



**Instructional Management Program  
& Academic Communication Tool**

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

04/15/2017  
Version 1.0 FINAL



## TABLE OF CONTENTS

**Introduction..... 3**

School Responsibility Checklist for Elementary Schools ..... 3

**Steps to Complete Year End Processing (YEP)..... 4**

Step 1: Ensure Attendance Entry and Edits are Complete..... 4

Step 2: Ensure Grade Entry is Complete..... 5

*Timeline for 8<sup>th</sup> Grade Only..... 6*

*Timeline for K - 7<sup>th</sup> Grades Only ..... 6*

*Timeline for ES Transcript Availability ..... 6*

Step 3: Set Student Promotion Status for “Retained” Students..... 7

Step 4: Run and Save Required Documents for Legal Archives ..... 8

Step 5: Check Enrollment and Student Projection Data..... 9

Step 6: Check Next Year Transportation Requests ..... 10

**\*\*\* 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.*



## 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.

	Responsibility	Reference Page #
	✓ Step 1: Ensure attendance entry and edits are complete.	4
	✓ Step 2: Ensure grade entry is complete.	5
	✓ Step 3: Set student promotion status for “retained” students.	7
	✓ Step 4: Run and save required documents for legal archives.	8
	✓ Step 5: Check enrollment and student projection data.	9
	✓ Step 6: Check next year transportation requests.	10




## Steps to Complete Year End Processing (YEP)

### Step 1: Ensure Attendance Entry and Edits are Complete

<b>Deadline:</b>	<b>Friday, June 30, 2017 at 12 Noon</b>
------------------	---

- 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.

Current Data Quality Index

A ● =0% | B ▲ >0% and <=10% | C ▲ >10% and <=20% | D ▲ >20% and <=30% | F ▲ >30%

Click on a row of the scorecard to display data and description of the specific Data Quality item.

Measure	Weight	Errors	% Error	Grade
Attendance ( 1 )				
Unsubmitted Attendance	100%	5	0.16%	B ▲

**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

Deadline:	As stated on page 6
<p>✓ Complete all grade entry for the 4<sup>th</sup> quarter grading period.</p> <div data-bbox="391 680 732 793"></div> <div data-bbox="813 646 1256 785" style="border: 1px solid red; padding: 5px;"><p>Ensure all grades for 4<sup>th</sup> quarter are entered into Gradebook by the dates listed on page 6.</p></div>	
<p>✓ Complete <b>authorized grade changes</b> for any quarter grades, in accordance with the <b>CPS Grade Change Policy</b>.</p> <div data-bbox="391 1037 732 1150"></div> <div data-bbox="781 1016 1409 1134" style="border: 1px solid red; padding: 5px;"><p>Authorized grade changes for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> quarters must be made in SIM.</p></div> <div data-bbox="391 1276 732 1390"></div> <div data-bbox="792 1255 1409 1373" style="border: 1px solid red; padding: 5px;"><p><b>REMINDER:</b> Authorized grade changes for 4<sup>th</sup> quarter <u>only</u> must be made in Gradebook.</p></div> <p><b>IMPORTANT:</b> To ensure the correct final grade appears on the student's ES transcript, any authorized grade changes must be completed 24 hours <u>prior</u> to generating transcripts.</p>	



**Instructional Management Program and Academic Communication Tool**

YEP Quick Guide for Elementary Schools 2017

**Timeline for 8<sup>th</sup> Grade Only**

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

**Timeline for K - 7<sup>th</sup> Grades Only**

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

**Timeline for ES Transcript Availability**

Final Transcripts Available	Monday, June 19 at 12 Noon
-----------------------------	----------------------------

**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>



### Step 3: Set Student Promotion Status for “Retained” Students

<b>Deadline:</b>	Friday, June 30, 2017 at 12 Noon
<b>Audience:</b>	All non-Benchmark elementary grade levels (1,2,4,5,7)
✓	Set the promotion status to “Retained” for appropriate students on the student’s <i>Demographics</i> page. “Retained” denotes students who will not be promoted to the next grade. See <b>WARNING</b> 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 <i>Student promotion status</i> is “Pending”.
✓	Do <u>not</u> advance the grade level for any student; grade levels are advanced based on student’s <i>Promotion Status</i> .

**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.

Home > Student Search > Edit Student Demographics

, Gr-4, Action

School Specific \*Overview Personal Info Address/Phone Medical Info Fed

No thumbnail photo is available. To upload photo, click here.

