

Getting Started Guide – Chicago Public Schools

➤ Home page access

The screenshot shows the Chicago Public Schools website home page. The Chicago Public Schools logo is in the top left. A navigation menu is located in the top center, with red callout boxes pointing to each item: 'Students' (Access report card grades and family resources), 'Schools' (Learn about the CPS Five Core Principles), 'About' (Access apps, classroom applications, etc.), 'Calendar' (Access quick links, academic instruction, etc.), 'Staff', 'Careers', and 'Resources'. Below the navigation menu is a large blue banner with a background image of students. The banner contains the text 'DISTRICT NEWS SPOTLIGHT Record-Breaking Progress' and 'Students Continue to Show Growth by Every Measure'. A red callout box points to the 'Students' link in the navigation menu, stating 'Access school profiles, school data, etc.'. Another red callout box points to the 'Calendar' link, stating 'School year calendar in both English/Spanish'. A third red callout box points to the 'Careers' link, stating 'Build user teaching profile and CPS careers'. A 'READ FULL STORY' button is visible in the bottom left of the banner. An information icon is in the bottom right of the banner.

→ Access report card grades and family resources

→ Learn about the CPS Five Core Principles

→ Access apps, classroom applications, etc.

→ Access quick links, academic instruction, etc.

Chicago Public Schools

Students Schools About Calendar Staff Careers Resources Q

→ Access school profiles, school data, etc.

→ School year calendar in both English/Spanish

→ Build user teaching profile and CPS careers

DISTRICT NEWS SPOTLIGHT

Record-Breaking Progress

Students Continue to Show Growth by Every Measure

READ FULL STORY

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➤ Students & Families – overview of fields



Students & Families

Welcome to Aspen

Chicago Public Schools launched a new student information management system called Aspen on April 22, 2019, which consolidated information from five data sources into a single system. As a part of this initiative, we rolled out new Student and Parent Portals, which provide all of the same capabilities of the previous system, while adding new features such as historical data, graduation requirements, student fees, and an easy-to-use mobile interface.

Account Registration and Portal Access

Students

All old Student Portal accounts were automatically transferred to Aspen.

Log in to the Aspen Student Portal at aspen.cps.edu with your CPS username (not email address) and password. Any student having difficulty with login access should contact their teacher or school.

Parents/Guardians

Old Parent Portal accounts could not be automatically transferred to Aspen.









Parents/Guardian

- [Parent Portal Login](#)
- [Parent Resources](#)

Students

- [Student Portal Login](#)
- [Student Resources](#)

➔ Students and parents may sign into their respective portal and view report card grades

 GoCPS Learn how to enroll your child in a CPS school	 Safe Passage View Safe Passage routes	 CPS Timeline Start your child's journey here	 School Locator Search school locations
 Diverse Learners View services and supports for diverse learners	 Families & Communities Create connections that create change	 College & Career Plan for the Future	 Language and Culture Resources for language learners

➔ Users may also access various resources that include links to safe passage routes, college & career, language, diverse learners, etc.

