



**Instructional Management Program  
& Academic Communication Tool**

***QUICK GUIDE: Student Projections 2018***

**02/28/2018  
Version 1.0 FINAL**



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## Introduction

This quick guide highlights the procedures for projecting currently enrolled students to the Chicago Public, Contract, or Charter schools that they will attend during the next academic school year (2018-19 School Year).

The primary outcomes for the Student Projections process are to ensure:

1. Students who plan to remain at their current School of Enrollment for the next academic school year are accurately projected to remain at that school;
2. Students who plan to attend another **Chicago Public, Contract or Charter** school for the next academic school year are accurately projected to that particular school; and
3. Students who plan to attend an out-of-district school for the next school year are accurately indicated as such and excluded from the projections process.

## Student Projections Overview

The following provides a high level overview of the process:

- A student is projected to his/her next year's school by selecting the student's *Requested School* in SIM, as detailed on page 6.
- After a student's *Requested School* is selected, the student will appear the following day in that particular school's Planning Calendar.

The Planning Calendar allows schools to plan for the next academic school year (i.e., create the school's Master Schedule to include assigning students and teachers to classes and homerooms).

- Year End Processing begins **THURSDAY, JUNE 28, 2018 at 12 NOON**:
  - The current academic school year (**2017-18**) is closed out and becomes historical information.
  - The Planning Calendar becomes the Active Calendar for the new academic school year (2018-19). Students who were projected to their next year's schools are promoted one grade level and appear enrolled in their respective schools.

**NOTE:** The successful completion of the Student Projections process by each school at the appropriate time will guarantee that all schools have access to their incoming students and can accurately plan for the upcoming school year.



## Timeline for Next Year Student Projections

**Important:** Technically, in SIM, schools have until **Thursday, June 28, 2018 at 12 Noon** to ensure all students are accurately projected. However, it is important to complete projections as soon as possible to accommodate various schools and/or programs that may have different deadlines for a student to accept their offer.

### January/February 2018

HS and ES Planning  
Calendars Created

IMPACT SIM creates School  
Planning Calendars.

The Office of Teaching and  
Learning notifies schools that  
Planning Calendars are available.

### February/March 2018

Student Projections  
Process Begins

Dashboard Reports Available

Based on each student's  
*Requested School* setting,  
he/she is projected to their next  
school year's Planning Calendar.

For students in a terminating  
grade level (other than 8<sup>th</sup> grade),  
schools must project the student  
to the school he/she will attend  
next school year, if it is not their  
Attendance Area school.

See **Note** below.\*

Student Projection reports are  
available on the CPS Dashboard  
beginning **February 21, 2018**. See  
page 8 for list of reports.

#### \* **NOTE: Projecting 8<sup>th</sup> Grade Students to 9<sup>th</sup> Grade**

The Elementary School must confirm with each 8<sup>th</sup> grader his/her high school for the next school year and then update the student's *Requested School* field in SIM with the actual name of the school.

If a student plans to attend his/her Attendance Area high school, do **not** use the default "Use zoned school." Instead, select the school's official name from the *Requested School* drop-down. See page 6 for steps to project a student.



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Elementary Schools must have student projections for Age Cycle 15 students in the 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades confirmed, and the *Requested School* field updated in SIM by **March 16, 2018**.

Refer to the Elementary School Promotion Policy for further guidance regarding Age Cycle 15 students.

Elementary Schools must have student projections for 8<sup>th</sup> graders only confirmed, and the *Requested School* field updated in SIM by **April 27, 2018**. See Note below. \*

If a student plans to attend his/her Attendance Area School, do **not** use the default "Use zoned school." Select the official name of the school from the *Requested School* dropdown.

Pending Board approval, if applicable, an updated Attendance Boundary file is received from Strategy Management and uploaded into SIM.

