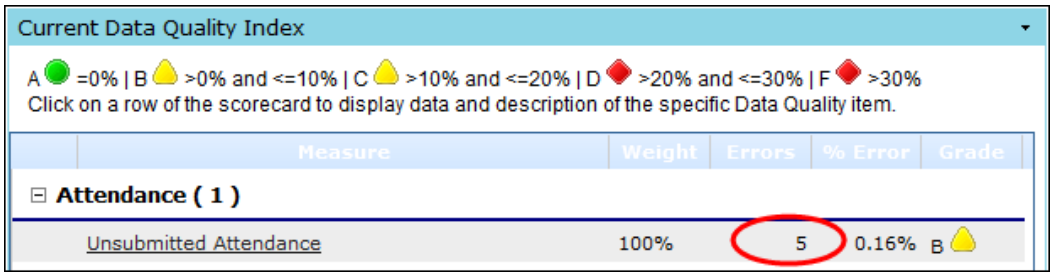
Steps to Complete Year End Processing (YEP)

Step 1: Ensure Attendance Entry and Edits are Complete

Deadline:	**Wednesday, June 29, 2016 at 12 Noon**

- Ensure that all attendance data in SIM is correct for students.

Refer to CPS's Dashboard's DQI metric, *Unsubmitted Attendance*, for a list of unsubmitted attendance, as illustrated in the following screen capture.



Notes:

- *All attendance edits must be completed prior to generating student transcripts. See page 6 for timeline to generate HS Transcripts for legal archives.*
- *High schools must retain all attendance records, including logs and notes. Early dismissal logs should be retained by school year to document early dismissal students because the documents are legally required complements to the attendance data in SIM. All attendance records are to be either stored on the school premises or at a CPS approved facility/location for access and reference requirements of CPS or ISBE audits.*
- *0% Attendance Students: Students who have as many days of membership as absences must have their information reviewed to determine if this is an enrollment error.*
- *Post-Graduation Days: Post-graduation days for 12th graders are marked as "Absent Excused". Schools are encouraged to plan post-graduation activities for 12th grade students who attend school after graduation. No school is to tell students or their families that they are not allowed to come back after graduation. In the same way, schools cannot mark students as "Present" or "School Function" if there is no formal, supervised activity occurring.*

Step 2: Ensure Grade Entry is Complete

Deadline:	**As stated on page 6**

✓ Complete all grade entry for the 4th quarter grading period.

Ensure all grades for 4th quarter are entered into Gradebook by the dates listed on page 6.

✓ Complete **authorized grade changes** for any quarter grades, in accordance with the **CPS Grade Change Policy**.

Authorized grade changes for 1st, 2nd, and 3rd quarters must be made in SIM.

REMINDER: Authorized grade changes for 4th quarter only must be made in Gradebook.

IMPORTANT:

- *To ensure the correct final grade appears on the student's HS transcript, any authorized grade changes must be completed 24 hours prior to generating transcripts.*

Timeline for 12th Grade Only

HS Graduations Begin	**Monday, June 13, 2016**
Grade Entry cut-off for 12th graders	Wednesday, June 8 at 5:00 pm
IMPACT generates 12th graders' report cards	Thursday, June 9
12th graders' report cards ready for School Print	Friday, June 10

Timeline for 9th – 11th Grades

End of 4th Quarter	**Tuesday, June 21, 2016**
Grade Entry cut-off for 9th - 11th graders	Friday, June 17 at 5:00 pm
IMPACT generates report cards	Saturday, June 18 – Monday, June 20
Report Cards ready for School Print	Monday, June 20 after 12 Noon
Report Card Distribution	Tuesday, June 21

Timeline for HS Transcript Availability

Semester Two *Preliminary Transcripts Available (12th Grade ONLY)	Friday, June 10
** Preliminary Semester Two Transcript does not contain Second Semester Class Rank*	
Semester Two Final Transcripts Available (All Grades)	Monday, June 20

Step 3: Set Student Promotion Status

Deadline:	**Wednesday, June 29, 2016 at 12 Noon**
Audience:	9th -11th Graders only (Does not apply to 12th Graders. See Note below.)

- ✓ Set the promotion status to "Retained" for appropriate students on the student's *Demographics* page. "Retained" denotes students who will not be promoted to the next grade.
- ✓ Any student whose *Student promotion status* is set to "Pending" or "Promoted" will be promoted automatically to the next grade level at YEP. Note the default *Student promotion status* is "Pending".
- ✓ Do not advance the grade level for any student; grade levels are advanced based on student's *Promotion Status*.