➤ Students & Families – example



Additional Family Resources

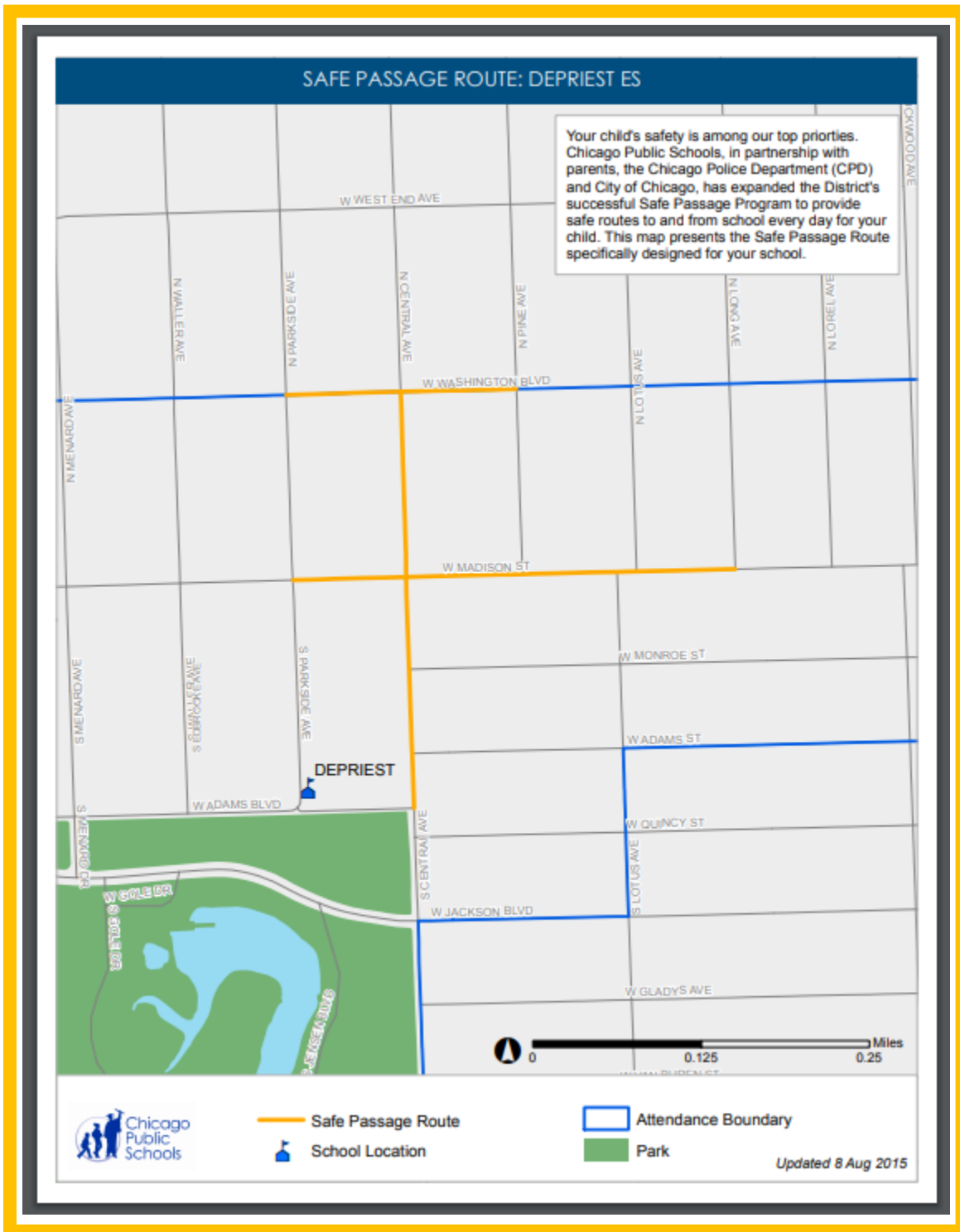
- Athletics**
Sports programs offered by season
- Calendar**
Important events such as student days off
- Health and Wellness**
Immunization and vision requirements
- Nutrition**
Lunch menus and nutrition options

Safe Passage Maps

View Safe Passage Maps by selecting your school.

- | | | | |
|----------------|---------------------|---------------------|---------------------|
| Air Force HS | De Priest | Julian HS | Pickard |
| Alcott Prep HS | | Kelly HS | Raby HS |
| Aldridge | Douglass HS | Kelvyn Park HS | Randolph |
| Ashe | Drake | Kenwood HS | Revere |
| Austin CC | | Kingford | Richards HS |
| Back of the | | Lezotte | Robeson HS |
| Barton | | Lyndale | Ruggles |
| Bass | | Lynd | Ruiz |
| Bogan HS | Earle | Lewis | Ryder |
| Bond | Ellington | Libby | Sandoval |
| Bowen | Faraday | Lindblom HS | Saucedo |
| Bradwell | Farragut HS | Manley HS | Sawyer |
| Brennemann | Fenger HS | Marine Acad at Ames | Sherman |
| Bronzeville HS | Fiske | Marshall HS | Sherwood |
| Brooks HS | Frazier Prospective | Mason | Shields |
| Burke | Gage Park HS | Mays | Shields Middle |
| Burnham | Graham, R HS | McAuliffe | Simeon HS |
| Cardenas | Gregory | McKay | Solorio HS |
| Carver | Gresham | McCutcheon | South Shore |
| Castellanos | Haley | McPherson | South Shore Intl HS |
| Cather | Hamline | Melody | Spencer Tech Acad |
| Chappell | Hammond | Metcalfe | Spry ES |
| Chavez | Harlan HS | Mollison | Spry HS |
| Chi Arts | Harper HS | Morgan Park HS | Team HS |
- After clicking Safe Passage, we then select De Priest from the list of schools**

