



**Instructional Management Program
& Academic Communication Tool**

*Registration, Enrollment, and Student Demographics
User Guide*

10/14/2014
Version 9.0 FINAL

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***** Note*****

This module was updated in IMPACT Student Information Management (SIM) version 8.4.1. 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 Registration and Enrollment process in SIM has been streamlined and enhanced. A user can now register a student, add contact information, and enroll the student in a single process.

This user guide is geared towards staff with the Status Coordinator role. It covers the basics of how to:

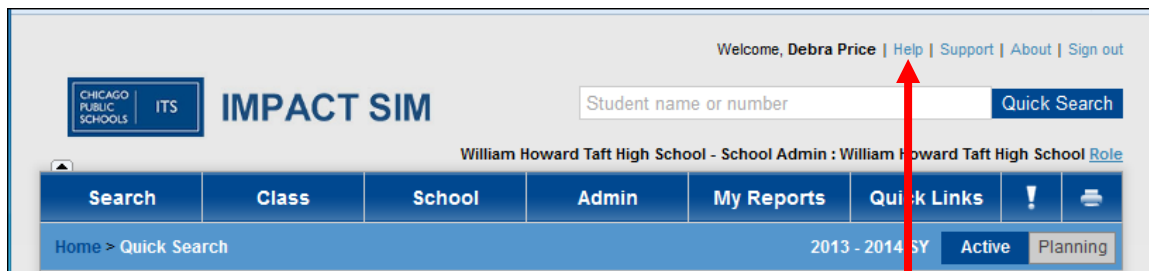
- Register and enroll new students
- Update student demographic and contact information for existing students
- Withdraw and transfer students

SIM Basics: Navigating and Performing Student Searches

For users new to using SIM, the Introduction to SIM quick guide is recommended as it covers the basics of navigating SIM and how to perform student searches. This quick guide is located on the IMPACT Website, under SIM Documents and Publications

(http://impact.cps.k12.il.us/downloads/QuickGuide_SIMupgrade.pdf)

In addition to the Introduction to SIM Quick Guide, on-line Help documentation is available in SIM. On the *Header*, next to your name, click *Help*, as seen in the screen capture below.



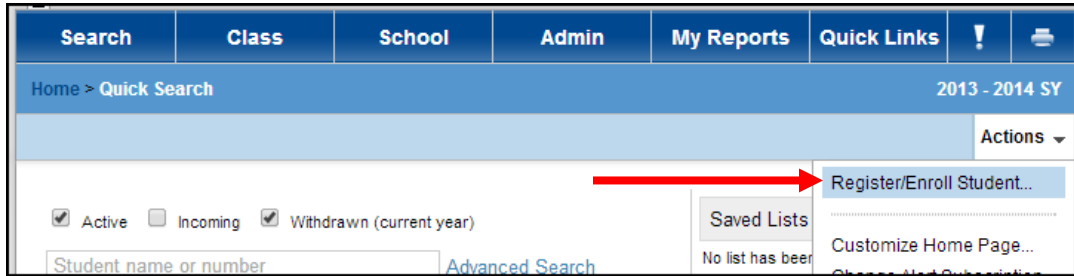


Register and Enroll a New Student

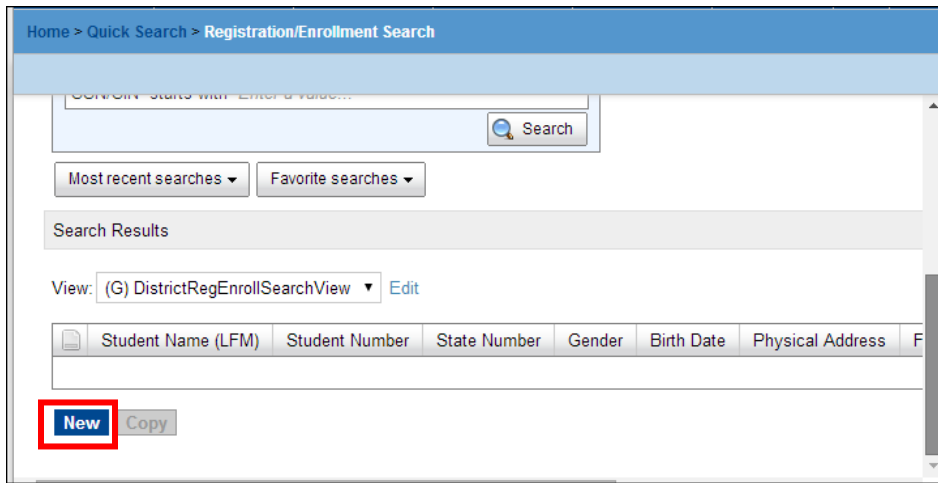
Note: At CPS, before a student is registered and enrolled in SIM, the school confirms (1) that the required documentation is provided, and (2) the student’s residential address is valid within the boundaries of CPS. For more information about required documentation a Parent/Guardian must provide, see the CPS Board Policies on Student Enrollment. Schools should use the CPS School Enrollment form and accompanying documents listed on the enrollment form to collect all necessary data.

