



Welcome to Wednesday's Wisdom

Your weekly dose of support!

October 4, 2017

In This Issue

[Support Announcements](#)
[iPass Releases & Updates](#)
[iPass Tips & Tricks](#)
[iPass FAQs](#)
[Upcoming Events & Workshops](#)

Important Announcements

There is a lot of important news this week, so please be sure to share with your district.

Support Announcements

Important Notice: Plan to Delete Older Reports

In order to free up disk space we are planning to begin deleting users' reports that are older than one year. This will not include published reports (PCL Progress Reports, Report Cards, and Transcripts) or reports checked off as "Save." We will begin purging reports on October 18.

Please instruct all your iPass users to review their reports in My Data > My Reports and check off "Save" for any reports they want to keep. It is advised that all reports your district wants to keep for reference or record keeping be saved to the local hard drive.

October User Group Meeting – Grading System

The Support Team holds an online User Group meeting on the second Wednesday of

every month. We use these meetings to discuss timely topics, provide guidance, review updates, and answer questions.

The next meeting is scheduled for **October 11 at 1:00 p.m.** We will be discussing Grading – How to it set up and get ready for grading, and how to do GPA, Honor Roll, and Horizontal Averaging. Please share the meeting link with all staff that are involved in the grading process. This will be a great opportunity for staff to get a refresher.

NEW Meeting Link: Click for the [User Group Meeting Webex link](#). Meeting Number is 635 513 566, Meeting Password is Harris. Audio Connections is 1-866-469-3239 Call-in toll-free number (US/Canada).

DOE045 and DOE046

After further clarification it was determined that we rolled out the DOE045 and DOE046 fields in advance of the DOE's plan to implement. The DOE will not be implementing these new codes this year. In anticipation of these codes coming in the future, combined with the fact that we have not seen any issues with them being in iPass, we are going to leave these fields on the student MA DOE screen. Legacy districts will continue to report a 0 in these fields and SIF districts will not be reporting these fields at all.

State Reporting Due Dates

Massachusetts State Reporting Deadlines:

Report	As of Date	Due Date	Certification Date
SIMS	Oct. 2	Oct. 26 <i>(Certification)</i>	Nov. 2 <i>(Re-Certification after resolution of Duplicates)</i>
SCS	Oct. 2	Dec. 7	Dec. 7
EPIMS	Oct. 2	Dec. 7	Dec. 7

The Support team is working on updating our Help Guides for 2017-2018 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.

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 > SIF > [Video](#)

- [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)
- [Video 2: How to Set Up SIF](#) – Terms, Grade Headings, Mapping Report to DOE, and SIF Processors (28 mins)
- [Video 3: Reading SIF Logs and Transaction Viewer](#) – RefID Locator, Events Log, Response Log, and Transaction Viewer. (21 mins)

Columbus Day Holiday

Harris Support will be closed on Monday, October 9. Please use the eSupport ticket system to log any issues you have during this time and we will try to manage any emergencies in a timely manner.

iPass Releases & Updates

Recent Patch Releases

A patch release went out on September 27 (7.0.2070927_sync) and included updates for DOE024 First Native Language, DOE043 Chapter 74, and SIF Dwelling Arrangement. Refer to the Release Notes for more information. iPass Help > iPass Patch Release Notes > [Patch Release Notes – 7.0.20170927_sync](#).

SIF districts can clear district-wide errors for these fields by using Delete SIF Tmp Table to clear the StudentPersonal and StudentSchoolEnrollment objects in the SIF Temp Table and then using SIF Reporting to send the SIMS objects. Legacy districts should create a new flat file and upload it to the DOE.

A patch release went out on October 2 (7.0.20171002_sync) and included an update for PCL Progress Reports and SIF receive. Refer to the Release Notes for more information. iPass Help > iPass Patch Release Notes > [Patch Release Notes – 7.0.20171002_sync](#).

iPass Tips & Tricks

SIF Data Quality Reports

To help districts with their state reporting submissions, the DOE provides SIF Data

Quality Reports for SCS and EPIMS. These reports list errors in the SIF data that result in the record being excluded from the extractions or validation process. The reports are designed to assist the district in making sure information is not left out of the collection.

Security Portal > SIF Reports > SCS (or EPIMS) > District Reports > SCS – SIF Data Quality Report.

Executive Office of Education

EOE Public Folders

Public Folders > SIF > SCS > District Reports

<input type="checkbox"/>	Name
<input type="checkbox"/>	Report 2 - SCS Validation Error Report - District Level
<input type="checkbox"/>	Report 4 - SCS Record Count by Course/Section/Term - District Level
<input type="checkbox"/>	SCS - SIF Data Quality Report

SCS - SIF Data Quality Report

Validation ID	Error Message	Error Count
SIF1104	SIF1104 - Missing StudentSectionEnrollment	17
SIF1154	SIF1154 - SectionInfo missing SectionMarkInfo	16
SIF1163	SIF1163 - Withdrawn CourseEnrollment status is unlikely if the student is enrolled through the end of the term	102
Total		135

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

MassCUE

Visit the Harris School Solutions booth at the MassCUE Fall Conference at Gillette Stadium, Foxborough, MA, on October 25 and 26. Come by and learn more about School Rush!, EZSchoolEnroll, and eWalk. Look for us at Booth #223.

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