



Maintaining Proof of Age/Identity Document in IMPACT SIM (Certified Copy of Student Birth Certificate) - Charter Schools Excluded -

A 2015 amendment to the Illinois Administrative Code stipulates that a student's proof of age/identity document required at the time of enrollment must now be maintained as part of the student permanent record. **ISBE has identified the certified copy of the enrolling student's birth certificate as the only document a school can accept to fulfill this requirement.**

The preferred option for maintaining this information to ensure legal compliance is that the original certified copy of the student's birth certificate is scanned and maintained in the student's record in IMPACT SIM. This functionality currently exists in IMPACT SIM, as illustrated on page 2, and has been available for school use since the initial implementation of the system.

The Recommended Approach

To implement this requirement, schools should prioritize the permanent maintenance of the birth certificate for the following students:

1. Students who are new to the district and are enrolling for the first time, including new students who are enrolling during the current school year, and new students who will be enrolling in all subsequent school years.
2. Existing students who were new to the district and enrolled for the first time beginning February 2, 2015, starting with the school's entry-level grades (i.e., for elementary schools, PE, PK, Kindergarten and 1st grade, and for high schools, 9th grade).

How To Steps

Schools will need to complete the following steps:

1. Scan the hard-copy birth certificate to create an electronic copy.
2. Save the scanned document to the computer's hard-drive.
Note: The suggested naming convention for the saved document is student's last name, ID, and the type of document, separated by an underscore (for example: **Smith_01237658_Birth_Certificate**).
3. Upload the scanned document into the student's record in IMPACT SIM, as detailed on page 2.
4. Immediately delete the scanned document from the computer's hard drive and any other place where it may have been saved such as email folders (inbox, deleted mail box), download folder, network drives, removable media, etc.
Note: Schools are required to double-check at the end of each school year, at a minimum, to make sure all scanned student documents have been deleted from the computer's hard drive and any other place where the scanned documents may have been saved.

If a scanner is not available, schools should maintain a copy of the birth certificate as follows:

- For high schools, maintain a copy of the original certified birth certificate in each student's Transcript Envelope.
- For elementary schools, maintain a copy of the original certified birth certificate for all applicable students for each school year in a folder labeled with the school year and "Proof of Age/Identity – Birth Certificates" in the same location you are maintaining the printed Elementary School Transcripts from the same school year. Both copies of the birth certificates and transcripts are permanent records.



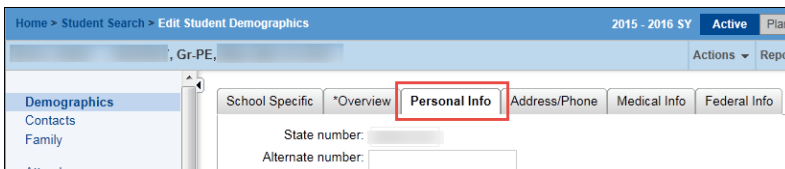
Contingency Plan

The IMPACT Technical team monitors system performance on a daily basis. If it is determined that uploading of these documents impacts disk space and ultimately system performance, the plan is to add additional disk space as needed. If additional disk space does not resolve the issue, the functionality will be disabled and schools will need to maintain the documents in hard copy only.

Uploading Scanned Documents into IMPACT SIM

Once the birth certificate for the student in question has been scanned and saved on the computer's hard drive, the following steps should be completed to upload the document into IMPACT SIM.

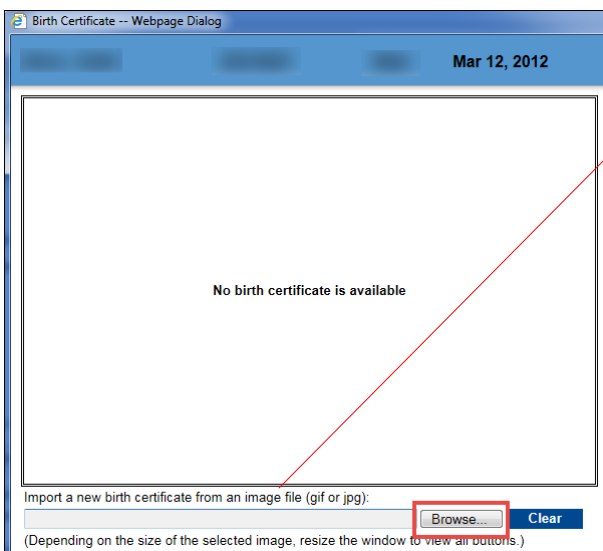
1. Perform a student search to locate and open the record of the student in question.
2. On the *Demographics* page, click the *Personal Info* tab.



