

Selecting a Service Learning Project Option in SIM

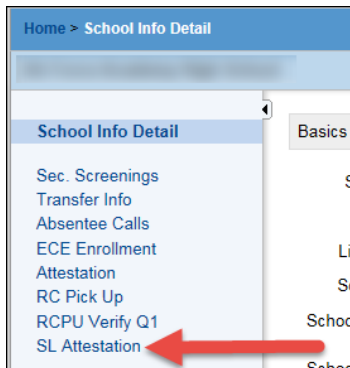
Schools are asked to develop a strategy to ensure all students can fully participate in one to three service learning projects during their years in high school. Principals are asked to verify their service-learning project implementation plan for the current school year by selecting one of the three available options. Previously, this verification process was done via a Google document.

Effective for the 2015-16 School Year, Principals will now use SIM to select the option they will implement at their school for Service Learning projects. They will also use SIM to indicate the name and contact information of their Lead Service Learning Coach, as follows:

1. On the horizontal *Menu bar*, under *School*, select *School Info*.



2. On the *Control bar*, select *SL Attestation*.



3. On the *Service-Learning Hours Attestation* page, under the *Service-Learning Project Attestation* panel, complete the following:

Select the option that will be implemented at your school for the current school year.

Note: Principal Name and Verification Date will populate after Apply or OK is clicked.

A screenshot of the 'Service-Learning Hours Attestation' page. The page title is 'Home > Service-Learning Hours Attestation' with '2015 - 2016 SY' and 'Active' status. The 'Service-Learning Project Attestation' panel is active. It contains the following text: 'Principals can only select one choice: CPS high schools should develop a strategy to ensure that all students meet the service-learning graduation requirement. Please indicate how you will implement service-learning at your school. Choose from the following:'. Below this are three radio button options: '1 SL Proj. +25 Indv Hrs', '2 SL Projs. +15 Indv Hrs', and '3 SL Projects'. Below the options is the text 'Only the Principal can attest to the data above:' followed by input fields for 'Principal Name', 'Network Name' (pre-filled with 'Service Leadership Academies'), and 'Attestation Date'.



4. Scroll down to the *Indicate Service-Learning Coach* panel and complete the following:

Enter your Lead Coach information. Note that an additional Coach can also be entered.

Note: *Principal Name* and *Verification Date* will populate after *Apply* or *OK* is clicked.

Principal Name:

Network Name: Service Leadership Academies

Attestation Date:

Indicate Service-Learning Coach

All CPS high schools should have a Service-Learning Coach to support and guide Service-Learning practice.
Please indicate who will service as Lead Service-Learning Coach at your school.

*Name: Brian Wilson

*Email: bcwilson@cps.edu

Phone: 773-553-0001

Please indicate an additional Service-Learning Coach at your school.

Name:

Email:

Phone:

*Required

Apply OK Cancel