

Verifying Report Card Pick Up Data in SIM

Schools are required to track the number of student report cards that are picked up via the Report Card Pick Up Tracking page in SIM. At the end of the Report Card Pickup period, Principals must verify that the number of report cards picked up is accurate on the RCPU Data Verification Q3 page in SIM, as follows:

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

A screenshot of the SIM application's menu bar. The 'Admin' menu is open, and 'School Info' is highlighted. A red arrow points to the 'School Info' option.

2. On the *Control bar*, select *RCPU Verify Q3*.

A screenshot of the 'School Info Detail' page in SIM. The 'Basics' tab is active, and 'RCPU Verify Q3' is selected in the left-hand navigation pane. A red arrow points to the 'RCPU Verify Q3' option.

3. On the *RCPU Data Verification Q3* page, complete the following:

Review the data reported.
Note: These are read-only fields populated from the Report Card Pick Up Tracking page.

Check **Yes** or **No**. If **No**, provide an explanation in the **Comments** field.

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

A screenshot of the 'RCPU Data Verification Q3' form. The form contains the following fields and options:

- Header: Home > RCPU Data Verification (Active | Planning)
- Section: RCPU Data Verification Form
- Text: As the Principal, I verify that the data reported for Quarter Report Card Pick Up accurately reflects the number and percentage of report cards picked up on Parent-Teacher Conference Day ONLY.
- Fields:
 - # Report Cards Picked Up: 650
 - # Enrolled Students: 707
 - Percentage Picked Up: 91.94
- Yes/No: Yes (dropdown menu)
- If no, please explain why: Comments (text area)
- Only the Principal can attest to the data above:
 - Principal Name: (text field)
 - School Area Number: NETWORK 1
 - Verification Date: (text field)
- Buttons: Apply, OK, Cancel
- Footer: *Required

Note: The # Report Cards Picked Up and Percentage fields update hourly at the top of the hour (.i.e., 12 Noon, 1:00 pm, etc.), based on "Yes" being indicated on the Report Card Pick Up Tracking page.

DEADLINE: For the Quarter 3 Report Card Pick Up period, schools will have until Wednesday, April 26, 2017 to verify their data.