Welcome to Wednesday's Wisdom – A weekly dose of support!
May 6, 2015

Announcements

Release Notes for 7.0.20150430 and 7.0.20150430r

A patch went out on April 30th containing updates to fix known issues with the iPASS CRDC v2 tool. The full Release Notes can be found in iPASS Help > iPass Patch Release Notes folder.

LEA File
- LEA_PS_IND – Now exporting
- LEA_PSELIG_ALL – Now exporting
- LEA_DESEG_PLAN – Now exporting

School File
- SCH_FTETEACH_FY – Field now available in non-ipass School set up
- SCH_FTETEACH_SY – Field now available in non-ipass School set up
- SCH_ENR_HI – All Hispanic counts by school now counting accurately
- SCH_ABSENT_HI - All Hispanic counts by school now counting accurately
- SCH_DISCWDIS_SINGOOS_IDEA – All fields now exporting
- SCH_RET_(Grade Level)_ID – Now exporting

Monthly User's Group WebEx Meeting – May 13th – EOY SCS Report

We will be reviewing the End-of-Year SCS Report (Student Course Schedule) at the next Monthly iPASS User's Group WebEx meeting on Wednesday, May 13th. *Click here for User's Group WebEx details*.

April User Group Meetings – Presentations Available in iPASS Help

In an effort to show our users how to take full advantage of iPASS features and functionality, iPASS held two regional User Group Meetings last week. iPASS presented targeted outcome solutions for **"Going Paperless with iPASS"** and **"Managing At-Risk Students with iPASS."** Users at the meeting learned more about the systems currently available in iPASS, shared experiences with one another, and provided valuable input for product enhancement.

We will be repeating these 1/2 day sessions in June in our Framingham office. School Administrators such as Principals, Assistant Principals, Guidance Counselors, and Deans of Students should plan to attend to learn how these solutions can be easily implemented in their district for the upcoming school year.

Slide presentations from the meetings have been posted to iPASS Help > User Group Meetings folder for you to reference and share with your school administrators. *Stay tuned for more details on dates and times of our June meetings.*

Frequently Asked Questions

Q. **How do I report a long term In-School Suspension that includes a 1/2 Day?**

A. **If a student has a longer term In-School Suspension that includes a 1/2 day, you need to report the half day as a full day.** For example, an In-School Suspension of 6-1/2 Days should be reported as 7 Days.

The DOE does not require districts to report an In-School Suspension of 1/2 Day or less.

The DOE requires districts to report an Out of School Suspension that includes ANY portion of the day. An Out of School Suspension of a 1/2 Day or less should be reported as a full day.

Q. **How do I enter new students into iPASS for the <u>next</u> school year?**

A. **You can enter them into iPass now, creating their student accounts and entering all information <u>EXCEPT</u> an enrollment record.** We refer to this as "registering" the student for the next school year. You should <u>not</u> enroll them until your iPASS database has been rolled over to the next school year.

Add New Student:
- Set **Primary School** = [School they <u>would be attending this school year if enrolled</u>]
  Helpful Hint! Enter middle school for current Grade 8 so they will be promoted with enrolled students Grade 8 students.
- Set **Grade Level** = [Grade Level they are in <u>THIS YEAR</u>]
- Set **Academic Year** = <u>THIS YEAR</u>

On Biographical Profile screen:
- Set their **Next Year** (School) = [School they will be attending <u>NEXT YEAR</u>]
- Set **Next Grade Level** = [Grade Level they will be <u>NEXT YEAR</u>]

These students are now set up as "Incoming" students for the Next Year school and Next Grade Level.

Example: Incoming Kindergarten student enrolling in 2015-2016

Helpful Hint! Some districts create a special "current" Grade Level to use for incoming Preschool (ie. NPK), Kindergarten (ie. NKP, NKT, NKF), and Grade 1 (N01) students to easily identify this population of incoming students

Example: Incoming Grade 9 student enrolling in 2015-2016

Q. **How do I search for the incoming students for the next school year in iPASS?**

A. **First, the incoming students must have Next Year school and Next Grade Level entered on the Biographical Profile screen and then you can search for these students in several ways depending on what you want to do:**

- Search on the school specific **Add/Modify Student Bio** screen:
  - **Select School Year** = [<u>NEXT</u> School Year (ie. 2015-2016)]
  - Set **Grade** = [specify <u>CURRENT</u> Grade or leave blank to see all incoming]

- o Set **Enrollment** = None – These students have not been enrolled yet for the next school year. The list will include both new incoming students and students currently enrolled with next year school designated on the Profile screen.

  Helpful Hint! *If you use special "current" Grade Levels for incoming Preschool (ie. NPK), Kindergarten (ie. NKP, NKT, NKF), and Grade 1 (N01) students you will be able to run searches in that Primary School for that grade level in the current school year and get just the new incoming students.*

- Search on the school specific **Mass Update Students** screen

  Student Search Criteria:
  - o Set **Year** = [<u>NEXT</u> School Year (ie. 2015-2016)]
  - o Set **Grade** = [specify <u>CURRENT</u> Grade or leave blank to see all incoming]
  - o Set **Status** = Incoming – The list will include both new incoming students and students currently enrolled with next year school designated on the Profile screen.

- Search on the school specific **Add/Modify Requests** screen:
  - o **Select School Year** = [<u>NEXT</u> School Year (ie. 2015-2016)]
  - o Set **Grade** = [specify <u>CURRENT</u> Grade or leave blank to see all incoming]
  - o Set **Enrollment** = None – These students have not been enrolled yet for the next school year. The list will include both new incoming students and students currently enrolled with next year school designated on the Profile screen.

NOTE: Withdrawn students will appear in these lists if they still have Next Year school and Next Grade Level entered on their Profile screen. All students that have withdrawn from your school districts should have the Next Year school and Next Grade Level removed. The Primary School and current Grade Level must remain for state reporting purposes.

Q. **How do I print mailing labels for the incoming students for next year?**

A. **You may print mailing labels for incoming students using the following criteria:**

Reports – Biographical > Mailing Labels:
- Set **Academic Year** = [<u>NEXT</u> School Year (ie. 2015-2016)]
- Set **Grade** = [specify <u>CURRENT</u> Grade or leave blank to see all incoming]
- Set **Enroll Status** = None – These students have not been enrolled yet for the next school year. The list will include both new incoming students and students currently enrolled with next year school designated on the Profile screen.
- Set **Include Incoming** = Yes

Helpful Hint! *If you use special "current" Grade Levels for incoming Preschool (ie. NPK), Kindergarten (ie. NKP, NKT, NKF), and Grade 1 (N01) students you will be able to run searches in that Primary School for that grade level in the current school year and get just the new incoming students.*

Reminders

"Ask Support Questions" – We will begin having a Q & A Session during our monthly iPass User's Group WebEx meetings. 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.

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