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Welcome to Wednesday's Wisdom

Your weekly dose of support!

February 28, 2018

In This Issue

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

Lots of Updates This Week

Be sure to take your time and review all of this week's important announcements.

Support Announcements

March SIMS Report

Tomorrow is March 1. If you have not already started, Massachusetts districts should be actively reviewing their validation errors and working to resolve them. The Certification deadline is March 22 and the Re-Certification deadline is March 29.

Along with clearing errors, districts should confirm they are reporting all of their enrolled students. To help identify all enrolled students that should be reported, be sure to check out these helpful resources:

- The Enrolled Student Report DOE NO query. This query will find all enrolled students set to Report to DOE = No. Go to iPass Help > My Queries > Query Files for Download > [Enrolled Students Report to DOE](#). If the student will not stay set to Report to DOE = Yes, [check to make sure the SASID format is correct](#). The Report to DOE field can now be mass-updated using Biographical System > Mass Update Students > SIF Report to DOE.
- The Enrollment Reconciliation Report. Upload to iPass your SIMS Transmission download file from the DESE Security Portal and run this report to compare the download file to the enrolled students in iPass. The report will provide a list of students that are missing from the SIMS Transmission file. Go to iPass Help > DOE ID Manager > Help > [Enrollment Reconciliation Report](#).
- DESE Security Portal > SIF Reports > SIF Transmission Reports > District Reports. [MA DESE Resource: Guide to SIF Transmission Reports \(Nov 30 2017\)](#)
 - The Counts of SIF Objects report provides the number count for StudentPersonal and StudentSchoolEnrollment records sent in the transmission.
 - *New Report:* District Student Roster
 - *New Report:* SIMS – Individual SIMS Record (look up by SASID)
- DESE Security Portal > SIMS Transmission Report. Download the SIMS Transmission report to see which students are included in the SIF transmission and the associated code values.

Once your errors are cleared and your enrollment count is confirmed, SIF districts should freeze their data and check all SIMS Reports for data accuracy.

Self-Service Photo Upload System – Now Available

The new Self-Service Photo Upload System for Harris hosted sites is now available. This system is accessible with login credentials. We will provide you with your

district's username and password as soon as you provide us with a generic group email address that can be used for system notification.

For more information please review the following resources in iPass Help > Biographical > Help:

- [Quick Guide: Self-Service Photo Upload \(Hosted Sites\)](#)
- [Importing Student Photos](#)

IMPORTANT: Required Changes for Incident Code Mapping

In last week's [Wednesday's Wisdom](#) email we alerted SIF districts to a required change in reporting Harassment (Nonsexual), Theft and Vandalism offenses. This requires you update the SIF Mapping selection for your district's Incident Codes and to change the Offender DOE Field > Offender Related To selection for these types of offenses.

IMPORTANT NOTE: We will be removing these discontinued codes from iPass and require all districts to make the following changes within the next 2 weeks.

The DESE discontinued the following SIF values in 2017-2018:

- 1800 (formerly Harassment; Nonsexual)
- 3100 (formerly Theft)
- 3500 (formerly Vandalism)

Action Required:

- Check your SIF Mapping for 1049 - Incident Codes and move the iPass Incident Code mapping to a new SIF Value. For mapping recommendations, refer to iPass Help > DOE ID Manager > Help > SDDR > [NCES and SIF Offense Type Code Mapping Recommendations – SDDR Offense and Disciplinary Action Codes.](#)
- Until the discontinued codes are removed, alert staff that create Discipline records not to select 1800, 3100 or 3500 in the Offender DOE Fields > Offender Related To selection. Provide them with the new selection option that corresponds with the new mapping recommendation you have made.
- Update the Offender DOE Fields > Offender Related To selection in all existing Harassment (Nonsexual), Theft and Vandalism discipline incidents to use an Offender Related To selection that matches your mapping selection made in the above step. Using one of the discontinued codes will result in a validation error.

