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## Welcome to Wednesday's Wisdom

*Your weekly dose of support!*

May 10, 2017

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### Today's User Group Meeting

**TODAY** – Join the Harris Team today at 1:00 p.m. for the monthly online User Group meeting. Refer to the Upcoming Events & Workshops section below for more information. Note the new meeting link provided.

### Support Announcements

#### Important Notice to Our Users:

We've been made aware that certain competitors of ours may be spreading unfounded rumors that iPass is going to be discontinued. We want to assure you that this is categorically false and that we are dedicated and committed to providing and extending the iPass solution suite.

We appreciate your business and look forward to serving your Student Information System needs with iPass for years to come.

Sincerely, Harris School Solutions

## iPass Releases & Updates

A patch release planned for this week will include minor enhancements and corrections. Watch for a change in the iPass version number on your site's Login screen. Release Notes will be posted in iPass Help > [Patch Release Notes](#). Updates will be discussed at today's online User Group meeting.

## iPass Tips & Tricks

### SIF EPIMS (Massachusetts)

Districts that are setting up to report EPIMS via SIF transmission need to make sure the staff career records are set up completely and the additional SIF fields are selected. Career records must have the 'SIF Job Type' field selected in addition to the 'Job Type' field.



The screenshot shows a form titled "CAREER RECORD". It contains two dropdown menus. The first is labeled "Job Type:" and has "2305 Teacher" selected. The second is labeled "SIF Job Type:" with a red arrow pointing to it, and has "1000 Instruction" selected.

Certain Instructional staff must have SIF Job Type = 1000 Instruction selected.

Job Classification/Role	iPass Career Record Job Type	iPass Career Record SIF Job Type
Teacher	2305	1000
Co-Teacher	2306	1000
Virtual Course Teacher	2307	1000
Virtual Course Co-Teacher	2308	1000
Teacher - Support Content Instruction	2310	1000
Long Term Substitute Teacher	2325	1000
Instructional Coach	2330	1000

Paraprofessional	4100	1000
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For a list of other Job Classification/Roles and the associated Job Type and SIF Job Types, please refer to the spreadsheet in iPass Help > SIF > Help > [SIF Job Type Codes](#).

Staff members that have multiple roles in the district, including the combination of Teacher and Co-Teacher, require a career record for each Job Classification/Role. The MA DOE EPIMS Work Assignment WA07 Job Classification field will only list the Job Classification selection options associated with the staff member's active Career records.

Each career record requires an FTE value. A full time (1.0) staff member with multiple active career records will need to have the FTE broken down by Career record.



Start Date	End Date	Department	Supervisor	Building	Bargain Unit	Job Type	FTE	Main Job
09/01/2009		Special Needs		HHS	N/A	2305-Teacher	0.67	Yes
09/01/2009		Special Needs		HHS	N/A	2306-CO-Teacher	0.33	No

SIF EPIMS transmits the FTE value associated with each of the staff member's active career records. With SIF transmission, the DOE will calculate the FTE for each Work Assignment based on the career record FTE for the selected Job Classification/Role divided by the number of Work Assignments reported for that Job Classification/Role. With SIF EPIMS, the FTE in the individual Work Assignments is no longer used and may be left as is.

Each Work Assignment requires a 'Teacher Assignment Code' be selected on the MA EPIMS Work Assignment screen. Select the code that best represents the course.

**Work Assignment**

English G10 123-2ct


**Teaching Assignment Code:**

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**WA08 Other Teaching Assignment Code:**

## iPass FAQs

**Q. Why am I not getting any trancies returned on my Location Fact report?**

- A.** Check your truancy attendance code(s) to make sure the “Truancy” indicator is set to Yes. Go to Attendance System > Maintenance – Attendance > Attendance Codes.

**Q. Why am I not getting any suspension counts on my Location Fact report**

- A.** It is recommended that you check the following:
- Check your consequence codes configurations. Make sure you have a Consequence Type Code = S for Suspension. Make sure you have one or more Consequences set up with the above Consequence Type.
  - Check your Incident codes. Make sure you have Incident Type Codes A and C (for Academic and Conduct) and that these codes are set up as Report to DOE = No. Make sure your non state reportable codes (non “W”) that should be counted in aggregate are set up as Type = Academic or Conduct.
  - Check your actual student incidents. All incidents that are to be reported to the state, either in aggregate on the PIMS Location Fact or in detail on the PIMS Discipline files, MUST have the “Report to DOE” check box selected.

[Click here for complete details.](#)

**Q. Why am I not seeing any data on my PIMS Discipline files?**

- A.** First, make sure your incident types are correctly set up. You should have at least one incident type flagged as “Report to DOE” = Yes. Go to Discipline System > Maintenance – Discipline > Incident Types.

Once you have identified which is your reportable incident type, make sure your reportable incident codes (i.e. the “W” codes) have the correct State Code entered and are also coded with one of the state reportable incident types identified above (Discipline System > Maintenance – Discipline > Incidents).

Finally, make sure your reportable student incidents have the “Report to DOE” check box selected.

## Upcoming Events & Workshops

### **TODAY at 1:00 p.m. – May User Group Meeting**

Today's online User Group meeting will review the latest patch release updates and introduce the End-of-Year Procedures.

**NEW meeting link:** [Click here for the User Group Webex link](#). Meeting number (access code): 632 067 901; Meeting password: harris. Join by phone: 1-866-469-3239 (toll-free).

The monthly online User Group meetings are held on the second Wednesday of every month at 1:00 p.m. If you can't make it, look for the recording to be posted in iPass Help > User Group Meetings.

### **Onsite User Group Meeting – May 17**

Join us for our second onsite meeting with fellow iPass users at Westford Public Schools on Wednesday, May 17, from 10 a.m. to noon. This meeting is intended for public schools (non-vocational/technical) and will focus on challenges facing principals, assistant principals, and counselors. Specifically, we will be discussing scheduling, discipline, and attendance concerns. If you have an agenda item that you would like included in the meeting, please email Sharon O'Connor at [sjoconnor@harriscomputer.com](mailto:sjoconnor@harriscomputer.com) with your item.

Please register each person who plans to attend. Please complete the [iPass Survey](#) prior to attending so that we know more about you and the needs of your school.

[Click here to register](#).

## iPass Add Ons

### **Harris School Solutions Now Offering Edsby Platform!**

Great news! We've partnered with Edsby to offer their cutting-edge social learning and analytics system to you across several of our solutions! [Click here to find out more.](#)

## Add online registration.

Currently, iPass is offering a FREE license to the online registration tool, *EZSchoolEnroll*.



With *EZSchoolEnroll*, you can:

- Centralize registration.
- Collect important DOE language survey information.
- Save clerical time by enabling parents to add/remove/update their contact and emergency contact information.
- Verify data before bringing it into your SIS.
- Fully integrate it all with iPass!

[Schedule your \*EZSchoolEnroll\* demo today!](#)

*EZSchoolEnroll*

## Enhance iPass with better communication.

*School Rush!* is the real-time, classroom-level communication app that increases parent engagement by up to 90%.



With *School Rush!*, you can:

- Make getting involved easier for parents.
- Organize events, activities, assignments, and more into an integrated calendar.
- View analytics on parent interactions to see what's working.
- Fully integrate with iPass!

[Schedule your \*School Rush!\* demo today!](#)

*School Rush!*

## Professional Services

### Does your school district need 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!*.

[Click here](#) to schedule an appointment for a complimentary business review.

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