




**Instructional Management Program &  
Academic Communication Tool**

*Students With Incorrect Number of Attendance Records*

<b>Area of Concentration</b>	Summer School
<b>Source System(s)</b>	IMPACT SIM Summer 
<b>Data Discrepancy</b>	Students With Incorrect Number of Attendance Records
<b>Definition</b>	<p>This metric identifies students who are enrolled in a Summer School and do not have attendance taken for each day the program is in session. <b>Note:</b> Students in the ESY (ES and HS) and School-funded programs are excluded from this metric.</p> <p><b>Why is this important?</b> Students must have an attendance record for each day of the summer program. <b>Note:</b> for students who transfer from one school to another school, attendance for this metric is cumulative across each school.</p>

**Mitigation/Resolution Process**

The following steps detail how to ensure a student new to your school has attendance taken for each day of the summer program.

1. **For Enrollment:** Using the Status Coordinator or Principal role, students must be enrolled in SIM Summer prior to or as of the first day of Summer School (07/05/2016).\*

Enrollment History						
<i>There is a NEW process to withdraw/re-enroll students - <a href="#">CLICK HERE</a></i>						
Display enrollments for: All Schools						
Start date	Entry status	School of enrollment	Is home school	Grade level	End date	Exit status
7/5/2016	02 Chicago Public School		Yes	10		

2. **For Scheduled Classes or Homerooms:** Using the Scheduler or Principal role, the *Effective Date* of the class or homeroom must be as of the first day of Summer School (07/05/2016).\*

**Class Change Options**

Effective date:

Today

Tomorrow

First day of school

Specify:  m/d/yyyy

3. **For Attendance:** Using the Attendance Coordinator or Principal role, attendance must be recorded as of the first day of Summer School (07/05/2016).\*

**\*Important:** for students who transfer from one school to another school, the student's enrollment, schedule and attendance are effective as of the first day the transferred student into the school.