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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 module compared to the screens in the actual CPS IMPACT SIM environment. All screens were captured in Windows using Internet Explorer; Macintosh views may differ.

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Introduction

This user guide is geared towards Elementary School staff with the Attendance Coordinator role in SIM. It covers the basics of how to:

- Maintain Attendance
  - By Homeroom
  - By Student
  - For Multiple Students/Days
- Print Homeroom Roster Report (to take manual attendance)
- Generate Attendance Reports

SIM Basics: Navigating and Performing Student Searches

For users new to using SIM, the Introduction to SIM quick guide is recommended as it covers the basics of navigating SIM and how to perform student searches. This quick guide is located on the IMPACT Website, under SIM Documents and Publications (http://impact.cps.k12.il.us/downloads/QuickGuide_SIMupgrade.pdf).

In addition to the Introduction to SIM Quick Guide, on-line Help documentation is available in SIM. On the Header, next to your name, click Help, as seen in the screen capture below.
**List of Available Attendance Codes**

The following is a list of CPS attendance codes used by the ES Attendance Coordinator to record past, present, and future student attendance information in SIM.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absent Excused AM</td>
<td>Abs Exc AM</td>
<td></td>
</tr>
<tr>
<td>Absent Excused Full Day</td>
<td>Abs Exc FD</td>
<td></td>
</tr>
<tr>
<td>Absent Excused PM</td>
<td>Abs Exc PM</td>
<td></td>
</tr>
<tr>
<td>Absent Unexcused AM</td>
<td>Abs Unex AM</td>
<td></td>
</tr>
<tr>
<td>* Absent Unexcused Full Day</td>
<td>* Abs Unex FD</td>
<td>By default, the daily attendance code in SIM for all Students is Present.</td>
</tr>
<tr>
<td>Absent Unexcused PM</td>
<td>Abs Unex PM</td>
<td></td>
</tr>
<tr>
<td>Home Hospital</td>
<td>Home/Hosp</td>
<td></td>
</tr>
<tr>
<td>In-School Suspension</td>
<td>In-Schl Susp</td>
<td></td>
</tr>
<tr>
<td>Medical Exclusion</td>
<td>Med Exclus</td>
<td></td>
</tr>
<tr>
<td>* Present</td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>Religious Holiday</td>
<td>Religious HD</td>
<td></td>
</tr>
<tr>
<td>School Function</td>
<td>Schl Func</td>
<td></td>
</tr>
<tr>
<td>Suspension</td>
<td>Suspension</td>
<td></td>
</tr>
<tr>
<td>* Tardy</td>
<td>Tardy</td>
<td></td>
</tr>
</tbody>
</table>

* Teachers have access to these three codes only (Abs Unex FD, Present, Tardy).
Maintain Attendance by Homeroom

The ES Attendance Coordinator has access to student attendance information for all homerooms in the school. The ES Attendance Coordinator must enter student attendance information in SIM for Substitute Teachers who submit daily attendance via a hard copy Homeroom Roster.

**When Students are Absent or Tardy**

The following steps describe how to record attendance information when students are absent or tardy:

1. On the horizontal *Menu bar*, under *Admin*, **click** the *Homerooms* link.

2. On the *Homerooms* page, **click** the *Attendance* icon for a specific homeroom.
3. On the selected homeroom’s Attendance page, note the following:

- Attendance is not yet submitted.
- The Attendance Coordinator submits attendance on behalf of the teacher.
- By default, the daily attendance code in SIM for all students is Present.
4. On the **Attendance** page, **update** students’ attendance, as needed:

### Field Name | Action/Description
--- | ---
1. **Quick Entry Codes** | Click the **Quick Entry** buttons to change a student’s attendance to **Absent Unexcused FD** or **Tardy**.
2. **Code dropdown list** | Use the **Attendance (Code)** dropdown list to access all available attendance codes.
3. **Comment** | Enter applicable comments, if needed.
4. **Submit for Teacher** | Check the **Submit for Teacher** checkbox when ready to submit attendance.

**IMPORTANT:** If box is left unchecked and the **Save** button is clicked, attendance will be saved only, not submitted.
5. **Click** the *Save* button. The attendance status of *Not Submitted* changes to *Attendance Submitted*.

6. To submit attendance for another homeroom, **select** the applicable homeroom from the *Homeroom* dropdown list, as shown in the screen capture above, and **repeat** steps 3 and 4.

7. From the *Breadcrumbs*, **click** the *Home* link to return to the *Home Page*.
When All Students are Present

The following steps describe how to record attendance information when all students are present:

1. On the horizontal Menu bar, under Admin, click the Homerooms link.

2. On the Homerooms page, click the Attendance icon [ ] for a specific homeroom.

3. On the selected homeroom’s Attendance page, check the Submit for Teacher checkbox and Click the Save button.

Note: Important to check the Submit for Teacher checkbox.

