Verifying Report Card Pick Up Data in SIM

Schools are required to track the number of student report cards that are picked up via the Report Card Pick Up Tracking page in SIM. At the end of the Report Card Pickup period, Principals must verify that the number of report cards picked up is accurate on the RCPU Data Verification Q1 page in SIM. Previously, this verification process was done via a Google document.

Effective for the 2015-16 School Year, Principals will now use SIM to verify the number of report cards that were picked up, as follows:

1. On the horizontal Menu bar, under Admin, select School Info.

2. On the Control bar, select RCPU Verify Q1. Note that there will be a separate link for Quarter 3 Report Card Pick Up.

3. On the RCPU Data Verification Q1 page, complete the following:

   [Image showing RCPU Data Verification form]

   **DEADLINE:** For the Quarter 1 Report Card Pick Up period, schools will have until Tuesday, November 24, 2015 to verify their data.

   **Note:** The # Report Cards Picked Up and Percentage fields update hourly at the top of the hour (i.e., 12 Noon, 1:00 pm, etc.), based on “Yes” being indicated on the Report Card Pick Up Tracking page.

   **Note:** These are read-only fields populated from the Report Card Pick Up Tracking page.

   Check Yes or No. If No, provide an explanation in the Comments field.

   Principal Name and Verification Date will populate after Apply or OK is clicked.

   Review the data reported.