Instructional Management Program
& Academic Communication Tool

QUICK GUIDE:
Closing the School Year Successfully
For Elementary Schools 2017

04/15/2017
Version 1.0 FINAL
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***Note***

This module was updated in IMPACT Student Information Management (SIM) version 8.4.3. There may be slight differences between screens in this lesson compared to the screens in the actual CPS IMPACT environment. All screens were captured in Windows using Internet Explorer; Macintosh views may differ.

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Introduction

The end of the school year is an important time for schools. To successfully close the current school year in IMPACT SIM and prepare for the upcoming school year, all elementary schools will need to follow specific Year End Processing (YEP) steps, as detailed in this quick guide.

Note the following:

➢ At YEP, the current Active Calendar (2016-17SY) will become the Historical Calendar, and the Planning Calendar will become the new Active Calendar (2017-18SY).

➢ The YEP process will begin on Friday, June 30, 2017 at 12 Noon. (This is an absolute deadline.)

➢ After the YEP process is completed, data from the previous school year will no longer be available for changes outside of using SIM Historical (for high school students only).

School Responsibility Checklist for Elementary Schools

This checklist highlights the responsibilities each elementary school must complete in order to ensure YEP is successful at their school.

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Reference Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔ Step 1: Ensure attendance entry and edits are complete.</td>
<td>4</td>
</tr>
<tr>
<td>✔ Step 2: Ensure grade entry is complete.</td>
<td>5</td>
</tr>
<tr>
<td>✔ Step 3: Set student promotion status for “retained” students.</td>
<td>7</td>
</tr>
<tr>
<td>✔ Step 4: Run and save required documents for legal archives.</td>
<td>8</td>
</tr>
<tr>
<td>✔ Step 5: Check enrollment and student projection data.</td>
<td>9</td>
</tr>
<tr>
<td>✔ Step 6: Check next year transportation requests.</td>
<td>10</td>
</tr>
</tbody>
</table>
Steps to Complete Year End Processing (YEP)

Step 1: Ensure Attendance Entry and Edits are Complete

Deadline: Friday, June 30, 2017 at 12 Noon

- Ensure that all attendance data in SIM is correct for students.

Refer to CPS’s Dashboard’s DQI metric, Unsubmitted Attendance, for a list of unsubmitted attendance, as illustrated in the following screen capture.

Notes:
- All attendance edits must be completed prior to generating student transcripts. See page 6 for timeline to generate ES Transcripts for legal archives.
- Elementary schools must retain all attendance records, including logs and notes. Tardy logs and early dismissal logs should be retained by school year to document late arriving and early dismissal students because the documents are legally required complements to the attendance data in SIM. All attendance records are to be either stored on the school premises or at a CPS approved facility/location for access and reference requirements of CPS or ISBE audits.
- 0% Attendance Students: Students who have as many days of membership as absences must have their information reviewed to determine if this is an enrollment error.
- Post-Graduation Days: Post-graduation days for 8th graders are marked as “Absent Excused”. Schools are encouraged to plan post-graduation activities for 8th grade students who attend school after graduation. No school is to tell students or their families that they are not allowed to come back after graduation. In the same way, schools cannot mark students as “Present” or “School Function” if there is no formal, supervised activity occurring.
- Kindergarten and 6th grade do not have official graduations.
Step 2: Ensure Grade Entry is Complete

<table>
<thead>
<tr>
<th>Deadline:</th>
<th>As stated on page 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔ Complete all grade entry for the 4th quarter grading period.</td>
<td><img src="image" alt="Gradebook" /> Ensure all grades for 4th quarter are entered into Gradebook by the dates listed on page 6.</td>
</tr>
</tbody>
</table>
| ✔ Complete **authorized grade changes** for any quarter grades, in accordance with the CPS Grade Change Policy. | ![SIM](image) Authorized grade changes for 1st, 2nd, and 3rd quarters must be made in SIM.  
REMINDER: Authorized grade changes for 4th quarter **only** must be made in Gradebook. |

