### Overview of the Automated Graduation Process in SIM

The following table provides an overview of how the automated graduation process works in SIM based on the three (3) CPS Graduation cycles. **Note: CPS is currently in the Spring Cycle for June 2016 Graduation. See page 2 for required School Action Items.**

<table>
<thead>
<tr>
<th>Three (3) CPS Graduation Cycles</th>
<th>Cycle Cutoff Date</th>
<th>Three Ways to Graduate a Senior</th>
<th>What Happens in the Student’s Record</th>
</tr>
</thead>
</table>
| **Spring Cycle for June 2016**   | **Wednesday, 06/29/2016 12 Noon** | For the current graduation cycle:  
1. Automatically by SIM: A Senior has met all graduation requirements which are indicated by a Grad Requirements Met value of “Yes” on the student’s CPS Grad Status page. See page 2 for additional details.  
2. Manually by the School: If a Senior’s Grad Requirements Met value is “No” and the school determines the Senior did meet the graduation requirements, the school must set the Student promotion status field to “Promoted” on the student’s School Specific tab. See page 2 for additional details. | For the current graduation cycle:  
1. Within 24 hours, on the student’s Enrollment page, a withdraw status code “55 Grad...” and a future withdraw date (based on the current CPS graduation cycle) is added.  
2. A few weeks before the cycle cutoff date, the graduation date (based on the current CPS graduation cycle) will appear on the student’s official transcript and on the student’s Historical page. |
| Graduation Date on Official Transcript 06/21/2016  
Withdraw Date on student’s Enrollment page 06/30/2016 | **The 2/12/2016 cutoff date has passed. See Graduation Override Request.** | | |
| **Fall Cycle for February 2016**  | |  
2. Manually by the School: If a Senior’s Grad Requirements Met value is “No” and the school determines the Senior did meet the graduation requirements, the school must set the Student promotion status field to “Promoted” on the student’s School Specific tab. See page 2 for additional details. | |
| Graduation Date on Official Transcript 02/04/2016  
Withdraw Date on student’s Enrollment page 02/14/2016 | **The 9/4//2015 cutoff date has passed. See Graduation Override Request.** |  
3. Graduation Override Request: If a Senior should graduate within a particular graduation cycle and the cutoff date has passed, the graduation date must be overridden. Submit an override request to autograd@cps.k12.il.us. | For any past graduation cycles:  
When a Graduation Override is processed, a withdraw status code 55 and withdraw date will occur within 24 hours on the student’s Enrollment page, and a graduation date will occur within 48 hours on the official transcript. |
| **Summer Cycle for July 2015** | | | |
| Graduation Date on Official Transcript 07/28/2015  
Withdraw Date on student’s Enrollment page 09/06/2015 | **The 9/4//2015 cutoff date has passed. See Graduation Override Request.** | | |
Required School Action Items – Spring Cycle for June 2016 Graduation:

- Any manual changes to a Senior’s **Student Promotion Status** must be completed by **Wednesday, June 29, 2016 at 12 Noon**. Two examples for manually retaining or promoting students:

  1. In SIM, a senior has met all graduation requirements which are indicated by a **Grad Requirements Met (GRM)** value of “Yes” on the student’s **CPS Grad Status** page.

     ![GRM value of Yes](image)

     **However, the student will remain in school for whatever reason** (for example: a Diverse Learner who meets requirements, but is staying enrolled until age 22).

     **ACTION**: Set the **Student Promotion Status** to “Retained” (on the student’s **Demographics** page, **School Specific** tab).

  2. In SIM, a senior has not met graduation requirements which are indicated by a **GRM** value of “No” on student’s **CPS Grad Status** page.

     ![GRM value of No](image)

     **However, the school determines the student has met requirements and should be graduated**.

     **ACTION**: It is the Principal’s discretion to manually promote the student. After approval by the Principal, set the **Student Promotion Status** to “Promoted” (on the student’s **Demographics** page, **School Specific** tab).

- For Charter Schools that do **not** use the autograd process: Seniors who will graduate in June 2016 must be manually promoted by **Wednesday, June 29, 2016 at 12 Noon**.

  **ACTION**: Set the **Student Promotion Status** to “Promoted” (on the student’s **Demographics** page, **School Specific** tab).