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Welcome to Wednesday's Wisdom

Your weekly dose of support!

February 21, 2018

In This Issue

[Support Announcements](#)
[iPass Releases & Updates](#)
[Upcoming Events & Workshops](#)

Important MA State Reporting Updates

Be sure to review all of the Support Announcements for important Massachusetts State Reporting updates.

Support Announcements

Suffix Update

From the Massachusetts DESE: Suffix changes were deployed last week.

The change will present itself in a few different places in the SIMS and SASID assignment applications. These are the changes:

- *In Single Student Registration, you will see a SASID dropdown on the screen. When doing a lookup or applying for a SASID for a student with a suffix in their name, simply select the suffix from the dropdown menu. If no suffix, leave the field blank.*
- *In Multiple Student Registration, the file format required to apply for SASIDs is updated. Please use the new file format going forward.*
- *In our student directory database on the ESE side, the suffixes will be split from the last name field and moved to an independent field. If you have not yet done this in your local SIS, you will see last name mismatch errors tomorrow in your SIMS error reports. In order to correct these last name errors, please move the suffix out of the last name field and into the separate suffix field in your SIS for those students. ****See iPass Update notes below.***

iPass Update: Suffix Changes and Recommendations

- The latest patch release (Version 7.0.20180215_sync) has added the Suffix field to the Add New Student screen:

The screenshot shows a web form titled "Enter Student Name and Click Submit". The form contains the following fields and controls:

- First Name:
- Middle Name:
- Last Name:
- Suffix: (A red arrow points to this field)
- Gender: Male Female
- D.O.B.: (i.e. 99/99/9999)
- Email:
- Grade Level:
- Primary School:
- Academic Year:
- Create iStudent Account
- Submit Cancel

- Add the suffix to the separate Suffix field on the Student Profile screen. Please inform your staff that registers new students that this field should be used to record the suffix.
- **IMPORTANT:** To include the suffix in iPass reports such as Report Cards and Transcripts, and, to maintain Last Name match with 3rd party applications, you will also need the suffix in the Last Name field (ie. Smith Jr (no comma)). See note below about upcoming patch release to strip this out for SIMS transmission.
- We are planning another patch release that will include the following:
 - Any suffix found in the Last Name field will be “stripped out” of the SIF transmission of SIMS data. Suffixes will be identified in a new system configuration parameter. Until this goes out, you will experience SIMS errors.

- The Suffix field will be added to the Import/Export functions of “Export for SASIDs” and “Import SASIDs”.
- **Helpful Hint!** The Advanced Export Report can be used to check your values in the “Last Name” and “Name Suffix” fields.

SIF EPIMS – Reporting Support Content Teachers (2310)

The October EPIMS report uncovered some challenges in reporting “Teacher - Support Content Instructors” (Job Classification = 2310) via SIF transmission. In cases where Support Content Teachers have no scheduled course sections with students, cross validation errors could not be cleared without linking the Support Content Teacher to a schedule course section or changing their Job Type = Instructional Coach or Tutor, which required no course section be reported.

We have just learned from the DESE that they will be making a change for EOY EPIMS. Support Content Teachers (Job Classification = 2310) that are not linked to a scheduled course section with students will use an abbreviated reporting method. The DESE will assign a unique Class Section (WA11) value to identify the Work Assignment as not requiring corresponding SCS records for students and the Term will be set to 01 (full year).

In iPass the Work Assignment record will need to be added as a Non-Course Work Assignment and will require a value be selected for Assignment Location Code (WA06), Job Classification (WA07 = Teacher - Support Content Instructor (2310)), Teacher/Paraprofessional Assignment (WA08), Grade (WA09), and Subject Area Course Code (WA10). It is our understanding that some of these codes selections can be “does not apply.”

We are awaiting word from the DESE on when they will implement these changes so that we can do some testing. It is possible that the Career record for the Instructional Coach or Tutor Job Types, used for October EPIMS, will need to be “ended” and a new Career record created for the Teacher - Support Content Instructor (2310) Job Type. We hope to test this out as soon as the DESE has made their updates. Please stay tuned for updates from iPass Support.

SSDR Incident Mapping Update

The DESE is requiring SSDR use NCES codes to report Offense Types. This means that both Legacy and SIF districts need to map their iPass Incident codes.

Legacy Districts: If you have not already done so, you will need to map your codes. Please refer to iPass Help > DOE ID Manager > Help > SSDR > [NCES Offense Type Code Mapping Recommendations](#) for more information.

