

## Welcome to Wednesday's Wisdom – A weekly dose of support! November 4, 2015

### Announcements

#### **UPDATE:**

**Due to the Veterans Day holiday on the 2<sup>nd</sup> Wednesday of the month, the November Monthly User's Group Meeting has been MOVED to Tuesday, November 10 at 1:00pm.** Laura Patton will introduce users to the features of the New iPASS Sync Release & will provide recommendations for SCS and EPIMS State Reporting. [Click here for User's Group WebEx details.](#)

#### **State Reporting**

The Support Team appreciates everyone's patience as we have been working through SIF and the SIMS transmission.

##### **SCS Report**

We will begin pushing SIF district's SCS data to the DOE. In preparation we ask that SIF districts review their site set up and confirm they have set up their SIF SCS Additional "fake" Terms and have them turned on. The [October 28 Wednesday's Wisdom](#) provided steps for getting started with SCS. This can be found in iPASS Help > Wednesday Wisdom > PDF for download. For more information on how to create and turn on additional SIF SCS terms please go to iPASS Help > DOE ID Manager > Help > [Helpful Hints Guide - EOY SCS State Reporting 2015.](#)

##### **EPIMS Report**

**Sync/SIF 2.7 Sites** – Support is working with Development to remove the extra Teaching Assignment field and put back the full list of codes in the WA08 Other Teaching Assignment field. This should be pushed out to your site very soon.

The [October 28 Wednesday's Wisdom](#) provided steps for getting started with EPIMS. This can be found in iPASS Help > Wednesday Wisdom > PDF for download.

### Frequently Asked Questions

- Q. [Can I clear a student's schedule that withdraws from school before October 1?](#)**
- A.** No, you can modify the schedule to reflect that the student was in attendance during Term 1, but you must report a schedule in the MA SCS Report for all students that have at least one day of attendance in your school. This also applies to students that transfer from school to school within your district.
- Q. [How do I adjust a Term 1-only course for a student who transferred to another course before October 1?](#)**



- A. The DOE does not require you to report courses the student was scheduled into prior to October 1 but some districts want to keep track of the movement between courses. A student will be identified as Withdrawn in the SCS report only if the student's course schedule is adjusted to remove terms. If the student transferred out of the course during the only term the course is offered (ie. Q1), then a W grade will have to be entered in the Final Grade to report them as withdrawn.

**NOTE:** SCS validates on the Subject Area Course code. The DOE does not require you to keep the original course a student dropped if it has the same Subject Area Course code for End of Year SCS reporting. This applies to students that move from one section to another in the same course, whether they change teachers or not. Note that any term or progress report grades given must be moved to the new course section before deleting the dropped course section. Just be aware that if the student changes teachers, moving the grade to the new course section will mean the grade is no longer associated with the teacher who gave the grade.

**Q. [Where do I add federal salary percentages to the drop-down menu?](#)**

- A. Go to DOE ID Manager > Maintenance – DOE > Fields. Scroll down until you see the three options for *StaffPercentFederalSalary* (1, 2, 3). Click on the link and add the percentage you need to the bottom of the table. Click on Submit to save the change.

**Q. [How do I add FTE's to my drop-down list if I need more?](#)**

- A. Go to iStaff Biographical > Procedures – iStaff Bio > iStaff Configuration. You can add FTE percentages on this screen in the Valid FTE Amounts field. Click on Submit to save. Note: the new values should be added in chronological order in the row to appear in the correct numerical order on the drop-down menu.

