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*** Note ***

This module was updated in IMPACT Student Information Management (SIM) Summer version 8.4.1. There may be slight differences between screens in this user guide compared to the screens in the actual CPS IMPACT SIM SUMMER Production environment. All screens were captured in Windows using Internet Explorer; Macintosh views may differ.
Introduction

Using SIM Summer is required for designated elementary school summer programs to record summer school data, as detailed in the chart below. This quick guide provides guidance to ensure the accurate capture of this data in SIM Summer.

<table>
<thead>
<tr>
<th>Summer Program</th>
<th>Grades</th>
<th>Enrollment</th>
<th>Attendance</th>
<th>Scheduling</th>
<th>Progress Report</th>
<th>Report Card</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Bridge</td>
<td>3, 6, 8</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Bilingual Spanish Bridge</td>
<td>3, 6, 8</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>ESL - Bridge</td>
<td>3, 6, 8</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Extended School Year (ESY)</td>
<td>PE-8</td>
<td>✓</td>
<td>✓</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>EL Summer Support</td>
<td>2-7</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>ES Refugee Summer Support</td>
<td>2-8</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

Note: Reference the 2016 Summer Programs Book for descriptions of all district-wide programs as well as the logistical systems that support these programs.

SIM Summer Location

SIM Summer is located on the IMPACT website, under the Summer School tab: [http://impact.cps.k12.il.us/summerschool.shtml](http://impact.cps.k12.il.us/summerschool.shtml)

Note: Summer School icon appears in orange to indicate it has been activated.
**SIM Summer Access**

Principals and Assistant Principals at all Summer School Host sites will receive access to SIM Summer automatically. Teacher and Clerk access to SIM Summer is dependent on the employee being entered under the Department of Payroll’s Supplemental Payroll System (SPS). School administration must ensure Summer teachers and/or clerks are entered under SPS, as detailed in the 2016 Summer Programs Handbook.

Note that employees will be granted access based on their summer employment position; not regular school year position.

**SIM Summer Support**

The particular quick guide and other applicable documents will be posted on the IMPACT website, under the Summer School tab.

All technical questions for SIM Summer must be directed to the ITS Service Desk at 773-553-3925, option 2. A Service Desk ticket is required for tracking purposes, resource assignment and escalation procedures.

Policy and/or program questions pertaining to Elementary School Summer Programs must be directed to the Department of Instructional Supports’ Summer Programs Hotline at 773-553-4500.
Registration and Enrollment

Student Demographics in SIM Summer

- A limited set of student demographic and services data will be available in SIM Summer. For example: student full name, student ID number, home address, telephone number, date of birth, grade level, and zoned school.
- Student demographic data should not be edited in SIM Summer. It must be edited in SIM.

Student Registration and Enrollment

- IMPACT will automatically register all elementary students who are active in SIM as of May 15, 2016 into SIM Summer. District level registrations after May 15 will be ‘swept’ into SIM Summer through a nightly process.
- IMPACT will automatically enroll Summer Bridge, Bilingual Spanish Bridge, ESL-Bridge and Summer Acceleration students into their assigned Summer School site, as indicated on the Final Elementary School Eligibility Report dated June 13, 2016. The automatic enrollment process will be completed between June 13 – 15.
- All other ES Summer Programs require manual student enrollment, as detailed on page 8.

Student Enrollment Date

- Summer Bridge, Bilingual Spanish Bridge, ESL-Bridge and Summer Acceleration students will have an enrollment date in SIM Summer of 06/15/2016. This is required to support technical requirements between SIM Summer and CIM Summer.
- 06/15/2016 through 07/04/2016 are non-attendance days in SIM Summer for all students.

Viewing Roster of Incoming Students

ES school staff will be able to generate a roster of enrolled Summer Bridge, Bilingual Spanish Bridge, ESL-Bridge and Summer Acceleration students after the automatic enrollment process has been conducted, as follows:

1. From the Home Page in SIM Summer, check the Active and Incoming checkbox, and click the All Students link.
2. On the *Student Search* page, under *Search Results*, all students currently enrolled in the school will display.

![Image of Student Search page]  
*Use the Paging Controls to navigate through the list.*  
*Click the Printer icon to generate and print the list.*

**Note:** Summer school students participating in other, non-Bridge elementary summer programs will populate once manual enrollment steps have been completed by school staff.

### Non-Bridge Programs Require Manual Enrollment

Students participating in a summer support program that is non-Bridge require **manual enrollment** by the School staff using either the Principal or Status Coordinator roles in SIM Summer. Schools should follow standard enrollment and withdraw procedures for summer school students.