The following steps detail how to register and enroll a new student:

1. On the *Home Page*, on the *Task Bar*, **select** *Actions > Register/Enroll Student*.



2. On *Registration/Enrollment Search* page, **click** *New*.





- On *Register Student* page, under *Student Information*, **complete**, at a minimum, the required fields: *Last name*, *First name*, *Birth date*, *Gender*, *Federal ethnic category*, and *Federal race category*.

Home > Quick Search > Registration/Enrollment Search > Register Student

Student Information

The system has detected 5 possible matches

Student number * Last name * First name Middle name * Birth date (mm/dd/yyyy)

50387677 Smyth John 03/28/1998

Generation * Gender Federal ethnic category

N/A Male Not Hispanic or Latino

Federal race category: Available: 4 Selected: 2

N/A Asian Native Hawaiian or Other Pacific Islander White American Indian or Alaska Native Black or African American

- On the system message “**The system has detected 5 possible matches**”, click “[5 possible matches](#)” to display them.
- On the *Possible Match* dialog box, **follow** the instructions provided. In this example, *No Match* was selected.

Possible Match

The system has detected the following possible matches. If a match is found select the row and then click 'Match' otherwise click 'No Match'.

	Student Name (LFM)	ID	State Number	Gender	Date of Birth	Contact	Physical Address
<input type="checkbox"/>	Smyth, John	50387676		M	Mar 28, 1998	Smyth, Sydney 312-333-1214 (Home phone)	7000 SOUTH SHORE Drive, Chicago Illinois
<input type="checkbox"/>	Smith, John	50387673		M	Mar 28, 1998	Smith, Brandy 773-553-1212 (Home phone) 312-333-1111 (Cellular phone)	1815 NEWCASTLE Avenue, Chicago Illinois
<input type="checkbox"/>	Smith, Jon	50387586		M	Mar 28, 1998	Jon, Smith 773-553-4444 (Home phone)	23 CLARK Street, Chicago Illinois 60602
<input type="checkbox"/>	Smith, Jon	50387611		M	Mar 28, 1998		2342 NEWCASTLE Avenue, Chicago Illinois
<input type="checkbox"/>	Smith, Jon	50387665		M	Mar 28, 1998	Smith, Pierce 773-312-9845 (Home phone) 312-256-6790 (Cellular phone)	729 WILSON Avenue, Chicago Illinois 60640

Match No Match

- You are returned to the *Register Student* page.



7. **Scroll** down to the *Registration Information* section, and **select** the appropriate *Grade level*.

Note: *Date* (of Registration) is a new field. It is read only and populates with the date the student was registered in the District.

8. **Click** *Enter Address & Contact Data*.

9. On the *Contact* page, **click** *Select Address*.

a. In the *Address Ranges* dialog box, **enter** *Street Name* and **click** *Search* to display all address ranges with “Wilson” in the *Street name*.

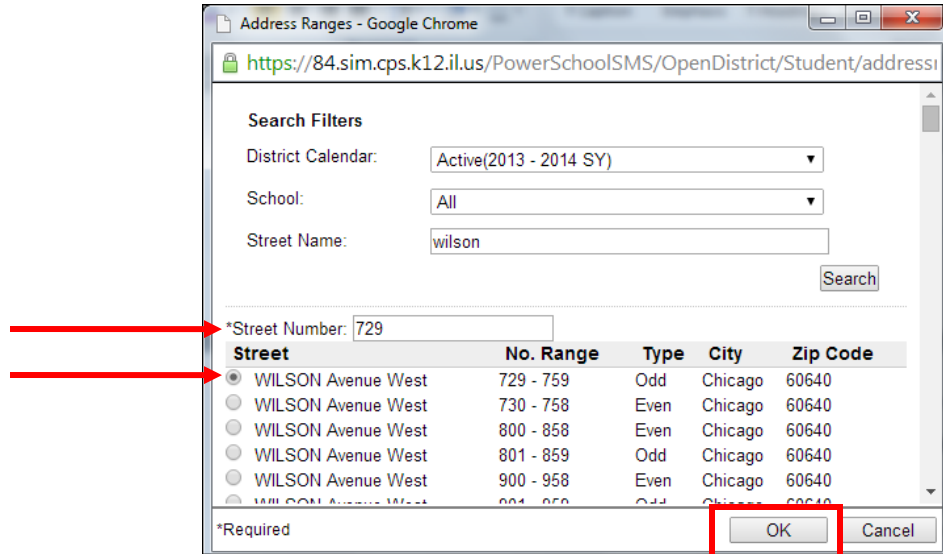
Note:

- *District Calendar* defaults to the current school year.
- *School* defaults to “All.” Select either the school associated with the address in question or leave default to “All.”

