

## Welcome to Wednesday's Wisdom – A weekly dose of support! May 25, 2016

### Announcements – Massachusetts Sync Version Sites

#### Patch Release – 7.0.20160519\_sync

A patch release went out on May 19. Release Notes have been posted to iPASS Help > iPass Patch Release Notes. Please refer to [Release Notes](#) for specifics of the enhancements and corrections.

**Enhancements Include:** A new indicator titled “Export this guardian’s information to third-party products?” has been added to Guardian Information. This indicator allows school districts to select which Guardian’s information should be included in exports going to third party products. *Please note: Currently this indicator is honored by the Clever export. Other exports will be honor this indicator in future releases.*

**Corrections and Minor Enhancements:** Clever export, Email Student, Gradebook/Rankbook, Admin View Assignments, SIF 2.7, Misc. Report, My Documents, Standard Tests, Student Header Location, Gradebook Student Notes, iStudent Configuration, iParent Guardian Approval, Teacher Schedule Report, View Assignments, Course Section Search, iStudent Schedule, Student Scheduler, iStaff Attendance, View Only Progress Report, Teacher My Profile, Home Room Assignment Report, SR38 Staff Import/Export, Gradebook/Rankbook YTD Average.

#### iPASS is now validating the SASID number format.

The Sync version of iPASS, designed for SIF data transmission, will NO LONGER allow a student to be set to Report to DOE = Yes if there is NO SASID number entered or if the SASID number format is incorrect. The SASID number must begin with the number 1 (one) and be 10 characters long. Note that extra spaces before or after the SASID number are considered a character.

Students that were reported successfully in previous report submissions may now be set to Report to DOE = No because they have extra spaces. There is a query available in iPASS Help that will list all enrolled students set to Report to DOE = No. Go to iPASS Help > My Queries > Query Files for Download > [Enrolled Students Report to DOE](#). Directions to download the query can be found [here](#).

**Helpful Hint!** If you find the Report to DOE will not stay set to Yes, go to DOE ID Manager > LASID/SASID Update screen. Select the student. Place your cursor before AND after the SASID number and check for spaces. Remove them if found and click Submit to update. Return to the student’s MA DOE screen and update student to Report to DOE = Yes.

#### New ‘Report to DOE’ Discipline Fields for SIF SSSR

The Sync version of iPASS includes the additional Discipline fields for reporting SSSR Discipline data via SIF 2.7. These fields are available in the Student Behavior Record when Report to DOE = Yes. The fields displayed will vary based on the selection chosen for “Is this student and Offender or Victim?”

The DOE is validating the SIF SSSR data transmission using the new fields and will show errors in the SIF Error Reports > SSSR > District Reports.

**NOTE:** At this time the School Safety and Discipline (SSDR) transmission file available for download from the DOE Security Portal only includes the Legacy file data fields. The new fields are not included in the download file.

[Click here for more information on the new SIF Report to DOE fields.](#)



**iPASS Support** – Our offices will be closed on Monday, May 30th, 2016, in observance of the Memorial Day holiday.

Support requests may still be logged, and will be responded to in the order in which they are received, by using one of the below methods:

**Email:** [support@harriscomputer.com](mailto:support@harriscomputer.com)

**eSupport:** [support.harriscomputer.com](http://support.harriscomputer.com)

Normal operations will resume on Tuesday, May 31st, 2016.

### **Pennsylvania: Getting an Early Start on EOY PIMS State Reporting**

The PIMS Child Accounting submission window will be open July 15 – August 31. In preparation, you can review the following:

- Make sure your default Number of Instructional Minutes in a Standard Day are correctly set. Go to Attendance System > Maintenance – Attendance > School Attendance Parameters.
- Make sure your holidays and special reportable days (ie. Act 80, PSD, etc.) are entered into your calendar.
- Make sure your Calendar Types are created and each student has one set.

For more detailed information, please reference the iPASS Help > PIMS > Help > Child Accounting > [Quick Guide: PIMS – Child Accounting](#).

### **Frequently Asked Questions**

- Q. How can I print a copy of the Course Catalog with all the Course Descriptions?**
- A. There is a new query available in iPASS Help that creates a report of the course catalog listings with descriptions.** The report lists Course ID, Course Name, Course Description, and Academic Year. The report also indicates the Yes/No setting for Show Recommendation and Available as Elective; settings used in the Online Recommendation process. The query can be downloaded from iPASS Help and uploaded to your site. [Click here for more information.](#)
- Q. Why does (None) display in the Competency grade field?**
- A. The (None) indicates there is either no assignments attached to the specific competency task or that the assignments were never graded.** Gradebook assignments can be linked to specific competency tasks and can be used to calculate competency and task averages. Teachers that do not use this feature should ignore the (None) and “Tab” past the additional field. If they do use the feature, the Gradebook average will display and can be used to submit a competency grade. [Click here for more information.](#)
- Q. How do I “exit” all the students who leave our district after completing a grade level other than graduating in Grade 12. (ie. Grade 6)?**
- A. When all your students exit your primary school district prior to Grade 12 you will need to create a withdrawal record to transfer them out AFTER the current school year ends and BEFORE the next school year begins.** These students are considered “summer transfers.” It is important to follow particular steps in a certain order at the end of your school year. [Click here for detailed information.](#)

