

Welcome to Wednesday's Wisdom – A weekly dose of support! May 18, 2016

Announcements

Massachusetts Sync Sites: Patch Release – 7.0.20160509_sync

A patch release went out on May 9. Release Notes have been posted to iPASS Help > iPass Patch Release Notes. Corrections and minor enhancements were made to Master Schedule Builder (MSB). Please refer to [Release Notes](#) for specifics.

iPASS Help Resources for End of Year – The online Help provides resources to assist you in End of Year (EOY) procedures. This includes preparing for the new school year (Phase I), ending the current school year (Phase II), and starting the next school year (Phase III).

Resources include:

- [WebEx – EOY Procedures Overview](#) (*User's Group WebEx recorded May 11, 2016*)
- [EOY Procedures Quick Guide](#) (*Outline of Phase I, II, & III*)
- [EOY Procedures Help Document](#) (*Step-by-Step Guide*)
- [What are recommended steps to follow before graduating the seniors from iPASS?](#)
- [How do I graduate my seniors?](#)
- [How do I enter new students into iPASS for the next school year?](#)

Helpful Hint! Additional resources can be found in [iPASS Help > Administration](#).

Massachusetts State Reporting Updates for 2016-2017 – The state announced planned data collection changes for 2016-2017. There are changes for SIMS, SCS, and EPIMS. There are also a few changes specific to SIF. At this time you do NOT need to make any changes to iPASS. The Support Team will work with the Development Team to determine what will be pushed out in a patch release and what you will be instructed to add or adjust.

Getting an Early Start on End of Year State Reporting

The SIMS certification deadline is July 7. The edit/duplicate resolution period will follow with a final certification due July 14. The SCS and EPIMS certification deadline is August 4.

The DOE announced the following for the 2015-2016 EOY data collection:

- SIF Districts/SIMS – If you have a school code in the Attending School field in your SIS, make sure it is accurate. If the Attending School code is blank the enrolling school will be reported. In iPASS, the Attending School code is entered in the School ID field on the student's Enrollment record.
- EPIMS – All school districts and collaboratives are required to report educator evaluation data for staff in the job classifications listed [here](#). The DOE will accept evaluation data for administrators in the October EPIMS collection if it is not available to include in the EOY submission.

The iPASS Support Team has put together a list of items and helpful hints that can be used to prepare for End of Year Massachusetts state reporting. Go to iPASS Help > DOE ID Manager > Help > [Getting an Early Start on End of Year State Reporting – General Items](#).

Frequently Asked Questions

Q. How do you get the date of Graduation to print on the senior's Final Transcript?



- A. **The Grade 12 students must have a 'Graduated' enrollment record entered with the entry/withdrawal date of the graduation day.** Transcript PCL forms must be set up to print the entry/withdrawal date on the form.

NOTE: Some districts use an alternative method to add an 'Anticipated Date of Graduation' or 'Date of Graduation'. This is done in Transcript Parameters. Go to Grading System > Maintenance-Grading > Transcript Parameters. Enter the Date of Graduation in the Graduation Month field.

- Q. **Massachusetts SIF Sites: How do I send SIF data objects to the DOE and which objects do I send for each state report?**

- A. **You can send SIF data objects for each of the state reports using SIF – Send Objects.** Go to SIF Agent > SIF – Send Objects. [Click here for more information and detailed steps.](#)

- Q. **Massachusetts SIF Sites: How do I update the SDDR Offense and Discipline data at the DOE when changes are made in iPASS?**

- A. **The discipline SIF data objects must be sent to the DOE to update any code changes made in iPASS.** Use the SIF – Send Objects to send the DisciplineIncident Objects. This will send the most up-to-date data for all of the Report to DOE = Yes Discipline Incidents in iPASS. [Click here for more information and detailed steps.](#)