The following programs require manual enrollment into a SIM Summer school:

1. **Extended School Year (ESY)**

   *Exception for 2016 Summer School:* ITS IMPACT will do a one-time enrollment of ESY students based on a list received from ODLSS. Students will have an enrollment date of 6/17/2016 in SIM Summer. Any subsequent enrollments will need to be completed manually by the ESY Summer School site in question.

   Do **not** assign students to a homeroom until he/she arrives at the school for instruction. See page 10 for Scheduling steps.

   **Reminder to Withdraw ESY Student at End of Program:** ODLSS requests that schools assign a withdrawal code to a student’s record when the student’s ESY program concludes. The Summer School Status Coordinator or Principal role should assign Withdrawal Code – 31 the day on the student’s last day of ESY attendance

2. **EL Summer Support**

3. **Refugee Summer Support**

### Dual Enrollment Disabled for Elementary Schools

For the 2016 Summer School, elementary schools will **not** be able to enroll a student in more than one school at the same time, as **dual enrollment will be disabled for Elementary Schools**. Instead, if a student is transferring from one Summer School to another, the CPS transfer process must be followed.
**Summer Program Tracking Field**

In order to facilitate accurate district-level reporting of students who attend any Summer Program, each student enrolled in SIM Summer must have his/her Summer Program indicated in the student’s record. The following steps detail how to indicate the applicable Summer Program for each student:

1. Using the Status Coordinator or Principal role, perform a student search to locate and open the record of the student in question.
2. On the **Student Demographics** page, under the **Overview** tab, scroll down to the **Summer Program** panel.

![Student Demographics screenshot](image)

3. Under the **Summer Program** panel, click the **Summer Program** drop-down, and select the applicable Summer Program for the student, as detailed in the table below.

![Summer Program drop-down](image)

Note the following about the **Summer Program** tracking field:

- A student can be indicated as participating in one Summer Program only in SIM Summer.
- Students attending Summer Bridge (to include Summer Acceleration) will have their value automatically populated. School users will **not** be able to select/change these auto-populated values.

<table>
<thead>
<tr>
<th>Values for School Use Only</th>
<th>Values Auto-populated for Summer Bridge and Summer Acceleration Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. EL Summer Support</td>
<td>1. ESL Bilingual Bridge</td>
</tr>
<tr>
<td>2. Extended School Year (ESY)</td>
<td>2. General Bridge – 1B</td>
</tr>
<tr>
<td>3. HS Credit Recovery (District-funded)</td>
<td>3. General Bridge – 2B</td>
</tr>
<tr>
<td>4. HS ESL Credit attainment</td>
<td>4. General Bridge – 3A</td>
</tr>
<tr>
<td>5. HS Extended School Year</td>
<td>5. General Bridge – 3B</td>
</tr>
<tr>
<td>6. HS Original Credit (District-funded)</td>
<td>6. PROMOTE – 1A</td>
</tr>
<tr>
<td>7. HS Refugee Summer Support</td>
<td>7. PROMOTE – 1A ELL</td>
</tr>
<tr>
<td>8. Refugee Summer Support</td>
<td>8. PROMOTE – 1A SPED</td>
</tr>
<tr>
<td>9. School-funded Program</td>
<td>9. PROMOTE – 2A</td>
</tr>
<tr>
<td></td>
<td>10. Spanish Bilingual Bridge</td>
</tr>
<tr>
<td></td>
<td>11. Summer Acceleration – 1SA</td>
</tr>
</tbody>
</table>
Scheduling - Checklist of Required Steps

Elementary school scheduling in SIM Summer is critical to being able to enter attendance, grades, generate the mid-summer progress report, and produce the final summer school report card. Proper scheduling procedure is a critical requisite to having good student data for school and program management teams to track and support student learning during the summer.

Identify a “Scheduler” for SIM Summer

- Principals are responsible for identifying the staff member with the most SIM scheduling knowledge that is available for summer school. The scheduler will be responsible for completing scheduling tasks in SIM Summer. Principals are encouraged to designate their summer scheduler by early June to ensure SIM Summer scheduling is complete by Monday, June 27.

- Note that both the Principal and Scheduler roles in SIM Summer have appropriate permissions to complete the required scheduling tasks.