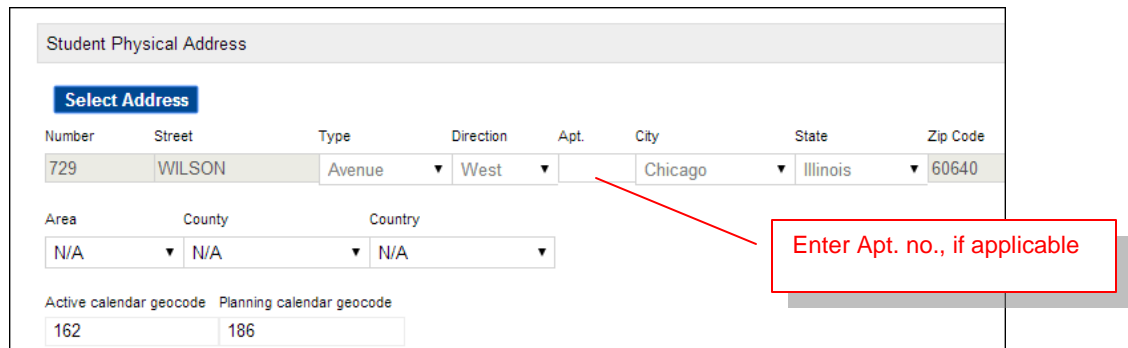
Street	No. Range	Type	City	Zip Code
WILSON Avenue West	729 - 759	Odd	Chicago	60640
WILSON Avenue West	730 - 758	Even	Chicago	60640
WILSON Avenue West	800 - 858	Even	Chicago	60640
WILSON Avenue West	801 - 859	Odd	Chicago	60640
WILSON Avenue West	900 - 958	Even	Chicago	60640
WILSON Avenue West	901 - 959	Odd	Chicago	60640



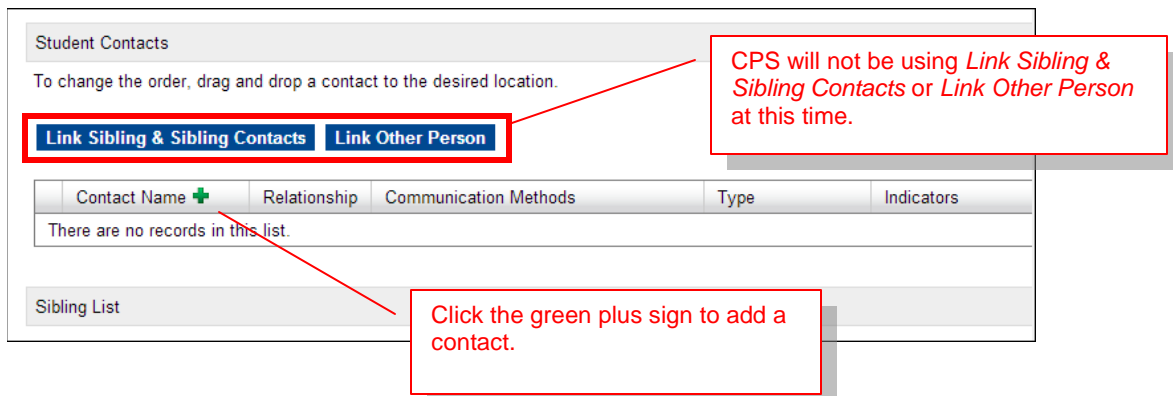
- b. Enter the *Street Number* for the student's address and select the radio button of the *Street (range)* that corresponds with the *Street Number*.




- c. Click **OK**. You are returned to the *Contact* page. Note that the Student Physical Address fields are now populated with the selected address.



- 10. Scroll down to the *Student Contacts* section. Note the following.





11. Click the green plus sign () to add a contact.
12. On the *Contact* page, **complete/enter** the following:

Enter, at a minimum, contact's *Last Name* and *First name*.

Click the green plus sign to enter phone numbers, email addresses, etc.

Note: *Auto-Dial* is a new feature. CPS forms will be updated so that schools can collect this information from Parents/Guardians.

The *Address* fields populate from the student's *Physical Address* fields, if entered first. It can be changed, if needed.

Select *Relationship to student*, and all applicable *Indicators*.

Note: CPS will only be using the four (4) listed here.

Home > Quick Search > Registration/Enrollment Search > Register Student (Smyth, John) > Contact



Contact Name & Language

Title * Last name * First name Middle name Generation
 ▼ Smyth Richard N/A ▼

Preferred language: N/A Requires translator

Communication Methods

To change the order, drag and drop the row to the desired location.

