



## Generating the Summer School Parent Promotion Determination Notice

The *Summer School Parent Promotion Determination Notice* letters are now available in regular SIM so that Home School Principals can generate them for distribution to parents/guardians. Note the following timeline:

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Monday, August 15 - (at 6:00 am) The following Summer Bridge Retention reports are available to schools on the CPS Dashboard: *Home School Retention Report* and *Summer School Retention Report*.

Monday, August 15 - (end of day) For 8<sup>th</sup> grade students who **failed** Summer School, IMPACT automatically transfers the student back to his/her previous Elementary School from the High School in SIM.

Tuesday, August 16 -  
Wednesday, August 17

Based on the Retention Report results, Home School Principals generate *Summer School Parent Promotion Determination Notice* letters in regular SIM for the following Summer Bridge students:

- Currently enrolled 3<sup>rd</sup> and 6<sup>th</sup> grade students

**Important:** If the student is withdrawn or has a grade level other than 3 or 6, a letter will **not** be generated.

- Currently enrolled 8<sup>th</sup> grade students who failed Summer School.

*Note: For 8<sup>th</sup> grade students who **passed** Summer School, the Home School Principal has been provided an editable PDF template to complete for those students because they are already enrolled at their respective high schools. A letter will **not** be generated in SIM.*

Thursday, August 18 - For 3<sup>rd</sup> and 6<sup>th</sup> grade students who **passed** Summer School, IMPACT automatically moves the students to the next grade level and appropriate school in SIM.

Note: The appropriate school is determined by the student's "Requested School" setting which should have been confirmed during last year's Student Projections process.

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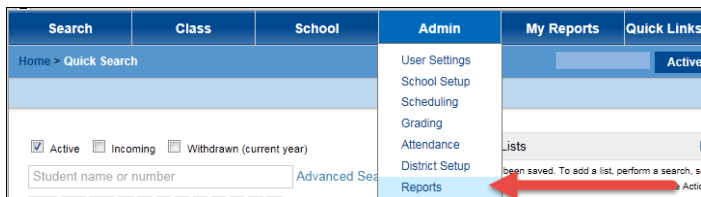
See the next page for steps to generate the *Summer School Parent Promotion Determination Notice* letters.



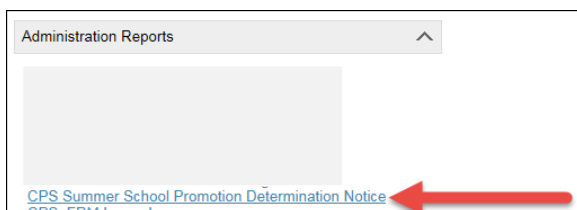
## Instructional Management Program & Academic Communication Tool

The following steps detail how to generate *Summer School Parent Promotion Determination Notice* letters in regular SIM, using either the Principal or Status Coordinator role:

1. On the horizontal *Menu bar*, under *Admin*, click *Reports*.



2. On the *School Reports* page, under the *Administration Reports* section, click the *CPS Summer School Promotion Determination Notice* link.



3. On the *Report Options* page, click *Run* to generate report as is.

**Report Options: CPS Summer School Promotion Determination Notice**  
This letter notifies the parent/guardian of the promotion decision for his/her student who had to attend Summer School. Letter only generates for currently enrolled students in grades 3, 6, and 8.

**Filters**

Select filter criteria from sections below:

**School (Root View)**

**School Student**

Basic | Detail

Search by:

Student ID [dropdown] starts with [dropdown] [input]  
School Student saved lists [dropdown] equals [dropdown] [input]

Save Save + Run **Run** Cancel

Click *Run* to generate report as is.  
Based on the Retention Report results, a letter will be generated for each applicable student, as detailed on page 1.

### Note the following:

- ✓ See page 1 for timeline and important information about generating letters.
- ✓ Once generated, the school should cross-check each letter against the Summer School Retention Report results to ensure all information has been indicated correctly.

**Important:** Each applicable student, as detailed on page 1, should receive a SIM-generated letter or an editable PDF (for 8<sup>th</sup> graders who passed Summer School). There should be no other hand-written letters provided to parent/guardians. If your school has an exception, contact the Summer Assistance Team immediately at 773-553-4500 for approval and instructions.