Instructional Management Program & Academic Communication Tool

QUICK GUIDE: Student Projections 2015

02/27/2015
Version 1.0 FINAL
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Introduction

This quick guide highlights the procedures for projecting currently enrolled students to the Chicago Public, Contract, or Charter schools that they will attend during the next academic school year (2015-2016 School Year).

The primary outcomes for the Student Projections process are to ensure:

1. Students who plan to remain at their current School of Enrollment for the next academic school year are accurately projected to remain at that school;
2. Students who plan to attend another Chicago Public, Contract or Charter school for the next academic school year are accurately projected to that particular school; and
3. Students who plan to attend an out-of-district school for the next school year are accurately indicated as such and excluded from the projections process.

Student Projections Overview

The following provides a high level overview of the process:

- A student is projected to his/her next year’s school by selecting the student’s Requested School in SIM, as detailed on page 6.
- After a student’s Requested School is selected, the student will appear the following day in that particular school’s Planning Calendar.
  
  The Planning Calendar allows schools to plan for the next academic school year (i.e., create the school’s Master Schedule to include assigning students and teachers to classes and homerooms).

- Year End Processing begins Friday, June 26, 2015:
  
  - The current academic school year (2014-15) is closed out and becomes historical information.
  - The Planning Calendar becomes the Active Calendar for the new academic school year (2015-16). Students who were projected to their next year’s schools are promoted one grade level and appear enrolled in their respective schools.

NOTE: The successful completion of the Student Projections process by each school at the appropriate time will guarantee that all schools have access to their incoming students and can accurately plan for the upcoming school year.
**Timeline for Next Year Student Projections**

**Important:** Technically, in SIM, schools have until Friday, June 26, 2015 to ensure all students are accurately projected. However, it is important to complete projections as soon as possible to accommodate various schools and/or programs that may have different deadlines for a student to accept their offer.

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**January/February 2015**

**HS and ES Planning Calendars Created**

- IMPACT SIM creates School Planning Calendars.
- The Office of Teaching and Learning notifies schools that Planning Calendars are available.

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**February 2015**

**Student Projections Process Begins**

- Based on each student’s Requested School selection, he/she is projected to their next school year’s Planning Calendar.

- For elementary school students in a terminating grade level (other than 8th grade), schools must project the student to the school he/she will attend next school year, if it is not their Attendance Area school.

- See Note below about projecting 8th grade students to 9th grade.*

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* **NOTE:** **Projecting 8th Grade Students to 9th Grade**

The Elementary School must confirm with each 8th grader his/her high school for the next school year and then update the student’s Requested School field in SIM with the actual name of the school.

If a student plans to attend his/her Attendance Area high school, do not use the default “Use zoned school.” Instead, select the school’s official name from the Requested School drop-down.

See page 6 for steps to project a student.
**NOTE:** It is important to **project immediately** any student who presents a letter of acceptance from a Charter, Contract or Chicago Public school, OR from an Office of Access and Enrollment (OAE) centralized program. Do **not** wait until the stated deadlines above. Keep in mind that various schools and/or programs may have different deadlines for a student to accept their offer.

See page 6 for steps to project a student.
**NOTE:** It is important to **project immediately** any student who presents a letter of acceptance from a Charter, Contract or Chicago Public school, OR from an Office of Access and Enrollment (OAE) centralized program. Do **not** wait until the stated deadlines above. Keep in mind that various schools and/or programs may have different deadlines for a student to accept their offer.

See page 6 for steps to project a student.
# Student Projections Do’s and Do Not’s (for schools)

<table>
<thead>
<tr>
<th><strong>DO</strong></th>
<th><strong>DO NOT</strong></th>
</tr>
</thead>
</table>
| 1. **DO CONFIRM** with each 8th grader his/her high school for next school year and then project the student in SIM.  
   See page 6 for steps to project a student.  
   **Note:** For students in a terminating grade level (other than 8th grade), **DO** project the student to the school he/she will attend next school year, if it is not the Attendance Area school. | 1. **DO NOT RETAIN** 12th graders who do not have enough credits to graduate. It is no longer necessary as this process is now automated.  
   **Note:** See the Graduation Process Overview document, located on the IMPACT website, for details, if needed. |
| 2. **DO PROJECT** students to the appropriate Chicago Public, Contract or Charter school, based on receipt of official documentation, if applicable. See pages 3 and 4 for details.  
   **Note:** The appropriate Network or Central Office may also provide written authorization. | 2. **DO NOT TRANSFER** students who are moving to another CPS school. Instead, project the students, as detailed on page 6. |
| 3. **DO ENROLL** students who will be NEW to CPS for the upcoming school year with a future enrollment date of 7/1/2015.  
   **Reminder:** Prevent duplicate student records. Search for an existing CPS student ID before creating a new one. Many incoming pre-school children have an existing CPS student ID. | 3. **DO NOT CHANGE** students’ grade levels. SIM will automatically promote students’ grade levels during Year End Processing. |
| 4. **DO FOLLOW** the updated process outlined on page 7 for students who plan to attend an out-of-district school for the next school year. | 4. **DO NOT CHANGE** a student’s future withdraw (6/30/2015) and enrollment (7/1/2015) dates on the student’s Enrollments page. |
| 5. **DO REVIEW** all students projected to your school’s Planning Calendar by monitoring the Student Projection Reports located on the CPS Dashboard.  
   See page 8 for details. |                                                                                                           |
How to Project a Student

