




**Instructional Management Program &
Academic Communication Tool**

Students With Incorrect Number of Attendance Records

Area of Concentration	Summer School
Source System(s)	IMPACT SIM Summer 
Data Discrepancy	Students With Incorrect Number of Attendance Records
Definition	<p>This metric identifies students who are enrolled in a Summer School and do not have attendance taken for each day the program is in session. Note: Students in the ESY (ES and HS) and School-funded programs are excluded from this metric.</p> <p>Why is this important? Students must have an attendance record for each day of the summer program. Note: for students who transfer from one school to another school, attendance for this metric is cumulative across each school.</p>

Mitigation/Resolution Process

The following steps detail how to ensure a student new to your school has attendance taken for each day of the summer program.

1. **For Enrollment:** Using the Status Coordinator or Principal role, students must be enrolled in SIM Summer prior to or as of the first day of Summer School.*

Enrollment History

There is a NEW process to withdraw/re-enroll students - CLICK HERE

Display enrollments for: All Schools

Start date +	Entry status	School of enrollment	Is home school	Grade level	End date	Exit status
6/16/2017	02 Chicago Public School	High School	Yes	10		

2. **For Scheduled Classes or Homerooms:** Using the Scheduler or Principal role, the *Effective Date* of the class or homeroom must be as of the first day of Summer School.*

Class Change Options

Effective date:

Today
 Tomorrow
 First day of school
 Specify: m/d/yyyy

OK **Cancel**

3. **For Attendance:** Using the Attendance Coordinator or Principal role, attendance must be recorded as of the first day of Summer School.*

***Important:** for students who transfer from one school to another school, the student’s enrollment, schedule and attendance are effective as of the first day the transferred student into the school.