Preferred name:

Current age: 10

Home school:

Current grade level: Fourth Grade

Current homeroom: B001



Counselor: None

Enrollment status: Enrolled in Single School - Active

Student promotion status: Retained



## Step 4: Run and Save Required Documents for Legal Archives

<b>Deadline:</b>	<p><b>Start Date:</b> Monday, June 19, 2017 at 12 Noon</p> <p><b>End Date:</b> Thursday, June 29, 2017 at 5:00 pm</p> <p><b>Note:</b> 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.</p>
<p>✓ <b>MANDATORY:</b> Run the following IMPACT reports <b>and save</b> hard copies for archival and legal retention purposes:</p> <ul style="list-style-type: none"><li>▪ <b>CPS Student Alpha List (SIM)</b></li><li>▪ <b>CPS Student Daily Attendance with Summary Report (SIM)</b></li><li>▪ <b>Students with Grade Code 20 (SIM)</b> <p>From SIM <i>Home Page</i>, click the “<u>20</u>” link [  ], then click the <i>Print</i> icon [  ].</p></li><li>▪ <b>Report Cards (Gradebook)</b> <p>For the report card deadlines, refer to the Timelines on page 6.</p></li><li>▪ <b>Elementary School Transcripts (SIM)</b> <p>If needed, refer to the document: <i>Printing the Elementary School Transcript in SIM</i>, located on the IMPACT website, under SIM Documents: <a href="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</a></p></li></ul>	

**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>.





### Step 5: Check Enrollment and Student Projection Data

<b>Deadline:</b>	<b>Friday, June 30, 2017 at 12 Noon</b>
<p>✓ Clean up student enrollment data and verify every student has a Next Year student projection.</p> <ul style="list-style-type: none"> <li>Refer to CPS Dashboard's DQI metrics for a list of any potential errors, as highlighted in the screen capture below. <a href="https://dashboard.cps.edu/Dashboard/portalHome.jsp">https://dashboard.cps.edu/Dashboard/portalHome.jsp</a>.</li> </ul> <p><b>Note:</b> 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.</p> <ul style="list-style-type: none"> <li>Refer to Student Projections Quick Guide for more information on the projections process: <a href="http://impact.cps.edu/downloads/QuickGuide_StudentProjections2017.pdf">http://impact.cps.edu/downloads/QuickGuide_StudentProjections2017.pdf</a>.</li> </ul>	

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

Current Data Quality Index

A ● =0% | B ▲ >0% and <=10% | C ▲ >10% and <=20% | D ▲ >20% and <=30% | F ▲ >30%  
Click on a row of the scorecard to display data and description of the specific Data Quality item.

Measure	Weight	Errors	% Error	Grade
<b>Attendance ( 1 )</b>				
<u>Unsubmitted Attendance</u>	100%	2	0.07%	B ▲
<b>Next Year Scheduling ( 2 )</b>				
<u>Planning Schedule Not Selected</u>	50%	0	0.00%	
<u>Projected Enrollments Without Course Requests</u>	50%	0	0.00%	
<b>Parent Engagement ( 1 )</b>				
<u>Pending Parent Portal Applications</u>	100%	16	3.32%	B ▲
<b>Registration and Enrollment ( 8 )</b>				
<u>Invalid Enrollment Code</u>	15%	0	0.00%	A ●
<u>Invalid Leave Code</u>	15%	1	1.89%	B ▲
<u>Missing Federal Race or Ethnicity</u>	15%	0	0.00%	A ●
<u>No Future Enrollment</u>	15%	0	0.00%	
<u>Potential Drop Out</u>	20%	0	0.00%	A ●
<u>Student Grade Level Changes After PR4</u>	10%	0	0.00%	
<u>Students Enrolled After PR4</u>	10%	0	0.00%	
<u>Unverified Out of District Transfers</u>	20%	2	5.56%	B ▲

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 1<sup>st</sup>** 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."

Request Status	Entry Date	Exit Date	Exit Reason	Transportation Type
Eligible	8/1/2011		N/A	OK - Options Program

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.

Request Status	Entry Date	Exit Date	Exit Reason	Transportation Type
Rejected	8/21/2014		N/A	OK - Options Program

Click on the **Request Status** to view the reason for the rejection.

Request Error: Student lives within minimum distance  
 Status Message: Student lives within minimum distance, MIN=1.5 S=1.17 Facility(51493)=-7133,-2500 S=-7734,-2838, eligibility determined as of 09/04/2014  
 Last Modified: 8/21/2014 m/d/yyyy



**Instructional Management Program and  
Academic Communication Tool**

*YEP Quick Guide for Elementary Schools 2017*

---

- 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.