



Generating SIR Transcripts using IMPACT SIM

Effective October 2013, the following SIR transcript reports (Pre-IMPACT) are now generated using IMPACT SIM:

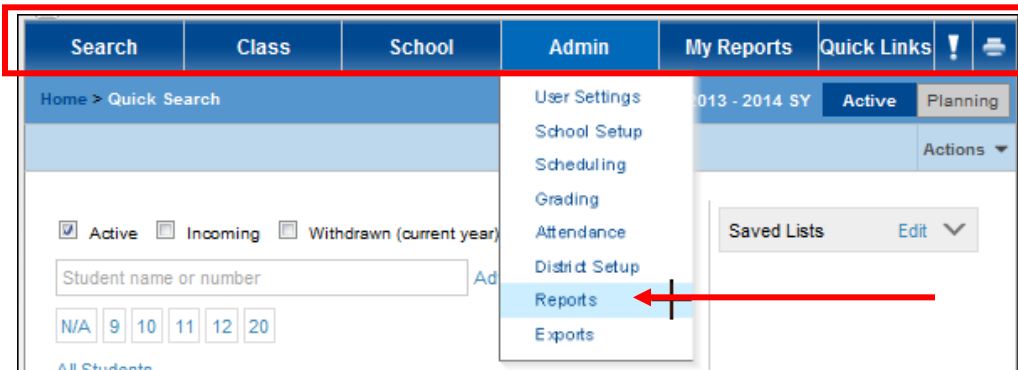
- High School Transcript Posting Report
- Official High School Transcript - Pre-IMPACT
- Original Cover Sheet (for Pre-09/05 Freshman)
- Revised Cover Sheet (09/05 Freshman and Beyond)

Please note:

- ❖ The following school-level SIM roles have access to generate SIR transcript reports (Pre-IMPACT): Grading Coordinator, HS Counselor, Principal, and Transcript Registrar.
- ❖ Report generation for SIR transcript reports (Pre-IMPACT) has been moved to IMPACT SIM because the SIR database has been retired.

The following steps detail how to generate an Official High School Transcript (Pre-IMPACT):

1. Log onto IMPACT SIM.
2. On the *Home Page*, on the horizontal *Menu bar*, under *Admin*, click *Reports*.



3. On the *School Reports* page, scroll down to a new section entitled *SIR Transcript Reports (Pre-IMPACT)*.





4. On the *Report Options* page, enter the student (ID) number and click *Run*.

Note the following:

- SIR Transcripts (Pre-IMPACT) can only be generated one student at a time.
- Student number is required in order to generate a transcript.
- **If the student number is not known, go to the new HSI site to search for the student number. See "Note" box below.**

Report Options: Official High School Transcript - Pre-IMPACT
Official High School Transcript - Pre-IMPACT

Preferences ^

Please enter the student number:

Filters v

Scheduling Options v

Output Options v

Save Save + Run **Run** Cancel

Note: The SIR database has been retired and replaced with the new **Historical Student Information (HSI) site**. While SIR transcript report generation has been moved to IMPACT SIM, other components of SIR have been moved to the HSI site. One component is the *Status* module where a user can search for the Student ID number in order to generate a SIR transcript in IMPACT SIM.

The URL for HSI is <https://secure2.cps.k12.il.us/HistoricalStudentInformation>. Contact your Principal for access to this site, if needed.