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Welcome to Wednesday's Wisdom

Your weekly dose of support!

June 5, 2019

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Don't Miss Out - Next Week's Workshop!

The Elementary School Scheduling Workshop *PLUS* one-on-one coaching will give you the skills and strategies to 'Quick Schedule' your elementary students with great efficiency.

Support Announcements

iPass Support This Week

Reminder – Members of the iPass Support Team are attending training this week on June 4 and 5. Please be aware that our response times will be affected. Support

requests should be logged in the ticket system by using one of the below methods and will be responded to in the order in which they are received.

iPass Support Hub: <https://ipass.na2.teamsupport.com/login/user>
[Click here](#) for the iPass Support Hub Guide

Support email: ipasssupport@harriscomputer.com

June Online User Group Meeting

Date: June 12, 2019

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 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](#):

- [End of Year Massachusetts State Reporting \(January 2019\) - Information & Tips to Clear Errors](#)
- [SSDR Error List Appendix A - List of Offense Codes \(DESE Reference\)](#)
- [SIF SSDR Error Codes - Recommendations to Clear Errors \(January 2018\)](#)
- [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 NCEC 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 Help 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.

Upcoming Events & Workshops

Elementary School Scheduling Workshop *Success Services Pack – Training/Review Session + Coaching*

NEXT WEEK – June 11, 2019

- **UPDATE:** Now offering just **ONE 2-Hour Remote Classroom Workshop in June** that will cover the steps for Phase I: Assigning teachers, homerooms, courses and students for next year and Phase II: ‘Quick Scheduling’ students into courses. The Workshop is open to **unlimited district staff** to allow all staff involved in the elementary scheduling process to participate in the instructional/review session and provide them with the steps to prepare next year students, teachers, and homeroom assignments **prior to the summer break**. This will allow for more efficient ‘Quick Scheduling’ of the students before school starts.
- **2 Hours of Personalized Small Group Coaching** can be scheduled anytime to insure your elementary school students are scheduled with success for the first day of school. The coaching hours are scheduled in 1-Hour blocks, may only be used for Elementary School Scheduling and expire 10/1/2019.

<i>Elementary School Scheduling Success Services Pack 2-Hour Remote Classroom Workshop PLUS Coaching</i> (Sign up for 2 Hours of coaching in 1-Hour Blocks)	<i>NEW</i> District Price	Registration Link
June 11, 2019, 10:00 a.m. – 12:00 p.m.	\$500	Click to register

Can't Make A Live Event? Don't Worry – We've Got It Covered

All workshop have scheduled 'live' interactive group webinar sessions. These sessions are recorded. So don't worry if you can't attend on the date listed, we will give you a link to the recorded session. Coaching sessions can be scheduled at a time convenient for you and your team.

EOY Procedures Workshop + Coaching

If you missed the EOY Procedures Workshop – Don't worry. We can provide your district with a 2-Hour Workshop and 2 Hours of Personalized Coaching to help you through Phase I, II and III of the EOY Procedures. Please contact Laura Patton at lpatton@harriscomputer.com for more information.

EOY MA State Reporting Workshop + Coaching

If you missed this week's EOY MA State Reporting Workshop – Don't worry. We can provide your district with a 2-Hour Workshop and 2 Hours of Personalized Coaching to help you review and clear your validation errors. Please contact Laura Patton at lpatton@harriscomputer.com for more information.

Harris School Solutions

1-866-450-6696

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