Instructional Management Program
& Academic Communication Tool

QUICK GUIDE:
Closing the School Year Successfully
For Elementary Schools 2015

04/24/2015
Version 1.0 FINAL
YEP Quick Guide for Elementary Schools 2015

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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

The end of the school year is an important time for schools. To successfully close the current school year in IMPACT SIM and prepare for the upcoming school year, all elementary schools will need to follow specific Year End Processing (YEP) steps, as detailed in this quick guide.

Note the following:

- At YEP, the current Active Calendar (2014-15SY) will become the Historical Calendar, and the Planning Calendar will become the new Active Calendar (2015-16SY).
- The YEP process will begin on Monday, June 29, 2015 at 12 Noon. (This is an absolute deadline.)
- After the YEP process is completed, data from the previous school year will no longer be available for changes outside of using SIM Historical (for high school students only).

School Responsibility Checklist for Elementary Schools

This checklist highlights the responsibilities each elementary school must complete in order to ensure YEP is successful at their school.

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Reference Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Step 1: Ensure attendance entry and edits are complete.</td>
<td>2</td>
</tr>
<tr>
<td>✓ Step 2: Ensure grade entry is complete.</td>
<td>3</td>
</tr>
<tr>
<td>✓ Step 3: Set student promotion status for &quot;retained&quot; students.</td>
<td>5</td>
</tr>
<tr>
<td>✓ Step 4: Run and save required documents for legal archives.</td>
<td>6</td>
</tr>
<tr>
<td>✓ Step 5: Check enrollment and student projection data.</td>
<td>7</td>
</tr>
<tr>
<td>✓ Step 6: Check next year transportation requests.</td>
<td>8</td>
</tr>
</tbody>
</table>
Steps to Complete Year End Processing (YEP)

Step 1: Ensure Attendance Entry and Edits are Complete

<table>
<thead>
<tr>
<th>Deadline:</th>
<th>Friday, June 26, 2015</th>
</tr>
</thead>
</table>

✓ Ensure that all attendance data in SIM is correct for students.

Refer to CPS’s Dashboard’s DQI metric, Unsubmitted Attendance, for a list of unsubmitted attendance, as illustrated in the following screen capture.

![SIM Dashboard](image)

**Notes:**

- All attendance edits must be completed prior to generating student transcripts. See page 6 for timeline to generate ES Transcripts for legal archives.
- Elementary schools must retain tardy logs and early dismissal logs by school year to document late arriving and early dismissal students because the documents are legally required complements to the attendance data in SIM. The logs are to be either stored on the school premises or at a CPS approved facility/location for access and reference requirements of CPS or ISBE audits.
Step 2: Ensure Grade Entry is Complete

**Deadline:** As stated below

- Complete all grade entry for the 4<sup>th</sup> quarter grading period.

  ![Gradebook](image1)

  Ensure all grades for 4<sup>th</sup> quarter are entered into Gradebook by the dates listed on page 4.

- Complete **authorized grade changes** for any quarter grades, in accordance with the **CPS Grade Change Policy**.

  ![SIM](image2)

  Authorized grade changes for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> quarters must be made in SIM.

  ![Gradebook](image3)

  REMINDER: Authorized grade changes for 4<sup>th</sup> quarter only must be made in Gradebook.

**IMPORTANT:** To ensure the correct final grade appears on the student’s ES transcript, any authorized grade changes must be completed 24 hours prior to generating transcripts.
### Timeline for 8th Grade Only

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>ES Graduations Begin</td>
<td>Thursday, June 11, 2015</td>
</tr>
<tr>
<td>8th grade Grade Extraction for <em>core subjects</em></td>
<td>Friday, May 29 at 5:00 pm</td>
</tr>
<tr>
<td>* Core Subject grades (Reading and Math, including Algebra) are used for Summer School Eligibility.</td>
<td></td>
</tr>
<tr>
<td>Grade entry cut-off for 8th graders</td>
<td>Monday, June 8 at 5:00 pm</td>
</tr>
<tr>
<td>IMPACT generates 8th graders’ report cards</td>
<td>Tuesday, June 9</td>
</tr>
<tr>
<td>8th graders’ Report Cards ready for School Print</td>
<td>Wednesday, June 10</td>
</tr>
</tbody>
</table>

### Timeline for K - 7th Grades Only

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of 4th Quarter</td>
<td>Friday, June 19, 2015</td>
</tr>
<tr>
<td>3rd and 6th grades Grade Extraction for <em>core subjects</em></td>
<td>Friday, May 29 at 5:00 pm</td>
</tr>
<tr>
<td>* Core Subject grades (Reading and Math, including Algebra) are used for Summer School Eligibility.</td>
<td></td>
</tr>
<tr>
<td>Grade entry cut-off for K - 7th graders</td>
<td>Monday, June 15 at 5:00 pm</td>
</tr>
<tr>
<td>IMPACT generates report cards</td>
<td>Friday, June 19 at 5:00 pm</td>
</tr>
<tr>
<td>Report Cards ready for School Print</td>
<td>Saturday, June 20 – Monday, June 22</td>
</tr>
<tr>
<td>Report Card Distribution</td>
<td>Tuesday, June 23</td>
</tr>
</tbody>
</table>

* To request the alternative schedule, submit a request to your Network Chief with a copy to Phil Jackson. Upon receiving Network approval, Phil will notify the IMPACT team.

