Generating SIR Transcripts using IMPACT SIM

Effective October 2013, the following SIR transcript reports (Pre-IMPACT) are now generated using IMPACT SIM:

Please note:

- The following school-level SIM roles have access to generate SIR transcript reports (Pre-IMPACT): Grading Coordinator, HS Counselor, Principal, and Transcript Registrar.
- Report generation for SIR transcript reports (Pre-IMPACT) has been moved to IMPACT SIM because the SIR database has been retired.

The following steps detail how to generate an Official High School Transcript (Pre-IMPACT):

1. Log onto IMPACT SIM.
2. On the Home Page, on the horizontal Menu bar, under Admin, click Reports.
3. On the School Reports page, scroll down to a new section entitled SIR Transcript Reports (Pre-IMPACT).
4. On the **Report Options** page, enter the student (ID) number and click **Run**.

![Image of Report Options](image)

**Note the following:**
- SIR Transcripts (Pre-IMPACT) can only be generated one student at a time.
- Student number is required in order to generate a transcript.
- If the student number is not known, go to the new HSI site to search for the student number. See “Note” box below.

**Note:** The SIR database has been retired and replaced with the new **Historical Student Information (HSI)** site. While SIR transcript report generation has been moved to IMPACT SIM, other components of SIR have been moved to the HSI site. One component is the **Status** module where a user can search for the Student ID number in order to generate a SIR transcript in IMPACT SIM.

The URL for HSI is [https://secure2.cps.k12.il.us/HistoricalStudentInformation](https://secure2.cps.k12.il.us/HistoricalStudentInformation). Contact your Principal for access to this site, if needed.