➤ **Students & Families – example output**



→ A downloadable PDF opens in a new tab that shows the safe passage route for our selected school De Priest

➤ Schools – overview of fields

The screenshot shows the Chicago Public Schools website. At the top left is the logo for Chicago Public Schools. To the right is a navigation menu with the following items: Students, Schools (highlighted with a red box and a red arrow pointing to it), About, Calendar, Staff, Careers, Resources, and a search icon. Below the navigation is a purple banner with the heading "Schools" and the text: "Students First. Chicago Public Schools serves more than 400,000 students in over 600 schools; CPS is the nation's third largest school district." To the right of the text is a photo of two young girls. Below the banner is a white grid of six service tiles, each with an icon, a title, and a brief description. The tiles are: School Locator (purple location pin icon), School Profiles (teal document icon), School Data (blue document with A+ icon), LSC Elections (green checkmark icon), School Repurposing (blue school building icon), and Safe Passage (yellow walking figure icon). A red box highlights the entire grid of tiles.

Chicago Public Schools

Students Schools About Calendar Staff Careers Resources 🔍

Schools

Students First. Chicago Public Schools serves more than 400,000 students in over 600 schools; CPS is the nation's third largest school district.

- School Locator**
Search school locations
- School Profiles**
Access school specific information
- School Data**
See how schools are performing
- LSC Elections**
Become part of your Local School Council
- School Repurposing**
Learn how former CPS school buildings will be utilized
- Safe Passage**
View Safe Passage routes

→ Users may search for schools using the School Locator, access School Profiles, download School Data, and find out information on school LSC Elections and School Repurposing

➤ Schools – example

Chicago Public Schools

Students Schools About Calendar Staff Careers Resources ▾ Q

Schools

Students First. Chicago over 600 schools; CPS is

→ In this example, we are interested in Lane Tech High School's school profile

School Locator
Search school locations

School Profiles
Access school specific information

School Data
See how schools are performing

LSC Elections
Become part of your Local School Council

School Repurposing
Learn how former CPS school buildings will be utilized

Safe Passage
View Safe Passage routes

Chicago Public Schools

Students Schools About Calendar Staff Topics Q

Search Schools

lane | × Find

LANE TECH HS

→ After clicking the link, a new page is displayed with a search engine. Enter the school of interest and check to see if your school name appears in the drop down box

➤ Schools – example output

Chicago Public Schools

Students Schools About Calendar Staff Careers Resources

LANE TECH HS
 Albert G Lane Technical High School
 2501 W Addison St Chicago, IL 60618
 www.lanetech.org 773-534-5400 773-534-5544 (Fax)
 LaneTechHS @LaneTech1440

Overview Reports Admissions Programs Downloads

→ The 'Overview' tab provides school rating, grade levels served, number of students, enrollment type, faculty information, hours of operation, and public transit accessibility

School Rating

Level 1+
GOOD STANDING

School Grades

7-12

of Students

4,521

School Type

Selective enrollment

Faculty

Brian Craig Tennison
Principal

Tara Johnson
Director of Admissions

Hours

8:00 AM - 3:15 PM
School Hours

8:00 a.m. - 3:15 p.m.
HS Freshman Hours

6:00 AM
Earliest Drop Off

Public Transit

CTA Bus
49, 52, 77, 152

CTA Train
Blue, Brown

Demographics

Asian	10.5%
Black	7.8%
Hispanic	40.0%
White	35.4%
Other	6.3%

Statistics

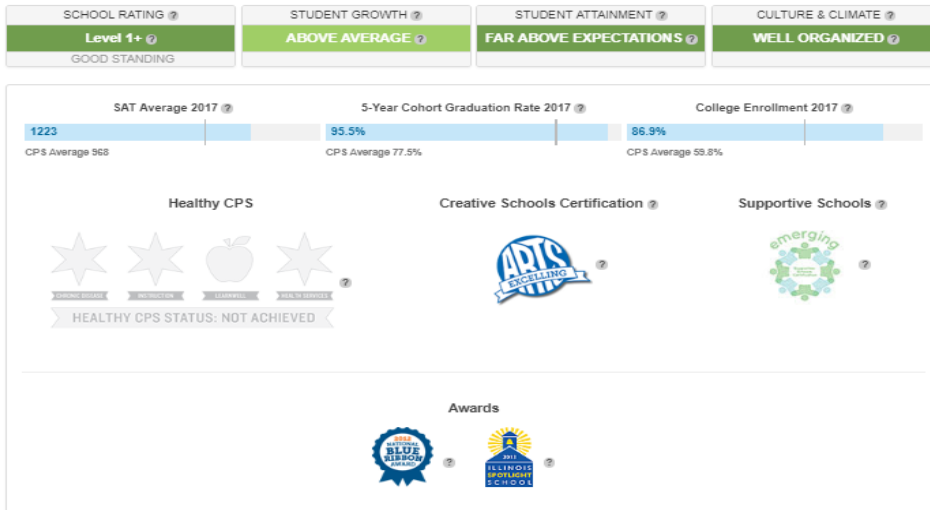
Low Income	46.3%
Diverse Learners	4.5%
Limited English	0.7%
Mobility Rate	1.2%
Chronic Truancy	5.1%

