*i*PASS

Welcome to Wednesday's Wisdom
Your weekly dose of support!

September 28, 2016

IN THIS ISSUE	**IMPORTANT UPDATES – STATE REPORTING**
Support Announcements iPass Tips & Tricks iPass FAQs iPass Releases & Updates Upcoming Events & Workshops Professional Services	We are pushing out updates for the MA and PA 2016-2017 State Reporting. Please see information outlined below.

SUPPORT ANOUNCEMENTS

MA State Reporting:

- A new "Gender – DOE009" field is being added to the MA DOE screen to accommodate the new Nonbinary gender value. This field will default to the student's Legal Gender but will allow users to select a different gender. The "Legal Gender" is the original Male/Female designation found on the Student Profile screen that will continue to be used for Federal CRDC reporting.
- A new SIF-only field titled "Homeless" is being added to the MA DOE screen. If this optional field is populated with a Yes value it will accurately identify homeless students who are receiving targeted Title I assistance.
- A new "SLIFE – DOE041" (Yes/No) field has been added to the MA DOE screen. A null or blank field will automatically send the value "No" via SIF transmission and export the value of "00" (No) in the SIMS 52 Legacy flat file.

  NOTE CHANGE: <u>The existing DOE field DOE041 field should NOT be used for SLIFE reporting.</u> This field is either labeled as "DOE041: Discontinued" or the original name of "DOE041: Special Education - Reason for leaving School District."

- The SIF Agent will have a new "SIF Report" screen with new options for sending SIF Objects for SIMS, SCS, SSDR and EPIMS by School, Student, Course-Sections (SCS), and by Staff Member (EPIMS).

  Refer to Release Notes below for additional state reporting enhancements.

IMPORTANT: There are some changes that are the responsibility of the district to make. These include:

- Add the new SSDR Offense Type Code of "19 – Felony Complaint (Charge) Outside of School. Instructions are provided in iPass Help > Discipline > FAQ > How do I add a new SSDR Offense Type Code?
- Districts submitting EPIMS via Legacy flat file are required to transmit EPIMS SR35 as "99." Use the Procedures – iStaff > Batch Data Entry screen to update all staff to 99. SIF transmission will automatically report a 99.The DOE Field Descriptions for Staff Educator Evaluation Plan SR35 can be updated to label them as Discontinued. Click here for more information.

PA State Reporting:

PIMS Student Fact Template – Special Education for The Act 16 Report: The field values, format, and order of the fields have been changed to align with the Pennsylvania Information Management System, Volume1, User Manual specifications.

Reminder: New Phone System Update

The toll-free number for iPass support calls is now **866-450-6696.**
(The original "IMG" 800# is longer in service.)

The following extensions for the 508-626-8682 number have been changed to include the prefix of "613":

- Laura Patton x 61329
- Melissa Sweeny x 61332
- Beverly Carraher x 61311
- Sharon O'Connor x 61318

iPASS TIPS & TRICKS

Quick Guide: Gradebook Setup

There is a new Quick Guide available in iPass Help to step teachers through the process of setting up their Gradebook. The Guide covers setting up Preferences, Assignment Types and Assignment Weights. Go to iPass Help > iTeacher > Help > Gradebook Quick Guide for Set Up.

iPASS RELEASES & UPDATES

A patch release is planned for this week. This release will go out on to the Massachusetts and Pennsylvania Sync Version sites and include important updates for MA and PA State Reporting. In addition there are several enhancements for MA SIF Reporting outlined in the Patch Release Notes.

Please refer to Release Notes for more detail.

UPCOMING EVENTS & WORKSHOPS

EPIMS State Reporting Workshop – October 5, 2016

Location: Westford Administrative Offices, 23 Depot Street, Westford, MA
Time: 9:00 a.m. – 3:00 p.m.

This hands-on workshop will cover all of the information necessary to submit EPIMS to the DESE either through SIF or Legacy files, including:

- How to Correctly Code Job Types
- How to Create and End Career records
- How to Edit Work Assignments
- How to Post Work Assignments
- How to Reset for Fall Transmissions
- How to Push Records to the DESE via SIF

>> Click here to Register