Type 	Number/Email/URL	Ext.	Listing	Auto-Dial
Home phone	773-899-4162		Listed	No
Cellular phone ▼	312-678-1234		Listed ▼	Yes ▼ 

Address

Number Street Type Direction Apt. City State Zip Code
 729 WILSON Avenue West Chicago Illinois 60640

Area County Country
 N/A N/A N/A

Relationship Information

*Relationship to student: Father No contact allowed with student (Check this box per Court Order/Order of Protection)

Indicators: Available: 7 Selected: 4

- Emergency
- Gets mailings for student
- Lives with student
- Permission to pick up

*Required







13. Click **OK**. You are returned to the *Contact* page. Note that the contact is now listed under *Student Contacts* section.

Home > Quick Search > Registration/Enrollment Search > Register Student (Smyth, John) > Contact

Smyth, John 50387679, Gr-10, Male, Mar 28, 1998

Student Contacts

To change the order, drag and drop a contact to the desired location.

Contact Name 	Relationship	Communication Methods	Type	Indicators
Smyth, Richard	Father	773-899-4162 312-678-1234	Home phone Cellular phone	    

*Required



14. **Click Enroll.**

15. On the *Enroll Student* page, **complete** the following, at a minimum:

Under *Enrollment*: enter *Start Date*, *Entry status* (code), *School of Enrollment*, and *Exception Reason* (if *Zoned School* is not the same as *School of enrollment*).

Select an *Exception Reason* if the *Zoned School* is different than the *School of Enrollment*.

Under *Fields Required/Recommended for Enrollment*: enter *Home Language* and *Birth Country*.

Under *Home Language Survey*: complete all fields. If this section is left blank, the following message will display when *Apply* or *OK* is clicked: "Please answer the *Home Language Survey* questions and enter a *Survey Date*."

Under *Immigrant information*: the *Date of first enrollment in US school* becomes a required field if student's birth country is not the U.S. or one of its territories.

Complete other fields, if applicable.

Home > Quick Search > Registration/Enrollment Search > Register Student (Smyth, John) > Contact Information > Enroll Student

Smyth, John 50387679, Gr-10, Male, Mar 28, 1998

Enrollment History

Start date	Entry status	School of enrollment	Is home school	Grade level	End date	Most recent status
Total: 0						
There are no records in this list.						

Enrollment

* Start date (mm/dd/yyyy) 08/25/2014 * Entry status 06 US Public School, Not IL Grade level Tenth Grade * School of enrollment Lincoln Park High School Set as home school Yes Distance from sch

Zoned school (planning) Nicholas Senn High School Exception Reason Other

Comments

Projected Enrollment for Planning Calendar

Zoned school (projected) Nicholas Senn High School Requested School Use zoned school Projected grade level Eleventh Grade

Fields Required/Recommended for Enrollment

* Home Language: English * Birth Country: France

Home Language Survey

* Is a language other than English spoken at home? Yes * Does the student speak a language other than English? Yes * Survey date 08/24/2014

Immigrant Information

Immigrant information (if not born in US)

Date of first enrollment in US school 09/05/2011 Full years completed school in US 3 Date first entered US Student has refugee status N/A Country of refugee N/A

*Required Apply **Ok** Cancel

16. **Click OK** to save entered information. Note that the student is now enrolled. To view the student's record, perform a student *Quick Search*.



Update Student Demographic and Contact Information

The following section describes how to review and update, as needed, student demographic and contact information about students enrolled in your school.

Reminder: To help ensure that each school has current student health and contact information and to maintain the accuracy of student records, CPS recommends that student contact information be updated at least twice each school year. Use the [Request for Emergency and Student Health Information Form](#) to collect this information and then update SIM as needed.

Update Demographic Information

Medical and Legal Alerts

1. **Perform** a student search to **locate** and **open** the student's record.
2. To update student demographic data: **navigate** to one of the six (6) tabs on the *Student Demographics* page. Once data is entered/updated, click *OK* to save.

Reminder:
Student contacts are entered under the *Contacts* link. Do not enter contact information under the student's *Address/ Phone* tab.

Note:

1. The Medical Alert [Medical] indicates the student has one or more health conditions that require a safety plan, which can be viewed from the *Medical Info* tab. The School Nurse role manages this process in SIM.
2. The Legal Alert [Legal] indicates that the school has received a legal document related to the student's safety or welfare (i.e., an Order of Protection, Civil No Contact Order, Restraining Order, etc.). The Status Coordinator and Principal roles can edit this information in the *Legal Information* section (on the *School Specific* tab); all other roles can view only.



Student Home Phone Number

A student should have at least one number listed under his/her *Demographics* page. The following steps detail how to add a home phone number to a student's record:

1. On the *Demographics* page, **click** the *Address/Phone* tab.

Click in grid to activate the first cell. Select appropriate values and add phone number as illustrated here.

School Specific	*Overview	Personal Info	Address/Phone	Medical Info	Federal Info	
Phone numbers: Total:2						
Place	Pref.	Area	Phone	Ext.	Listing	Type
Home		773	555-1212		Listed	Phone
N/A					Listed	N/A

Update Contact Information

The following steps detail how to update a student's contact information.

