**SIM Procedure Notice**

**Correction of Inaccurate Registration and Enrollment Records**

**Situation:** In reviewing data captured on ADA/ADM reports for schools using IMPACT during the 2006-07 School Year, it was observed that attendance recorded on these reports did not meet expectations. In researching the cause of these results, it was discovered that attendance rates were negatively affected by inaccurate enrollments. The following student enrollment record errors were identified:

- Incorrect or N/A Student Home School
- Two or more Enrollment Status Codes
- Enrollment Status Codes from Two Different Schools
- Incorrect Enrollment Date
- Student IDs starting with the number 5

Data recorded on IMPACT ADA/ADM reports are submitted as the official school attendance record. If the numbers are incorrect, these errors negatively skew membership count, attendance rate, teaching positions, and discretionary dollars.

**Description:** Schools are urged to review their student enrollment records continually and make appropriate corrections. To assist with identifying errors, CPS Data Entry Error reports, located on the Reports page in SIM, have been created. This document provides detailed instructions for correcting any identified data entry errors.
At a high level, to eliminate student record errors:

1. **When enrolling a student, never use the NEW button in SIM.**
2. If the student cannot be found in SIM (i.e., has never been enrolled in CPS), enroll the student in SI-ENR (in order to generate a CPS Student ID number).
3. For a student transferring into your school, if the student’s previous school has not withdrawn the student, call the previous school and ask them to withdraw the student *before* you re-enroll him/her.
4. When enrolling a student, make sure to set the Home School to your school. **Note:** This cannot be done if the previous school has not withdrawn the student.
5. Always use a proper enrollment Status Code (a code starting with 0).
6. Always use a proper withdrawal Status Code (a code not starting with 0).
7. Do not use Enrolled, Left, or Returned Status Codes. **Note:** The student’s first enrollment Status Code in the enrollment history can be Enrolled.
8. A CPS Transfer Form must accompany a student transferring from another CPS school.
Response:

Scenario 1: Incorrect or N/A Student Home School

Corresponds with Data Entry Error Report(s):
- CPS_Students with Home School Set to N/A
- CPS_Students with Incorrect Home School

In the example below, a student was enrolled in school A, withdrew from school A, and then enrolled in school B. School B did not change the student's Home School to school B.

The following steps detail how School B can change student's Home School to school B:

1. From the Quick Search page in SIM, search for the student.
2. Click the student's name to open the Student Demographics page.
3. From the Control Bar, click the Enrollment... link.
4. From the Enrollment page, click the enrollment Status Code link for your school.

```
<table>
<thead>
<tr>
<th>Date mm/dd/yyyy</th>
<th>Status Code</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/05/2006</td>
<td>Enrolled</td>
<td>Parkside Elementary Community Academy</td>
</tr>
<tr>
<td>03/19/2007</td>
<td>31 Transfer within CPS</td>
<td>Parkside Elementary Community Academy</td>
</tr>
<tr>
<td>03/13/2007</td>
<td>02 Chicago Public School</td>
<td>Myra Bradwell Communications Arts &amp; Sciences ES</td>
</tr>
</tbody>
</table>
```

5. From the Home School screen, change the Home School field to your school.

```
Home School: Parkside Elementary Community Academy
Status Codes for: All Schools
```

6. Scroll down and click OK to save your change.

Note: When enrolling a student in your school, set the Home School to your school unless the student is receiving services in more than one school.
Scenario 2: A Student has Multiple Enrollment Status Codes with the Same Date from the Same School and/or a Code of N/A

Corresponds with Data Entry Error Report(s): CPS_Students with Duplicate Enrollments

Example 1: Same Enrollment Status Codes with the Same Date

Example 2: Two Enrollment Status Codes with the Same Date and One N/A Enrollment Status Code

Solution:

The following steps detail how to delete the duplicate enrollment status codes:
1. From the Quick Search screen, search for the student.
2. Click the student’s name to open the Student Demographics page.
3. From the Control Bar, click the Enrollment... link.
4. As shown in Example 2, from the Enrollment screen, click the circle from the Select column for the N/A Status Code; click the Delete button.
5. Click the first enrollment Status Code link; edit any incorrect information.
6. Click OK.
7. From the Select column, click the circle for the second enrollment Status Code; click the Delete button.
8. Close the Enrollment screen.
**Scenario 3: A Student has Two Enrollment Status Codes Containing Different Dates from the Same School**

Corresponds with Data Entry Error Report(s): CPS_Students with Duplicate Enrollments

<table>
<thead>
<tr>
<th>Select</th>
<th>Date mm/dd/yyyy</th>
<th>Status Code</th>
<th>School</th>
<th>Distance from School</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12/13/2006</td>
<td>01 No Former School</td>
<td>Edward A Bouchet Math &amp; Science Academy ES</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>01/24/2007</td>
<td>02 Chicago Public School</td>
<td>Edward A Bouchet Math &amp; Science Academy ES</td>
<td>-</td>
</tr>
</tbody>
</table>

Solution Options:
A. Because the student withdrew and then returned, the student should have a withdrawal Status Code displayed between the two enrollment Status Codes.
B. Because the student is no longer enrolled in your school, the second enrollment Status Code should display a withdrawal Status Code.
C. The student is currently enrolled in your school and only one of the two enrollment Status Codes is correct.

Determine which solution is correct: A, B, or C.

**Solution A:**
1. From the Quick Search screen, search for the student.
2. Click the student’s name to open the Student Demographics page.
3. From the Control Bar, click the Enrollment… link.
4. From the Enrollment screen, click the ADD button.
5. Enter a proper withdrawal Status Code and a date between the two enrollment dates.
6. Click OK.
7. Close the Enrollment screen.

**Solution B:**
1. From the Quick Search screen, search for the student.
2. Click the student’s name to open the Student Demographics page.
3. From the Control Bar, click the Enrollment… link.
4. From the Enrollment screen, click the second Status Code link.
5. Change the enrollment Status Code to the proper withdrawal Status Code.
6. Click OK.
7. Close the Enrollment screen.

**Solution C:**
1. From the Quick Search screen, search for the student.
2. Click the student’s name to open the Student Demographics page.
3. From the Control Bar, click the Enrollment… link.
4. From the Enrollment screen, click the first enrollment Status Code link.
5. Edit any incorrect information.
6. Click OK.
7. From the Select column, click the circle for the second enrollment Status Code.
8. Click the Delete button.
Scenario 4: A Student has Enrollment Status Codes from Two Schools

Corresponds with Data Entry Error Report(s): CPS_Students with Incorrect Home School

In the example below, this student was enrolled at School A (Caldwell) on 09/21/2006 and then enrolled at School B (Gillespie) on 12/11/2006 without a corresponding withdrawal Status Code.

```
<table>
<thead>
<tr>
<th>Select</th>
<th>Date mm/dd/yyyy</th>
<th>Status Code</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>09/21/2006</td>
<td>Enrolled</td>
<td>Charles P Caldwell Academy of Math &amp; Science ES</td>
</tr>
<tr>
<td></td>
<td>12/11/2006</td>
<td>02 Chicago Public School</td>
<td>Frank L Gillespie Elementary School</td>
</tr>
</tbody>
</table>
```

Solution:
Determine the school where the student is enrolled. The school that is **not** the student’s Home School should enter a withdrawal Status Code, as follows:

1. From the Quick Search page, search for the student.
2. Click the student’s name to open the Student Demographics page.
3. From the Control Bar, click the Enrollment… link.
4. From the Enrollment page, click the ADD button.
5. Enter the correct date of withdrawal and select the appropriate withdrawal Status Code.
6. Click OK.
7. Close the Enrollment screen.
**Scenario 5: A Student’s Enrollment Status Code Date from the Receiving School is Earlier than the Withdrawal Status Code Date from the Sending School**

**Corresponds with Data Entry Error Report(s):**

*There is no report to identify this error which occurs when a student is transferring between CPS schools.* For a student transferring into your school (the Receiving School), if the student’s previous school (the Sending School) has not withdrawn the student, call the previous school and ask them to withdraw the student before you re-enroll him/her.