High Schools must have student projections for any applicable HS student confirmed, and the *Requested School* field updated in SIM by **April 27, 2018**. See Note below. \*

**\* NOTE:** It is important to **project immediately** any student who presents a letter of acceptance from a Charter, Contract or Chicago Public school, **OR** from a centralized program managed by the Office of Access and Enrollment (OAE) or the Office of Diverse Learner Supports and Services (ODLSS). Do **not** wait until the stated deadlines above. Keep in mind that various schools and/or programs may have different deadlines for a student to accept their offer.

See page 6 for steps to project a student.



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Elementary Schools must have student projections for grades PE, PK, K – 7 confirmed, and the *Requested School* field updated in SIM by **May 25, 2018**. See Note below. \*

All schools should do a final review to ensure all students are accurately projected, and complete any last minute projections in SIM.

The Student Projections process ends when Year End Processing begins **Thursday, June 28, 2018 at 12 Noon**.

**After Year End Processing,** schools work in their Active Calendars for the 2018-19 School Year.

The CPS transfer process must then be used for any student who requires a school change.

**\* NOTE:** It is important to **project immediately** any student who presents a letter of acceptance from a Charter, Contract or Chicago Public school, **OR** from a centralized program managed by the Office of Access and Enrollment (OAE) or the Office of Diverse Learner Supports and Services (ODLSS). Do **not** wait until the stated deadlines above. Keep in mind that various schools and/or programs may have different deadlines for a student to accept their offer.

See page 6 for steps to project a student.



## Student Projections Do's and Do Not's (for schools)

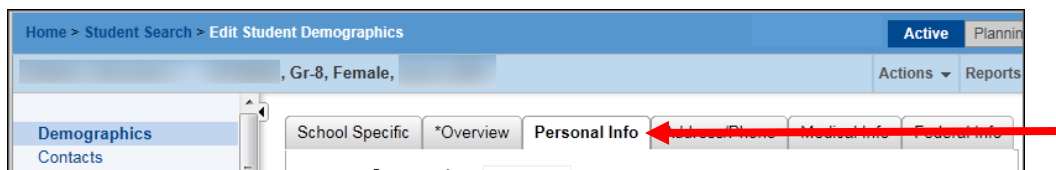
DO	DO NOT
<p>1. <b>DO REVIEW</b> students projected to your school's Planning Calendar by monitoring the <i>Student Projection Reports</i> located on the CPS Dashboard, as detailed on page 8.</p> <p><b>Note:</b> In SIM, use the "At-a-Glance View" of Students' Requested School settings to check student projections for <u>students currently enrolled in your school</u>, as detailed on page 9.</p>	<p>1. <b>DO NOT RETAIN</b> 12<sup>th</sup> graders who do <u>not</u> have enough credits to graduate. It is no longer necessary as this process is now automated.</p> <p><b>Note:</b> See the <a href="#">Graduation Process Overview</a> document, located on the IMPACT website, for details.</p>
<p>2. <b>DO CONFIRM</b> with each 8<sup>th</sup> grader his/her high school for next school year and then project the student (i.e., update the student's Requested School field in SIM).</p> <p>See page 6 for steps to project a student.</p>	<p>2. <b>DO NOT TRANSFER</b> students who are moving to another CPS school. Instead, project the students, as detailed on page 6.</p>
<p>3. <b>DO PROJECT</b> students to the appropriate Chicago Public, Contract or Charter school, based on receipt of official documentation, if applicable. See pages 3 and 4 for details.</p> <p><b>Note:</b> The appropriate Network or Central Office may also provide written authorization.</p>	<p>3. <b>DO NOT CHANGE</b> students' grade levels. SIM will automatically promote students' grade levels during Year End Processing.</p>
<p>4. <b>DO ENROLL</b> students who will be NEW to CPS for the upcoming school year with a future enrollment date of <b>7/1/2018</b>.</p> <p><b>Reminder:</b> Prevent duplicate student records. Search for an existing CPS student ID <u>before</u> creating a new one. Many incoming pre-school children have an existing CPS student ID.</p>	<p>4. <b>DO NOT CHANGE</b> a student's future withdraw (<b>6/30/2018</b>) and enrollment (<b>7/1/2018</b>) dates on the student's <i>Enrollments</i> page.</p>
<p>5. <b>DO FOLLOW</b> the process outlined on page 7 for students who plan to attend an out-of-district school for the next school year.</p>	



