Dear Charter and Contract Principals who Follow the CPS Code of Conduct,

A new module is now available to the District for misconduct and incident reporting: **Verify.Net.** Verify is a component of IMPACT, and is the single place for data entry and reporting on behavioral events and incident claims; eliminating the need for dual entry and making data analysis easier. In addition, the Verify component will include an attendance and truancy dashboard, the ability to record and track interventions, and a full cycle expulsions process.

**We need your help**
Please share this information with your school-based designees in the areas below and make them aware of the critical training opportunities and resources available to them.

Training for **Charter and Contract Schools only** will be held at Elizabeth Training Facility on September 1st and 2nd. Sessions are available at 8am, 10am, 1pm, and 3pm. Please call our Help Desk to schedule a session: 773-583-8267. **Intended attendees:** Attendance Coordinators and Disciplinarians (2 per school)

Additional resources:
- User guides, notices, and other details have been posted on the IMPACT Web site at [http://impact.cps.k12.il.us](http://impact.cps.k12.il.us), under the Key Documents section.
- A dedicated help desk for Verify is available to answer any questions or concerns Monday – Friday, 7:30 a.m. – 5:30 p.m. Phone: (773) 583-8267 or e-mail: support@omicrontech.net.

**How to access Verify**
Charters need to be provisioned for a Verify VPN client and Verify roles. Your school designee should have received an email with a form to be completed to provision this. If you have not received this, please call 773-583-8267 and we will resend.

Once provisioned,
Verify can be accessed from the IMPACT Web site at: [http://impact.cps.k12.il.us](http://impact.cps.k12.il.us). Look for the **Verify** button.

**Who this affects at your school**
**Verify** will be available for discipline and truancy record entry for:
- Principals, Assistant Principals
- Attendance Clerks
- Deans/Disciplinarians
- Counselors

**What this means for your school**
**Starting August 16,** Verify will now be the place of entry for:
- Student Misconducts
- Incidents (injury, property damage/theft, employee misconducts, harassment/threats, vehicle accidents)
- Truancy Reporting
- Behavioral Interventions
- Expulsion Referrals and Adjudication

*Note: Above Oracle and SIM functionality will be decommissioned for start of school*