Students With Incorrect Number of Attendance Records

**Area of Concentration**
Summer School

**Source System(s)**
IMPACT SIM Summer

**Data Discrepancy**
Students With Incorrect Number of Attendance Records

**Definition**
This metric identifies students who are enrolled in a Summer School and do not have attendance taken for each day the program is in session. **Note:** Students in the ESY (ES and HS) and School-funded programs are excluded from this metric.

**Why is this important?** Students must have an attendance record for each day of the summer program. **Note:** For students who transfer from one school to another school, attendance for this metric is cumulative across each school.

**Mitigation/Resolution Process**
The following steps detail how to ensure a student new to your school has attendance taken for each day of the summer program.

1. **For Enrollment:** Using the Status Coordinator or Principal role, students must be enrolled in SIM Summer prior to or as of the first day of Summer School (07/05/2016).*

   ![Enrollment Screen](image)

   **Important:** There is a NEW process to withdraw/re-enroll students - CLICK HERE.

   Display enrollments for: All Schools

   Start date: 05/06/2016
   Entry status: 02 Chicago Public School
   School of enrollment: 02 Chicago Public School
   Home school: Yes
   Grade level: 10
   End date: 07/05/2016
   Exit status: 02 Chicago Public School

2. **For Scheduled Classes or Homerooms:** Using the Scheduler or Principal role, the Effective Date of the class or homeroom must be as of the first day of Summer School (07/05/2016).*

   ![Class Change Options](image)

3. **For Attendance:** Using the Attendance Coordinator or Principal role, attendance must be recorded as of the first day of Summer School (07/05/2016).*

   **Important:** For students who transfer from one school to another school, the student’s enrollment, schedule, and attendance are effective as of the first day the transferred student into the school.