1. **Perform** a search to **locate** and **open** the student's record.
2. On the *Control Bar*, **click** the *Contacts* link to display the student's list of contacts.

Schools will no longer select a "First Contact", "Second Contact", etc. on each Contact's page. The order is now determined by the order listed on the *Contact List* section. Schools should determine the order by dragging and dropping a contact, as stated here.

Gr-10, Female, May 8, 1999

Contact List

To change the order, drag and drop a contact to the desired location.

Link Sibling & Sibling Contacts Link Other Person

Contact Name	Relationship	Communication Methods	Type	Indicators
Jones, Maria	Mother	773-555-1212	Home phone	
Brown, Martin	Father	312-631-6789	Home phone	

Emergency contact Lives with student Pick up student Gets mailings

Sibling List Total: 0

Student Name (LFM)	Number	Gender	Gr(A)	Birth Date	Today's Home School
There are no records in this list.					

Apply OK Cancel

CPS will not be using *Link Sibling & Sibling Contacts* or *Link Other Person* at this time.

To add a contact: click the green plus icon ().

To update an existing contact: click the "Contact's Name" hyperlink to open the contact's record.

See page 6 for an overview of the Contact's page.



Add/Edit Homeroom Information

It is extremely important that all students, except Grade Code 20 (Ungraded) are assigned to a “Demographics” homeroom. This information is used in various CPS reports. If left blank, these reports will not generate correctly for the student.

Grade Code 20 (Ungraded) Students

Grade code 20 (ungraded) students should NOT be assigned to homerooms. These are non-attending students who are enrolled in a school to either receive or be evaluated for special education services. Attendance is not taken, nor should they be assigned classes to receive grades.

The following steps detail how to add/edit homeroom information to a student’s record.

1. **Perform** a search to **locate** and **open** the student’s record.
2. On the *School Specific* tab, from the *Current Homeroom* field drop-down menu, **select** the homeroom to which the student should be assigned and click **OK**.

Home > Student Search > Edit Student Demographics 2013 - 2014 SY

Gr-2, Male, Feb 19, 2006 Actions Reports

School Specific *Overview Personal Info Address/Phone Medical Info Federal Info

No thumbnail photo is available

Preferred name:

Current age: 8

Home school: Robert A Black Magnet Elementary School

Current grade level: Second Grade

Current homeroom: B202

Counselor: None

Enrollment status: Enrolled in Single School - Active

Student promotion status: Pending

Academic plan: None

Placement classification: (0-9)

Distance from school: (miles)

Home address is in a school's area

*Required Apply **OK** Cancel

Note: Based on the grade level selected in the *Current grade level* field, only the homerooms associated with that grade level are available in the *Current Homeroom* field drop-down.



3. On the *Change Options – Web Page Dialog* page,

Select the appropriate *Effective Date* and *Change Reason*. Comments are optional.

Click OK to save your information.

Change Options

(Name Hidden)

Previous homeroom: B202
New homeroom: B200

Effective Date: Today
(first day with the new information)

District calendar start date

Specify: mm/dd/yyyy

Change Reason:

Comment:

Schedule Students

Although both Status Coordinator and Scheduler roles can perform the following tasks on the student's *Schedule* page, it is at the discretion of the school to determine which role should be responsible. See SIM on-line *Help* for steps to perform these tasks.

Scheduling Task	Elementary School	High School
Assign Default Classes	✓	
Add/Drop/Transfer a Class for a specific student	✓	✓
Add and delete Resource Assignments for a specific student	Scheduler role only	
Add and end Subject Exceptions for a specific student	✓	
Lock/Unlock all classes		Scheduler Role only
Transfer homeroom	✓	✓
View change history of a student	✓	✓
View and/or print Student Schedule	✓	✓



Withdraw and Transfer Students

Note: When withdrawing a student, ensure the proper use of CPS leave codes. Reference the *SIM Enrollment and Leave Code Quick Guide* posted on the IMPACT website.

ISBE publishes a dropout rate for all schools on the State School Report Card. Some CPS schools may have significantly higher drop-out rates due to the improper use of leave codes in IMPACT SIM. Improper use may also create future problems that cannot be corrected.

Overview of Student Enrollment (History) Page

1. **Perform** a student search to **locate** and **open** the record of the student to be withdrawn.
2. On the *Control Bar*, **click** *Enrollments*.
3. On the *Enrollments* page, note that student's *Enrollment History* is now listed by school, paired by the *Start date* and *End date* in that school.

Note link to on-line document. See "Notes" box on page 15.

