



Adding 8th Grade Year of Graduation to ES Transcripts in SIM (New Graduation Year Requirement)

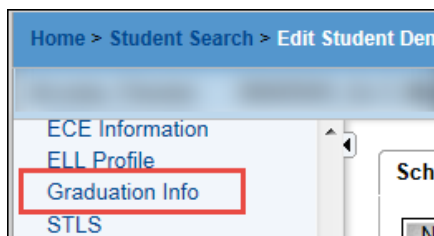
Beginning with the 2016-17 School Year, schools are required to indicate in SIM the “*Year of Graduation*” for each 8th grade graduating student prior to the time transcripts are printed for end of year processing. Once indicated in the student’s record, the *Year of Graduation* will appear immediately on the student’s ES Transcript.

The following steps detail how to add a *Year of Graduation* for an individual student OR mass assign a *Year of Graduation* for multiple students.

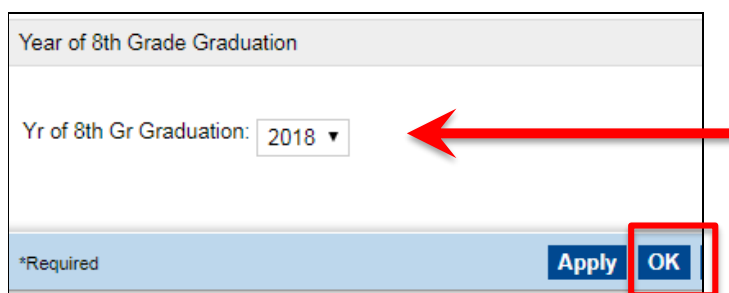
Add Year of Graduation for an Individual Student

Staff with Status Coordinator, Grading Coordinator and Principal roles can perform these steps.

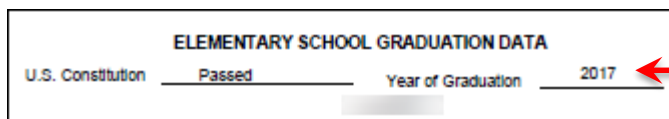
1. Perform a student search to locate and open the record of the 8th grade graduating student.
2. On the *Control Bar* (left side bar), click *Graduation Info*.



3. Under the *Year of 8th Grade Graduation* panel, click the drop-down; select the year in question (for 2016-17 School Year, select 2017); and click *OK* to save the selection.



Note that the ES Transcript is updated immediately with this information.



Note: ES Transcript will reflect 2018 when generated.

Note: To remove a year that has been added to a student’s record, navigate to the student’s *Graduation Info* page. Under the *Year of 8th Grade Graduation* panel, click the drop-down and select *N/A*. Click *OK* to save.



Mass Assign Year of Graduation for Multiple Students

Staff with Status Coordinator and Principal roles ONLY can perform these steps

1. From the Home Page, click the 8th grade link to display all 8th graders.

Active Incoming Withdrawn (current year)
Student name or number [Advanced Search](#)
PE PK K 1 2 3 4 5 6 7 **8**

2. Under *Search Results*, select the 8th grade graduating students.

Search Results
View: (G) StudentSearchDefaultView [Edit](#) Active Inco
Selected: 88 Search within results: Rows: 30 [Pag](#)

	Student Name (LFM)	ID	State Number	Gr(A)
<input checked="" type="checkbox"/>				8
<input type="checkbox"/>				8
<input checked="" type="checkbox"/>				8

3. From the *Task Bar*, select *Actions* > *Assign* > *Values*.

Home > Student Search Active Planning
Actions Reports
Most recent searches Favorite searches Disp Register/Enroll Student...
Search Results
View: (G) StudentSearchDefaultView **Values** Multi-values
Assign



4. In the *Assign Values* dialog box,

a. From the *Assign Field* dropdown, select *CPS Student Demographics Year of 8th Grade Graduation*
b. From the *New Value* dropdown, select *2018*
c. Click *Add to List*
d. Click *OK*

5. At the prompt, review your selection, and then click *OK* to move forward with processing.

Note: Message will reflect **2018** in SIM

6. After processing, the system will provide confirmation. Click *OK* to close the dialog box.

Note: Message will reflect **2018** in SIM

Note that the ES Transcripts are updated immediately with this information.

Note: **Adding Year of Graduation for 8th Graders Who Must Attend Summer School**

If an 8th grader must attend Summer School, the year cannot be added until after the student passes Summer School. Because the student will already be enrolled in his/her high school, the High School must add this information. High School Staff with Grading Coordinator, Status Coordinator or Principal role in SIM can follow the steps on page 1 of this document (*Add Year of Graduation for an Individual Student*).