



Overview of the Automated Graduation Process in SIM

The following table provides an overview of how the automated graduation process works in SIM based on the three (3) CPS Graduation cycles. **Note: CPS is currently in the Fall Cycle for February 2017 Graduation.**

Three (3) CPS Graduation Cycles	Cycle Cutoff Date	Three Ways to Graduate a Senior	What Happens in the Student's Record
<p>Fall Cycle for February 2017</p> <p><u>Graduation Date on Official Transcript</u> 02/02/2017</p> <p><u>Withdraw Date on student's Enrollment page</u> 02/12/2017</p>	<p>Friday, 02/10/2017</p> <p>5:00 pm</p>	<p>For the current graduation cycle:</p> <ol style="list-style-type: none"> <u>Automatically by SIM:</u> A Senior has met all graduation requirements which are indicated by a <i>Grad Requirements Met</i> value of "Yes" on the student's <i>CPS Grad Status</i> page. See page 2 for additional details. <u>Manually by the School:</u> If a Senior's <i>Grad Requirements Met</i> value is "No" and the school determines the Senior did meet the graduation requirements, the school must set the <i>Student promotion status</i> field to "Promoted" on the student's <i>School Specific</i> tab. See page 2 for additional details. 	<p>For the current graduation cycle:</p> <ol style="list-style-type: none"> Within 24 hours, on the student's <i>Enrollment</i> page, a withdraw status code "55 Grad..." and a future withdraw date (based on the current CPS graduation cycle) is added. A few weeks before the cycle cutoff date, the graduation date (based on the current CPS graduation cycle) will appear on the student's official transcript and on the student's <i>Historical</i> page.
<p>Summer Cycle for August 2016</p> <p><u>Graduation Date on Official Transcript</u> 08/03/2016</p> <p><u>Withdraw Date on student's Enrollment page</u> 09/04/2016</p>	<p>The 09/02/2016 cutoff date has passed. See Graduation Override Request.</p>	<p>For any past graduation cycles:</p> <ol style="list-style-type: none"> <u>Graduation Override Request:</u> If a Senior should graduate within a particular graduation cycle and the cutoff date has passed, the graduation date must be overridden. Submit an override request to autograd@cps.k12.il.us. 	<p>For any past graduation cycles:</p> <p>When a Graduation Override is processed, a withdraw status code 55 and withdraw date will occur within 24 hours on the student's <i>Enrollment</i> page, and a graduation date will occur within 48 hours on the official transcript.</p>



Required School Action Items – Fall Cycle for February 2017 Graduation:

❖ Any manual changes to a Senior’s *Student Promotion Status* must be completed by Friday, February 10, 2017 at 5:00 pm. Two examples for manually retaining or promoting students:

1. In SIM, a senior has met all graduation requirements which are indicated by a *Grad Requirements Met* (GRM) value of “Yes” on the student’s *CPS Grad Status* page.

Student Promotion Status:	Pending
Current Semester:	Fall - 2016-2017
Grad. Requirements Met:	Yes

However, the student will remain in school for whatever reason (for example: a Diverse Learner who meets requirements, but is staying enrolled until age 22).

ACTION: Set the *Student Promotion Status* to “Retained” (on the student’s *Demographics* page, *School Specific* tab).

Student promotion status:	Retained
Academic plan:	CPS General High School Plan 2005 to 2015

2. In SIM, a senior has not met graduation requirements which are indicated by a *GRM* value of “No” on student’s *CPS Grad Status* page.

Student Promotion Status:	Pending
Current Semester:	Fall - 2016-2017
Grad. Requirements Met:	No

However, the school determines the student has met requirements and should be graduated.

ACTION: It is the Principal’s discretion to manually promote the student. After approval by the Principal, set the *Student Promotion Status* to “Promoted” (on the student’s *Demographics* page, *School Specific* tab).

Student promotion status:	Promoted
Academic plan:	CPS General High School Plan 2005 to 2015

❖ For Charter Schools that do not use the autograd process: Seniors who will graduate in February 2017 must be manually promoted by Friday, February 10, 2017 at 5:00 pm.

ACTION: Set the *Student Promotion Status* to “Promoted” (on the student’s *Demographics* page, *School Specific* tab).

Student promotion status:	Promoted
Academic plan:	CPS General High School Plan 2005 to 2015