



## Verifying Report Card Pick Up Data in SIM – 2017-18SY

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 Q1* page in SIM, as follows:

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

Search	Class	School
Home > Quick Search		
		Attendance
		Awards
		Student Behavior
		School Info

2. On the *Control bar*, select the applicable *Verify* link (either *RCPU Verify Q1* or *RCPU Verify Q3*).

Home > School Info Detail	
<b>School Info Detail</b>	Basics
Absentee Calls	School
Attestation	School
ECE Enrollment	School
RC Pick Up	School
RCPU Verify Q1	Licens
RCPU Verify Q3	

3. On the *RCPU Data Verification Q1* page, complete the following:

Review the data reported.

**Note:** These fields are read-only, 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

Home > RCPU Data Verification Active Planning

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RCPU Data Verification Form

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.

# Report Cards Picked Up: 644  
 # Enrolled Students: 719  
 Percentage Picked Up: 89.57

Yes  
 No

If no, please explain why:  
 Comments:

Only the Principal can attest to the data above:  
 Principal Name:   
 School Area Number: NETWORK   
 Verification Date:

\*Required Apply OK Cancel

**Note:** The # Report Cards Picked Up and Percentage Picked Up 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 1 Report Card Pick Up period, schools will have until **Tuesday, November 21, 2017** to verify their data.