HARRIS School Solutions

Email not displaying correctly?
View it in iPass Help.

*i*PASS

Welcome to Wednesday's Wisdom

Your weekly dose of support!

June 6, 2018

In This Issue

Support Announcements
iPass Releases & Updates
iPass Tips & Tricks
iPass FAQs
Harris School Solutions Products

Important Updates

Lots of news and updates this week –
Please be sure to review the entire email.

Support Announcements

Important Update: 2310 Support Content Teacher

The Support Team worked with the DESE to finalize the changes needed to meet the new requirements to report via SIF transmission 2310 Support Content Teachers with no scheduled courses. Our previous attempts to automate the Subject Area Course

Code with "All Subjects 99999" and "Grade Level 99" for all of these records generated validation errors for Support Content Teachers in Prior-to-Secondary schools. Our latest update will now send the WA08 (Other Teaching Assignment Code), WA09 (Grade Level), and WA10 (Subject Area Course Code) selected in the Non-Course Work Assignment.

Patch Release: A patch release with updated code to send 2310 Support Content Teacher Staff Assignments with NO COURSES with the above change went out last night. Check your site's Login screen to make sure it's now showing Version: 7.0.20180604_sync.

Action Required: To update data at the DOE: DELETE SIF Temp Table to clear the StaffAssignment Object and SEND updated EPIMS data. Use either SIF Reporting > EPIMS to send all EPIMS objects by School and/or by MEPID or use Send SIF Objects to send StaffAssignment Objects for the entire district.

Note: Districts that reported 2310 Support Content Teachers with no scheduled course in October SIF EPIMS as an "Instructional Coach" or "Tutor" can change the SIF Job Type to the new 2310 Support Content Teacher NO COURSE one. There is no need to end the Career, just update the SIF Job Type.

Refer to the [Quick Guide: SIF EPIMS 2310 Support Content Teacher – No Courses](#) for more information on how to create the SIF Job Type for 2310 Support Content Teacher NO COURSES and the required Non-Course Work Assignment.

DESE Data Collection Changes for 2018-2019

The DESE is running webinars this week to review data collection changes planned for the 2018-2019 school year. At this time, districts should <u>NOT</u> make any changes to their iPass sites. We will provide you with directions later this summer with the specific changes you will need to make.

June Online User Group Meeting

Date: June 13, 2018
Time: 1:00 p.m. to 2:00 p.m.

1. **News & Updates**
2. **Featured Topic: iPass Import/Export Options**

   Laura Patton will review the different options in iPass to import/export data.

This includes:

- Staff Data Import/Export – Helpful this time of year for EOY EPIMS Attendance and Evaluation data.
- DOE Import/Export – Helpful this time of year for SIMS data.
- Staff Roster
- Student Data – Helpful this time of year for incoming students.
- Guardian Data – Helpful this time of year for incoming students.
- Student Email Addresses
- Grade Import

Meeting Link: Click here for the User Group Meeting Webex link. Meeting Number is 635 513 566, Meeting Password is Harris. Audio Connections is 1-855-699-3239 Call-in toll-free number (US/Canada).

The Support Team hosts monthly online user group meetings the second Wednesday of every month. Meetings start with important news and updates for all users and include an in-depth review of timely topics.

iPass Releases & Updates

Recent Patch Release – 7.0.20180604_sync

A patch release went out on June 5, 2018 (v. 7.0.20180604_sync). The patch included updates for: Gradebook viewing of Future Schedules, 2310 Support Content Teacher with No Courses (Action Required), and Publishing Dashboard.

Please refer to the Release Notes in iPass Help > iPass Patch Release Notes > Patch Release Notes – 7.0.20180604_sync.

iPass Tips & Tricks

Reporting SSDR via SIF

The DOE is expecting districts to report their SSDR (School Safety and Discipline Report) via SIF Transmission. We recommend that you begin looking at your errors now and work on clearing them before the school administrators responsible for discipline are gone for the summer.