Bilingual Services:	No
Classroom Languages:	Arabic, Chinese, French, German, Italian, Japanese, Latin, Mandarin, Spanish, Spanish for Heritage Speakers
Dress Code:	Yes
Attendance Boundaries:	No
Refugee Services:	No
Title I Eligible:	No
Significantly Modified Curriculum w/ Intensive Supports Program:	Yes
Deaf/Hard of Hearing Program:	Yes

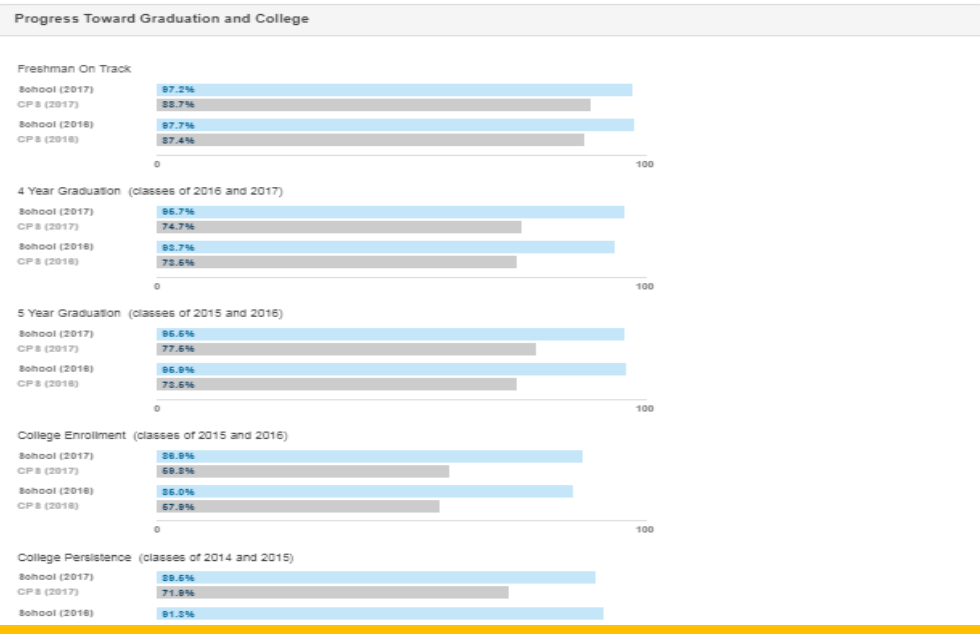
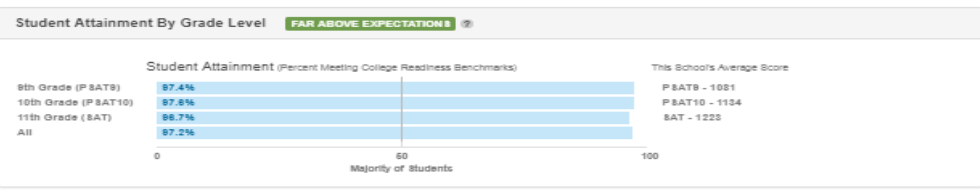
→ Users can also access demographic information on students and additional services offered



2017 School Progress Report



→ The 'Reports' tab provides average ACT score, graduation rate, college enrollment, tracks progress among students, and shows Healthy CPS badges



→ It also provides student growth, educational attainment, progress toward graduation/college, freshman on track, and college enrollment

School Culture and Climate Details **WELL ORGANIZED** ?

The 5Essentials from the My Voice, My School Survey ?

