



Affected  
Staff:  
School  
Clerks

Informed  
Staff:  
Principals

All Schools  
Verifying Student Transfers

Date:  
03/2009

## Procedure Notice

### Verifying Student Transfers (Leave Log)

**Situation:** High schools and elementary schools need to verify and document official communications regarding requests for student transfer from CPS and non-CPS schools. Unverified transfers may be treated as dropouts under Illinois State Board of Education (ISBE) rules.

**Description:** Written documentation related to the withdrawal of the student from membership must be maintained by the school in the student's file.

The only valid codes for indicating a withdrawal from school enrollment are:  
31, 32, 33, 34, 35, 40, 41, 52, 53, 55, 86, and 87.

*If a school has withdrawn a student by entering any leave code other than those listed above, then that student may be counted as a dropout at the end of the school year, unless the student has subsequently been re-enrolled at this or another CPS school.*

**Response:** The following steps demonstrate the process to update the *Transfers* page in SIM. This includes the date that the material was received or requested, the type of material received or requested, and audit tracking on who input the information into the student field. This ability is available for SSTATUS and SADMIN roles.

**Step 1:** On the Control Panel, click School Info.

The screenshot shows the Chancery SMS™ interface. On the left is a blue navigation menu with categories: STUDENT (Student Search, Quick, Basic, Detailed, Family Search), CLASS (Homerooms, Classes), SCHOOL (Awards, Student Behavior, School Info, Manage Programs), and ADMIN (School Setup, Scheduling, Grading, Attendance, District Setup, Reports, Exports). A red arrow points to the 'School Info' menu item. The main content area has a header with 'Quick Search' and 'Log Off'. Below the header are search fields for 'Last name or ID' and 'First or preferred name', and a 'Search' button. There are also sections for 'Alerts' (0 new alerts), 'Quick Search' (with a dropdown arrow), 'Predefined Searches' (with a dropdown arrow), and 'Saved Lists' (with an 'Edit' link and a dropdown arrow). The 'Predefined Searches' section lists 'Recently Enrolled Students' and 'Withdrawn Students This Year'.



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**Step 2:** On the Control Panel, click Transfers.

**Chancery SMS™** School Info Detail

Actions ▾ Help ▾ Home | Log Off

**School Info Detail** Abraham Lincoln Elementary

Transportation  
Sec. Screenings  
Transfers

Basics [Edit ^](#)

School number: 610038  
 School name: Abraham Lincoln Elementary School  
 License number: 21490  
 School category: Elementary School  
 School area number: Area 06 ▾

School classification:

Available classifications:  
 Charter  
 Contract  
 Magnet  
 Magnet Cluster  
 Open Enrollment  
 Performance

Selected classifications:  
 Regular (Traditional)

School type:

Available types:  
 Alternative  
 Classical/Gifted  
 Military  
 Small  
 Special Education

Selected types:  
 General Curriculum

\*Required

OK Cancel

When the appropriate leave code is applied at the time of student transfer, the student's name is automatically displayed on the *Transfers* page (see below).

**Chancery SMS™** School Info > Edit Verification of Transfers

Actions ▾ Edit ▾ Help ▾ Home | Log Off

**School Info Detail** Abraham Lincoln Elementary School

Transportation  
Sec. Screenings  
Transfers

Verification of Transfers

Selected: 0

<input type="checkbox"/>	*Last changed by	Verification date	Records received	Records request	*Receiving school	School from	Student name	Student ID	Status code	Transfer date
<input type="checkbox"/>			N/A	N/A		Abraham Lincoln Elementary School	Chen, Chufan	50040963	32	1/5/2009
<input type="checkbox"/>			N/A	N/A		Abraham Lincoln Elementary School	Matzke, Audrey	50011429	32	1/5/2009
<input type="checkbox"/>			N/A	N/A		Abraham Lincoln Elementary School	Osborne, Lily Virginia	50017298	32	1/5/2009
<input type="checkbox"/>			N/A	N/A		Abraham Lincoln Elementary School	Pfeiffer, Alexandra	43358197	33	1/5/2009
<input type="checkbox"/>			N/A	N/A		Abraham Lincoln Elementary School	Furlow, Sydney Lara	44071665	33	12/17/2008
<input type="checkbox"/>			N/A	N/A		Abraham Lincoln Elementary School	Apeagyei, Declan Ofori	45052095	33	12/8/2008
<input type="checkbox"/>			N/A	N/A		Abraham Lincoln Elementary School	Sheley, Olivia Kathrene	50064118	33	12/2/2008
<input type="checkbox"/>			N/A	N/A		Abraham Lincoln	Bredesen, Allysha	44033003	33	11/25/2008

\*Required

Apply OK Cancel



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### *Procedure Notice*

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**Step 3:** The fields must be completed as appropriate.

- Receiving school
- Records requested
- Records received
- Verification date
- Last changed by

**Step 4:** Click the Apply button to save your work and continue editing. Click the OK button to save your work and end the session.

Please direct questions to the IMPACT Help Desk at (773) 553-3925, option 2.