Please find the following helpful resources in iPass Help > DOE ID Manager > Help > SSDR:

- Webex – April 2018 User Group Meeting – SSDR: Current Year & Future Plans
- MA DESE Resource: SSDR Validation Rules Error List & SSDR Appendixes (January 31 2018)
- How do I check to see what Offenses and Discipline records are being transmitted via SIF for the School Safety and Discipline Report (SSDR)?
- How do I report a Victim in the Behavior Record to report in SIF SSDR?
- SIF SSDR: Reporting Victims Without Identifying Name
- Quick Guide: Discipline System – Large Count "Nameless Victims"
- How do I update the SIF SSDR Offense and Discipline data at the DOE when changes are made in iPass?
- SIF Mapping Recommendations - SSDR Offense and Disciplinary Action Codes
- How do I report SSDR Offense Types with new NCES Codes via SIF & Legacy Transmission?
- How do I check to see what my SIF SSDR Errors are and what Incidents are causing the errors?
- Why is there an X in the Offense Type 1 (OT1) field and Disciplinary Action Taken (DAT) field in the SSDR transmission download file?

SSDR Error Codes

- **Error: SSDR7040 – There are more offending student SASIDs than are counted in Offending student count**: There are more SASIDS listed reported being disciplined than were reported in the incident report.

  Check the Offender DOE Fields "Offender Type" selection is correct and reflects the type of offender reported in the incident record (ie. Student/Staff). You will get this error if you select Offender Type = Staff for a student offense record.

- **Error: SSDR2025 – Offense code 1 invalid**: The first offense code must be one of the allowed values listed in Table 1 (see appendix).

   If you have an OT1 error due to a null value and your SIF Mapping is set up for the Offense code, check the Offender DOE fields "Offender Related To" selection. Check to make sure you have not selected a code that has been discontinued. Refer to iPass Helpf for [Code Mapping Recommendations](#).

Check Offense Count

Check the DOE Security Portal > SSDR Offense Summary Report by District. The Total Offenses should = the DOE Security Portal > SIF Progress Report Object Count for the DisciplineIncident Objects, which should also = the number of Offenses in the iPass MA Discipline export flat file.

iPass FAQs

Q. *MA Districts:* **How do I reset the staff attendance values in iPass for End-of-Year EPIMS Report?**

A. Districts that use iStaff for Attendance will need to clear out the October values on the Batch Data Entry screen. Districts that don't use iStaff for Attendance will need to import the EOY values for Staff Days in Attendance (SR36) and Days Expected (SR37). [Click here for details](#).

Q. *MA Districts:* **Why won't the SR37 Staff Expected Days of Attendance show correct values for EOY EPIMS report on the Batch Data Entry screen?**

A. For October EPIMS you may have adjusted the Days Expected values for the different employee contract groups. These need to be updated to the EOY values. [Click here for details](#).

Q. *MA SIF Districts:* **What is causing the SIF SIMS error of "Graduate percentage too low"?**

A. This error will appear in the SIF SIMS error reports until the seniors are graduated with a "Graduated" withdrawal record.

Q. **How do you import/export data between iPass and TeachPoint?**

A. There is a TeachPoint Export that allows you to export fields from iPass to import into TeachPoint. In addition, Staff Data Import can be used to import evaluation data (2-digit Rating codes) required for MA EPIMS state reporting. Refer to iPass Help > DOE ID Manager > Help > EPIMS (MA) > [How do you import/export data between iPass and TeachPoint for more information](#).

NOTE: Staff Data Import requires the import file contain 6 required fields for matching staff and the data must match iPass exactly: First Name, Middle Name, Last Name, Employee ID, Gender, and Date of Birth.

Additional Harris School Solutions Products

EZSchoolEnroll

Eliminate the paperwork and tedious data entry!

With EZSchoolEnroll you can:

- Provide online registration for incoming students allowing parents to easily complete your school's registration forms and verify the data before bringing it into your SIS.

- Provide a parent portal to let parents securely update information, add or remove emergency contacts, and collect Language Surveys, athletic or club choices, and much more, saving clerical time.

Plus, it's fully integrated with iPass!

Harris School Solutions

1-866-450-6696

To opt-out of receiving emails from iPass Support please reply to <u>email</u> with your request.