NOTE: **DEADLINE FOR 12TH GRADE STUDENTS**

See the *Overview of the Automated Grad Process* document, located on the IMPACT website, for details:

http://impact.cps.k12.il.us/downloads/OverviewAutomatedGraduationProcess.pdf

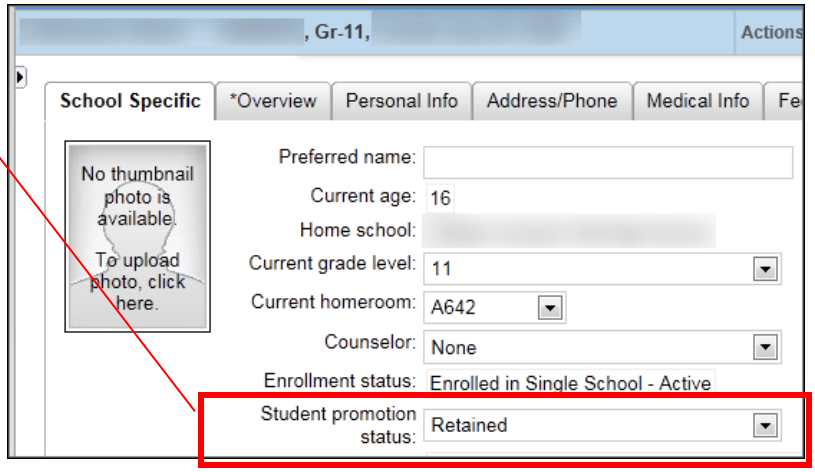
SIM Steps to Change a Student Promotion Status

The following steps detail how to change a student promotion status:

1. Log onto SIM with either the Status Coordinator or Principal role.
2. Perform a student search to locate and open the student's record.

On the *School Specific* tab, click the dropdown menu for *Student promotion status* and select "Retained."

Click OK (in lower right-hand corner) to save your selection.



Step 4: Run and Save Required Documents for Legal Archives

Deadline:	**<u>Start Date</u>: Monday, June 20, 2016 at 12 Noon** **<u>End Date</u>: Wednesday, June 29, 2016 at 12 Noon** ***Note:*** *although SIM is available until June 29, you will need time to generate, download, and then print these documents. Please make sure you schedule enough time to complete these tasks.*

✓ MANDATORY: Run the following IMPACT reports **<u>and save</u>** hard copies for archival and legal retention purposes:

- **CPS Student Alpha List (SIM):**
- **CPS Student Daily Attendance with Summary Report (SIM)**
- **Students with Grade Code 20 (SIM)**
- From SIM *Home Page*, click the "*<u>20</u>*" link [20], then click the *Print* icon [ ].
- **Report Cards (Gradebook)**

  For the report card deadlines, refer to the Timelines on page 6. This information is also located on the IMPACT website, Calendar tab: http://impact.cps.k12.il.us/calendar.shtml.
- **High School Transcripts (SIM)**

  If needed, refer to procedure notice *Printing High School Official and Unofficial Transcripts*, located on the IMPACT website, under SIM Documents and Publications: http://impact.cps.k12.il.us/downloads/PrintingHSTranscripts.pdf
- **CPS HI117 - Teacher Grade Summaries Report (SIM)**

  Note: If there are authorized Q4 grade changes which must be made in Gradebook, schools should then use the HI117 report in Gradebook, entitled **Teacher Grade Summary Report.**

IMPORTANT: Once YEP is completed, schools may not be able to access all previous school year data. Print all mandatory reports and any other data for which you wish to retain a physical copy (school-level decision). For more information regarding the retention of student records, please go to: http://policy.cps.edu/download.aspx?ID=84.

Step 5: Check Enrollment and Student Projection Data

Deadline:	Wednesday, June 29, 2016 at 12 Noon

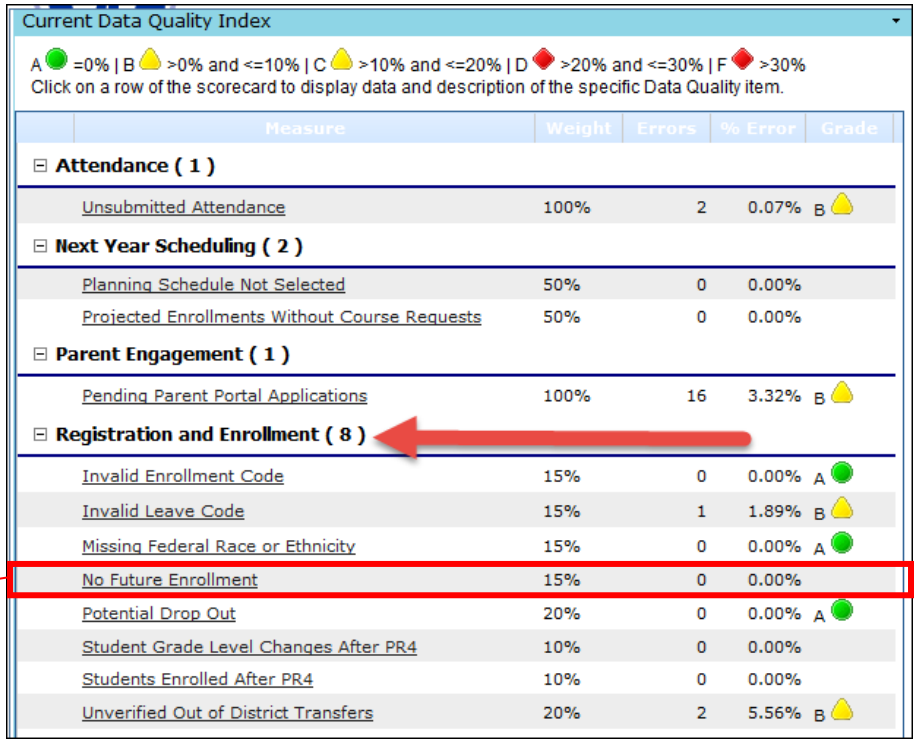
✓ Clean up student enrollment data and verify every student has a Next Year student projection.

