

## Selecting a Service Learning Project Option in SIM

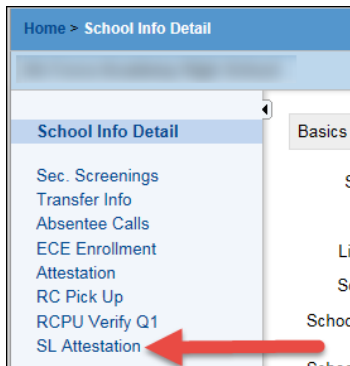
Schools are asked to develop a strategy to ensure all students can fully participate in one to three service learning projects during their years in high school. Principals are asked to verify their service-learning project implementation plan for the current school year by selecting one of the three available options. Previously, this verification process was done via a Google document.

**Effective for the 2015-16 School Year, Principals will now use SIM to select the option they will implement at their school for Service Learning projects.** They will also use SIM to indicate the name and contact information of their Lead Service Learning Coach, as follows:

1. On the horizontal *Menu bar*, under *School*, select *School Info*.



2. On the *Control bar*, select *SL Attestation*.



3. On the *Service-Learning Hours Attestation* page, under the *Service-Learning Project Attestation* panel, complete the following:

Select the option that will be implemented at your school for the current school year.

Note: Principal Name and Verification Date will populate after Apply or OK is clicked.

A screenshot of the SIM application's 'Service-Learning Hours Attestation' page. The page title is 'Home > Service-Learning Hours Attestation' with '2015 - 2016 SY' and 'Active' status. The 'Service-Learning Project Attestation' panel is visible, containing the following text and options:

**Principals can only select one choice:**

CPS high schools should develop a strategy to ensure that all students meet the service-learning graduation requirement. Please indicate how you will implement service-learning at your school. Choose from the following:

- 1 SL Proj. +25 Indv Hrs
- 2 SL Projs. +15 Indv Hrs
- 3 SL Projects

**Only the Principal can attest to the data above:**

Principal Name:

Network Name: Service Leadership Academies

Attestation Date:



4. Scroll down to the *Indicate Service-Learning Coach* panel and complete the following:

Enter your Lead Coach information. Note that an additional Coach can also be entered.

Note: *Principal Name* and *Verification Date* will populate after *Apply* or *OK* is clicked.

Principal Name:

Network Name: Service Leadership Academies

Attestation Date:

Indicate Service-Learning Coach

All CPS high schools should have a Service-Learning Coach to support and guide Service-Learning practice.  
Please indicate who will service as Lead Service-Learning Coach at your school.

\*Name: Brian Wilson

\*Email: bcwilson@cps.edu

Phone: 773-553-0001

Please indicate an additional Service-Learning Coach at your school.

Name:

Email:

Phone:

\*Required

Apply OK Cancel