Although you will not be submitting via SIF transmission, your site will need the SIF Agent folder > SIF Data Mapping option. If your site does not have this folder option available for selection, submit an eSupport ticket alerting iPass Support and we will add this.

SIF Districts: The DESE discontinued the following SIF values in 2017-2018:
1800 (formerly Harassment; Nonsexual)
3100 (formerly Theft)
3500 (formerly Vandalism)

Action Required:

- Check your SIF Mapping for 1049 - Incident Codes and move the iPass Incident Code mapping to a new SIF Value. For mapping recommendations, refer to iPass Help > DOE ID Manager > Help > SSDR > [NCES Offense Type Code Mapping Recommendations](#)
- Make sure that the Offender DOE Fields > Offender Related To selection does not use one of these discontinued Offense Types. You will need to check all iPass discipline records related to Nonsexual Harassment, Theft, and Vandalism and update with a new Offender Related To selection.
- After the above 2 steps are completed, clear the SIF Temp Table and use SIF – Send Objects to send DisciplineIncident to update your SSDR transmission file.

iPass Letter of Intent – Due March 1

Enclosed with the 2018-2019 Budget Letter was a *Letter of Intent to Continue iPass Service*. The purpose of the Intent Letter is to let us know your plan to continue with iPass in the coming year, your interest in a multi-year contract, to let us know that your district is looking at other SIS options, or to let us know that you will not be continuing with iPass next year and will need to discuss a transition plan. We are available to review iPass as the SIS solution for your district and answer any questions that your district may have.

Although you may not have received the Budget Letter directly, we would appreciate it if you can check with your Business Office to see if it can be filled out and sent back in to Laura Patton by March 1 (lpatton@harriscomputer.com).

iPass Releases & Updates

Patch Release – 7.0.20180215_sync

A patch release went out this week to all sites (v. 7.020180215_sync). The patch included a minor enhancement to add the Suffix field to the Add New Student screen. The patch included corrections to: iHealth Medications On-Hand count, Publishing Report Cards to iParent accounts, saving Add-On Camera images, Dropped Courses not included in Horizontal Averaging, eSped Export includes Apartment, SIF StudentPersonal includes former 504 student element, improvement to SIF responses. Please refer to the full release notes in iPass Help > iPass Patch Release Notes > [Patch Release Notes – 7.0.20180215_sync](#).

Upcoming Events & Workshops

High School Scheduling Workshop

SPECIAL ADDED OPTION: We have room for additional users to sign up for Day 2 of this workshop. This is a great opportunity to learn more about the Student Scheduler, Master Schedule Builder, and get help troubleshooting your schedule. [Click here for Workshop details](#).

Date: April 3 – Day 2

9am to 12pm: Learn how to schedule your students

12pm to 1pm: Small lunch provided

1pm to 3pm: Hands-on work session to work on your schedule with help from the iPass Support Team

Location: Westford Public Schools, Central Office, 23 Depot Street, Westford, MA.

\$250 per person for Day 2 only hands-on workshop.

New Webex Option: We encourage all participants to attend in person, but if this is not possible, this year there is an option to follow along with the training during the morning session on both days (9am – 12pm only). **\$125 per person for Day 2 only morning webex session.**

Registration is required for the Day 2 session. **Please register by March 30.** [Click here to Register](#)

Middle School Scheduling Workshop

This workshop will consist of 2 day, hands-on sessions where attendees will be working in their own iPass database to schedule their middle school for the 2018-2019 academic year. [Click here for workshop details](#)

Dates: April 4 and May 23

9am to 12pm – Learn how to set up your Schedule

12pm to 1pm – Small lunch provided

1pm to 3pm – Hands-on work session to work on your schedule with help from the iPass Support Team

Location: Miscoe Hill Middle School, 148 North Ave, Mendon, MA.

\$500 per person for 2 days.

New Webex Option: We encourage all participants to attend in person, but if this is not possible, this year there is an option to follow along with the training during the morning session on both days (9am – 12pm only). \$250 per person for 2 days.

Registration is required for this courses. **Please register by March 30.** [Click here to register.](#)

More Upcoming Events

We are planning a Vocational/Technical School User Group Meeting and additional workshops for End of Year, MA & PA State Reporting, and Elementary Scheduling.

[Click here for more information.](#)

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