Harris School Solutions

iPASS

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

October 12, 2016

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DON'T MISS TOMORROW'S WEBEX EVENT

TOMORROW – Webex – Join the iPass Support Team and the DESE SIF Data Collections Group for a Community Discussion on SIF (See Connection Information Below)

TODAY'S WebEx is Canceled; see you tomorrow!

SUPPORT ANNOUNCEMENTS

Massachusetts State Reporting Deadlines

Report	As of Date	Due Date	Certification Date
SIMS	Oct. 3, 2016	Oct. 27 (certification)	Nov 3 (re-Certification after resolution of Duplicates)
SCS	Oct. 3, 2016	Dec 1	Dec 1
EPIMS	Oct. 3, 2016	Dec 1	Dec 1

The Support Team is working on updating our Help Guides for 2016-2017 State Reporting. Feel free to reference existing Help Guides and FAQs available in iPASS Help > DOE ID Manager > Help > Subcategory folders SIMS, SCS, and EPIMS. These resources can help you 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! **Help Videos for SIF Reporting**
The Support Team has created three short videos to help walk you through the Massachusetts SIF system and transmission process. These videos can be found in iPass Help > DOE ID Manager > Videos

- **Video 1: SIF Objects and How to Send Them** – What is a SIF Object, 3 Ways Data is Sent, and SIF Transaction Table. (29 mins) (Click here)

- **Video 2: How to Set Up SIF** – Terms, Grade Headings, Mapping Report to DOE, and SIF Processors (28 mins) (Click here)

- **Video 3: Reading SIF Logs and Transaction Viewer** – RefID Locator, Events Log, Response Log, and Transaction Viewer. (21 mins) (Click here)

Visit us at MassCUE

Visit the Harris School Solutions booth at the MassCUE Fall Conference at Gillette Stadium, Foxborough, MA, on October 19 and 20. Come by and learn more about School Rush!, EZSchoolEnroll, College Select, and the new Media-X product line. Look for us at Booth #223.

iPASS RELEASES & UPDATES

MA and PA Sites

Version 7.0.20160928_sync and later:

Important New Process: Updating DOE011, DOE012, and DOE013 Codes

Updating Enrollment Records – The September 28 patch release includes a new Warning message when end users try to change the DOE011 (Reason for Reporting), DOE012 (Enrollment Status), or DOE013 (Reason for Enrollment) fields without exiting or enrolling the student. This feature is designed to prevent original enrollment records from being deleted in error and to ensure the StudentSchoolEnrollment Object is sent accurately to the DESE via SIF.

To protect the integrity of student enrollment records and to ensure the update to a student's StudentSchoolEnrollment Object is transmitted to the DESE, iPass no longer lets the user update the DOE011 (Reason for Reporting), DOE012 (Enrollment Status), or DOE013 (Reason for Enrollment) fields within an existing enrollment record. If these codes must be changed, the proper procedure now is to delete the incorrect enrollment record and create a new one. For example, a student was enrolled at the start of the school year but is then determined to be a summer withdrawal. The enrollment record for the new school year should be deleted and a new withdrawal record created with the correct enrollment codes.

iPASS FAQs

Q.   **How do I reset the staff attendance values in iPass for the October 1 EPIMS Report?**

A.   If you use iStaff for Attendance: The values submitted for staff reported in the EOY EPIMS are there until you clear them out. If you do not use iStaff Attendance: You will need to import the October 1 values for the Staff Days in Attendance (SR36) and Days Expected (SR37). Click here for detailed instructions.

UPCOMING EVENTS & WORKSHOPS

TODAY at 1:00 p.m. – October User's Group Meeting Webex – CANCELED

TOMORROW - Join the iPass Support Team and the DESE SIF Data Collections Group for a Community Discussion on SIF

Please Note: The iPass User's Group Meeting scheduled for Wednesday October 12, 2016 at 1:00 p.m. will be canceled and replaced by this meeting.

When: Thursday, October 13, 2016   2:00 p.m. - 3:30 p.m. Eastern Time

Where: commonwealthofmass.centurylinkccc.com/CenturylinkWeb/DanielleNorton

Call in number: 1-720-279-0026 Access Code 663540#

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 of iPass. Please contact Sharon O'Connor, Professional Services & Training Manager, at sjoconnor@harriscomputer.com to schedule a complimentary business review at your district. We will meet with your district's administrative team to discuss past practices, future implementations, and training options, and to look at ways to maximize your SIS investment.

iPASS

Please forward this email to other iPASS users in your district that would benefit from the information shared. Let us know if there is someone who should be added to the weekly email list.

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