Checklist of Required Steps

<table>
<thead>
<tr>
<th>Checklist for SIM Summer</th>
<th>Reference Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Create homerooms with required naming conventions.</td>
<td>11</td>
</tr>
<tr>
<td>2. Confirm Summer School subjects scheduled for your school.</td>
<td>12</td>
</tr>
<tr>
<td>The following summer school subjects have been scheduled at the district-level for each school:</td>
<td></td>
</tr>
<tr>
<td>• Summer Math</td>
<td></td>
</tr>
<tr>
<td>• Summer Reading</td>
<td></td>
</tr>
<tr>
<td>3. Assign teachers to homerooms and classes.</td>
<td>12</td>
</tr>
<tr>
<td>4. Assign students to homerooms.</td>
<td>13</td>
</tr>
<tr>
<td>5. Create Student Schedule Process (Step 5 on SIM Summer Scheduling page)</td>
<td>14</td>
</tr>
<tr>
<td>• This process must be completed in order to create students’ schedules.</td>
<td></td>
</tr>
<tr>
<td>6. Manually assign students to classes.</td>
<td>15</td>
</tr>
<tr>
<td>• If offering a subject only taught to specific students, manually assign students to these classes.</td>
<td></td>
</tr>
<tr>
<td>7. Confirm students are assigned to classes.</td>
<td>15</td>
</tr>
</tbody>
</table>

* Promotion Reminder for Summer Bridge *

Failure to complete scheduling or failure to enter attendance and/or grades will affect a student’s Summer Bridge Retention Report results.
Create Homerooms using Required Naming Conventions

The following steps detail how to add a Homeroom in SIM Summer:

1. On the horizontal Menu bar, under Admin, click School Setup.
2. On the School Setup page, under School, click Homerooms.
3. From the Actions menu, click Add Homeroom.
4. Complete the following fields:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Enter/Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeroom name</td>
<td>A100</td>
</tr>
<tr>
<td>Room</td>
<td>100</td>
</tr>
<tr>
<td>Capacity</td>
<td>28</td>
</tr>
<tr>
<td>Teacher</td>
<td>Select a teacher</td>
</tr>
<tr>
<td>Grade</td>
<td>3</td>
</tr>
<tr>
<td>Attendance</td>
<td>Defaults to “Full Day”. Leave as is.</td>
</tr>
<tr>
<td>Scheduling group</td>
<td>Defaults to “Homerooms”. Leave as is.</td>
</tr>
<tr>
<td>Meeting pattern</td>
<td>Defaults to “none”. Leave as is</td>
</tr>
<tr>
<td>Default attendance code</td>
<td>Defaults to “Present”. Leave as is.</td>
</tr>
</tbody>
</table>

5. Click OK.

Homeroom Naming Conventions Chart

To properly identify a student in a specific program, the SIM Summer homeroom name must be named using the program name alpha prefixes listed in the chart below. The homeroom name alpha prefix is one of the key identifiers for which summer school program a student is participating in:

<table>
<thead>
<tr>
<th>Summer Program</th>
<th>Homeroom Label Alpha Prefix</th>
<th>Homeroom Numeric Suffix (based on physical room number in the school where class will be held)</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Bridge</td>
<td>A</td>
<td>Exact physical numeric value</td>
<td>A100</td>
</tr>
<tr>
<td>Bilingual Spanish Bridge</td>
<td>BSB</td>
<td>(note: the Homeroom numeric value should be equal to the physical room number)</td>
<td>BSB101</td>
</tr>
<tr>
<td>ESL - Bridge</td>
<td>ESLB</td>
<td></td>
<td>ESLB102</td>
</tr>
<tr>
<td>Extended School Year (ESY)</td>
<td>E</td>
<td></td>
<td>E103</td>
</tr>
<tr>
<td>EL Summer Support</td>
<td>ELSS</td>
<td></td>
<td>ELSS200</td>
</tr>
<tr>
<td>Refugee Summer Support</td>
<td>RSS</td>
<td></td>
<td>RSS201</td>
</tr>
</tbody>
</table>

SIM Summer allows for one (1) room and homeroom to have the same numeric value. These values should be based on the physical room number in the school where the class will be held.
**Confirm Summer School Subjects Scheduled at Your School**

Summer Math and Summer Reading subjects have been scheduled at the district-level for each school. Use the Subject Scheduling page to confirm that they have been scheduled. If there are subjects outstanding, you can schedule them by clicking the subject name and displaying the Edit Subject page.

1. On the horizontal Menu bar, under Admin, click Scheduling.
2. On the Scheduling page, under Step 3, click Subject Scheduling.
3. Return to the Home Page.

**Assign Teachers to Homerooms and Classes**

For SIM Summer, teachers are assigned to homeroom so that student attendance can be taken and they are assigned to classes so that grades can be given. The following steps detail how to assign teachers to homerooms and classes.

