Welcome to Wednesday's Wisdom – A weekly dose of support!
February 18, 2015

Announcements

"Ask Support Questions" – We will begin having a Q & A Session during our monthly iPass User's Group WebEx meetings. Please start sending us your "Ask Support Questions" and they will be included in the next monthly Q & A session. Send questions to mleporati@harriscomputer.com with Subject: Ask Support Questions. The Subject of the email must be marked "Ask Support Questions" to be included.

One-on-One Support WebEx Session – Do not forget to sign up for a One-on-One Support WebEx Session with Laura Patton, Support Manager. Many Districts have found this to be helpful. Laura meets with just your district's key users for a 1 hour session to go over support issues. Many of you have not yet taken advantage of this opportunity. Contact Laura at: lpatton@harriscomputer.com

Frequently Asked Questions

Q. How do I transfer a student to another school within the same school district?

A. The student must be withdrawn from the school they are leaving with an Entry/Withdrawal code of "TRF – Transferred Out - within the District" and then enrolled in the in the new school with an Entry/Withdrawal code of "Re-Enrolled Same District." The student maintains an Enrollment Status of "01 – Enrolled" even in the withdrawal record.

Step 1: Withdraw them from the school they are leaving:

1. Create a NEW withdrawal record at the school they are transferring FROM (leaving)
2. Set the Entry/Withdrawal Date to be the FIRST SCHOOL DAY AFTER the student's last day of attendance at that school they are leaving. This is done to insure the last day in attendance is counted for the student. Note, if Friday is the last day in attendance, Monday would be the withdrawal date.
3. Set Entry/Withdrawal Code = TRF - Transferred Out - within the District
4. Set Reporting Reason (DOE011) = same as previous enrollment record
5. Set Enrollment Status = 01 - Enrolled
6. Set Enrollment Reason = same as previous enrollment record
7. Submit

Step 2: Enroll them in the school they are going to:

1. Create a NEW enrollment record at the school they are transferring TO (entering)
    (make sure you have the correct school selected)
2. Set the Entry/Withdrawal Date to be the SAME day as the Withdrawal date
3. Set Entry/Withdrawal Code = Re-Enrolled - Same District
4. Set Reporting Reason (DOE011) = appropriate code for school placement *(ie. $ responsible Yes/Not? In/Out of district? Consult SIMS Handbook)*
5. Set Enrollment Status = 01 - Enrolled
6. Set Enrollment Reason = appropriate code for student status *(ie. Tuitioned out? School Choice? Consult SIMS Handbook)*
7. If this is an Out of District school, enter the School Id#
8. Submit

Reminders

CRDC v2 Documentation – Now Available in the DOE ID Manager folder in iPass Help.

CRDC v2 – Civil Right Data Collection Reporting Tool – WebEx Scheduled

We will be reviewing the CRDC v2 reporting tool at the next Monthly iPASS User's Group WebEx meeting on Wednesday, March 11th.

WebEx User's Group Meetings are conducted the 2nd Wednesday of every month at 1:00PM (Eastern Time). These meetings are used as an opportunity to share new product functionality and to discuss common issues. Please plan to join us monthly.

To invite others to join, copy and paste everything below into your invitation.

Meeting information

Topic: iPass Users Group

Date: The 2nd Wednesday of every 1 months, from Wednesday, September 10, 2014
Time: 1:00pm Eastern Time
Meeting Number: 638 099 385
Meeting Password: harris

To start or join the online meeting

Go to https://harriscomputer.webex.com/harriscomputer/j.php?MTID=m045a3f0f06d2b8f59fa52d20cfd7f3f7

Audio conference information

567.704.6370 pc 832927

Register for 2-Day Scheduling Workshops – Space Still Available

Harris School Solutions will be hosting iPASS Workshops for Middle and High School scheduling for the 2015-2016 school year. Please click here to download the Workshop Brochure for full details. Registration is required for all courses; Courses are limited to the first 20 registrants.

Note: Day 1 of the High School Scheduling Workshop has been rescheduled to 3/9/15.

Online Registration is open now for the High School Workshop at: http://mywebed.harriscomputer.com/profdev_public/view_activity.aspx?activityid=e073e441-e199-4146-8e94-66e108b9b94e

Online Registration is open now for the Middle School Workshop at: http://mywebed.harriscomputer.com/profdev_public/view_activity.aspx?activityid=c1d97cd8-f9bd-4d22-a8aa-5991a8b85a6d