



Welcome to Wednesday's Wisdom

Your weekly dose of support!

November 1, 2017

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Weather – School Closings

The recent tropical storm in Massachusetts resulted in cancelled school. Don't forget to adjust your school calendars. More information can be found in the [Tips & Tricks section](#) below.

Support Announcements

November User Group Meeting – SIF EPIMS

The Support Team holds an online User Group Meeting the 2nd 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 **November 8 at 1:00 p.m.** The topic will be reporting EPIMS via SIF transmission. Laura Patton will review the iPass set up requirements for reporting EPIMS Staff Roster and Work Assignments via SIF. We encourage both SIF and Legacy districts to attend to learn about the additional SIF EPIMS elements and changes

to where SIF pulls data from in iPass. Please share the meeting link with staff members responsible for iStaff records and EPIMS reporting.

Meeting Link: Click here 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).

Harris School Solutions – SIS Survey

Still time to Participate!

Harris is conducting a survey to better understand the needs of our Student Information Solutions clients. A reminder email was sent out yesterday.

If you have not completed the survey yet and did not receive the 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.

iPass Tips & Tricks

How to Enter a Snow/Weather Day or Other Emergency School Closing

When school is cancelled:

- Each school calendar must be updated to mark the day(s) as a Holiday to indicate no school.
- Schools that have rotating cycles may need to adjust their day/week cycles.
- School may need to adjust the Term Start and End Dates.
- **IMPORTANT NOTE:** Before adjusting your calendar, check for students that were marked absent in advance for that day. These students need to be updated to "Present" for the no school day(s) prior to the day being removed from the Calendar.

For detailed instructions, refer to iPass Help > Attendance > Help > [Guide: How to Enter a Snow/Weather Day or Other Emergency School Closing](#)

Updated SCS Helpful Hints Guide

The Support Team has posted an updated version of the SCS Helpful Hints guide in iPass

Help > DOE ID Manager > Help > SCS subcategory folder > [Helpful Hints Guide – SCS October 2017](#).

MA SCS State Reporting Tips

A few suggestions for you when working on your SIF SCS transmission:

- If the DOE Security Portal lists your school with “No Errors” you should check the SIF Transmission Report (formally the SIF Progress Report) for SCS to make sure the Object Count includes all the student course records for your district. Compare this number to the Object Sent numbers in your My Reports. You may also use Report 4 - SCS Record Count by Course/Section/Term - District Level
- For 2017-2018, the DOE added a new value for SCS09 Course Level to distinguish between post-secondary level courses that offer college credit toward a degree and post-secondary courses that are remedial/developmental or otherwise not for credit toward a degree. If you have courses that fall into this category, be sure to update the Course Level selection as needed.

iPass FAQs

Q. How do you hide the additional SCS “Fake” Terms from the Term drop down selection list?

A. The additional FY, S1, S2 “fake terms” required for SIF SCS reporting must be selected in the Academic Year Settings screen. The terms you set up last year are most likely already hidden and don’t appear in the Term selection field. If you added any new “fake” term combinations for this year you will need to add these to the list of SIF Terms to hide. [Click here for directions](#).

Q. Can I clear a student’s schedule that withdraws from school before October 1?

A. No. You can modify the schedule to reflect that the student was in attendance during Term 1, but you must report a schedule in the MA SCS Report for all students that have at least one day of attendance in your school. This also applies to students that transfer from school to school within your district. You can set up the school to automatically drop the course when a withdrawal record is created. [Click here for directions](#).

Q. How do I adjust a Term 1-only course sections for a student who transferred to another course section before October 1?

A. The DOE does not require you to report course sections the student was scheduled into prior to October 1 but some districts want to keep track of the movement between courses. A student will be identified as Withdrawn in the SCS report only if the student's course schedule is adjusted to remove terms. If the student transferred out of the course during the only term the course is offered (ie. Q1), then a "W" grade will have to be entered in the Final Grade to report them as withdrawn. [Click here for more information.](#)

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