



Welcome to Wednesday's Wisdom

Your weekly dose of support!

October 25, 2017

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Visit us at MassCUE

If you're attending MassCUE this week, please stop by Harris booth #223 and say hello!

Support Announcements

Harris School Solutions – SIS Survey

Harris is conducting a survey to better understand the needs of our Student Information Solutions clients. An email was sent out yesterday with a link to the survey. If you did not receive the survey email, please let us know and we will send you the email again. It's a short, three-minute survey and your input would be very much appreciated.

Massachusetts October State Reports

The Support team is hard at work helping districts get their SIMS reports in by tomorrow's deadline. Please let us know if you're stuck and need help to clear your final SIMS or any SIMS/SCS cross-validation errors. Our focus will be shifting to SCS and EPIMS next week.

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.

CAREER RECORD

Job Type:

SIF Job Type:

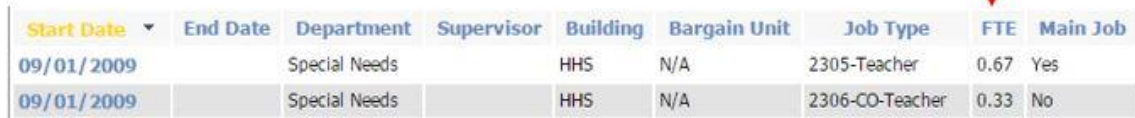
Certain Instructional staff must have SIF Job Type = 1000 Instruction selected.

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

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.

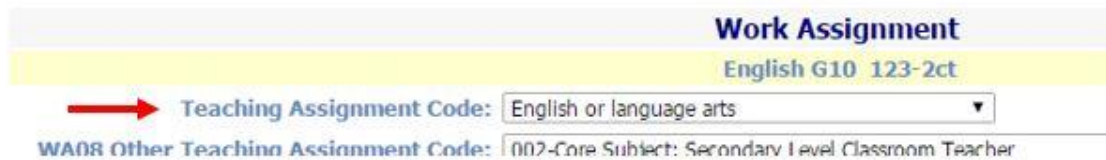
Each career record requires an FTE value. A full time (1.0) staff member with multiple active career records will need to have the FTE broken down by Career record.



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: English or language arts

WA08 Other Teaching Assignment Code: 002-Core Subject: Secondary Level Classroom Teacher

iPass FAQs

Q. How do I set all staff members’ EPIMS Evaluation Rating fields (SR29-SR33) to “99 – Not Applicable” for October EPIMS?

A. The DOE expects SR29-SR33 to be reported as 99 – Not Applicable in the October collection. See the [EPIMS Handbook](#), Appendix H – Educator Evaluation Decision Tree for more information.

To clear out the iPass values entered for the previous school year’s End-of-Year EPIMS, use iStaff Biographical > iStaff Procedures > Batch Data Entry to update the evaluation fields. [Click here for more information.](#)

Upcoming Events & Workshops



Going to MASSCue?

We'll be there with cool new Ed Tech tools for Educators, Principals, and Superintendents!

MassCUE 2017

Oct. 25 - 26 | Foxborough, MA | Booth 223



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** or [schedule a time.](#)

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