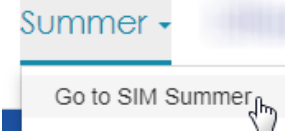




**Instructional Management Program &  
Academic Communication Tool**

*Students Enrolled Without a Schedule*

<b>Area of Concentration</b>	Summer School
<b>Source System(s)</b>	IMPACT SIM Summer: impact.cps.edu via the “Summer” tab 
<b>Data Discrepancy</b>	Students Enrolled Without a Schedule
<b>Definition</b>	<p>This metric identifies students who are enrolled in a Summer School and have not been scheduled into a homeroom for elementary schools or a class for high schools.</p> <p><b>Note:</b> Students in School-funded programs are excluded from this metric.</p> <p><b>Why is this important?</b> All enrolled students must be scheduled into a homeroom for elementary schools and a class for high schools for attendance taking purposes.</p>

**Mitigation/Resolution Process**

**For Elementary Schools:**

- Elementary schools should ensure that all enrolled students are scheduled into a homeroom for attendance taking purposes.
- Reference the *SIM Summer for Elementary School Programs Quick Guide* for details. The quick guide is located on the IMPACT Website, Summer School tab: [SIM Summer for ES Programs 2018 v1.2 FINAL.pdf](#)
- See the **Checklist of Required Steps** on page 9 of the quick guide. It is important that all steps are completed.

**For High Schools:**

- High Schools should ensure all enrolled students are scheduled into the applicable class(es) for attendance taking purposes.
- Reference the *SIM Summer for High School Programs Quick Guide* for details. The quick guide is located on the IMPACT website, Summer School tab: [SIM Summer for HS Programs 2018 v1.2 FINAL.pdf](#)
- See the **Master Scheduling Criteria** on pages 8-9 of the quick guide. It is important that all steps are completed.