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*** Note***  
This module was updated in IMPACT Student Information Management (SIM) version 8.4.1. There may be slight differences between screens in this lesson compared to the screens in the actual CPS IMPACT environment. All screens were captured in Windows using Internet Explorer; Macintosh views may differ.  

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Introduction

What is Academic Planner?

Academic Planner is a SIM on-line tool that HS Counselors can use to evaluate and guide high school students’ progress towards meeting the academic requirements for graduation, as defined by the CPS graduation requirements policy.

Academic Planner is the Phase II implementation of the CPS Graduation Process Automation. Reference the Graduation Process Automation Quick Guide for an overview of Phase I implementation.

Where is a Student’s Academic Plan Located?

With the Academic Planner functionality, each student is assigned an Academic Plan, located inside the student’s record. See page 4 for detailed steps on how to view a student’s Academic Plan.

How is a Student’s Academic Plan Determined?

CPS Academic Plans are aligned with CPS Graduation Requirements:

- An Academic Plan consists of a plan name and plan version.
- The plan version can apply to one year or a span of years. Note: based on the plan version, the year a student enters 9th grade determines which Academic Plan that student will receive.
- Courses are mapped to each plan based on CPS graduation requirements. Reference the Course Mapping document that details which courses are mapped to which graduation categories. This document is available to HS Counselors and Principals on the Choose Your Future website.
- When a student is enrolled into a high school, SIM will automatically assign him/her an Academic Plan (again, based on the year the student enters 9th grade).

For students who transfer into the District, SIM will assign an Academic Plan after the student’s foreign credits are entered into the SIM Historical.
The following CPS Academic Plans have been identified, and all High School students (active and inactive) have been assigned one of these plans:

<table>
<thead>
<tr>
<th>Plan Name</th>
<th>Plan Version</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPS General High School Plan</td>
<td>2005 and Beyond</td>
<td>In accordance with Board Policy, graduation requirements for students who enter Chicago public high schools as freshman in September 2005 and beyond and have not completed Algebra and/or Geometry prior to entering high school or who do not successfully place out of them upon entering high school as a Freshman.</td>
</tr>
<tr>
<td>CPS Pre-Freshman High School Algebra Plan</td>
<td>2005 and Beyond</td>
<td>In accordance with Board Policy, graduation requirements for students who enter Chicago public high schools as freshman in September 2005 and beyond and successfully complete Algebra prior to entering high school or who successfully place out of Algebra upon entering high school as a Freshman.</td>
</tr>
<tr>
<td>CPS Pre-Freshman Geometry High School Plan</td>
<td>2005 and Beyond</td>
<td>In accordance with Board Policy, graduation requirements for students who enter Chicago public high schools as freshman in September 2005 and beyond and successfully complete Geometry prior to entering high school or who successfully place out of Geometry upon entering high school as a Freshman.</td>
</tr>
<tr>
<td>CPS Pre-Freshman Algebra and Geometry Plan</td>
<td>2005 and Beyond</td>
<td>In accordance with Board Policy, graduation requirements for students who enter Chicago public high schools as freshman in September 2005 and beyond and successfully complete Algebra and Geometry prior to entering high school or who successfully place out of Algebra and Geometry upon entering high school as a Freshman.</td>
</tr>
<tr>
<td>CPS General High School Plan</td>
<td>1980 - 2004</td>
<td>In accordance with Board Policy, graduation requirements for students who entered Chicago public high schools as freshman prior to September 2005.</td>
</tr>
</tbody>
</table>

* Reference Board Policy: Minimum High School Graduation Requirements (Report 06-0628-PO2).
Which SIM roles have access to view a Student’s Academic Plan?

For the initial implementation of Academic Planner, the following school-level roles have access to view students’ Academic Plans:

- Grading Coordinator role
- High School Counselor role
- Principal role
- Scheduler role
- School View role

How Can a Student Receive a Copy of his Academic Plan?

There are a couple of options available that Counselors can use to provide the student with a copy of his plan:

- There is a Print icon available on the student’s Academic Plan page that can be used to produce a printable version of the student’s plan. See pages 5 and 6 for details.

- There is a new report, Student Academic Plan Progress Report, which Counselors can generate. Given the potential size of this report (4-6 pages per student), it will be available to HS Counselors only at this time. See page 10 for details.
Viewing a Student’s Academic Plan

The following steps detail how to view a student’s Academic Plan:

1. Perform a student search to locate and open the student’s record.
2. On the Control Bar, click the Academic Plan link.

The student’s Academic Plan displays.