Home > Student Search > Enrollments

Student: [Name], Gr-11, Female, [DOB]

Current home school: Lincoln Park High School | Zoned school (projected): Wendell Phillips Academy High School | Requested school: Lincoln Park High School | Projected grade level: Twelfth Grade

Enrollment History

[There is a NEW process to withdraw/re-enroll students - CLICK HERE](#)

Display enrollments for: All Schools

Start date	Entry status	School of enrollment	Is home school	Grade level	End date	Exit status	Comment
9/5/2006	Enrolled	Robert Healy Elementary School	Yes	3 4 5 6 7 8	6/30/2012	31 Transfer within CPS	
7/1/2012	02 Chicago Public School	Lincoln Park High School	Yes	9 10 11 N/A			

Total: 2

To enroll a student, click the green plus sign, if the student is not currently enrolled in a school.

To withdraw a student or edit an existing status code, hover your mouse over the *Comment* column and click the *Edit* pencil icon that appears.



- After clicking the *Edit* pencil icon, the *Edit School Enrollment* page appears. **Scroll** down and **note** the *Withdraw* button.

Note student's enrollment information when first enrolled into the school.

When *Withdraw* is clicked, two fields appear: *End date* and *Most recent status* (drop-down contains CPS withdraw codes).

- Scroll** down the *Edit School Enrollment* page and **note** the *Status Code History* section, which lists the student's entry and exit codes for a particular school.

To add an additional status code, click the green plus sign.

Status Code History		
Effective Date +	Status	Comment
07/01/2012	02 Chicago Public School	

To edit an existing status code, click the *Edit* pencil icon for the code in question.

Example for adding an additional status code:

Status Code History		
Effective Date +	Status	Comment
07/01/2012	02 Chicago Public School	
09/02/2014	99 Did Not Arrive	

A student was code 99 at the beginning of school. The school receives notification that the student has transferred to a school in another state, effective 10/1/2014. The school will click the green plus sign and add a code 33, effective 10/1/2014.



Withdraw a Student

The following steps details how to withdraw a student, who is leaving the Chicago Public School district.

1. **Perform** search to **locate** and **open** the record of the student to be withdrawn.
2. On the *Control Bar*, **click** the *Enrollments* link.
3. On the *Enrollments* page, under the *Enrollments History* panel, **hover** your mouse over the *Comment* section and **click** the *Edit* pencil icon.

Home > Student Search > Enrollments

Student: Angel, Abarca, Gr-9, Male, 10/15/2000

Current home school: Lincoln Park High School | Zoned school (projected): Roald Amundsen High School | Requested school: Lincoln Park High School | Projected grade level: Tenth Grade

Enrollment History

There is a NEW process to withdraw/re-enroll students - CLICK HERE

Display enrollments for: All Schools

Start date	Entry status	School of enrollment	Is home school	Grade level	End date	Exit status	Comment	Total
9/5/2006	Enrolled	A.N. Pritzker School	Yes	1 2 3 4 5 6 7 8	6/30/2014	31 Transfer within CPS		2
7/1/2014	02 Chicago Public School	Lincoln Park High School	Yes	9 N/A				

4. On the *Edit School Enrollment* page, **scroll** down and **click** *Withdraw*.

Home > Student Search > Enrollments (Abarca, Angel) > Edit School Enrollment

Student: Angel, Abarca, Gr-9, Male, 10/15/2000

07/01/2014 | 02 Chicago Public School | Ninth Grade | Lincoln Park High School | Yes

Zoned school (active): Roald Amundsen High School | Exception Reason: Magnet

Comments: Family moving to San Antonio, Texas

End date (mm/dd/yyyy): 09/15/2014 | Most recent status: 33 Transfer outside of Chicago

Withdraw [Apply] **OK** [Cancel]

- a. Click *Withdraw*.
- b. Enter *End date* and select the appropriate CPS withdraw code from the *Most recent status* drop-down.
- c. Enter applicable *Comments*, if needed.
- d. Click *OK*.

The student's *Enrollment History* now displays the *End date* and *Exit status* (code), paired with the student's *Start date* and *Entry status* (code) in the school.

Start date	Entry status	School of enrollment	Is home school	Grade level	End date	Exit status	Comment	Total
9/5/2006	Enrolled	A.N. Pritzker School	Yes	1 2 3 4 5 6 7 8	6/30/2014	31 Transfer within CPS		2
7/1/2014	02 Chicago Public School	Lincoln Park High School	Yes	9	9/15/2014	33 Transfer outside of Chicago		



Transfer a Student (between a Chicago Charter, Contract, Public School)

Note: The CPS Transfer process is a “Withdraw/Re-enroll” process. **The process can NO LONGER take place on the same date in SIM. The dates must be consecutive.**

- The “**Sending**” School is the school the student is leaving. The Sending School withdraws the student from their school based on the last date of attendance submission for the student (to include suspensions, absences, etc.).
It is the Sending School’s responsibility to track the student until that student is re-enrolled into another school in the District.
- The “**Receiving**” School is the school to which the student is transferring. The Receiving School re-enrolls the student into their school based on the first date of attendance submission for the student.

