



**Instructional Management Program
& Academic Communication Tool**

QUICK GUIDE: Student Projections 2016

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Introduction

This quick guide highlights the procedures for projecting currently enrolled students to the Chicago Public, Contract, or Charter schools that they will attend during the next academic school year (2016-2017 School Year).

The primary outcomes for the Student Projections process are to ensure:

1. Students who plan to remain at their current School of Enrollment for the next academic school year are accurately projected to remain at that school;
2. Students who plan to attend another **Chicago Public, Contract or Charter** school for the next academic school year are accurately projected to that particular school; and
3. Students who plan to attend an out-of-district school for the next school year are accurately indicated as such and excluded from the projections process.

Student Projections Overview

The following provides a high level overview of the process:

- A student is projected to his/her next year's school by selecting the student's *Requested School* in SIM, as detailed on page 6.
- After a student's *Requested School* is selected, the student will appear the following day in that particular school's Planning Calendar.

The Planning Calendar allows schools to plan for the next academic school year (i.e., create the school's Master Schedule to include assigning students and teachers to classes and homerooms).

- Year End Processing begins **Wednesday, June 29, 2016 at 12 Noon:**
 - The current academic school year (2015-16) is closed out and becomes historical information.
 - The Planning Calendar becomes the Active Calendar for the new academic school year (2016-17). Students who were projected to their next year's schools are promoted one grade level and appear enrolled in their respective schools.

NOTE: The successful completion of the Student Projections process by each school at the appropriate time will guarantee that all schools have access to their incoming students and can accurately plan for the upcoming school year.



Timeline for Next Year Student Projections

Important: Technically, in SIM, schools have until **Wednesday, June 29, 2016 at 12 Noon** to ensure all students are accurately projected. However, it is important to complete projections as soon as possible to accommodate various schools and/or programs that may have different deadlines for a student to accept their offer.

January/February 2016

HS and ES Planning
Calendars Created

IMPACT SIM creates School
Planning Calendars.

The Office of Teaching and
Learning notifies schools that
Planning Calendars are available.

February 2016

Student Projections
Process Begins

Based on each student's
Requested School selection,
he/she is projected to their next
school year's Planning Calendar.

For elementary school students in
a terminating grade level (other
than 8th grade), schools must
project the student to the school
he/she will attend next school
year, if it is not their Attendance
Area school.

See **Note** below about projecting
8th grade students to 9th grade.*

* **NOTE: Projecting 8th Grade Students to 9th Grade**

The Elementary School must confirm with each 8th grader his/her high school for the next school year and then update the student's *Requested School* field in SIM with the actual name of the school.

If a student plans to attend his/her Attendance Area high school, do **not** use the default "Use zoned school." Instead, select the school's official name from the *Requested School* drop-down.

See page 6 for steps to project a student.



March 2016

Age Cycle 15 Students Deadline
Dashboard Reports Available
Attendance Boundary File

Elementary Schools must have student projections for Age Cycle 15 students in the 5th, 6th, 7th, and 8th grades confirmed, and the Requested School field updated in SIM by **March 18, 2016**.

Refer to the Elementary School Promotion Policy for further guidance regarding Age Cycle 15 students.

Student Projection reports are available on the CPS Dashboard by **March 31, 2016**.

See page 8 for list of reports.

Pending Board approval, if applicable, an updated Attendance Boundary file is received from Strategy Management and uploaded into SIM.

April 2016

8th Grade Students Deadline
HS Students Deadline

Elementary Schools must have student projections for 8th graders only confirmed, and the Requested School field updated in SIM by **April 29, 2016**. See Note below. *

If a student plans to attend his/her Attendance Area School, do **not** use the default "Use zoned school." Select the official name of the school from the Requested School dropdown.

High Schools must have student projections for any applicable HS student confirmed, and the Requested School field updated in SIM by **April 29, 2016**. See Note below. *

*** NOTE:** It is important to **project immediately** any student who presents a letter of acceptance from a Charter, Contract or Chicago Public school, **OR** from a centralized program managed by the Office of Access and Enrollment (OAE) or the Office of Diverse Learner Supports and Services (ODLSS). Do **not** wait until the stated deadlines above. Keep in mind that various schools and/or programs may have different deadlines for a student to accept their offer.

See page 6 for steps to project a student.



Student Projections Quick Guide

**Instructional Management Program and
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Elementary Schools must have student projections for grades PE, PK, K – 7 confirmed, and the *Requested School* field updated in SIM by **May 27, 2016**. See Note below. *

All schools should do a final review to ensure all students are accurately projected, and complete any last minute projections in SIM.

