



## Tracking Opt-Out Form Disclosures in SIM

Chicago Public Schools may disclose “directory information” without written parental consent to the following entities upon request, unless the parent/guardian opts-out (i.e., advised the District that they do **not** want this information shared):

- External Parties – for all grade levels
- Military Recruiters – for 11<sup>th</sup> and 12<sup>th</sup> graders only
- Colleges and universities – for 11<sup>th</sup> and 12<sup>th</sup> graders only
- SAT scores on HS Transcripts – for all grade levels

Effective **February 2018**, a parent/guardian may opt-out of **SAT scores** displaying on the CPS High School Transcript. If a parent/guardian opts-out, the SAT score will not show on the High School Transcript. Schools can track in SIM any student whose parent/guardian opts out of having SAT scores shown on High School transcripts.

Upon receipt of a completed Out-Out form, staff with either Status Coordinator or Principal role should update the student’s record in IMPACT SIM, as follows:

1. On the *Student Demographics* page, *Address/Phone* tab, scroll down to the bottom of the page.

2. Under the *Opt-out Form Disclosures* panel, complete the following:

- Check applicable checkbox.
- Enter the date received.
- Click **OK** to save.