



Affected Staff:  
School Administrators  
School Status Clerks

Informed Staff:  
School Counselors

Date:  
April 7, 2008

[SIM All Schools](#)  
Additional Information on  
Next Year Student  
Projections

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## SIM Procedure Notice

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### Additional Information on Next Year Student Projections

#### Students Attending a CPS School for the 2008-2009 School Year

Prior to the end of each academic school year, students currently enrolled at a Chicago Public Schools (CPS) high school or elementary school are projected to the CPS school that they are expected to attend during the upcoming school year.

IMPACT Student Information Management (SIM) requires that *Sending Schools* ensure that its students are correctly projected to the school that they expect to attend during the next school year.

As part of the projection process, all non-graduating CPS students are **automatically** promoted to the next grade level and re-enrolled at their current home school.

- **Please do NOT change the grade level for these students.**

Similarly, graduating elementary school students are **automatically** promoted to the next grade level and enrolled at the attendance area school that corresponds with their physical address.

- **Please do NOT transfer these students at the end of the school year.**

The projection process automatically withdraws the student from the Sending School and automatically enrolls them at the Receiving School. Transferring "breaks" the projection process, and leaves these students without a school of enrollment at any CPS school.

#### Students Attending an Out-of-District School for the 2008-2009 School Year

It has been determined that *all* current Chicago Public School (CPS) students must be projected to a CPS school.

For students leaving the District at the end of the school year, schools should log in to IMPACT SIM and issue a transfer dated **AFTER** June 13, 2008. Issuing a transfer date for after June 13, 2008 will ensure that the student's membership and attendance status is preserved.



*Every Child, Every School*