Welcome to Wednesday's Wisdom – A weekly dose of support!
June 29, 2016

Announcements

Massachusetts Sync Sites: Patch Release 7.0.20160620_sync

A patch release went out on June 20. Release Notes have been posted in iPASS Help > iPass Patch Release Notes > Patch Release Notes – 7.0.20160620_sync. A minor correction was made to SIF StudentSectionMarks.

Massachusetts State Reporting Deadlines:

Report	As of Date	Due Date	Certification Date
SIMS	End of School	July 7 Certification)	July 14 (Re-Certification after resolution of Duplicates)
SSDR	School Year	July 22	July 22
SCS	End of School	August 4	August 4
EPIMS	End of School	August 4	August 4

The Support Team has Help Guides and FAQs available in iPASS Help > DOE ID Manager > Help > Subcategory folders SIMS, SCS, EPIMS and SSDR. References these resources to help troubleshoot your issues.

The Support Team is available to assist you. Please submit an eSupport ticket with your issue and supply as much detail as you can in the ticket. We are aware of the time sensitivity of these tickets and will work through them as quickly as we can.

New Queries Available in iPASS Help > My Queries > Query Files for Download
- **Users with User Type** – All Users/User Types listed by school. The report will include First Name, Last Name, User ID, Description (User Type), Active (Yes/No), School.
- **Users by Type** – All Users for specific User Type. Specify User Type when executing the Query. The report will include First Name, Last Name, User ID, Description (User Type), and Active (Yes/No).

End of Year Reports

End of Year Procedures Phase II "Ending the Current School Year" recommends running certain reports prior to starting the new school year. For a complete list of reports please reference the *End of Year Procedures – Quick Guide* or the *End of Year Procedures Help Guide* in iPASS Help > Administration > Help folder.

Certain reports are difficult to obtain after the database is rolled over, especially when students change schools. Most iPASS reports are based on CURRENT Grade Level and Homerooms. Below are some examples of reports you may want to run now:
- Permanent Record Labels *(before student changes schools*)
- Attendance Reports: Attendance Statistics, Attendance Tally, Perfect Attendance
- Entry/Withdrawal for entire school year *(exact Start/End Dates, all enrollment types)*
- Competency Report Cards
- Report Cards
- Mailing Labels for *(By Grade Level - Use for MCAS/PARCC test results mailing the next year)*
- GPA Rank Report *(Grading System > Reports – Grading > GPA Rank – this is NOT the one where you Calculate GPA)*
- Honor Roll *(By Term / Calculate Honor = No)*

July User Group Meeting WebEx – There will be no User Group WebEx meeting in July. Please feel free to review previous User Group WebEx recordings in iPASS Help > User Group Meetings folder. Also, see option for personalized End of Year Procedure WebEx below in the Reminder section.

Frequently Asked Questions

Q. *Massachusetts SIMS:* **How is the DOE052 (Unexcused Student Absences) field value generated from iPASS?**

A. **This value is calculated based on the Attendance codes selected for "Student Truancy" on the MA DOE Parameters screen.** Please check that all Attendance codes for Daily "Absent Unexcused" have been selected in the "Student Truancy" box at each of your schools. Go to DOE ID Manager > Maintenance DOE > Parameters. Repeat for each of your schools.

Q. *Massachusetts SIF SSDR:* **Why is there an X in the Offense Type 1 (OT1) field and Disciplinary Action Taken (DAT) field in the DOE SSDR transmission download file?**

A. **The Incident codes selected in iPASS are not mapped to a SIF code.** The Incident codes selected in the iPASS Behavior Record must be mapped to a corresponding SIF 1049 - Incident Code and the Consequence codes selected must be mapped to a corresponding SIF 1054 - Discipline Action code. At a minimum you should map all of the Report to DOE Offense Codes (1-18) and Discipline Action Codes (1-6). Each DOE code should be mapped to only one SIF code. Be sure to include all school-specific codes for the same DOE Incident. After SIF Mapping is updated you will need to send the SIF Objects for DisciplineIncident. *Click here detailed information.*

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.

Upcoming MA Events

Meet us at the M.A.S.S. Executive Institute
July 12-15th
Mashpee High School, Mashpee, MA.
Look for Lisa and Sharon at the Harris Booth! Room Assignment TBA

Meet us at the M.S.S.A.A. Summer Institute
July 27-29th
The Resort and Conference Center at Hyannis, Hyannis, MA.
Look for Sharon at the Harris Booth!