Verifying Report Card Pick Up Data in SIM – 2017-18SY

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, as follows:

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

2. On the Control bar, select the applicable Verify link (either RCPU Verify Q1 or RCPU Verify Q3).

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

   - Review the data reported.
   - **Note:** These fields are read-only, 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.

   **Note:** The # Report Cards Picked Up and Percentage Picked Up 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.

DEADLINE: For the Quarter 1 Report Card Pick Up period, schools will have until **Tuesday, November 21, 2017** to verify their data.