The following steps detail how to project a student:

1. Using the Status Coordinator or Principal role, **perform** a search to **locate** and **open** the student’s record.

2. On the **Student Demographics page**, **navigate** to the **Personal Info** tab.

3. **Scroll** down to **Planning District Calendar (for Home School)**.

4. Select the appropriate **Requested School** and applicable **Exception Reason**.
   See page 7 for an explanation of each exception reason.

5. Click **OK** to save the information and exit the student’s record. (If a pop up window appears prompting you to enter other student information, **click Cancel**.)
   
   **Note:** **Apply** saves the information and you remain on the student’s **Personal Info** tab.

**NOTE:** After a student is projected, he/she will appear in that particular school’s Planning Calendar one day later.
Exception Reason Explanations

<table>
<thead>
<tr>
<th>Exception Reason</th>
<th>Explanation</th>
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<tbody>
<tr>
<td>Continued Enrollment</td>
<td>Student is continuing at his/her current school of enrollment.</td>
</tr>
<tr>
<td>Controlled Enrollment</td>
<td>Student is being projected to a school that has been granted &quot;Controlled</td>
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<tr>
<td></td>
<td>Enrollment&quot; status.</td>
</tr>
<tr>
<td>Magnet</td>
<td>Student is being projected to a Magnet, Selective Enrollment, IB, CTE,</td>
</tr>
<tr>
<td></td>
<td>Military or Other Options For Knowledge School and Program.</td>
</tr>
<tr>
<td>Minority to Majority Transfer</td>
<td>Student is projected to a school, based on the qualifications of the</td>
</tr>
<tr>
<td></td>
<td>Minority to Majority Transfer program.</td>
</tr>
<tr>
<td>No Child Left Behind</td>
<td>Student is being projected to a school, pursuant to Choice Provisions of the</td>
</tr>
<tr>
<td></td>
<td>No Child Left Behind Act.</td>
</tr>
<tr>
<td>Other</td>
<td>Use when no other Exception Reason is applicable.</td>
</tr>
<tr>
<td>Principal’s Discretion</td>
<td>Student is being projected to a school at the discretion of the Receiving</td>
</tr>
<tr>
<td></td>
<td>School Principal.</td>
</tr>
<tr>
<td>Programmatic Need</td>
<td>Student is being projected to a school as a result of the student’s needs</td>
</tr>
<tr>
<td></td>
<td>(i.e., STLS status, IEP, Age Cycle 15, etc.).</td>
</tr>
</tbody>
</table>

Updated Process for Students Leaving the District

(Student does not plan to attend a Chicago Public, Contract or Charter school)

If a Parent/Guardian notifies the school that they plan to attend an out-of-district school for the next school year, the student’s current School of Enrollment should complete each of the following steps.

1. Select the “None” value in the Requested School field, as noted in the following screen capture.

2. After the last day of attendance for the current school year, withdraw the student with (1) the appropriate out-of-district withdraw code and (2) a withdraw date between Monday, June 22, 2015 and Thursday, June 25, 2015 and issue the Parent/Guardian a transfer. If needed, refer to the SIM Enrollment and Leave Code Quick Guide, located on the IMPACT website.

Important: If a school does not withdraw the student by Friday, June 26, 2015, the student will remain enrolled in the school for the new academic school year (2015-16) so that the school can complete this step.

3. Finally, follow CPS’s “Verification of Out-of-District Transfers” process, as detailed in the SIM Enrollment and Leave Code Quick Guide.
Student Projection Reports on the CPS Dashboard

The following Student Projection Reports are available on the CPS Dashboard:

- **Inbound Students – All Grade Levels** (for All Schools)
- **Inbound Students – 9th Grade Course Recommendations** (for HS)
- **Outbound Students – 9th Grade Course Recommendations** (for ES)
- **Projected Enrollment Activity** (for ES and Middle Schools)

To access reports:

1. Log onto the CPS Dashboard. **Note:** Principals can assign staff access to the Dashboard via ODA.
2. Click the drop-down arrow for Reports, and select Dashboard Reports.
3. Under Enrollment and Scheduling, select the name of the report.
4. Click View Report. To export document to Excel or another output format, click the Export icon [ ].