Involved Families: Does the school partner with families and communities?	STRONG
Supportive Environment: Is the school safe and supportive with high expectations?	STRONG
Ambitious Instruction: Is instruction focused, challenging and engaging?	VERY STRONG
Effective Leaders: Does leadership focus on results and school improvement?	NEUTRAL
Collaborative Teachers: Do teachers work well together and strive for excellence?	NEUTRAL

2017 Parent Survey Results ?

School Community: Do parents feel welcome and included in the school?	NOT ENOUGH DATA
Parent-Teacher Partnership: Do parents feel teachers partner with them to support student success?	NOT ENOUGH DATA
Quality of Facilities: Do parents feel satisfied with the physical environment of their child's school?	NOT ENOUGH DATA

Safety ?

Safety: Do students feel safe in and around the school building and traveling to and from school?	NEUTRAL
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Behavior and Discipline ?

	2016	2017	District Average
Number of out-of-school suspensions per 100 students	1.4	1.2	5.8
Percent of misconducts resulting in out-of-school suspension	29.7%	34.2%	18.3%
Average length of out-of-school suspensions	2.3 days	1.8 days	2.0 days

Other Important Metrics

	2016	2017	District Average
Student attendance	94.1%	94.4%	92.8%
Teacher attendance	90.9%	90.4%	90.1%
1 Year Dropout Rate	1.7%	0.8%	7.1%

Survey Response Rate

	Response Rate	CPS Average
Students	84.0%	82.2%
Teachers	53.9%	80.9%
Parents	< 30%	--

→ The 'Reports' tab also provides information on school culture such as family involvement, supportive environment, etc.

Program Application Requirements

Selective Enrollment (Academic Center)

Deadline: 12/14/2018

Grades Served: 7-8

Application Requirements

General Education and 504 Plan students: Minimum percentile of 45 in both reading and math on NWEA MAP.

IEP and EL students: Minimum NWEA MAP percentile of 50 in one subject (reading or math) and minimum NWEA MAP percentile of 40 in the other subject (reading or math).

Testing is required for all eligible applicants.

Selections

Eligible students are selected on a point system with a maximum of 900 points. Students are assigned points for prior year final grades, NWEA MAP scores, and the admissions test, each worth a maximum of 300 points.

How to Apply

Access online Selective Enrollment Elementary Schools application or paper Selective Enrollment Elementary Schools application at go.cps.edu.

Selective Enrollment High School

Deadline: 12/14/2018

Grades Served: 9-12

Application Requirements

General Education and 504 Plan students: Minimum percentile of 24 in both reading and math on NWEA MAP.

IEP and EL students: Minimum combined percentile of 48 in reading and math on NWEA MAP.

Testing is required for all eligible applicants.

Selections

Students currently enrolled in the school's Academic Center will receive an offer.

Eligible students who are not currently enrolled in the school are selected on a point system with a maximum of 900 points. Students are assigned points for 7th grade final grades, NWEA MAP scores, and the admissions test, each worth a maximum of 300 points. The first 30% of the available seats are filled by the top scoring students based on rank score; the remaining seats are equally distributed among the four socio-economic tiers and filled by the top-scoring students in each tier.

How to Apply

Access online high school application or paper high school application at go.cps.edu.

→ The 'Admissions' tab provides details on the type of application requirements, enrollment, and selection process of the school

→ The 'Programs' tab lists the school's curriculum, prep courses, AP credited classes, and school-wide programs

Overview Reports Admissions **Programs** Downloads

In-School Programs

- AP (32)
- Fine Arts
- JROTC
- STEM

School-Wide Programs and Models

- College Prep Math and Science
- Comprehensive Gifted Program
- Performing Arts
- World Language and International Studies

College and Career

- ACT/SAT Prep Courses
- Career Development
- College Tours

Creative

- Animation
- Animation/Cartoon
- Art Studio
- Ballroom Dancing
- Band/Orchestra
- Ceramics
- Choir/Chorus
- Clay Creations
- Dance
- Drama
- Drawing
- Ethnic/Folk Dance

Overview Reports Admissions Programs **Downloads**

Performance

Report Name	Date	Download
School Quality Rating Report	2016	
High School Progress Report - English	2016	
Elementary School Progress Report - English	2016	
High School Progress Report - Spanish	2016	
Elementary School Progress Report - Spanish	2016	
School Quality Rating Report	2015	
High School Progress Report - English	2015	
Elementary School Progress Report - English	2015	
High School Progress Report - Spanish	2015	
Elementary School Progress Report - Spanish	2015	
School Quality Rating Report	2014	

Financial

Report Name	Date	Download
School Segment Report	2010	

→ The 'Downloads' tab offers summary reports available for download based on report name, finance, facility assessment, etc.

