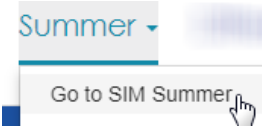




**Instructional Management Program & Academic Communication Tool**

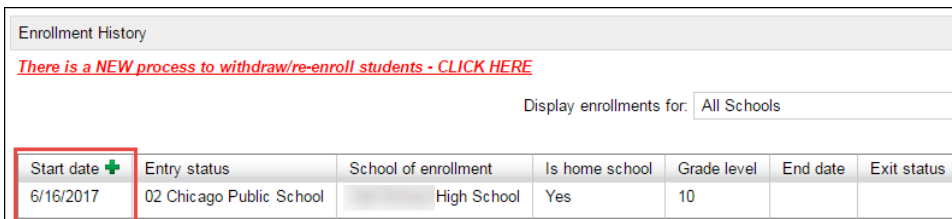
*Students With Incorrect Number of Attendance Records*

<b>Area of Concentration</b>	Summer School
<b>Source System(s)</b>	IMPACT SIM Summer: impact.cps.edu via the “Summer” tab 
<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**

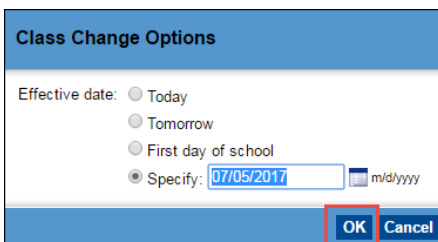
The following steps detail how to ensure a student new to your school has attendance taken for each day of the summer program.

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.\*



Start date +	Entry status	School of enrollment	Is home school	Grade level	End date	Exit status
6/16/2017	02 Chicago Public School	High 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.\*



**Class Change Options**

Effective date:

- Today
- Tomorrow
- First day of school
- Specify:  m/d/yyyy

**OK** **Cancel**



*Students With Incorrect Number of Attendance Records*

**Instructional Management Program &  
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3. For Attendance: Using the Attendance Coordinator or Principal role, attendance must be recorded as of the first day of Summer School.\*

**\*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.