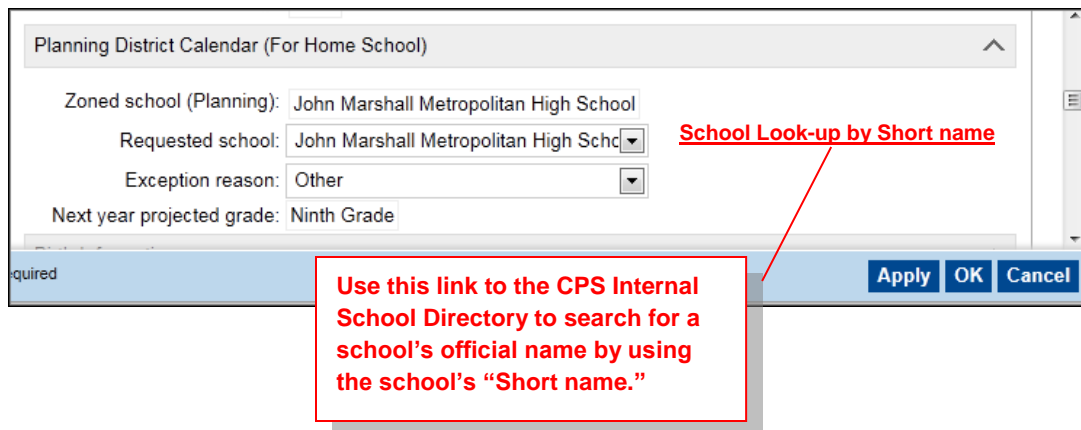
## How to Project a Student

The following steps detail how to project a student:

1. Using the Status Coordinator or Principal role, **perform** a search to **locate** and **open** the student's record.
2. On the *Student Demographics* page, **navigate** to the *Personal Info* tab.



3. **Scroll** down to *Planning District Calendar (for Home School)*.



4. Select the appropriate *Requested School* and applicable *Exception Reason*.  
See page 7 for an explanation of each exception reason.
5. Click *OK* to save the information and exit the student's record. (If a pop up window appears (prompting you to enter other student information, **click Cancel**.)

Note: *Apply* saves the information and you remain on the student's *Personal Info* tab.

**NOTE:** After a student is projected, he/she will appear in that particular school's Planning Calendar one day later.





### Exception Reason Explanations

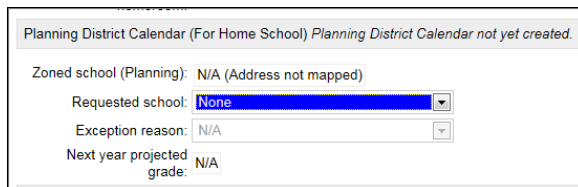
Exception Reason	Explanation
<i>Continued Enrollment</i>	Student is continuing at his/her current school of enrollment.
<i>Controlled Enrollment</i>	Student is being projected to a school that has been granted "Controlled Enrollment" status.
<i>Magnet</i>	Student is being projected to a Magnet, Selective Enrollment, IB, CTE, Military or Other Options For Knowledge School and Program.
<i>Minority to Majority Transfer</i>	Student is projected to a school, based on the qualifications of the Minority to Majority Transfer program.
<i>No Child Left Behind</i>	Student is being projected to a school, pursuant to Choice Provisions of the No Child Left Behind Act.
<i>Other</i>	Use when no other <i>Exception Reason</i> is applicable.
<i>Principal's Discretion</i>	Student is being projected to a school at the discretion of the <i>Receiving School</i> Principal.
<i>Programmatic Need</i>	Student is being projected to a school as a result of the student's needs (i.e., STLS status, IEP, Age Cycle 15, etc.)

