Entering STLS Information in SIM

The Students in Temporary Living Situations (STLS) page in SIM has been redesigned to increase efficiency and improve accountability related to CTA fare card distribution. The following steps detail how to denote a student as STLS:

1. Perform a student search to locate and open the student's record.
2. On the Control Bar (left-side bar), click STLS.
3. On the Students in Temporary Living Situations page, note the following:

   Note the required fields that must have valid values entered in order to complete the STLS record.

   Enter Enrollment Date and select student's Primary Nighttime Residence.
   Note End Date is now a read-only field, which will be auto populated at the end of the school year.
   Only update the Primary Nighttime Residence field, if needed, during the current school year.

   Complete all applicable fields.
   Note that there are now School of Origin 1 and School of Origin 2 fields.
   Important: See page 3 for an explanation of these fields and scenarios on how to use them.

   See STLS scenarios on page 3.
SIM now calculates whether the student and parent are eligible. 

After entering School of Origin 1 and School of Origin 2, click the Apply button.*

If student is eligible, indicate whether transportation is requested. There are three options: Yes, No, Awaiting Hardship Transportation. Enter name of adult to receive the adult pass, if applicable. 

Note there is a read-only Primary Student Contact field. This field is populated from the student's Contacts page and lists the contact identified as 1st contact, if entered. 

Click the OK button to save your information.

* Note: after entering School of Origin 1 and School of Origin 2, click Apply to calculate whether student and parent are eligible for public transportation.
STLS Scenarios

The following STLS scenarios provide guidance on the use of the School of Origin fields:

- **School of Origin 1**: This field should indicate the name of the school that the student attended when they became homeless. This may be the name of the current school or a former school.

- **School of Origin 2**: This field should indicate the name of the school that the student last attended. In other words, if the student moved more than once since becoming homeless, School of Origin 2 is the school they attended before the most recent residential move. This may be the name of the current school or a former school; in some cases, this may be the same school as School of Origin 1.

**Scenario 1**: Student lost his home due to foreclosure while he was attending Parker. Student is now in STLS and resides doubled up, attending Bass. Student has not moved since doubling up and transferring to Bass from Parker where he first became homeless. **Bass enters Parker as School of Origin 1 AND School of Origin 2.**

**Scenario 2**: Student lost his home due to foreclosure while he was attending Parker. Student is now in STLS and resides doubled up, attending Bass. Student has moved one or more times since transferring to Bass from Parker where he first became homeless. **Bass enters Parker as School of Origin 1 and Bass as School of Origin 2.**

**Scenario 3**: Student lost his home due to foreclosure while he was attending Parker. Student is now in STLS and resides doubled up, attending Parker. Student may have moved one or more times since he first became homeless, but has never transferred from Parker. **Parker enters Parker as School of Origin 1 AND School of Origin 2.**