- After the above 2 steps are completed, clear the SIF Temp Table and use SIF – Send Objects to send DisciplineIncident to update your SSDR transmission file.

iPass Releases & Updates

Patch Release – 7.0.20180223_sync

A patch release went out last Friday to all sites (v. 7.020180223_sync). The patch included:

- An enhancement to the Grades Not Entered and Grade Verification reports to include a “dropped” student indicator and total number of scheduled and dropped students with no grades.
- Changes to accommodate the MA DESE handling of student suffixes:
 - The suffix will be stripped out of the Last Name field when sending the SIMS StudentPersonal object. This allows districts to include the suffix in the Last Name field for printing on report cards and transcripts.
 - Addition of the Suffix field and file header to the Export for SASIDS.
 - Addition of the Suffix field to the SASID Import.
- The patch also included updates/fixes for: new SIF EPIMS sites, Assign HR from Schedules, Google Translate Grade Comments, Discipline Consequences view, Offender/Victim Indicators, and PIMS Staff reports.

Please refer to the full release notes for details in iPass Help > iPass Patch Release Notes > [Patch Release Notes – 7.0.20180223_sync](#).

iPass Tips & Tricks

New MA DESE Resource for SSDR

For your reference we have posted in iPass Help a new SSDR resource from the Massachusetts DESE: the *Student Safety & Discipline Report (SSDR) Validation Rules: Error List – Version 9.0 (January 31, 2018)*.

The document is intended to assist you in diagnosing and fixing validation errors by expanding on the messages returned by the data collection system.

In addition to the Error List, there are several helpful Appendixes:

- Appendix A: Cross-reference between new and old error numbers.
- Appendix B: List of Offense Codes (NCES) and if the code requires victims be reported, a description is required, or physical injury must be reported. For further discussion of offense codes and when they should be reported see: <https://nces.ed.gov/pubs2002/2002312.pdf>.
- Appendix C: Program Status Codes (1-2), Disciplinary Action Codes (1-6), Alternative Education Provided Codes (1-8), Alternative Education Not Provided Codes (1-7)

This document can be found in iPass Help > DOE ID Manager > Help > SSDR > [MA DESE Resource: SSDR Validation Rules Error List & SSDR Appendixes \(January 31 2018\)](#)

2018-2019 Schedules – Hiding from Parents, Students & Teachers

Don't forget to make sure that next year's schedules are not available in the iParent and iStudent View Schedule and View Grade screens. The iParent and iStudent Configuration must be set to Show Schedule = Current & Prior and Show Grades = Current & Prior. If set to All, they can see the 2018-2019 courses when they select the next school year.

If you want to hide future schedule from teachers, you need to make sure your District Configuration is set to Show Schedules = Current & Prior. Then use the Assign Teacher Access feature to give individual school administrators and guidance counselors access to future teacher schedules and future student schedules.

Upcoming Events & Workshops

High School Scheduling Workshop

SPECIAL ADDED OPTION: We have room for additional users to sign up for Day 2 of this workshop. This is a great opportunity to learn more about the Student Scheduler,

Master Schedule Builder, and get help troubleshooting your schedule. [Click here for Workshop details.](#)

Date: April 3 – Day 2

9am to 12pm: Learn how to schedule your students

12pm to 1pm: Small lunch provided

1pm to 3pm: Hands-on work session to work on your schedule with help from the iPass Support Team

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

\$250 per person for Day 2 only hands-on workshop.

New Webex Option: We encourage all participants to attend in person, but if this is not possible, this year there is an option to follow along with the training during the morning session on both days (9am – 12pm only). **\$125 per person for Day 2 only morning webex session.**

Registration is required for the Day 2 session. **Please register by March 30.** [Click here to Register](#)

Middle School Scheduling Workshop

This workshop will consist of 2 day, hands-on sessions where attendees will be working in their own iPass database to schedule their middle school for the 2018-2019 academic year. [Click here for workshop details](#)

Dates: April 4 and May 23

9am to 12pm – Learn how to set up your Schedule

12pm to 1pm – Small lunch provided

1pm to 3pm – Hands-on work session to work on your schedule with help from the iPass Support Team

Location: Miscoe Hill Middle School, 148 North Ave, Mendon, MA.

\$500 per person for 2 days.

New Webex Option: We encourage all participants to attend in person, but if this is not possible, this year there is an option to follow along with the training during the morning session on both days (9am – 12pm only). \$250 per person for 2 days.

Registration is required for this courses. **Please register by March 30.** [Click here to register.](#)

More Upcoming Events

We are planning a Vocational/Technical School User Group Meeting and additional workshops for End of Year, MA & PA State Reporting, and Elementary Scheduling.

[Click here for more information.](#)

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