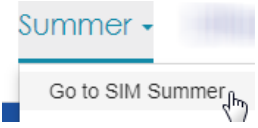


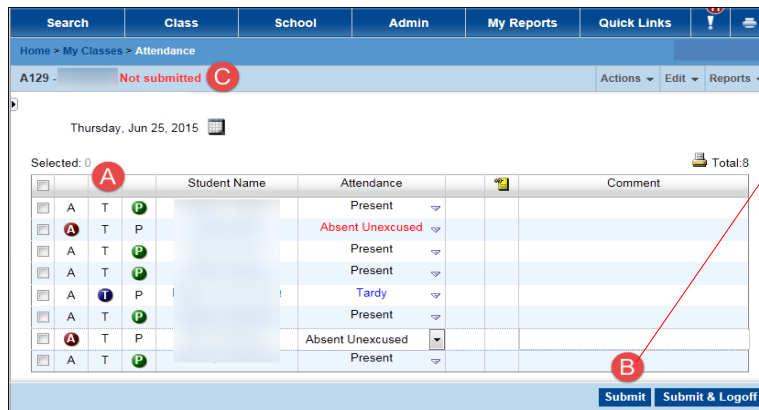


Area of Concentration	Summer School
Source System(s)	IMPACT SIM Summer: impact.cps.edu via the “Summer” tab 
Data Discrepancy	Summer Unsubmitted Attendance
Definition	This metric identifies attendance bearing homerooms or classes at the school that have not had student attendance submitted. Note: Students in the following programs are excluded from this metric: EL Summer Support, HS ESL Credit Attainment, HS Original Credit (District-funded), HS Refugee Summer Support, Refugee Summer Support (ES), and School-funded. Why is this important? Summer school teachers are required to enter daily attendance in SIM Summer. School administrators should ensure attendance is current and accurate.

Mitigation/Resolution Process

The following steps detail how teachers should enter attendance daily:

1. On the Teacher’s *My Classes* page, click the *Attendance* icon.
2. On the *Attendance* page, complete the following:
 - A. Use the radio buttons to mark students either “A” (Absent Unexcused) or “T” (Tardy), as needed. Default is Present (P); it is optional to enter comments.
 - B. Click *Submit*.
 - C. After clicking *Submit*, “*Not Submitted*” will change to “*Attendance Submitted*”.



Note: After the *Submit* button has been clicked, teachers can no longer edit attendance. Any changes must be completed by staff with the Attendance Coordinator or Principal role.

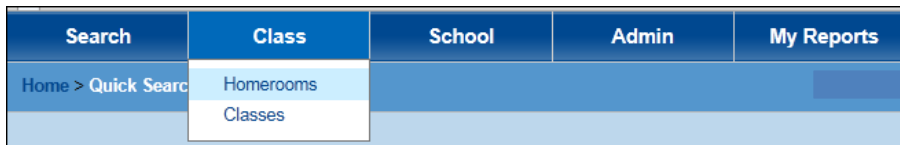



Instructional Management Program & Academic Communication Tool

Summer Unsubmitted Attendance

The following steps describe how to record attendance information using the Attendance Coordinator or Principal role:

1. On the *Home Page*, on the horizontal *Menu bar*, under *Admin*, **click** the *Homerooms* link (for elementary schools or the *Classes* link (for high schools).



2. For Elementary Schools, on the *Homerooms* page, **click** the *Attendance* icon [] for the homeroom in question.

For High Schools, on the *Classes* page, click the *Attendance* icon for the class in question.

HR	Teacher	Grade	Room	Roster	Attendance	Grading	# Students
A119		6	119				15
A121		6	121				14
A122		6	122				15
A123		8	123				14
A124		6	124				15
A125		8	125				10
A129		3	129				18
A133		3	133				17
A135		3	135				16
A136		2	136				14

3. On the *Attendance* page, update attendance as needed and click *Save* when completed.

Note: if submitting attendance on behalf of the teacher, check the *Submit for teacher* checkbox before clicking *Save*.