Note: See pages 5 – 8 for an explanation of each tab.
Current (Plan) Tab

The Current tab displays courses that the student has completed. Note the Group name column equates to each CPS graduation requirement category (i.e., English I, Physical Ed II, etc), as illustrated below:

1. Scroll down to the bottom of the student’s Academic Plan:

<table>
<thead>
<tr>
<th>No</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Academic Plan Name</td>
<td>The name of the plan assigned to the student.</td>
</tr>
<tr>
<td>2</td>
<td>Print Icon</td>
<td>Click to produce a printable version of the student’s academic plan.</td>
</tr>
<tr>
<td>3</td>
<td>Counselor</td>
<td>The name of the counselor assigned to the student. Click the pencil icon to change the counselor. See page 9 for additional information on assigning counselors to students.</td>
</tr>
<tr>
<td>4</td>
<td>Year entered 9th grade</td>
<td>The year the student entered 9th grade. This is one of the values SIM uses to determine the plan to assign to the student.</td>
</tr>
</tbody>
</table>
Academic Planner Quick Guide

<table>
<thead>
<tr>
<th>No</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Sort by Group/Year</td>
<td>Sorts Courses column in ascending order of Group then calendar year then course priority. Note: this option does not apply to a printout of this grid.</td>
</tr>
<tr>
<td>6</td>
<td>Status</td>
<td>Displays the student’s status relative to each course group. Refer to the status indicator legend (at the bottom of the page).</td>
</tr>
<tr>
<td>7</td>
<td>Non-contributing course credits</td>
<td>See following section for an explanation of Non-contributing course credits.</td>
</tr>
</tbody>
</table>

Non-contributing course credits

When a student has earned enough credits to meet the credit requirements for all course groups in his or her plan, SIM will designate the surplus earned and pending credits as non-contributing credits, that is, unused.

Other possible reasons courses may be displayed as “Non-contributing” include:

- **Course does not exist in this plan** - The course is not included in the student’s plan.

  **NOTE:** Graduation Requirements for the Three “Pass/Fail” Courses

  Because the three “Pass/Fail” courses are non-credit bearing and do not contribute credit, they may appear under Non-contributing course credits. Reference the Rules tab, as explained on page 7, to determine if student has completed them.

- **No credits earned or pending** - The student has taken a course included in the academic plan, however no earned or pending credits are recorded for that course.

- **Overflow credits** - The requirements of the course group to which these credits apply has been met.

The following screen capture illustrates Non-contributing course credits for a student:

![Screen capture of Non-contributing course credits](image)
Forecast (Plan) Tab

The Forecast tab displays courses that the student has completed (also displayed on the Current tab), and courses that the student is currently taking:

Note the addition of the Pending credits column, which indicates courses the student is currently scheduled for in the SIM Day system.

Rules Tab

The Rules tab indicates whether the student has completed the three CPS Pass/Fail courses needed for graduation, as well as the PSAE and Service Learning Hours requirements, as illustrated below.

Note a “green” checkmark indicates completion of the requirement.
Notes Tab

The Notes tab displays notes about the student’s plan. **Notes can be entered by the HS Counselors only; all other roles have read only access.**

Note the following:

- Any counselor in the school can enter a note for a student, regardless of which counselor is assigned to the student in SIM.
- Counselors can edit each other’s notes. The system will display the name of the counselor who edited the note last in the **Last updated by** column.

Compare Plan Tab

The Compare Plan tab enables you to compare the student’s current plan against another available plan.
Assigning a Counselor to a Student

The following steps detail how to assign a counselor’s name to a student:

1. Perform a student search to locate and open the student’s record.
2. On the Demographics page, School-specific tab, click the Counselor field drop-down.

![Select the appropriate counselor's name from the drop-down and click OK (located in the lower right-hand corner).]

**NOTE:** Student Promotion Status field

In order to provide HS Counselors access to edit the Counselor field, permission has to be granted for the entire School Specific tab. **If setting the student’s promotion status is not your responsibility as the student's Counselor, please do not edit.**

This type of change is tracked in the school’s Audit Log. Administrators will be able to determine who made the change and when.
Generating the Student Academic Plan Progress Report

The following steps detail how to generate the Student Academic Plan Progress Report:

1. On the horizontal Menu bar, under Admin, click the Reports link.
2. On the Reports page, under the Grading section, click the Student Academic Plan Progress Report.
3. On the Reports Options page, complete desired Preferences.

**NOTE:** Do Not Run Report in Bulk for Entire School Population

Because of the potential size of this report (4-6 pages per student), the recommendation is to not run the report in bulk for the entire school population.

Instead, use the Filters option to run the report in smaller segments (i.e., by Grade level, by Homeroom, etc.)

Because running the report in bulk could lead to extreme system slowness for all users, the system will be monitored daily for any bulk runs.
4. Click Run. The report will display in a PDF format.