3. Scroll down to the *Birth Information* section and click the *Edit Birth Certificate* link.



4. In the *Birth Certificate* dialog box, click *Browse*.

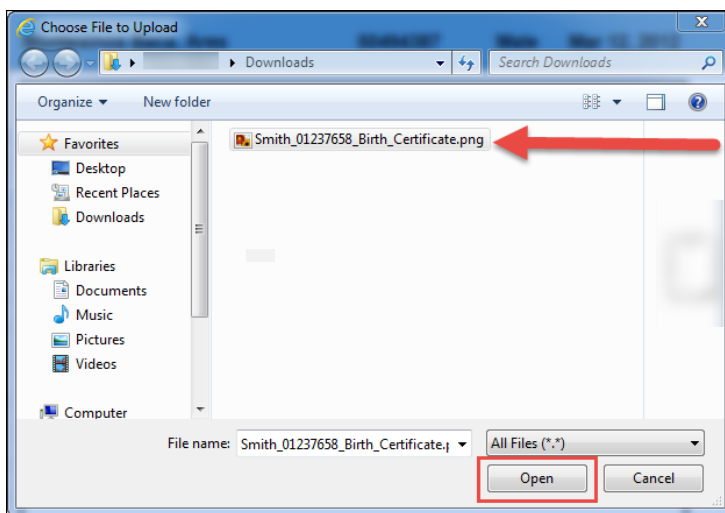


Note: As stated in this screen capture, the scanned Birth Certificate must be in a GIF or JPEG image. Depending on your school's technology, you may be able to select GIF or JPEG as the file output type prior to scanning the birth certificate, OR you may need to convert the PDF file to a GIF or JPEG image after the birth certificate has been scanned. If assistance is needed, contact the ITS Service Desk at 773-553-3925.

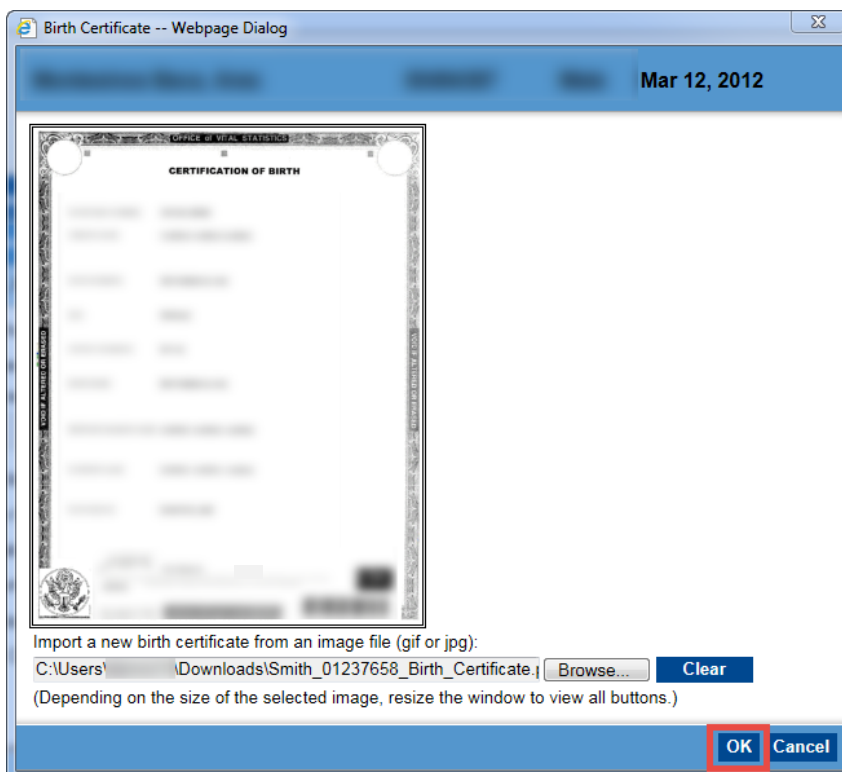


Instructional Management Program &
Academic Communication Tool

5. In the *Choose File to Upload* dialog box, select the student's document and click *Open*.



6. Note that you are returned to the *Birth Certificate* dialog box where the student's document now appears. Click *OK* to save the uploaded document.



Reminder: Once the scanned document has been uploaded into IMPACT SIM, it must be deleted from the computer's hard drive and any other place where it may have been saved.