If box is left unchecked and Save is clicked, attendance will be saved only; not submitted. The attendance status in the upper-right hand corner will remain at “Not Submitted.”
4. Note that the attendance status of Not Submitted changes to Attendance Submitted.

5. From the Breadcrumbs, click the Home link to return to the Home Page.
Maintain Attendance by Student

An ES Attendance Coordinator can modify individual student attendance information for past, current and future dates. The following example walks through how to edit past attendance; however, the steps detailed are the same if editing present or future attendance.

**To Edit Attendance**

1. **Perform** a student search and **open** the student’s record.
2. On the Control Bar, **click** the **Attendance** link. The **Student Attendance** page displays. Note the following:

   - **SIM defaults to display student attendance 2 weeks back and next from the current day.**
   - Use the **Date Range** dropdown arrow to select the desired day or period, as illustrated here.
   - The date range selected above displays each Date, Day, and Daily (code) here, under the **Attendance Details** section.
3. On the Student Attendance page, under the Attendance Details section, edit the following:

Click the Daily (code) dropdown arrow, and Select the appropriate code for the desired date. In this example, a student’s Absent Unexcused is being changed to Absent Excused.

**Entering an Attendance Change Reason**

To allow for more accurate tracking of changes to submitted attendance, schools are required to enter a change reason for any adjustments made to submitted attendance in IMPACT SIM. This change is not applicable to teachers who should continue to enter, submit, edit attendance (T, AUFD, AUX) and same-day resubmit attendance in IMPACT Gradebook. Attendance Coordinator and Principal roles are required to enter the change reason.

SIM attendance functionality has been enhanced to prompt the user to select a change reason any place in SIM where submitted attendance can be edited (for example, by homeroom/class, by student, and mass attendance). In accordance with state and CPS policy/procedure, schools can adjust submitted attendance for the following eight reasons:

1. Concern for Student Health and Safety
2. Death in the Immediate Family
3. Family Emergency
4. Home/Hospital Program
5. Input Error
6. Other/Subject to Principal Discretion – important: If this reason is selected, SIM will not allow the user to save the change(s), unless additional/specific details are added to the Comments field.
7. Religious Observance
8. Student Illness
The following steps detail how to enter a change reason when adjusting submitted attendance from an elementary school student’s Attendance page:

1. Perform a search to locate and open the student’s record. Navigate to the Attendance page.

2. For the date in question, click the dropdown arrow under the Daily column and select the appropriate code. Note that the Comments icon changes to red to visually indicate that submitted attendance has been modified and a change reason is required.

3. Click the red Comments icon to open the Comments dialog box.

4. Note that the Comments icon is now green to indicate an attendance change reason has been added.

5. Click Save in the lower right hand corner to save all edits to submitted attendance.

Important: If “Other/Subject to Principal Discretion” is selected, you must enter additional/specific details in the Daily comment field, or SIM will not save your changes.
**Note:** If a user modifies **submitted** attendance and attempts to save the change **without** entering a change reason, the following error message will display:

```
Submitted attendance has been modified, you must select a change reason.
```

If a user selects the change reason “Other/Subject to Principal Discretion” and does **not** enter additional/specific details in the **Comments** field, the following error message will display when the user attempts to save the change:

```
Provider-specific exception: The change reason "Other/Subject to Principal Discretion" has been selected. You must enter additional/specific details in the Comments field. Please re-enter your submitted attendance change.
```
To Record an Early Dismissal

When a parent or guardian requests to sign out his child for early dismissal, the ES Attendance Coordinator completes the following tasks:

- Record the early dismissal in the attendance log book.
- Update the student's attendance record in SIM to reflect the change.

**Note:** Based on the time of the dismissal, a determination is made by the School Office to change the attendance code from Present to appropriate code (i.e., Absent Excused PM, Absent Unexcused PM, etc.).

There are two ways to record an early dismissal in SIM:

1. On the student’s Attendance page, as described on page 9; or
2. On the SIM Attendance page, as detailed below.

The following steps describe how to record an early dismissal, utilizing the SIM Attendance page:

1. On the horizontal Menu bar, under School, click the Attendance link.
2. On the Attendance page, enter student’s last and first names and click the Search button. The student’s name will display in the Search Results section.

**IMPORTANT:**
The SIM Attendance page pertains to the current date only. It cannot be used to record attendance for past or future dates.
3. Under the Search Results section, **complete** the following information:

![Image of search results]

- Click the **Daily (code)** dropdown list and **Select** the appropriate code.
- Click the **Comment** icon and **Enter** applicable comments, if needed.
- Click the **Save** button.

4. **Repeat** steps 2 and 3 for additional students.