- Refer to CPS Dashboard's DQI metrics for a list of any potential errors, as highlighted in the screen capture below. https://dashboard.cps.edu/Dashboard/portalHome.jsp.

  Note: The School Principal assigns Dashboard access via ODA. Any data clean-ups in SIM will not be removed from the Dashboard for 24-48 hours.

- Refer to Student Projections Quick Guide for more information on the projections process: http://impact.cps.edu/downloads/QuickGuide_StudentProjections2016.pdf

The following screen capture highlights Registration and Enrollment and Student Projection DQI metrics:



Note the Student Projection metric.

Step 6: Check Next Year Transportation Requests

Deadline:	**Wednesday, June 1, 2016**

✓ Check to ensure all applicable students have a next year transportation request submitted.

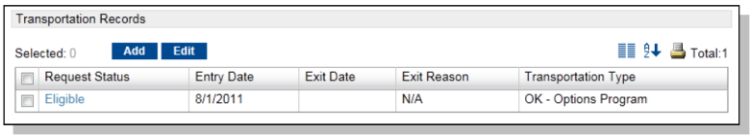
✓ Note the following:

- For students staying at the same school next year with a current active transportation request, the request will roll-over to the 2016-17SY. Do NOT re-enter a request
- If the student plans to attend a new school for next year and the student qualifies and intends to use transportation, a request must be entered into SIM by the student's new school by **June 1st** to guarantee transportation is available on Day 1.

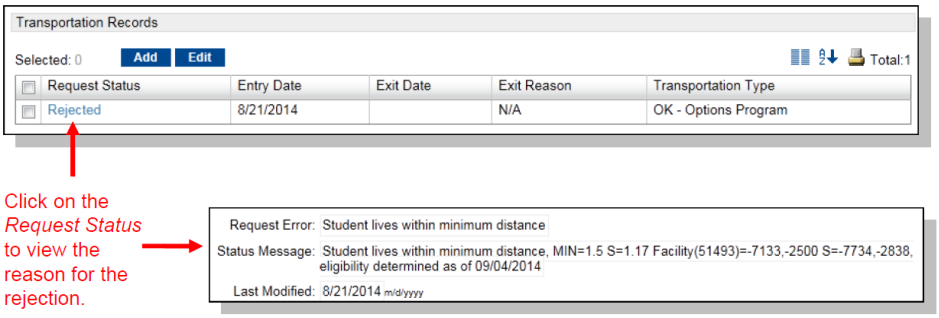
  a. The student's current school must project the student to the new school so that the student appears in the new school's Planning Calendar.

  b. When the student enrolls at the new school and is determined eligible for transportation services, have the student fill out the Application for School Bus Service (form stays at the school). The new school must then submit the transportation request into the SIM Planning Calendar using a 07/01/2016 Start Date.

  Note that eligibility will be determined immediately and the results displayed. The following screen capture illustrates a request that has been determined as "Eligible."



  The following screen capture illustrates a request that has been determined as "Rejected". If the user is able to correct the reason for the rejection, SIM will re-calculate eligibility in the Planning Calendar once every evening and display the results.



c. If the student has an IEP/504 and qualifies for transportation, however, the student does NOT intend to use it, please inform the Case Manager so that the Case Manager can update the question “Parent Accepts Transportation” from “Yes” to “No” in the IEP/504. The student will remain eligible for transportation EVEN if they decline transportation right now, and can request transportation later if they change their mind.

✓ For questions: refer to the Transportation Quick Guide in SIM, call the IT Service Desk at 773-553-3925, or call Student Transportation Services at 773-553-2860.

Step 7: Select Planning Schedule

Deadline:	**Wednesday, June 29, 2016 at 12 Noon**

✓ Choose Planning Calendar (high schools).

- Switch to Principal or Scheduler role in SIM.
- On the *Breadcrumbs* bar, click the *Planning* button.
- In the *Planning Calendar*, on the horizontal *Menu bar*, under *Admin*, select *Scheduling.*
- On the *Scheduling* page, under Step 2, select the appropriate Planning Schedule from the drop-down.
- Under Step 8, click the *Select Current* button.

IMPORTANT: All High Schools must select by **Wednesday, June 29 at 12 Noon** the Planning Schedule that will become the school's Active Calendar for the upcoming school year.

It is imperative that your high school scheduler selects a Planning Schedule. If one is not selected by Wednesday, June 29, IMPACT will work with the Office of Teaching and Learning to make a selection for your school in order for YEP to commence.