The Student Projections process ends when Year End Processing begins **Wednesday, June 29, 2016 at 12 Noon**.

After Year End Processing, schools work in their Active Calendars for the 2016-17 School Year.

The CPS transfer process must then be used for any student who requires a school change.

*** NOTE:** It is important to **project immediately** any student who presents a letter of acceptance from a Charter, Contract or Chicago Public school, **OR** from a centralized program managed by the Office of Access and Enrollment (OAE) or the Office of Diverse Learner Supports and Services (ODLSS). Do **not** wait until the stated deadlines above. Keep in mind that various schools and/or programs may have different deadlines for a student to accept their offer.

See page 6 for steps to project a student.



Student Projections Do's and Do Not's (for schools)

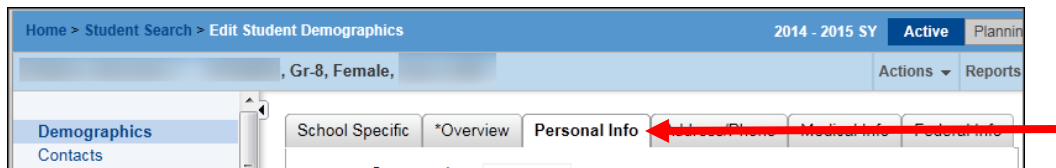
DO	DO NOT
<p>1. DO CONFIRM with each 8th grader his/her high school for next school year and then project the student in SIM.</p> <p>See page 6 for steps to project a student.</p> <p>Note: For students in a terminating grade level (other than 8th grade), DO project the student to the school he/she will attend next school year, if it is not the Attendance Area school.</p>	<p>1. DO NOT RETAIN 12th graders who do <u>not</u> have enough credits to graduate. It is no longer necessary as this process is now automated.</p> <p>Note: See the Graduation Process Overview document, located on the IMPACT website, for details, if needed.</p>
<p>2. DO PROJECT students to the appropriate Chicago Public, Contract or Charter school, based on receipt of official documentation, if applicable. See pages 3 and 4 for details.</p> <p>Note: The appropriate Network or Central Office may also provide written authorization.</p>	<p>2. DO NOT TRANSFER students who are moving to another CPS school. Instead, project the students, as detailed on page 6.</p>
<p>3. DO ENROLL students who will be NEW to CPS for the upcoming school year with a future enrollment date of 7/1/2016.</p> <p>Reminder: Prevent duplicate student records. Search for an existing CPS student ID <u>before</u> creating a new one. Many incoming pre-school children have an existing CPS student ID.</p>	<p>3. DO NOT CHANGE students' grade levels. SIM will automatically promote students' grade levels during Year End Processing.</p>
<p>4. DO FOLLOW the <u>updated</u> process outlined on page 7 for students who plan to attend an out-of-district school for the next school year.</p>	<p>4. DO NOT CHANGE a student's future withdraw (6/30/2016) and enrollment (7/1/2016) dates on the student's <i>Enrollments</i> page.</p>
<p>5. DO REVIEW all students projected to your school's Planning Calendar by monitoring the <i>Student Projection Reports</i> located on the CPS Dashboard.</p> <p>See page 8 for details.</p>	



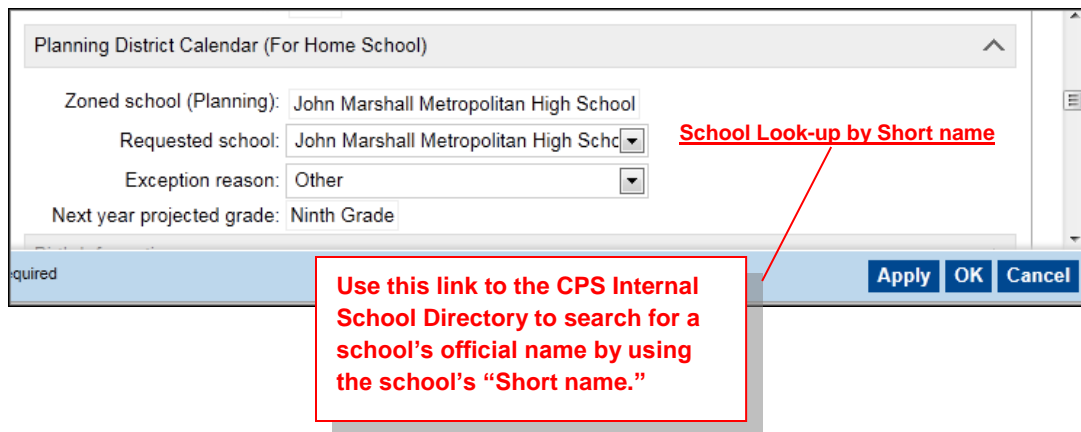
How to Project a Student

The following steps detail how to project a student:

1. Using the Status Coordinator or Principal role, **perform** a search to **locate** and **open** the student's record.
2. On the *Student Demographics* page, **navigate** to the *Personal Info* tab.



