Beginning of the Year Membership Reporting for SIM Schools

Attendance must be taken for all students beginning the first day of school in SIM.

Situation: This document contains procedural guidelines for membership tracking. The solution requires tight coordination between teachers and each school's attendance office.

Description: Adherence to this procedure notice for student membership is critical. The following processes are central to ensuring that student absences for children who are ‘not in membership’ at the start of school are not erroneously held against school attendance numbers. Furthermore, since IMPACT is now the system of record, accurate attendance must be recorded from the first day of school forward.

Response: For the start of the 2007/08 school year, SI REPORTUP in Mainframe SI will no longer be available. All membership reporting must be completed in IMPACT SIM. Those students who were absent in division/homeroom are considered DNA (Did Not Arrive) and are, therefore, not in membership. The students who have not yet arrived at the school will be assigned a temporary leave code of DNA, Code 99 in SIM. IMPACT will automatically affix the DNA Code 99 for all students who do not report to school on the first day. A code of 99 inactivates the student in SIM. While the students are inactive, SIM will still hold the student schedule and all of the data that was converted for the student. Once a student attends school for the first time, status is updated by entering the appropriate enrollment code, and the new date of enrollment. Re-activating enrollment will make the student available for school attendance and membership statistics.

1. Attendance must be taken for all students beginning the first day of school in SIM. Students not in class are marked A (=Absent=Not Present) in SIM. By default, students are marked P (=Present). Click the Submit button. Attendance MUST be submitted by the end of the school day.

At the elementary school level, if a student arrives after the teacher has submitted attendance, the student must report to the office for adjustment of the attendance record from “P” to “I”. The time of arrival should be noted in the Comments field.
At the high school level, for students entering school after division/homeroom (or the designated period at identified schools), students must report to the attendance office to have an adjustment made to their attendance record. Students should be marked “T” for Tardy during division/homeroom (or the designated period at identified schools) and their time of arrival recorded in the Comments section. This procedure is a reasonable step to accurately reflect the student’s attendance and membership on the first day of school.

2. The school will check SIM to confirm that all division/homeroom attendance has been submitted.

3. IMPACT will provide a district wide report on membership for the first 20 days of school. Membership statistics will be derived from IMPACT. There is no need for schools to call the areas or central office with their membership and attendance counts.

4. The school administrator or status clerk can run a query the next day to identify all students with the DNA Code 99. Clicking on the All Students Hyperlink on the Home Page displays an alpha list, including the school enrollment count.

5. After IMPACT assigns the status code of 99, the student is inactivated from membership, but may easily be tracked via the Withdrawn Students This Year link. Inactive students still show up on teacher rosters, but in italicized print. Inactive students will NOT appear on the teacher attendance page and the teacher will not be able to take attendance for that student until the student is reactivated. The student schedule is left intact.

6. When student arrives at school for the first time for instruction, s/he will have to report to be reactivated because the classroom teacher will be unable to record attendance for an inactive student.

   - The Status Coordinator selects the Withdrawn Students This Year link.
   - Next, the Status Coordinator selects the student via the italicized hyperlinked name.
   - Once in the student record, select Enrollment from the left-hand menu pane.
   - The Status Coordinator adds a new code of Enrolled with the current date.
   - The student is activated (in real-time) and the student record may now be accessed. The school can then give the child the schedule.

One suggestion is to institute an express line for students who need re-activation vs. a line for students waiting enrollment or transferring in.

7. From that point, the student’s subsequent attendance statistics are included in the school count.

   **Note:** It is of critical importance for the main office and the classroom teachers to coordinate to ensure that attendance for that day is accurately recorded in SIM.

8. A final determination should be made for all students with code 99 by the 20th day. The school is responsible to do its due diligence to ascertain student status. This means that the appropriate leave code should be affixed to a student’s record once a determination of that status is made. After the 20th day, a report delineating all Code 99 students will be published for follow up by area and central office staff.