

## Getting an Early Start on End of Year State Reporting – General Items

- **Set the As-of-Date for your district.** SCS and EPIMS exports require the As-of-Date be set to the day BEFORE the last day of school. (See special note for Legacy Districts below regarding SIMS)  
**NOTE:** Districts with multiple schools that have different last days of school should base their As-of-Date on the day BEFORE the last day of school at the school that gets out first.

- **SIF Districts** must set As-of-Date on 2 separate screens:
  - The EPIMS Export As-of-Date must be set to the day BEFORE the last day of school. This is set on the iStaff Biographical > Procedures – iStaff Bio > iStaff Configuration screen.
  - The Last Transmission Date must be set to the day BEFORE the last day of school. This is set on the DOE ID Manager > DOE Maintenance > DOE Parameters screen. DOE Parameters are school specific so this must be done for EACH school.

**NOTE:** This date will reset to the date used when running a SIMS 13 (SCS) or SIMS 52 export. We recommend that you run these exports using the As-of-Date for the day BEFORE the last day of school. Just be aware that the SIMS 52 export will have Days in Membership value as of the next to the last day of school. If you run the exports with a different date, be sure check the Last Data Transmission screen and make sure the data is set back to the day BEFORE the last day of school.

- **Legacy Districts** – The flat-file Export SIMS 52 should be run using the ACTUAL last day of school and the MA SIMS 13 and Export DOE EPIMS Data exports should be run as of the day BEFORE the last day of school.
- **Make sure that your school calendars and Academic Year Settings have the correct Start/End Dates for the School Year & Terms and that your day count as of the last day of school is correct.** Check each school calendar to confirm the school year Start/End Dates are accurate and that all holidays, vacation days, and snow/weather days have been entered as a Holiday.

The Academic Year Settings Start/End Dates for each school must also be accurate for each Term. The Start Date for Term 1/Quarter 1 must match the start date of your school calendar. The End Date for Term3/Quarter 4 must match the last day of school.

**NOTE:** SIF Districts need to make sure additional SIF SCS terms are set up and turned on to transmit SCS data. Refer to the Helpful Hints Guide - EOY SCS Report 2015 found in iPASS Help > DOE ID Manager > Help > SCS Sub Category folder for more detail.

- **Make sure that all of the students enrolled since the March 1st SIMS Report have a SASID number and are marked as Report to DOE = Yes.** All new students added to iPASS default to Report to DOE = No. This is so that students are not reported to the DOE through SIF until a SASID is entered into the student record. Report to DOE must be manually updated to Yes after the SASID is entered. The Report to DOE indicator is located at the top of the student's MA DOE screen.

### **Helpful Hints!**

- You can run the DOE ID Manager > Import/Export > Export for SASIDs report to find students with a blank SASID. In addition, this file can be sent to the DOE to have SASIDs assigned. The returned file can then be uploaded to iPASS using Import SASIDs.
- You can download a query from the online Help section to find all enrolled students with Report to DOE = No. The query is titled Enrolled Students Report DOE NO and can be found in My Queries > Query Files for Download. Instructions to import can be found in My Queries > How do I import a query file into my iPass database?

- **EOY EPIMS** – Please feel free to refer to the [Helpful Hints Guide – EOY EPIMS 2015](#) guide in iPASS Help > DOE ID Manager > Help > EPIMS sub-category folder. It will help you get started for EOY 2016. Below are steps to get you started.
  - **Set the As-of-Date** – Go to iStaff Biographical > Procedures – iStaff Bio > iStaff Configuration screen and set your EPIMS Export As-of Date to be the day BEFORE the last day of school.
  - **Recalculate FTE and Reset Term Codes** – After you set your As-of-Date, run your initial DOE EPIMS Data Export with Recalculate FTE = Yes and Reset Term Codes = Yes. This will create Work Assignments based on the end of the year.
  - **Reset Attendance Values** – The values submitted for staff reported in the October EPIMS are there until you clear them out.

Go to iStaff Procedures > Batch Data Entry > Select Field to Update of Days Worked (SR36) and Days Expected (SR37). Enter a 0 in the default value box at the top of the Days Worked and Days Expected column and click on the copy down icon (*blue overlapping pages*) to fill all the boxes with a 0. Submit the screen. Districts that use iStaff for attendance will have the new values auto-populate the boxes. Submit the screen to save the new values.

iPASS now allows you to enter 0 Days Worked/Expected for staff that are being reported as On Leave.

**NOTE:** Submitting the screen prior to the end of school may not include staff absences up to and including the day before the last day of school. Be aware that you may need to repeat the steps to reset the Days Worked after the school year has ended.

Districts that do not use iStaff for attendance will need to enter the new values when the Days Worked values are available.
- **EOY SIMS** – Please feel free to refer to the [Helpful Hints Guide – EOY SIMS 2015](#) guide in iPASS Help > DOE ID Manager > Help > SIMS sub-category folder. It will help you get started for EOY 2016.
- **EOY SCS** - Please feel free to refer to the [Helpful Hints Guide – EOY SCS State Reporting 2015](#) guide in iPASS Help > DOE ID Manager > Help > SCS sub-category folder. It will help you get started for EOY 2016.