---

**Note:** The steps described here can also be used in conjunction with the school’s Tardy Log (if the ES Attendance Coordinator is responsible for entering students’ tardies into SIM).
Maintain Attendance for Multiple Students/Days

ES Attendance Coordinators can assign attendance codes for several days or for a specific date for a list of students (for example, students who are going on a field trip). Attendance can also be assigned to an individual student who may be out for several days (for example, a student who is going on a family vacation for three days).

The following steps detail how to assign attendance for multiple students/days. In the example below, all 3rd graders will be going on a field trip.

1. On the Home Page, click the Third Grade [3] link to display all 3rd graders.
2. Select all students, and from the Actions menu, select the Mass Attendance option.

The Mass Attendance page displays.

![Mass Attendance Page]

Enter/Select all relevant information.

Click OK to save your information.

Important: The steps described above can also be used to assign multiple days to one student. For example, a 3rd grader is out sick for three (3) days.
Print Homeroom Roster (to take manual attendance)

If an ES Teacher does not have access to Gradebook to submit attendance, the Homeroom Roster Report can be used to record homeroom attendance and then provided to the ES Attendance Coordinator for entry into SIM. Substitute Teachers should also use the Homeroom Roster Report to take manual attendance. This roster may also be used in such cases as emergencies and field trips.

1. On the horizontal Menu bar under Admin, Click the Reports link.

2. On the School Reports page, under the Student List Reports section, Click the Homeroom Roster Report link.
3. On the *Reports Options: Homeroom Roster Report* page, complete the following information:

4. Click the *Preview* button to generate the report. The *Homeroom Roster Report* displays in a PDF format in a new window.
Generate Reports

The following is a list of Attendance reports located on the School Reports page in SIM. Clicking on the name of each report provides a description of the selected report.

<table>
<thead>
<tr>
<th>Attendance Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance Exceptions Student List Report</td>
</tr>
<tr>
<td>Attendance Phone Register</td>
</tr>
<tr>
<td>CPS Attendance Percentage</td>
</tr>
<tr>
<td>CPS Daily Absence Report</td>
</tr>
<tr>
<td>CPS_Daily Attendance Report By Attendance Code HS</td>
</tr>
<tr>
<td>CPS_Daily Students w Sch Function Code</td>
</tr>
<tr>
<td>CPS_HS Unsubmitted Attend by Teacher, Class and DT</td>
</tr>
<tr>
<td>CPS_HS Unsubmitted Attend by Teacher, PD and DT</td>
</tr>
<tr>
<td>CPS_HS Unsubmitted Attendance by Period</td>
</tr>
<tr>
<td>CPS_Multi-Track Duplicate HR Enrollment Exception</td>
</tr>
<tr>
<td>CPS_Multi-Track Monthly Summary Attendance</td>
</tr>
<tr>
<td>CPS_Multi-Track Monthly Summary Membership</td>
</tr>
<tr>
<td>CPS_Perfect Attendance</td>
</tr>
<tr>
<td>CPS_Quarterly Attendance Grade 1-8</td>
</tr>
<tr>
<td>CPS_Quarterly Attendance Kindergarten</td>
</tr>
<tr>
<td>CPS_Student Cumulative Attendance Report</td>
</tr>
<tr>
<td>CPS_Student Daily Attendance with Summary</td>
</tr>
<tr>
<td>CPS_Unsubmitted Elementary Attendance</td>
</tr>
<tr>
<td>CPS_Weekly Attendance by Student</td>
</tr>
<tr>
<td>Interval Attendance Report</td>
</tr>
<tr>
<td>Period Attendance Report</td>
</tr>
<tr>
<td>Unsubmitted Attendance by Period</td>
</tr>
<tr>
<td>Unsubmitted Attendance by Teacher</td>
</tr>
</tbody>
</table>

The following steps detail how to select and run the CPS Student Daily Attendance with Summary report:

1. On the horizontal Menu bar, under Admin, Click the Reports link.

2. On the School Reports page, under Attendance, Select the CPS Student Daily Attendance with Summary report hyperlink.
3. On the *Reports Options* page, complete the needed information:

![Image of Report Options page]

**Notes:** Options on the *Report Options* page may vary depending on the report selected. Some reports offer three (3) to four (4) sections, as detailed below. For those reports that do, the User can select only those parameters that are needed, as follows:

1. **The Preferences section** – allows the users to select options, specific to that particular report (such as, *Include inactive students*; *Sort Order*; Reporting Date options: *Today*, *To* and *From* dates; etc.)

2. **The Filters section** – allows the users to select the filters that best delineate what information they need or want in the report (such as, filter to select a specific Homeroom or for an individual student only).

3. **The Scheduling Options section** – allows the user to determine when or how often the report should run (such as, *Run Now*, *One date and time*, or *Recurring Date and Time*. The default is *Run Now*.

4. **The Output section** – allows the user to determine the format for the report, such as Adobe Acrobat, Excel, Word, etc. The default is *Adobe Acrobat*.