SIM Scheduling of Driver Education, Public Law 195 Test, and IL SB 977 Consumer Education

**Situation:** The High School Graduation Requirements for the Chicago Public Schools (CPS) include three non-credit requirements that are offered as components of other high school courses: Driver Education, Public Law 195 Test, and IL SB 977 Consumer Education. Functionality within CPS’ former Student Information System (Legacy SI) allowed students to be scheduled into one course, yet receive two grades—one for the actual course and another for a non-credit graduation requirement. Functionality within CPS’ current Student Information System (IMPACT SIM) requires that students are scheduled into each separately.

**Description:** This document highlights the timeline and procedure for 1) scheduling Driver Education, Public Law 195 Test, and IL SB 977 Consumer Education courses and 2) assigning students into each class respectively. Successfully completing the following instructions at the appropriate time will guarantee that teachers can simultaneously enter grades for both the regular course and a non-credit graduation requirement.

**Timeline and Procedure:**

1. **At the beginning of the current school year,** the School Scheduler verifies that Driver Education, Public Law 195 Test, and IL SB 977 Consumer Education courses have been assigned to the school. If any of these courses has not been assigned to the school, the School Scheduler emails the Course Code Approval Mailbox (coursecodeapproval@cps.edu) requesting access to the missing course(s).

2. **At least two weeks prior to the end of the current quarter,** the School Grading Coordinator creates a list of the teachers and associated classes that will be issuing a grade for a non-credit graduation requirement during the current quarter.

3. Once the list is finalized, the School Grading Coordinator forwards it to the School Scheduler.

4. **At least one week prior to Grade Entry for the current quarter,** the School Scheduler adds the necessary number of Driver Education, Public Law 195 Test, and/or IL SB 977 Consumer Education classes to the school’s Master Schedule and assigns teachers respectively.

5. **At least one week prior to Grade Entry for the current quarter,** the School Scheduler assigns students into the appropriate Driver Education, Public Law 195 Test, and/or IL SB 977 Consumer Education classes.

6. **During Grade Entry for the current quarter,** teachers enter a non-credit graduation requirement grade in addition to the regular course grade.

**Important:** A non-credit graduation requirement grade MUST be entered for all qualifying students; this includes failing grades. In order for non-credit graduation requirement grades entered exclusively into IMPACT Gradebook during the 1st and 3rd Quarters to be automatically recorded as Final Semester Grades in IMPACT SIM, teachers must enter assignment level grades into IMPACT Gradebook!