In the example below, the student was first enrolled in James Madison on 09/05/2006. He was then enrolled in Bouchet (the second enrollment Status Code) on 11/15/2006 and withdrawn from James Madison (the first withdrawal Status Code) on 11/16/2006. One or both of these status codes (dated 11/15/2006 and 11/16/2006) has a wrong date.

<table>
<thead>
<tr>
<th>Select</th>
<th>Date mm/dd/yyyy</th>
<th>Status Code</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>01/06/2007</td>
<td>Left</td>
<td>Edward A Bouchet Math &amp; Science Academy ES</td>
</tr>
<tr>
<td>C</td>
<td>01/26/2007</td>
<td>02 Chicago Public School</td>
<td>Edward A Bouchet Math &amp; Science Academy ES</td>
</tr>
</tbody>
</table>

**Solution:**

Determine which school(s) has the wrong date; that school must edit the incorrect Status Code, as follows:

1. From the Quick Search screen, search for the student.
2. Click the student’s name to open the Student Demographics page.
3. From the Control Bar, click the Enrollment… link.
4. From the Enrollment screen, click the Status Code link to be edited.
5. Change the date and any other incorrect field(s).
6. Click OK.
7. Close the Enrollment screen.

Note: Other errors on the screen shot above, include incorrect CPS Status Codes. Do not use Enrolled or Left.
**Scenario 6: Student Record IDs that Start with 5**

Corresponds with Data Entry Error Report(s): CPS Stud with Incorrect ID Assignments

In the example below, these two students were enrolled into SIM as NEW, instead of using SI-ENR.

**Note:** When enrolling a student, never use the NEW button.

**Solution Options:**
A. The student was previously enrolled in SI and was added as a NEW student in SIM instead of using the SI-generated number.
B. The student was never enrolled in a CPS school, and was directly enrolled in SIM as NEW.
C. The student was enrolled directly into SIM as NEW, and was later enrolled again using the SI-generated number. The student appears twice on the school roster with two different student numbers.

In all three instances, the student number that starts with 5 must be removed. Determine which solution is correct: A, B, or C.

**Solution A:**
1. From the Quick Search page, search for the student.
2. Open the student record that begins with 5; copy or print ALL of the student’s Demographics, Attendance, Grades, Behavior, and any other important data item.
3. From the Actions menu, select Reg/Enroll a Student option; search for and select the student record that contains the SI-generated number.
4. To complete the enrollment, open the student record and re-enter all of the data copied from Step 2.
5. Call 3-EXCL, option 2 to request the deletion of the student record ID that starts with 5.

**Solution B:**
1. Enroll the student in SI and wait 15 minutes.
2. From the SIM Quick Search page, search for the student.
3. Open the student record that begins with 5; copy or print ALL of the student’s Demographics, Attendance, Grades, Behavior, and any other important data item.
4. Open the student record with the SI-generated number and re-enter all of the data copied from Step 3.
5. Call 3-EXCL, option 2 to request the deletion of the student record ID that starts with 5.

**Situation C:**
1. From the Quick Search page, search for the student.
2. Open the student record that begins with 5; copy or print ALL of the student’s Demographics, Attendance, Grades, Behavior, and any other important data item.
3. Open the student record with the SI-generated number.
4. Compare the data in this record with the data that was copied from Step 2.
5. Make sure the record includes the most recent information.
6. Call 3-EXCL, option 2 to request the deletion of the student record ID that starts with 5.