

## iPASS End of Year Procedures – Quick Guide

Because iPASS is District based, several procedures will be done at the district level. These DISTRICT based procedures are clearly indicated in this check list.

### PHASE I: Preparation for a New School Year

A New School Year can be started as early as you like. Most of the items in the first section of this documentation will already have been completed as part of the preparation for secondary school scheduling.

1. DISTRICT – Define a New School Year
2. Enter/Access Incoming Students
  - a. DISTRICT – Define a New Grade Level and/or YOG (Year of Graduation)
  - b. Assign Next Year’s School, Homeroom & Grade level
    - i. Update Next Year’s School, Homeroom, Grade Level for a Student
    - ii. Mass Update Next Year’s School or Homeroom
    - iii. Primary School Report
    - iv. Next Year’s Homeroom Report
  - c. Registering a Single Student
3. Define School Year Scheduling Parameters (By School)
4. Define Next Year’s School Calendar (By School)
  - a. Define a New School Year Calendar
  - b. Enter your Holidays/No School Days
  - c. Verify your Cycle Days & A/B Weeks
  - d. Print & Verify your School Calendar
  - e. Correct Errors, if needed
5. Check Your School Term Dates (By School)

### PHASE II: Ending the Current School Year

Ending the current year in iPASS includes preparing for End of Year State Reports and creating Current School Year reports for future reference and record keeping.

The School Calendars and School Term Dates must be verified/updated prior to MA DESE End of Year SIMS, SCS, EPIMS and SSCR reporting. All MA DESE State Reports must be certified BEFORE the database is rolled over to the new school year (Phase III).

1. Verify/Update School Calendar (By School)
  - a. Print School Calendar
  - b. Update School Calendar
  - c. Update Calendar Holidays/No School Days/Last Day of School
2. Update School Term Dates (By School)
3. Complete Student Reports for Current Year (By School)

- a. Calculate "Loss of Credit"
  - b. Honor Rolls
  - c. Horizontal Average Calculations
  - d. Report Cards
  - e. GPA Calculations
  - f. Transcripts and/or Permanent Record Labels
  - g. Competency Reports
4. Print End of Year Reports (By School)
- a. Biographical Reports
    - i. Student Directory
    - ii. Entry/Withdrawal Report
    - iii. Current Year's Homeroom Lists
    - iv. Current Year's MCAS Mailing Labels
    - v. Current Year's Teams/Cycles/Clusters
    - vi. Current Year's IEP/504/LEP Lists
    - vii. Current Year's Entry/Withdrawal Reports
  - b. Attendance Reports (By School)
    - i. State Register
    - ii. Attendance History
    - iii. Attendance Statistics
    - iv. Attendance Tally or Perfect Attendance
    - v. Enrollment Report(s)
  - c. Other Reports (By School)
    - i. Student Discipline Reports
    - ii. Earned Credits Report
    - iii. Additional Reports – District Discretion
5. Graduate Your High School Seniors
6. Verify/Update Student MA DOE Fields for MA DESE SIMS End of Year Report (By School)
7. MA DESE SIMS End of Year Report

#### ***SIF Districts***

- Confirm your SIF Processors are set to "SIF Integration is Enabled."
- SIF SIMS Transmission Date is based on the School Calendar's Last Day of School. Verify/Update School Calendar(s) reflect actual Last Day of School and the Academic Year Settings reflect Last Day of School in final Term End Date.

#### ***Legacy/Flat File Districts***

- Run SIMS 52 Export using Date = Last Day of School for reporting school

8. Create MA Discipline File (SSDR / School Safety and Discipline Report)

**All Districts**

- Run Export MA Discipline report to create SSDR Offense and Discipline Files

9. Verify/Update Student Schedules for MA DESE SCS End of Year Report (By School)

10. MA DESE SCS End of Year Report

**SIF Districts**

- Confirm your SIF Processors are set to “SIF Integration is Enabled.”
- SIF SCS Transmission Date is based on the “EPIMS Export As-of Date” set in iStaff Configuration AND the Last Transmission Date set in DOE Parameters. This date must be set to the day BEFORE the Last Day of School for the school that ends the school year first.

**Legacy/Flat File Districts**

- Run SIMS 13 Export using Date = the day BEFORE the Last Day of School for reporting school

11. Verify/Update MA DOE EPIMS Data Fields for MA DESE EPIMS Staff Roster and Work Assignment End of Year Report

12. Create MA DESE EPIMS End of Year Staff Roster and Work Assignment Files

**All Districts**

- Run Export DOE EPIMS Data report using Date = the day BEFORE the Last Day of School. This date is automatically filled in with the “EPIMS Export As-of Date” set up in iStaff Configuration.

After your state reports are certified you should download the file from DESE Gateway Security Portal for record keeping. This will provide you with a reference file of all data certified with the DESE for the reporting period.

### PHASE III: Starting a New School Year

**\*\*\* MASSACHUSETTS IPASS SIF AND LEGACY USERS PLEASE NOTE \*\*\***

**You cannot move to PHASE III until your End of Year SIMS, SCS, EPIMS and SSDR Reports have been filed with the DESE and CERTIFIED!!!**

**Make sure you have run all End of Year reports for Current School Year prior to moving to Phase III.**

Starting the new school year in iPASS “rolls over” the data base to the new school year. Students will be promoted to the Next School and Next Grade Level. Students will need to be enrolled for the new school year. Students leaving the district before the start of the new school year can now be withdrawn.

1. DISTRICT – Change the Academic Year
2. DISTRICT – Promote Grade Level

3. DISTRICT – Redefine YOG’s for Grade Levels
  - a. Add New Teacher/Staff Member
  - b. Modify Teacher/Staff Member
  - c. Remove Teacher/Staff Member
4. Add/Modify/Delete Rooms
5. Clear Existing Biographical Data
6. Enroll/Withdraw/Transfer Students
  - a. Mass Enroll/Re-Enroll Students
  - b. Enroll/Withdraw/Transfer a Single Student
    - i. Enroll a Single Student
    - ii. Withdraw a Single Student
    - iii. Transfer a Single Student
7. Assign Homerooms
  - a. Mass Update Homerooms
  - b. Mass Load Homerooms by Grade Level
  - c. Assign Homerooms based on Student Schedules
  - d. Print Homeroom Assignment by Grade Level Report
8. Rollover Various Tables & Values
  - a. Activity Rollover
  - b. Attendance Rollover
  - c. Grades Rollover
9. Alerts – Check and Re-Set Expiration Dates
10. Assign Horizontal Averaging Rules to Sections
11. Assign Free/Reduced Lunch Status
12. Counselors
  - a. Mass Update Counselors
  - b. Add/Modify Student Biographical
13. Assistant Principals
  - a. Mass Update Assistant Principals
  - b. Add/Modify Student Biographical
14. Lockers
  - a. Mass Update Lockers
  - b. Quick Add Lockers
  - c. Add/Modify Student Biographical
  - d. Change Locker Combinations
15. Assign Bus Routes/Stops
  - a. Mass Updated Buses
  - b. Quick Add Buses



- c. Add/Modify Student Biographical
- 16. Assign Show Week/Cluster/Team
  - a. Mass Update Shop Week/Team
- 17. Set up Narrative Parameters for Standards/Competency Based Report Cards
  - a. Grading System – Narrative Parameters

