Welcome to Wednesday's Wisdom – A weekly dose of support!
June 15, 2016

Announcements

Massachusetts SIMS – SIF Districts

Mass Updating DOE Codes – Using the DOE ID Manager > Mass Update feature to update the Graduate codes (ie. DOE033, DOE037, DOE031) may not have triggered a SIF event. If you are getting an error such as "High school completer plans code (DOE033) invalid with enrollment status" you should send the SIF Objects for StudentPersonal and StudentSchoolEnrollment. This will transmit the codes to the DOE. Allow time to send and update the validation reports. Check to see if it clears the errors. *Click here for more information on how to send SIF Objects.*

Registering New Students for Next School Year – You may enter new students into iPASS for the next school year to "register" them. If you enter them with a Primary School in the CURRENT School year you should NOT set the student to Report to DOE = Yes (requires a SASID number be entered first). If you set it to Yes, the student will be transmitted via SIF for the current school year even though they are not enrolled.

Recommendation:
- If you enter a school in the Primary School field in the CURRENT year when registering a student for the NEXT school year, you may enter the SASID in advance, but keep the Report to DOE = NO until you roll the database to the next school year.
- If you do NOT use the Primary School field and ONLY use the Next Year (School) field when registering a student for the NEXT school year, you may enter the SASID *and* set the student to Report to DOE = Yes. iPASS will not transmit students identified only as incoming for next school year.

Massachusetts SSDR (School Safety and Discipline Report)

Please check your iPASS Behavior Records for the following (SIF and Legacy Districts):
- There should be NO commas used in the text fields. Since the data is transmitted as CSV data, the comma will falsely flag the subsequent text as belonging in the *next* field. This will push your reporting fields over and cause errors. Be sure to alert all users that enter discipline that commas should not be used in the Report to DOE comment fields. Check the following fields: Offense Type 1 (OFF DESC), Education Services Comment (AEX), *optional* Incident Description (INC DESC), and Description for Offense Type 2, 3, 4, and 5 (OFF DESC#).
- The text fields should not exceed 50 characters. These fields are only required to provide a short explanation of "other" offenses (ie. other weapon, other drug) or educational services. Note that Incident Description (INC DESC) is optional. Longer, detailed incident descriptions for recording the incident belong in Comments, which is not reported to the DOE.

SIF SSDR Errors – The Support Team has put together a quick reference to help you identify what to check in iPASS when trying to clear SIF SSDR validation errors. *Click here for more detail.*

Announcement from the DOE: The DOE has asked us to let our iPASS SIF districts know that that they will be eliminating the SIF > SSDR > Report 2 - SSDR All Errors - District Level report some time next week. All other reports will continue to be available to check data errors and record counts transmitted via SIF.

Frequently Asked Questions

Q. Why is the Grade Import feature not importing grades?

A. **If you import grades from another source and are having difficulty getting grades to import, check to make sure:** the Grade Heading field is included in your import file, that you've identified the Data Record Layout position for the Grade Heading field, and make that the Grade Headings for the grades are set up properly in Grade Headings & Terms. The Grade Heading for the grades you are trying to import must identified as "Included" in the appropriate Term on the Grade Headings and Terms screen.

Q. **Why is the Export 52 Elements report from iPASS exporting Post Graduate Plans (DOE033) as '500' for all students and not what is entered on the MA DOE screen?**

A. **Students must have a "Graduated" withdrawal record in order for the Export 52 Elements report to export the Post Grade Plan (DOE033) code entered on the student's MA DOE screen.** If you wish to view the actual codes prior to graduating the students, go to DOE ID Manager > DOE Import/Export > select fields such as Student ID, First Name, Last Name, Grade Level (for easy identification and filtering) and then select the DOE code for Post Graduate Plan (DOE033). The resulting report can be used to see which students still have 500 and which ones have the correct value.

Reminders

Is Your School District using iPASS to its Fullest Potential?

Recent business reviews have revealed that most districts only use about 30% of the available features and functionality in iPASS. Please contact Sharon O'Connor, Professional Services & Training Manager, sjoconnor@harriscomputer.com, to schedule a complimentary business review at your district. We will meet with your district administrative team to discuss past practices, future implementations and training options and look at ways to maximize your SIS investment.

iPASS End of Year Procedures – 2016

Do you need assistance with iPASS end of year procedures? Or someone just to guide you through the process? If so, please contact Sharon O'Connor, Professional Services & Training Manager, sjoconnor@harriscomputer.com, to schedule a personalized WebEx session for your district. Cost per individual session is billed at $200 per hour.

Upcoming Training Sessions – Summer 2016

Elementary Scheduling with the new Quick Scheduler! Details coming soon.

New Harris Power Hour Sessions Added – Attend a session to learn about valuable Harris School Solutions for your school district. Please share with school administrators and guidance department staff.

College Select

College Select includes built-in college and scholarship matching technology, and step by step tasks to help students and their families navigate the often overwhelming college application process.

College Select>>

Click to Register:

Thurs. 6/9   2:30PM ET
Tues. 6/14   2PM ET
Thurs. 6/16 11:30AM ET
Tues. 6/21   11AM ET

School Rush

School Rush organizes all communications between the school, teachers and parents in an intuitive mobile and cloud based application.

Click to Register:

Thurs. 6/9   11AM ET
Tues. 6/14   10AM ET
Thurs. 6/16   2PM ET
Tues. 6/21   2PM ET