The Sending School

To withdraw the student:

- The Sending School performs the steps described in the previous section, “Withdraw a Student”, page 14.

Reminders:

- Enter *End date* based on student’s last date of attendance submission (to include suspensions, absences, etc.).
 - CPS withdraw code 31 should always be used when transferring a student to a Chicago Public, Charter and Contract school.
- After the student is withdrawn, the student’s *Enrollment History* displays the student’s *End date*, as shown in the following screen capture:

Home > Student Search > Enrollments

Student: [Name], Gr-10, Female, [DOB]

Current home school	Zoned school (projected)	Requested school	Projected grade level
Lincoln Park High School	Lincoln Park High School	Lincoln Park High School	Eleventh Grade

Enrollment History

[There is a NEW process to withdraw/re-enroll students - CLICK HERE](#)

Display enrollments for: All Schools

Start date	Entry status	School of enrollment	Is home school	Grade level	End date	Exit status	Comment
8/17/2012	08 Not in USA	Louisa May Alcott Elementary School	Yes	8	6/30/2013	31 Transfer within CPS	1
7/1/2013	02 Chicago Public School	Lincoln Park High School	Yes	9 10	9/19/2014	31 Transfer within CPS	1

Total: 2



The Receiving School

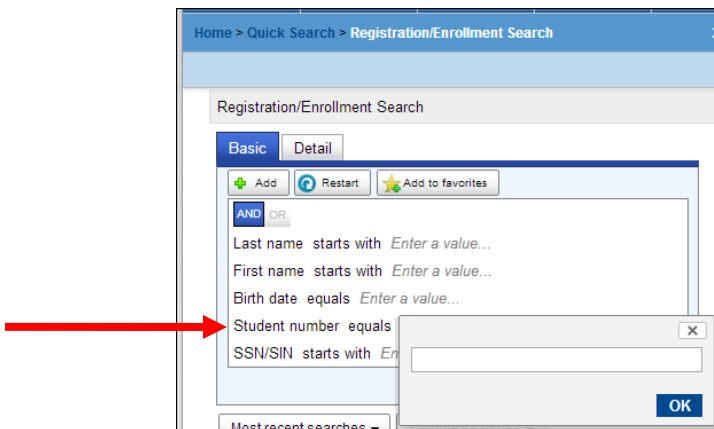
Notes:

1. When the student appears at the Receiving School, the school verifies that the student has the appropriate information in order to be re-enrolled, in accordance with CPS Board Policies on student enrollment
2. CPS policy stipulates that the student needs to present the appropriate documentation in order to be re-enrolled in school.

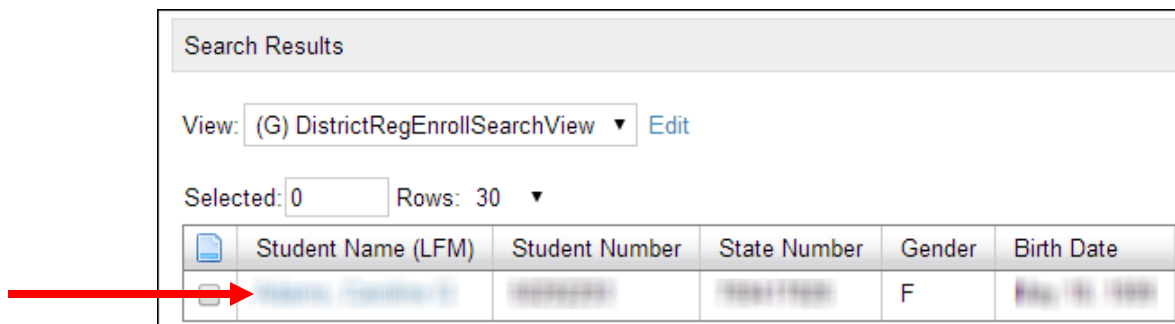
To re-enroll the student:

1. On the *Home Page*, on the *Task Bar*, **select** *Actions > Register/Enroll Student*.

Note: Because the student is transferring from another CPS school, under the *Registration/Enrollment Search* section, search using the student's CPS student number (ID).



2. Under the *Search Results* section, **click** the "student's name" to open the record.



NOTE: The record opens to the student's *Register Student* page. In the lower right-hand corner, **click** **View Address & Contact Data** and then click **Enroll**.



3. On the *Enroll Student* page, the *Update student grade level* dialog box appears.

SIM will now request that schools verify the student's grade level, as noted by the instructions. If the grade level is correct, click *Cancel*.

- Read instructions.
- If grade level is not correct, select correct grade level; enter *Effective date*; and click *OK*.
- If grade level is correct, click *Cancel*.

4. Under the *Enrollment* section, **complete** the following:

- *Start date* (based on the first date of attendance submission for the student)
- *Entry Status* (code 02 Chicago Public School),
- *School of Enrollment*
- *Exception Reason* (if *Zoned school* is different from *School of enrollment*)
- *Comments* (if needed).