3. **Scroll** down to *Planning District Calendar (for Home School)*.



4. Select the appropriate *Requested School* and applicable *Exception Reason*.
See page 7 for an explanation of each exception reason.
5. Click *OK* to save the information and exit the student's record. (If a pop up window appears (prompting you to enter other student information, **click Cancel**.)

Note: *Apply* saves the information and you remain on the student's *Personal Info* tab.

NOTE: After a student is projected, he/she will appear in that particular school's Planning Calendar one day later.



Exception Reason Explanations

Exception Reason	Explanation
<i>Continued Enrollment</i>	Student is continuing at his/her current school of enrollment.
<i>Controlled Enrollment</i>	Student is being projected to a school that has been granted "Controlled Enrollment" status.
<i>Magnet</i>	Student is being projected to a Magnet, Selective Enrollment, IB, CTE, Military or Other Options For Knowledge School and Program.
<i>Minority to Majority Transfer</i>	Student is projected to a school, based on the qualifications of the Minority to Majority Transfer program.
<i>No Child Left Behind</i>	Student is being projected to a school, pursuant to Choice Provisions of the No Child Left Behind Act.
<i>Other</i>	Use when no other <i>Exception Reason</i> is applicable.
<i>Principal's Discretion</i>	Student is being projected to a school at the discretion of the <i>Receiving School</i> Principal.
<i>Programmatic Need</i>	Student is being projected to a school as a result of the student's needs (i.e., STLS status, IEP, Age Cycle 15, etc.)

Updated Process for Students Leaving the District

(Student does not plan to attend a Chicago Public, Contract or Charter school)

If a Parent/Guardian notifies the school that they plan to attend an out-of-district school for the next school year, the student's current School of Enrollment should complete each of the following steps.

1. Select the "None" value in the *Requested School* field, as noted in the following screen capture.

Planning District Calendar (For Home School) *Planning District Calendar not yet created.*

Zoned school (Planning): N/A (Address not mapped)

Requested school: **None**

Exception reason: N/A

Next year projected grade: N/A

2. **After the last day of attendance for the current school year**, withdraw the student with (1) the appropriate out-of-district withdraw code and (2) a withdraw date between Wednesday, June 22, 2016 and Wednesday, June 29, 2016 and issue the Parent/Guardian a transfer.

Important: If a school does not withdraw the student by Wednesday, June 29, the student will remain enrolled in the school for the new academic school year (2016-17) so that the school can complete this step.

3. Finally, follow CPS's "Verification of Out-of-District Transfers" process, as detailed in the [SIM Enrollment and Leave Code Quick Guide](#).



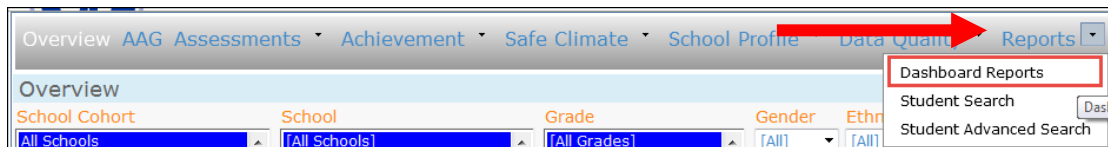
Student Projection Reports on the CPS Dashboard


The following Student Projection Reports are available on the CPS Dashboard:

- Inbound Students – All Grade Levels (for All Schools)
- Inbound Students – 9th Grade Course Recommendations (for HS)
- Projected Enrollment Activity (for ES and Middle Schools)

To access reports:

1. Log onto the CPS [Dashboard](#). **Note:** Principals can assign staff access to the Dashboard via [ODA](#).
2. Under *Reports*, click the drop-down arrow and select *Dashboard Reports*.



3. Under *Enrollment and Scheduling*, select the name of the report.
4. Click *View Report*. To export document to Excel or another output format, click the *Export* icon [].

