Welcome to Wednesday's Wisdom – A weekly dose of support!
May 27, 2015

Helpful Hints Guide for EOY SIMS State Reporting

The iPASS Support Team has prepared a list of helpful tips and recommendations to prepare and report your data for the End-of-Year SIMS Report. This *Helpful Hints Guide - EOY SIMS 2015* is available in iPASS Help > DOE ID Manager > Help > SIMS Sub Categories folder.

SIMS Error – DOE034 Sped Placement Code of 11

Some sites may be getting a SIMS error stating that the DOE034 code is invalid or missing because the DOE034 code is exporting with a value of 11 (eleven). If you have this error, submit an eSupport ticket letting us know and we will apply a fix to your site. After the fix is applied we will contact the DOE to request a re-pull of your SIMS data.

SIF SIMS – Summer Transfers Students Missing

Some sites may be getting a SIF SIMS error stating that student SASIDs from last (reporting) period are missing. If iPASS had to have the DOE re-pull your SIMS data, the summer transfers will need to be pushed again to the DOE. If you have this error and it is for summer transfer students, submit an eSupport ticket letting us know about the error and will push your summer transfers.

CRDC v2 Update

Below are known issues with the iPASS CRDC v2 tool that are in testing at this time. Once testing is completed the fixes will be going out in a patch release. You can continue to validate your data, just be aware of the following field issues until the patch is released. We will keep you updated.

LEA File
- LEA_DISTED_IND – Exporting No
- LEA_DISTEDENR_(Race)_(Gender) – Exporting a 0

School File
- SCH_SAL_TEACH_WOFED – Exporting as 0
- SCH_APENR_IND – Exporting as No
- SCH_APCOURSES – Exporting as 0
- SCH_APSEL – Exporting as Blank
- SCH_APENR_(Race)_(Gender) – Exporting as 0
- SCH_APMATHENR_IND – Exporting as No
- SCH_APSCIENR_IND – Exporting as No
- SCH_APOTHENR_IND – Exporting as No
- SCH_APEXAM_ONEORMORE_(Race)_(Gender) – Missing in non-ipass School set up
- SCH_APEXAM_ONEORMORE_LEP_(Gender) – Missing in non-ipass School set up
- SCH_APEXAM_ONEORMORE_IDEA_(Gender) – Missing in non-ipass School set up
- SCH_APEXAM_NONE_(Race)_(Gender) – Missing in non-ipass School set up
- SCH_APEXAM_NONE_LEP_(Race)_(Gender) – Missing in non-ipass School set up
- SCH_APEXAM_NONE_IDEA_(Race)_(Gender) – Missing in non-ipass School set up

Frequently Asked Questions

Q. Should a grade of 'W' be entered when a student drops a course?

A. There is no need to enter a 'W' grade as long as you adjust the terms on the Modify Schedules screen to remove the subsequent course terms AFTER the student drops the course. When you adjust the student's schedule to remove terms, iPASS will report the student as withdrawn in the SCS report with no need to enter a 'W' grade.

EXCEPTION: After October 1st SCS Report – A student drops a course <u>during</u> a single term course (ie.T1 or Q1) or <u>during</u> the last term the course is scheduled (ie. Q2 for a Semester 1 course, Q4 for a Semester 2 or full year course). The EOY SCS Report expects a Final Grade for the completed course. A 'W' will need to be entered for the single term course to indicate the student withdrew from the course. It is the discretion of the school if they want to report the student schedule for the last term of a multi-term course or adjust the course to remove the last term. Special consideration needs to be given if grades were issued during the last term.

NOTE: Entering the 'W' grade will print the course on the Transcript.

Q. Does the Next Year (School) and Next Grade Level fields get filled in for students that are leaving the school district such as 'summer transfer' students?

A. No. The Next Year (School) and Next Grade Level should be left blank . These students should have no school or grade level designated for the next school year because they will not be enrolled next year.

Summer transfer students should have a withdrawal record with a summer withdrawal date between the last day of school for the school year that just ended and the first day of school for the next school year. This will flag the student as a 'summer transfer' in iPASS and the student will be exported in SIMS. SIMS Legacy Districts must select Include Summer Transfers when running their SIMS 52 Export. Summer transfers will be reported in the EOY SIMS with the School and Grade Level from the Primary School/Year record, not from the fields showing on the Student Biographical Profile screen.

NOTE: The withdrawal record for the summer transfer student should be created in iPASS <u>AFTER</u> End-of-Year SIMS and SCS state reporting is completed.

Helfpul Hint! <u>after you roll your data base</u> to the new school year, check your summer transfer students to make sure their schedules for the new school year were removed and that the Primary School is blank.

More information can be found in iPASS Help > Administration > Help > End of Year Procedures Help Document.

Q. Why do the IDEA, LEP, and 504 enrollment totals in the CRDC v2 export not match the enrollment totals reported in the October 1, 2013 SIMS submission when the As of Date is set to 10/01/2013?

A. The CRDC v2 calculates IDEA, LEP and 504 enrollment values based on student enrollment for 10/01/2013 and uses current Sped, LEP and 504 codes entered into iPASS.

Reminders

Harris School Solutions will be offering additional User Group Meetings in June.

Thursday, June 11 – SEEM Collaborative in Stoneham
   9:00 - 11:30am   **"Going Paperless with iPass"**
   12:30 - 3:00pm   **"Managing At-Risk Students with iPass"**

Monday, June 15 – Harris School Solutions in Framingham
   9:00 - 11:30am   **"Managing At-Risk Students with iPass"**
   12:30 - 3:00pm   **"Going Paperless with iPass"**

Click here for more information and to register.

Next Monthly User's Group WebEx Meeting – June 10 – Topic: EOY EPIMS Report. We will be reviewing the End-of-Year EPIMS Report at the next Monthly iPASS User's Group WebEx meeting on Wednesday, June 10th at 1:00pm. *Click here for User's Group WebEx details.*

"Ask Support Questions" – We have 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.