### Timeline for ES Transcript Availability

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Transcripts Available</td>
<td>Thursday, June 18 at 12 Noon</td>
</tr>
</tbody>
</table>
Step 3: Set Student Promotion Status for “Retained” Students

<table>
<thead>
<tr>
<th>Deadline:</th>
<th>Wednesday, June 24, 2015 at 12 Noon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audience:</td>
<td>All non-Benchmark elementary grade levels (1,2,4,5,7)</td>
</tr>
</tbody>
</table>

✓ Set the promotion status to “Retained” for appropriate students on the student’s Demographics page. “Retained” denotes students who will not be promoted to the next grade. See WARNING below for students in grades 3, 6, and 8.

✓ Any student whose promotion status is set to “Pending” or “Promoted” will be promoted automatically to the next grade level at Year End Processing. Note the default Student promotion status is “Pending”.

✓ Do not advance the grade level for any student; grade levels are advanced based on student’s Promotion Status.

**WARNING:** Do not set the promotion status to “Retained” for students in grades 3, 6, or 8 who are required to attend Summer Bridge. This process will be managed by the Office of Teaching and Learning.

The following steps detail how to retain a non-Benchmark student only (see above WARNING for students in grades 3, 6 or 8):

1. Log onto SIM with either the Status Coordinator or Principal role.
2. Perform a student search to locate and open the student’s record.

On the School Specific tab, click the dropdown menu for Student promotion status and select “Retained.” Click OK (in lower right-hand corner) to save your selection.
Step 4: Run and Save Required Documents for Legal Archives

**Deadline:**

- Start Date: Thursday, June 18 at 12 Noon
- End Date: Monday, June 29 at 12 Noon

**Note:** although SIM is available until June 29, you will need time to generate, download, and then print these documents. Please make sure you schedule enough time to complete these tasks.

- **MANDATORY:** Run the following IMPACT reports **and save** hard copies for archival and legal retention purposes:
  - CPS Student Alpha List (SIM)
  - CPS Student Daily Attendance with Summary Report (SIM)
  - Students with Grade Code 20 (SIM)

  From SIM Home Page, click the “20” link [20], then click the Print icon [Print].

- Report Cards (Gradebook)

  For the report card deadlines, refer to the Timelines on page 4. This information is also located on the IMPACT website, Calendar tab:

  [http://impact.cps.k12.il.us/calendar.shtml](http://impact.cps.k12.il.us/calendar.shtml)

- Elementary School Transcripts (SIM)

  If needed, refer to procedure notice: *Printing the Elementary School Transcript in SIM*, located on the IMPACT website, under SIM Documents and Publications:

  [http://impact.cps.k12.il.us/downloads/How_to_Print_the_Elementary_School_Transcript_in_SIM.pdf](http://impact.cps.k12.il.us/downloads/How_to_Print_the_Elementary_School_Transcript_in_SIM.pdf)

**IMPORTANT:** Once YEP is completed, schools will not be able to access previous school year data. Print all mandatory reports and any other data for which you wish to retain a physical copy (school-level decision).

For more information regarding the retention of student records, please go to:

Step 5: Check Enrollment and Student Projection Data

<table>
<thead>
<tr>
<th>Deadline:</th>
<th>Friday, June 26, 2015</th>
</tr>
</thead>
</table>

- Clean up student enrollment data and verify every student has a Next Year student projection.
  - Refer to CPS Dashboard’s DQI metrics for a list of any potential errors, as highlighted in the screen capture below. [https://dashboard.cps.edu/Dashboard/portalHome.jsp](https://dashboard.cps.edu/Dashboard/portalHome.jsp).
  - **Note:** The School Principal assigns Dashboard access via ODA. Any data clean-ups in SIM will not be removed from the Dashboard for 24-48 hours.

The following screen capture highlights Registration and Enrollment and Student Projection DQI metrics:

![Screen capture showing registration and enrollment metrics](image.png)

**Note the two Student Projection metrics.**
## Step 6: Check Next Year Transportation Requests

<table>
<thead>
<tr>
<th>Deadline:</th>
<th>Monday, June 1, 2015</th>
</tr>
</thead>
</table>

- Check to ensure all applicable students have a next year transportation request submitted.
- Note the following:
  - For students staying at the same school next year with a current active transportation request, the request will roll-over to the 2015-16SY. Do NOT re-enter a request.
  - If the student plans to attend a new school for next year and the student qualifies and intends to use transportation, a request must be entered into SIM by the student’s new school by June 1st to guarantee transportation is available on Day 1.
    - The student’s current school must project the student to the new school so that the student appears in that particular school’s Planning Calendar.
    - When the student enrolls at the new school and is determined eligible for transportation services, have the student fill out the Application for School Bus Service (form stays at the school). The next year school must then submit the transportation request into the SIM Planning Calendar using a 7/1/15 Start Date.

Note that eligibility will be determined immediately and the results displayed. The following screen capture illustrates a request that has been determined as “Eligible.”

The following screen capture illustrates a request that has been determined as “Rejected”. If the user is able to correct the reason for the rejection, SIM will re-calculate eligibility in the Planning Calendar once every evening and display the results.

![Transportation Records](image1)

![Transportation Records](image2)
c. If the student has an IEP/504 and qualifies for transportation, however, the student does NOT intend to use it, please inform the Case Manager so that the Case Manager can update the question "Parent Accepts Transportation" from "Yes" to "No" in the IEP/504. The student will remain eligible for transportation EVEN if they decline transportation right now, and can request transportation later if they change their mind.

✓ For questions: refer to the Transportation Quick Guide in SIM, call the IT Service Desk at 773-553-3925, or call Student Transportation Services at 773-553-2860.