



Welcome to Wednesday's Wisdom

Your weekly dose of support!

February 22, 2017

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Middle School Scheduling Workshop

Scheduling for a middle school can be tricky with teaming, cross-teaming, and making sure all of your specials are rotating properly. Registration is now open for the Middle School Scheduling Workshop. Refer to the Upcoming Events & Workshops section below for more information.

iPass Tips & Tricks

Reporting SSDR via SIF

SIF districts are being asked to submit the 2016-2017 School Safety and Discipline Report (SSDR) via SIF transmission. Many of you already have begun to look at your errors and are working to clear them. Please find the following helpful resources in the iPass Help > DOE ID Manager > Help > [SSDR](#):

- [WebEx – SIF / SSDR – December 2016](#)
- [How do I check to see what my SIF SSDR Errors are and what Incidents are causing the errors?](#)
- [How do I check to see what Offenses and Discipline records are being transmitted via SIF for the School Safety and Discipline Report \(SSDR\)?](#)
- [How do I report a Victim in the Behavior Record to report in SIF SSDR?](#)

- [How do I update the SIF SSDR Offense and Discipline data at the DOE when changes are made in iPASS?](#)
- [SIF Mapping Recommendations - SSDR Offense and Disciplinary Action Codes](#)
- [WebEx - Discipline System and SSDR Report - Legacy & SIF Reporting \(Massachusetts, 2016\) – April 2016](#)

Note that errors related to Knife incidents may be due to incorrect code selection for the Weapon Type. Selecting code = 0020 will result in an error. Please make sure that the Incident Weapon Type = 0021 or 0023 and the Offender's Weapon Type = 0021 or 0023. The DOE requires that you identify the knife blade length when reporting via SIF.

Reminder: The ERDX (Extra Suspension Days) Field has been DISCONTINUED – This field no longer should be used to report additional days of suspension beyond Emergency Removals. **See note below.*

***IMPORTANT NOTE:** We are working with the DOE to determine the best way to report two Consequences for the SAME Incident (e.g. Emergency Removal and Suspension). We will have more information to share with you on this soon. At this time we suggest that you hold off on making any changes to the way you have it currently coded in iPass. It is suggested that you identify the incidents involving Emergency Removals and additional Suspensions, as well as other incidents that may have resulted in two distinct “DOE Reportable” Disciplinary Actions (e.g. Out-of-School Suspension followed by In-School Suspension), so that you will be able to update them if needed.

iPass Releases & Updates

Upcoming Patch Release

We are preparing a patch release to go out this week. Minor Enhancements and Corrections relate to the following: Auto Attendance Letters; Dropped Courses; iStudent/iParent Schedules; Gradebook; File Upload; Clever Export; Drop/Add Report; CRDC 2015-2016; and Staff ID Cards. When the patch release is pushed out, the Release Notes will be posted in iPass Help > iPass Patch Release Notes > [Patch Release Notes](#).

iPass FAQs

IMPORTANT UPDATE: Please share this with all staff members who create enrollment/withdrawal records – When a TRF (Transferred Out - within the District) withdrawal is created to change a student's status from School Choice to Resident (or vice versa), the “Retain Student Schedules” checkbox on the enrollment record screen should be checked off to keep the student's scheduled courses from being dropped in the event the school is configured to “Automatically Drop Schedule on Withdrawal.”

Q. What do you need to do in iPass when a student enrolled as “School Choice” changes mid-year to “Resident” (or vice versa)?

- A.** The student must be withdrawn from the school as a “School Choice” student with an Entry/Withdrawal code of “TRF – Transferred Out - within the District” and then Re-Enrolled in the same school on the same day with an Entry/Withdrawal code of “Re-Enrolled Same School” with the enrollment codes for “Resident.” The student maintains an Enrollment Status of “01 – Enrolled” even in the withdrawal record. Before you Submit, be sure to check off the Scheduling Option checkbox for “Retain Student Schedules.” If the school is configured to “Automatically Drop Schedule on Withdrawal” the “Retain Student Schedules” will keep the student’s scheduled courses from being dropped.



The screenshot shows a window titled "Options". Inside, there are three unchecked checkboxes: "Clear Locker data", "Clear Homeroom data", and "Clear Bus data". Below these is a section titled "Scheduling Option" which contains a checked checkbox labeled "Retain Student Schedules".

[Click here for further detail.](#)

Upcoming Events & Workshops

Register for Two-Day Middle School Scheduling Workshop

Harris School Solutions will be hosting an iPass Workshop for Middle School Scheduling for the 2017-2018 school year. This workshop will consist of two-day, hands-on sessions where attendees will be working in their own iPass database to schedule their schools for the 2017-2018 academic year. [Click here for workshop details.](#)

Dates: April 5 and May 12

Times: 9 a.m. to 3 p.m.

Location: Westford Public Schools, Central Office, 23 Depot Street, Westford, MA.

Registration is required for the course; course is limited to the first 25 registrants. [Click here to register.](#)

March User Group Meeting

Please join us March 8 at 1:00 p.m. for the next online User Group Meeting. We will review the recent updates pushed out in the February patch release and will share with you other enhancements planned for release. For more information on the February patch release, please refer to the iPass Releases & Updates sections below. [Click here for meeting link and information.](#)

Professional Services

Does your school district have a need for professional development in iPass?

Do you have new initiatives that may require the purchase of a third-party software product? Meet with a Harris Professional Services expert and see how iPass can meet your needs. Harris offers several third-party products that are designed to integrate with iPass, including EZSchoolEnroll and School Rush!. Email Sharon O'Connor at sjoconnor@harriscomputer.com to schedule an appointment for a complimentary business review.

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