The following steps detail how to assign teachers to homerooms:

1. On the horizontal Menu bar, under Admin, click Scheduling.
2. On the Scheduling page, under Step 3, click Homerooms.
3. Click the hyperlink for the desired Homerooms.
4. In the Teacher dropdown, click the <teacher name>.
5. Click OK
6. Repeat steps 3 – 5 for additional teachers who need to be assigned to a homeroom.

The following steps detail how to assign a teacher to all 8th grade Mathematics classes.

1. On the Scheduling page, under Step 3, click Subject Scheduling.
2. Using the paging controls, scroll to the page which lists the Mathematics subjects.
3. Click Summer Math 8
4. On the Edit Subject page, in the Schedule panel, verify the Can schedule checkbox is selected.
5. To the right of Default teacher, select Specify, and from the dropdown, select the <teacher name>.
6. Click OK.

A Y appears under the Auto Assign column indicating automatic assignment to students based on grade level as the default. However, once a subject is manually assigned to students, the Y disappears from the column.

If a subject has not been automatically or manually scheduled, the # Classes column is zero.
The following steps details how to assign a different teacher to at least one of the 6th grade Mathematics classes.

1. On the Scheduling page, under Step 3, click Subject Scheduling.
2. Using the paging controls, scroll to the page which lists the Mathematics subjects.
3. In the # Classes column Summer Math 6, click the # hyperlink.
4. On the Class Setup page, select the checkbox for the class which will be taught by a different teacher.
5. Scroll down to the Class Schedule panel and for the Teacher field, select from the dropdown list the <teacher name>.
6. Click Save.
7. Repeat steps 4 – 6 if other Summer Math classes have a different teacher.

### Assign Students to Homerooms

The following steps detail how to assign students to homerooms:

1. On the Home Page, perform a quick search for grade 8 students.
2. On the Student Search Results page, select the students in question.
3. From the Actions menu, click Assign > Values.
4. On the Assign Values dialog, in the Assign Field dropdown, click Homeroom.
5. In the New Value dropdown, select one of the Eighth Grade Homerooms you listed.
6. Click Add to List.
7. Click OK.
8. In the warning dialog, click OK.
9. In the confirmation dialog, click OK.
10. Assign the remaining students to your applicable homerooms.

The following steps detail how to transfer a student between homerooms.

1. On the Home page, perform a quick search for grade 8 students.
2. On the Student Search Results page, click the HR column to sort homerooms in ascending order.
3. Select the students in question from your homeroom.
4. From the Actions menu, click Transfer Homeroom.
5. On the Transfer Homeroom page, in the HR column, select your homeroom.
6. Click OK.
7. Return to the Home Page.
Create Student Schedule Process

The Create Student Schedule process is completed AFTER subjects are scheduled for your school and homeroom assignments have been made. It must be done in order to ensure that classes are populated with students for subjects that are not manually scheduled.

Note: If only an individual student’s schedule needs to be created (for example, a new student), use the Assign Default Classes button located on the Student Schedule page (inside the student’s record).

1. On the horizontal Menu bar, under Admin, click Scheduling.
2. On the Scheduling page, under Step 5, click Create Student Schedules.
3. In the Webpage Dialog box, click the All Students radio button.
4. Click OK.
5. Return to the Home Page.

Notes:
- The final step of SIM Summer scheduling is known as Step 5: Create Student Schedules, which validates and sets students scheduling. Step 5 is the key to ensuring that student attendance and/or grading can be recorded. Upon completion of these steps, all students will be scheduled in SIM Summer.
- Step 5 is required even though ESY and Kick-off to Kindergarten students are not assigned to “subjects”.
Manually Assign Students to Classes

For those schools that decide to departmentalize classes for 6th and 8th grade students, the following steps detail how to manually assign students to a class (for example, 8th grade Math):

1. On the Home page, perform a quick search for grade 8 students.
2. On the Student Search Results page, select 10 students in the one of the 8th grade homerooms.
3. From the Actions menu, click Assign > Classes.
4. On the Assign Classes page, in the Class Search Results panel, click Display All Records.
5. Select Math 8.
6. Click Add Class to add the class to the students’ schedules. Note that students can also be removed from a class by clicking Drop Class.
7. Click OK to add the class to the students’ schedules and return to the Student Search page.
8. Return to the Home Page.

The following steps detail how to transfer students between classes:

1. On the Scheduling page, under Step 4, click Class Setup.
2. On the Class Setup page, on the By Subject tab, search for the classes in question (for example: Class name contains READING).
3. Click Search.
4. In the Subject Search Results, select the checkbox for the two classes in question.
5. From the Actions menu, click Transfer Students between Classes.
6. On the Transfer Students Between Classes page, select a class and then select students to transfer to that class.
7. Click Transfer to Selected Classes.
8. In the breadcrumbs, click Scheduling.