➤ Staff – overview of fields



Staff Resources

Find What You Need. Quick links to district web applications.

📱 Frequently Used Apps **UPDATED!**



IMPACT
Instructional Management Program and Academic Communications Tool



Google@CPS
Login to your Google CPS email



HR4U
Pay, Benefits, Career Opportunities, and other HR information



Enterprise Financial Services
Oracle financial applications suite



Timekeeper
Track your work hours and submit Kronos corrections



Knowledge Center
Information and resources for educational and administrative staff

⚙️ Classroom Applications



Achieve 3000
Differentiated Online Instructions



ST Math
Web-based Math Instruction



Safari Montage
View curriculum and standards focused educational videos from leading publishers



Khan Academy
Personalized learning for all ages with practice exercises, and instructional videos

➔ Staff may access various apps, classroom applications, school resources, employee services, remote access, and support links

🏛️ Schools



School Directory
Find Information on Schools



School Profiles
Find location and information for schools



Dashboard
District-wide analytical tool



Parent Portal
Student grades, other information for parents



ODA
Data collection tool for schools



Local School Council
Manage local school council member information



Student Portal
Student grades, other information for parents



Blackboard Connect
Distribute communications to parents, staff, and community



School Support Center
Training, advocacy, and other business support for schools



NWEA
System supporting district-wide measurement of student growth



Reflect and Learn
REACH teacher evaluation system



Gooru Learning
A search engine for learning



Distance Calculator
Calculates distance from an address to a school using the CPS accepted method



Historical Student Information Access
Student Data from 2008 and prior



College & Career Data Portal
College & Career related data, tools and reports



SOAR Libraries
Access the CPS Virtual Library, online databases, and schools' library book catalogs



Hyperion
Oracle Hyperion Planning, Budgeting and Forecasting System



Cityspan
Track your Personal Learning Plans (PLP)



Principal Evaluation
Tool used by the Local School Councils to evaluate principals



Asset Management
Admin access to manage assets within individual schools



Instructional Asset Management
Admin access to manage instructional resources inventory

➤ Staff – example



Staff Resources

Find What You Need. Quick links to district web applications.

➔ In this example, we want to access the Khan Academy Classroom Application

📱 Frequently Used Apps **UPDATED!**



IMPACT
Instructional Management Program and Academic Communications Tool



Google@CPS
Login to your Google CPS email



HR4U
Pay, Benefits, Career Opportunities, and other HR information



Enterprise Financial Services
Oracle financial applications suite



Timekeeper
Track your work hours and submit Kronos corrections



Knowledge Center
Information and resources for educational and administrative staff

⚙️ Classroom Applications



Achieve 3000
Differentiated Online Instructions



ST Math
Web-based Math Instruction



Safari Montage
View curriculum and standards focused educational videos from leading publishers



Khan Academy
Personalized learning for all ages with practice exercises, and instructional videos

➤ Staff – example output

The screenshot shows the Khan Academy website interface. At the top, there is a navigation bar with 'Courses ▾', a search bar, the 'Khan Academy' logo, and links for 'Donate', 'Login', and 'Sign up'. The main content area features a large blue banner with the text 'You can learn anything. For free. For everyone. Forever.' Below this, there are three buttons: 'Learners, start here' (highlighted in a dark blue box), 'Teachers, start here', and 'Parents, start here'. A yellow callout box with a right-pointing arrow is overlaid on the bottom right of the banner, containing the text: '➔ After we click on the link, we are then taken to the Khan Academy home page'. At the bottom of the page, there is a horizontal menu with categories: 'Math', 'Science & engineering', 'Computing', 'Arts & humanities', 'Economics & finance', 'Test prep', and 'College, careers, & more'. Below this menu, the 'Math' category is expanded, showing a grid of sub-topics: 'Early math', 'Algebra 1', 'Trigonometry', 'Arithmetic', 'Geometry', 'Precalculus', 'Pre-algebra', 'Algebra 2', and 'Statistics & probability'.



Math

Early math
Algebra 1
Trigonometry

Arithmetic
Geometry
Precalculus

Pre-algebra
Algebra 2
Statistics & probability