**IMPORTANT:** To ensure the correct final grade appears on the student’s ES transcript, any authorized grade changes must be completed 24 hours prior to generating transcripts.
## Timeline for 8th Grade Only

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>ES Graduations Begin</td>
<td>Thursday, June 15, 2017</td>
</tr>
<tr>
<td>8th grade Grade Extraction for <em>core subjects</em></td>
<td>Monday, June 5 at 5:00 pm</td>
</tr>
<tr>
<td>* Core Subject grades (Reading and Math, including Algebra) are used for Summer School Eligibility.</td>
<td></td>
</tr>
<tr>
<td>Grade entry cut-off for 8th graders</td>
<td>Monday, June 12 at 5:00 pm</td>
</tr>
<tr>
<td>(in all other subjects not used for Summer School Eligibility)</td>
<td></td>
</tr>
<tr>
<td>IMPACT generates 8th graders' report cards</td>
<td>Tuesday, June 13</td>
</tr>
<tr>
<td>8th graders' Report Cards ready for School Print</td>
<td>Wednesday, June 14</td>
</tr>
</tbody>
</table>

## Timeline for K - 7th Grades Only

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of 4th Quarter</td>
<td>Tuesday, June 20, 2017</td>
</tr>
<tr>
<td>3rd and 6th grades Grade Extraction for <em>core subjects</em></td>
<td>Monday, June 5 at 5:00 pm</td>
</tr>
<tr>
<td>* Core Subject grades (Reading and Math, including Algebra) are used for Summer School Eligibility.</td>
<td></td>
</tr>
<tr>
<td>Grade entry cut-off for K - 7th graders</td>
<td>Friday, June 16 at 5:00 pm</td>
</tr>
<tr>
<td>IMPACT generates report cards</td>
<td>Saturday, June 17 – Monday, June 19</td>
</tr>
<tr>
<td>Report Cards ready for School Print</td>
<td>Monday, June 19 (after 12 Noon)</td>
</tr>
<tr>
<td>Report Card Distribution</td>
<td>Tuesday, June 20</td>
</tr>
</tbody>
</table>

## Timeline for ES Transcript Availability

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Transcripts Available</td>
<td>Monday, June 19 at 12 Noon</td>
</tr>
</tbody>
</table>

**Note:** Schools that have opted to use the alternative grade entry schedule will have a different timeline. For details, please see the Calendar located on the IMPACT website: [http://impact.cps.edu/calendar.html](http://impact.cps.edu/calendar.html)
### Step 3: Set Student Promotion Status for “Retained” Students

<table>
<thead>
<tr>
<th>Deadline:</th>
<th>Friday, June 30, 2017 at 12 Noon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audience:</td>
<td>All non-Benchmark elementary grade levels (1,2,4,5,7)</td>
</tr>
</tbody>
</table>

- Set the promotion status to “Retained” for appropriate students on the student’s Demographics page. “Retained” denotes students who will not be promoted to the next grade. See **WARNING** below for students in grades 3, 6, and 8.

- Any student whose promotion status is set to “Pending” or “Promoted” will be promoted automatically to the next grade level at Year End Processing. Note the default Student promotion status is “Pending”.

- Do not advance the grade level for any student; grade levels are advanced based on student’s Promotion Status.

**WARNING:** Do not set the promotion status to “Retained” for students in grades 3, 6, or 8 who are required to attend Summer Bridge. This process will be managed by the Office of Teaching and Learning.

The following steps detail how to retain a non-Benchmark student only (see above **WARNING** for students in grades 3, 6 or 8):

1. Log onto SIM with either the Status Coordinator or Principal role.
2. Perform a student search to locate and open the student’s record.

On the School Specific tab, click the dropdown menu for Student promotion status and select “Retained.” Click OK (in lower right-hand corner) to save your selection.
Step 4: Run and Save Required Documents for Legal Archives

**Deadline:**

- **Start Date:** Monday, June 19, 2017 at 12 Noon
- **End Date:** Thursday, June 29, 2017 at 5:00 pm

**Note:** although SIM is available until June 30 at 12 Noon, you will need time to generate, download, and then print these documents. Please make sure you schedule enough time to complete these tasks.