### Process for Students Leaving the District

(Student does not plan to attend a Chicago Public, Contract or Charter school)

If a Parent/Guardian notifies the school that they plan to attend an out-of-district school for the next school year, the student's current School of Enrollment should complete each of the following steps.

1. Select the "None" value in the *Requested School* field, as noted in the following screen capture.



2. **After the last day of attendance for the current school year**, withdraw the student with (1) the appropriate out-of-district withdraw code and (2) a withdraw date between Tuesday, June 19, 2018 and Wednesday, June 27, 2018 and issue the Parent/Guardian a transfer.

**Important:** If a school does not complete this step before Year End Processing begins, the student will remain enrolled in the school for the new academic school year **2018-19** so that the school can complete this step.

3. Finally, follow CPS's "Verification of Out-of-District Transfers" process, as detailed in the [SIM Enrollment and Leave Code Quick Guide](#).



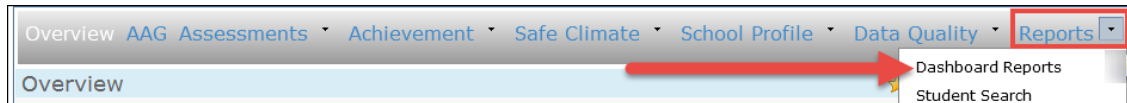
## Student Projection Reports on the CPS Dashboard

The following Student Projection Reports are available on the CPS Dashboard:

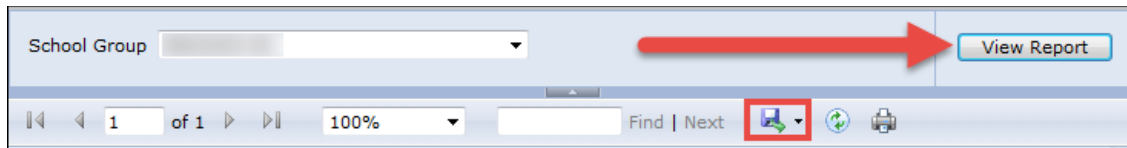
- *Inbound Students – All Grade Levels* (for All Schools)
- *Inbound Students – 9<sup>th</sup> Grade Course Recommendations* (for High Schools)
- *Projected Enrollment Activity* (for ES and Middle Schools)

To access reports:

1. Log onto the CPS [Dashboard](#). **Note:** Principals can provide access to the Dashboard via [ODA](#).
2. Under *Reports*, click the drop-down arrow and select *Dashboard Reports*.



3. Under *Enrollment and Scheduling*, select the name of the report, and click *View Report*.





## At-a-Glance View of Students' Requested School Settings in SIM

In support of the Student Projections process, a new "Global Grid View" has been created in SIM to assist schools with quickly reviewing their currently enrolled ("Active") students' Requested School settings.

In this example, an elementary school is verifying that each of its currently enrolled students is projected to the school that he/she will attend next school year.

1. From the Home Page, click the Quick Search link for all students.

2. On the Student Search page, scroll down to the Search Results section; click the View drop-down list; and select (G) Requested School Setting. Note that this view can be applied to any student search results.

Note the following:

Student Name (LFM)	ID	Birth Date	Gender	Gr(A)	HR(A)	Requested School (P)
			M	8		
			M	3		
			F	6		Albert R Sabin Elementary Magnet School
			M	4		Albert R Sabin Elementary Magnet School

**Note:** If there is no school listed for a student, it could denote that there is either an error with the student's projection or that the "Requested School" field is set to "None", which indicates that the student plans to attend an out-of-district school next year. See page 7 for details.

**Reminder for 8<sup>th</sup> grade students:** the "Requested School" field must be changed to the actual name of the student's high school that he/she will attend next school year. Do not use the "Use zoned school" value. See page 2 for details.