Start date	Entry status	School of enrollment	Is home school	Grade level	End date	Most recent status
8/17/2012	08 Not in USA	Louisa May Alcott Elementary School	Yes	8	6/30/2013	31 Transfer within CPS
7/1/2013	02 Chicago Public School	Lincoln Park High School	Yes	9 10	9/19/2014	31 Transfer within CPS

Enrollment

* Start date (mm/dd/yyyy) * Entry status Grade level * School of enrollment Set as home school Distance from scho

09/22/2014 02 Chicago Public School Tenth Grade Charles Allen Prosser Career Academy Yes

Zoned school (active) Exception Reason

Lincoln Park High School Other

Comments enter applicable comments, if needed.

*Required Apply **OK** Cancel

5. **Click OK** to enroll the student. To view the student's record, perform a *Quick Search*.



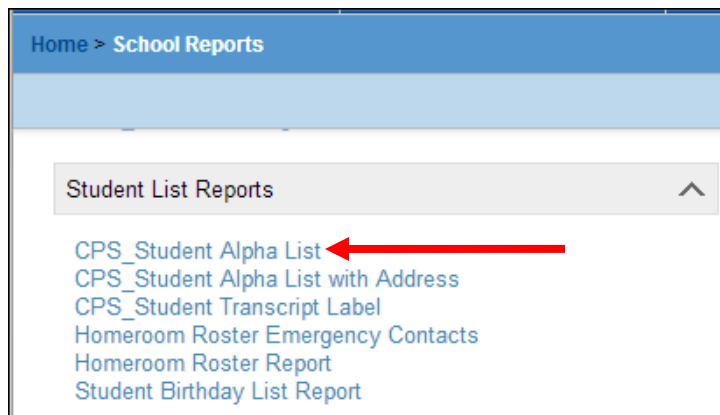
Generate Reports

The following is a list of forms/reports that are helpful during the Registration and Enrollment process. Note that unless otherwise stated, all reports are available in SIM on the *School Reports* page. Reference this page in SIM for the list of all reports available to the Status Coordinator role.

Report Name	Description
CPS School Enrollment form	Use this form when enrolling a student new to the District. Parent/Guardian should complete both this form and the CPS Request for Emergency and Student Health Information form. This form is located on the IMPACT website and is available in English, Spanish, and Polish.
Request for Emergency and Student Health Information Form	Use this form (1) when enrolling a student new to the District <u>OR</u> (2) when verifying information for existing students. This form is located on the IMPACT website and is available in English, Spanish, and Polish.
CPS Transfer Report	Use this form when a student is transferring to another Chicago Public, Charter or Contract School.
CPS ISBE Transfer Report	Use this form when a student is transferring out of the Chicago Public School System

The following steps provide an example of how to generate reports. The report in this example is the *CPS Student Alpha List*.

1. On the *Home Page*, on the horizontal *Menu bar*, under *Admin*, **click** *Reports*.
2. On the *School Reports* page, **scroll** down to *Student List Reports* section, and **click** the *CPS Student Alpha List* hyperlink.





3. On the *Reports Options* page, **click Run**.

Note: Options on the *Reports Options* page may vary depending on the report selected. Some reports offer three (3) to four (4) sections, as follows:

- **Preferences section** – allows the user to select options specific to that report (such as, Sorting, Reporting Date, etc.)
- **Filters section** – allows the user to select filters that best delineate what information is needed in the report (such as, run for a particular homeroom or grade level only).
- **Scheduling Options section** – allows the user to determine when or how often the report should run.
- **Output section** – allows the user to determine the format for the report, such as Adobe Acrobat, Excel, Word, etc. The default is *Adobe Acrobat*.

Report Options: CPS_Student Alpha List
The student alpha list includes student ID, name, gender, grade, ethnicity, DOB, and phone number. Report can be run as is or filtered by criteria according to need. Owner: Office of High School Programs

Preferences

Select Sorting Option: Last Name
 Student Number

Filters

Select filter criteria from sections below:

School (Root View) [v]

School Student

Basic | Detail

Search by:

Grade Level (Active) [v] equals [v] [v]

Home Room (Active) [v] equals [v] [v]

School Student saved lists [v] equals [v] [v]

Scheduling Options

Run now

One time

*Date: 8/25/2014 [c] mm/dd/yyyy

at: 12 [v] : 00 [v] AM [v]

Recurring

*Start: 8/25/2014 [c] mm/dd/yyyy

at: 12 [v] : 00 [v] AM [v]

Every: 1 [v] Hour [v]

Output Options

Report format: Adobe Acrobat (.pdf) [v]

Output to file

File: [] .pdf

Path: []

Save Save + Run **Run** Cancel

4. The report displays in a PDF format in a new window.