** ✓ MANDATORY:** Run the following IMPACT reports **and save** hard copies for archival and legal retention purposes:

  - **CPS Student Alpha List (SIM)**
  - **CPS Student Daily Attendance with Summary Report (SIM)**
  - **Students with Grade Code 20 (SIM)**

    From SIM Home Page, click the “20” link, then click the **Print** icon.

  - **Report Cards (Gradebook)**

    For the report card deadlines, refer to the Timelines on page 6.

  - **Elementary School Transcripts (SIM)**

    If needed, refer to the document: *Printing the Elementary School Transcript in SIM*, located on the IMPACT website, under SIM Documents:

    [http://impact.cps.k12.il.us/downloads/How_to_Print_the_Elementary_School_Transcript_in_SIM.pdf](http://impact.cps.k12.il.us/downloads/How_to_Print_the_Elementary_School_Transcript_in_SIM.pdf)

**IMPORTANT:** Once YEP is completed, schools will not be able to access previous school year data. Print all mandatory reports and any other data for which you wish to retain a physical copy (school-level decision).

For more information regarding the retention of student records, please go to: [http://policy.cps.edu/download.aspx?ID=84](http://policy.cps.edu/download.aspx?ID=84).
Step 5: Check Enrollment and Student Projection Data

<table>
<thead>
<tr>
<th>Deadline:</th>
<th>Friday, June 30, 2017 at 12 Noon</th>
</tr>
</thead>
</table>

- Clean up student enrollment data and verify every student has a Next Year student projection.
  - Refer to CPS Dashboard’s DQI metrics for a list of any potential errors, as highlighted in the screen capture below. [https://dashboard.cps.edu/Dashboard/portalHome.jsp](https://dashboard.cps.edu/Dashboard/portalHome.jsp).
  - **Note:** The School Principal assigns Dashboard access via ODA. Any data clean-ups in SIM will not be removed from the Dashboard for 24-48 hours.

The following screen capture highlights Registration and Enrollment and Student Projection DQI metrics:

![Screen capture highlighting DQI metrics](image_url)

**Note the Student Projection metric.**
Step 6: Check Next Year Transportation Requests

**Deadline:** Thursday, June 1, 2017

✓ Check to ensure all applicable students have a next year transportation request submitted.

✓ Note the following:

- For students staying at the same school next year with a current active transportation request, the request will roll-over to the 2017-18SY. Do NOT re-enter a request.

- If the student plans to attend a new school for next year and the student qualifies and intends to use transportation, a request must be entered into SIM by the student’s new school by **June 1st** to guarantee transportation is available on Day 1.
  a. The student’s current school must project the student to the new school so that the student appears in that particular school’s Planning Calendar.
  b. When the student enrolls at the new school and is determined eligible for transportation services, have the student fill out the Application for School Bus Service (form stays at the school). The next year school must then submit the transportation request into the SIM Planning Calendar using a **07/01/2017 Start Date**.

Note that eligibility will be determined immediately and the results displayed. The following screen capture illustrates a request that has been determined as “Eligible.”

The following screen capture illustrates a request that has been determined as “Rejected”. If the user is able to correct the reason for the rejection, SIM will re-calculate eligibility in the Planning Calendar once every evening and display the results.
c. If the student has an IEP/504 and qualifies for transportation, however, the student does NOT intend to use it, please inform the Case Manager so that the Case Manager can update the question “Parent Accepts Transportation” from “Yes” to “No” in the IEP/504. The student will remain eligible for transportation EVEN if they decline transportation right now, and can request transportation later if they change their mind.

✔ For questions: refer to the Transportation Quick Guide in SIM, call the IT Service Desk at 773-553-3925, or call Student Transportation Services at 773-553-2860.