Confirm Students Are Assigned to Classes

The following steps detail how to confirm students have been assigned to classes.

1. On the horizontal Menu bar, under Admin, click Scheduling.
2. On the Scheduling page, under Step 4, click Class Setup.
3. On the Class Setup page, on the Basic tab, click Display All Records.
4. Return to the Home Page.
### Attendance

Summer school teachers are required to enter daily Summer Bridge attendance in SIM Summer, as well as enter grades for the Summer School Progress Report and Report Card. Summer school administration should ensure attendance is current and accurate.

**Editing Attendance for Multiple Days/Students**

The SIM Summer Attendance Coordinator role can modify individual student attendance information for past, current and future dates in SIM Summer. They can also assign attendance codes for several days or for a specific date for a list of students (for example, students who are in the same homeroom).

1. On the horizontal **Menu bar**, under **Class**, click the **Homerooms** link.
2. Click the **Attendance** icon for the Homeroom in question.
3. Check the checkbox next to the **Student Name** column to select all students, and from the **Actions** menu, select **Mass Attendance**.
4. On the **Mass Attendance** page, enter (or select) the required values, denoted by an asterisk (*).
5. Click **OK**.

**Editing Past Attendance for a Student:**

1. On the **Home Page**, perform a student search to locate and open the student’s record.
2. In the **Control Bar**, click the **Attendance** link.
3. On the **Student Attendance** page, under the **Attendance Details** section, select the daily attendance code for the date in question.
4. Click the **Comment** icon and enter applicable comments, if necessary.
5. Click **Save**.
6. Return to the **Home Page**

**Note:** The steps described here can also be used to record current and future attendance. Use the Date Range drop-down to select the future desired date and period.

### Tracking Non-Attendance Days for ESY Students

Schools hosting an ESY program are directed to follow the following process for non-attendance days since the structure of the ESY program can be different for every student. For example, students attend the ESY program for a four (4) or six (6) week program. In addition, the days-of-the-week varies based on the school’s ESY program design.

<table>
<thead>
<tr>
<th><strong>Recommended Process:</strong></th>
<th>The attendance coordinator is responsible for assigning the “School Function” (SF) attendance code for any ESY student on a non-attendance day. The “School Function” (SF) attendance code will not count a student as present or absent. It will assist ODLSS with tracking non-attendance days for elementary ESY students.</th>
</tr>
</thead>
</table>

---

V1.0 FINAL
**Accessing the Attendance Phone Register Report**

The following steps detail how to generate the Attendance Phone Register report:

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

2. On the *School Reports* page, under *Attendance*, click the *Attendance Phone Register Report* link.

3. On the *Report Options* page,
   - Under *Reporting Date*, specify the date in question.
   - Under *Interval*, select FD.
   - Under *Homerooms*, select the homerooms in question.
   - Click *Preview*.

Note: The report displays as a PDF document.
Grading

Summer School teachers are required to enter grades for Summer Bridge in SIM Summer for Summer Reading and Summer Math. Summer school administration should ensure grade entry is completed in order to produce the Mid-semester progress report and Final report card.

**Teachers Entering Progress Report and Final Report Card Grades**

For 2016 Summer School, teachers will enter three (3) marking period grades, as follows:

<table>
<thead>
<tr>
<th>Marking Period</th>
<th>Column Name in SIM Summer</th>
<th>On Progress Report or Report Card</th>
</tr>
</thead>
<tbody>
<tr>
<td>Progress Report grades for the first two weeks</td>
<td>Summer Semester PR1</td>
<td>Yes - on Progress Report</td>
</tr>
<tr>
<td>Progress Report grades for the second two weeks</td>
<td>Summer Semester PR2</td>
<td>NO - entered for tracking purposes only</td>
</tr>
<tr>
<td>Final Report Card grades</td>
<td>Summer Semester RC</td>
<td>Yes - on Report Card</td>
</tr>
</tbody>
</table>

The following screen capture illustrates these three (3) marking periods in SIM Summer:

![Screen capture](image)

Note: Three (3) marking periods in SIM Summer:
1. Summer Semester PR1
2. Summer Semester PR2
3. Summer Semester RC

**Summer School Progress Report and Report Card Grades**

A summer mid-semester progress report and a semester report card must be produced for all Summer Bridge students, from SIM Summer. The mid-semester progress report and semester report card will be a generic, scaled-down grade report.