Verifying Report Card Pick Up Data in SIM

Schools are required to track the number of student report cards that are picked up via the Report Card Pick Up Tracking page in SIM. At the end of the Report Card Pickup period, Principals must verify that the number of report cards picked up is accurate on the RCPU Data Verification Q3 page in SIM, as follows:

1. On the horizontal Menu bar, under Admin, select School Info.

2. On the Control bar, select RCPU Verify Q3.

3. On the RCPU Data Verification Q3 page, complete the following:
   - Review the data reported.
   - Note: These are read-only fields populated from the Report Card Pick Up Tracking page.
   - Check Yes or No. If No, provide an explanation in the Comments field.
   - Principal Name and Verification Date will populate after Apply or OK is clicked.

Note: The # Report Cards Picked Up and Percentage fields update hourly at the top of the hour (i.e., 12 Noon, 1:00 pm, etc.), based on “Yes” being indicated on the Report Card Pick Up Tracking page.

DEADLINE: For the Quarter 3 Report Card Pick Up period, schools will have until Wednesday, April 26, 2017 to verify their data.