



## Entering STLS Information in SIM

The Students in Temporary Living Situations (STLS) page in SIM has been redesigned to increase efficiency and improve accountability related to CTA fare card distribution. The following steps detail how to denote a student as STLS:

1. Perform a student search to locate and open the student's record.
2. On the *Control Bar* (left-side bar), click *STLS*.
3. On the *Students in Temporary Living Situations* page, note the following:

Note the required fields that must have valid values entered in order to complete the STLS record.

Enter *Enrollment Date* and select student's *Primary Nighttime Residence*.

Note *End Date* is now a read-only field, which will be auto populated at the end of the school year.

Only update the *Primary Nighttime Residence* field, if needed, during the current school year.

Complete all applicable fields.

Note that there are now *School of Origin 1* and *School of Origin 2* fields.

**Important:** See page 3 for an explanation of these fields and scenarios on how to use them.

Home > Student Search > Homeless Education 2013 - 2014 SY Active Plannin

STLS Student, Gr-4, Male, Dec 2, 2004

To complete the identification of a Student in Temporary Living Situations (STLS), click the checkbox below.

STLS Student

Record is not complete until valid values are entered into the following fields: STLS Enrollment Date, Pri Nighttime Residence, Unaccompanied Youth, School of Origin 1 and School of Origin 2.

Dwelling Information

Dwelling Information

Selected: 0 Edit Total: 1

*STLS Enrollment Date	*Pri. Nighttime Residence	STLS Enrollment End Date
08/20/2013	Doubled-Up	

Status and Service Information

\*Unaccompanied youth?: No

(Student does not reside with parent or legal guardian)

\*School of Origin 1: A.N. Pritzker School

(School attended when student first became STLS.)

\*School of Origin 2: A.N. Pritzker School

(Last School Attended)

Is the student interested in a public benefits screening?

: No

Services Requested:

Available:	Selected:	Total:
N/A	After School Tutoring	1
Birth Records		
Extracurricular Programs		
Hygiene Kit		
Mental Health Referral		
Referral to ODLSS Case Mana		
Referral to Shelter or Housing		
School Supplies		
Uniforms		

See STLS scenarios on page 3.



Instructional Management Program &  
Academic Communication Tool

SIM now calculates whether the student and parent are eligible.

After entering *School of Origin 1* and *School of Origin 2*, click the **Apply** button. \*

If student is eligible, indicate whether transportation is requested. There are three options: Yes, No, Awaiting Hardship Transportation.

Enter name of adult to receive the adult pass, if applicable.

Note there is a read-only *Primary Student Contact* field. This field is populated from the student's *Contacts* page and lists the contact identified as 1<sup>st</sup> contact, if entered.

Click the **OK** button to save your information.

Public Transportation Eligibility

Student is Eligible?: Yes  
Ineligibility Reason: STUDENT IS ELIGIBLE  
Parent is Eligible?: Yes  
Ineligibility Reason: PARENT IS ELIGIBLE  
Determination Date: 8/21/2014 m/d/yyyy  
Student Override: N/A  
Parent Override: N/A  
Manual Override by:   
Override Reason:

Public Transportation Details

\*Public Trans Requested: Yes

Public Trans Type: Available: Selected: Total: 2

N/A		Adult CTA
Adult Metra		Student CTA w/ Transfer
Adult Pace		
Student CTA w/o Transfer		
Student Metra		
Student Pace		

Name of Adult to Receive:

Primary Student Contact: Molina, Irene Luz(Mother)

(if different, school should update student contact information, if needed)

Public Trans Request Date:  m/d/yyyy

Public Trans Requester:

Note: To apply for hardship transportation, the request must be submitted from the Transportation page.  
When applying for hardship transportation, STLS Liaison must fax STLS form and verification to the STLS Department. STLS Department will provide SITE pick up, which will be the student's attendance area school.

[View Transportation page](#)

\*Required Apply OK Cancel

Note: These four fields are override fields for the STLS Dept. only. They are read-only for schools.

Note: These two fields populate after the OK button is selected.

\* Note: after entering *School of Origin 1* and *School of Origin 2*, click **Apply** to calculate whether student and parent are eligible for public transportation.



## STLS Scenarios

The following STLS scenarios provide guidance on the use of the *School of Origin* fields:

- **School of Origin 1:** This field should indicate the name of the school that the student attended when they became homeless. This may be the name of the current school or a former school.
- **School of Origin 2:** This field should indicate the name of the school that the student last attended. In other words, if the student moved more than once since becoming homeless, *School of Origin 2* is the school they attended before the most recent residential move. This may be the name of the current school or a former school; in some cases, this may be the same school as *School of Origin 1*.

**Scenario 1:** Student lost his home due to foreclosure while he was attending Parker. Student is now in STLS and resides doubled up, attending Bass. Student has not moved since doubling up and transferring to Bass from Parker where he first became homeless. **Bass enters Parker as School of Origin 1 AND School of Origin 2.**

Student currently attending Bass ES

*School of Origin 1:	Francis W Parker Elementary Community Academy	▼
<small>(School attended when student first became STLS).</small>		
*School of Origin 2:	Francis W Parker Elementary Community Academy	▼
<small>(Last School Attended)</small>		

**Scenario 2:** Student lost his home due to foreclosure while he was attending Parker. Student is now in STLS and resides doubled up, attending Bass. Student has moved one or more times since transferring to Bass from Parker where he first became homeless. **Bass enters Parker as School of Origin 1 and Bass as School of Origin 2.**

Student currently attending Bass ES

*School of Origin 1:	Francis W Parker Elementary Community Academy	▼
<small>(School attended when student first became STLS).</small>		
*School of Origin 2:	Perkins Bass Elementary School	▼
<small>(Last School Attended)</small>		

**Scenario 3:** Student lost his home due to foreclosure while he was attending Parker. Student is now in STLS and resides doubled up, attending Parker. Student may have moved one or more times since he first became homeless, but has never transferred from Parker. **Parker enters Parker as School of Origin 1 AND School of Origin 2.**

Student currently attending Parker ES

*School of Origin 1:	Francis W Parker Elementary Community Academy	▼
<small>(School attended when student first became STLS).</small>		
*School of Origin 2:	Francis W Parker Elementary Community Academy	▼
<small>(Last School Attended)</small>		