



## The Student Profile Page

To look at an individual student's ELL program participation, school based resources should reference the Student Profile page.

### Work Steps

- Login
- Perform Search for the student
- Once located, click on the student name hyperlink. This opens the student record.
- From the left hand (blue) menu pane, select **Program Profile**

The profile page provides a high level list of a student's program related activity. In addition to ELL and Transition Marker membership, the page holds participation history for programs of ALL types; including Athletics, After School Programs, Academic Enhancements, and Education to Careers. The student program profile page is stored at the 'district' level within the software. Therefore, a program profile record follows a student from school to school in the event of a change in schools. The page itself is divided into two sections: **Programs** and **Applications**. (See Illustration on Page 2)

### Programs

This section is the top portion of the page. All entries in this section constitute programs that the student is actively participating in or have completed. The program panel provides the category, name, location, entry and exit dates for the program. \*Any program entry that is listed without an exit date constitutes 'active' participation.

### Applications

This section is the bottom portion of the page. All entries in this section constitutes program to which the student has applied, but not been accepted. Since program entries in the application section are pending, the applications panel tracks a different set of data elements. Instead of Exit and Entry Date(s), the panel tracks queue information, preference designation and current eligibility status.

- **Queues** = Queues are used to hold program applicants. Every CPS program that is configured in the SIM system has a 'general' queue attached to it. Once a student has been formally assigned to the program they are removed from the queue. While not applicable to the ELL business process, some CPS programs have multiple queues geared towards specific sets of applicants. For example: some Academic Enhancement programs have queues to support each lottery type (sibling, proximity, etc). The concept of queue is only applicable for the ELL program as a school based resource is manually attempting to place a student in the program.
- **Preferences** = Not applicable for ELL or Transition Marker program.
- **Eligibility Status** = An automated process is currently in place to assign applicable students to the ELL and/or Transition Marker programs. The concept of program eligibility is only applicable for the ELL program as a school based resource is manually attempting to place a student in the program.



Programs

Selected: 0 Total: 1

<input type="checkbox"/> Program category	Program	Session	Location	Entry Date	Exit Date
<input type="checkbox"/> English Language Learners	<a href="#">English Language Learners</a>	English Language Learners	Edwin G Foreman High School	9/6/2006	

To assign a student to a program select an Application below, and then from the Actions menu click Assign to Program...

Applications

Selected: 0 Total: 1

<input type="checkbox"/> Program category	Program	Session	Location	Queue	Preference	Queue Status	Eligibility Status
<input type="checkbox"/> ETC Cluster Programs	<a href="#">Chicago Police and Firefighter Training Acade</a>	Chicago Police and Firefighter Training Acade	Edwin G Foreman High School	General		Offered	Not calculated

Entry Date with no Exit Date = 'Active' participation.

Student has applied to the program but has yet to be formally accepted.