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Welcome to Wednesday's Wisdom

Your weekly dose of support!

April 25, 2018

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Spring Has Sprung

As we near the end of April the weather gets warmer and we begin to prepare for the final stretch of the school year. Stay informed of important items by reading our weekly emails!

Support Announcements

SIF Transmission – DESE Certificates Updated

iPass Support was informed by the DESE on Monday that they changed their SIF security certificate last week. It affected about 20% of the school districts in the state, which included all iPass sites. This affected the ability for iPass to respond to the

DESE's daily data requests or "pulls" for Attendance and Special Education data. As a result, iPass sites saw high error counts related to Days in Membership=0 is Invalid and SPED: Current or Former SPED (DOE034) must have placement 01, 10-90. SIF transmission of SIMS, SCS, EPIMS and SDR data to the DESE was also affected.

The iPass Team has updated the certificate information on all of the iPass sites. The SIF Report Processors (Response and Events) were restarted and the backlog of SIF Events and Responses have transmitted to the DESE. SIF transmission of data is once again flowing to the DESE.

Massachusetts EOY State Reporting Deadlines

Report	As of Date	Due Date	Certification Deadline
SIMS	Last Day of School	July 5 (Certification)	July 12 (Re-Certification after resolution of Duplicates)
SSDR	School Year	July 20	July 20
SCS	Last Day of School	August 2	August 2
EPIMS	Last Day of School	August 2	August 2

The Support Team is working on updating our Help Guides for 2017-2018 Massachusetts End of Year State Reporting. Please refer to the iPass Tips & Tricks section below for recommendations to get started if you have not already done so.

iPass Releases & Updates

Recent Patch Releases

A patch release went out April 18 (v. 7.0.20180418_sync). The patch release included updates related to: Dropped Courses, iStaff Attendance, Enter Daily Attendance, Seating Chart, and Entering Grades for Closed Terms. Please refer to the Release Notes for more information. Release Notes can be found in iPass Help > iPass Patch Release Notes > [Patch Release Notes – 7.0.20180418_sync](#).

A patch release went out April 24 (v. 7.0.20180424_sync) to fix an issue with "OR" Honor Roll Rules and to add user accounts for our Tech Ops Team to each iPass site. Release Notes can be found in iPass Help > iPass Patch Release Notes > [Patch Release Notes – 7.0.20180424_sync](#).

Preparing for End of Year Massachusetts State Reports

Many sites have already started sending data to the DESE for EOY SIMS, SCS, EPIMS and SSTR. Getting an early start will allow you to clear errors early. Use the list below to guide you through transmitting your initial report data to begin reviewing error validations.

- Set Last Transmission Date to = the anticipated day **BEFORE** the last day of school. This is done in the DOE ID Manager > DOE Parameters screen at each reporting school. If the last day of school is a Monday, use Friday as your day before the last day of school. This must be done for each reporting school.
- Check your Academic Year Settings screen to make sure your last term ends on the anticipated **ACTUAL** last day of school. This is done on the Maintenance - Scheduling > Academic Year Settings screen. Check to make sure that the Term Start/End Dates are correct. These dates may need adjustment due to snow days. This must be done for each reporting school.
- Check your School Calendar to make sure the anticipated last day is in the school calendar. If you built in extra snow days and have not used them all you can wait a bit longer to remove the extra days, but they should be removed before the end of school. If you used more, which is likely the case this year, you will need to add days to the calendar. Refer to the [Quick Guide: Add Days to School Calendar](#). Adjustments to each school calendar is done in Maintenance - Attendance > Calendar Maintenance. This must be done for each reporting school.
- Make sure all students enrolled after March 1 are set to Report to DOE = Yes.
- Make sure that you have set up your SIF SCS Terms (“fake terms”) for all of the course schedule combinations used throughout the entire school year.
- Set the EPIMS Export “As of Date” to be the anticipated day **BEFORE** the last day of school. This is done in iStaff Biographical > Procedures - iStaff Bio > iStaff Configuration > EPIMS Export As-of Date.
- **IMPORTANT:** SIF EPIMS districts need to run the EPIMS Export with Reset Terms and Reset FTEs one time in order to create their EOY Work Assignments before sending SIF EPIMS Objects to the DESE.

- Make sure the SIF Events Processor is sending data. Recycle it by shutting it down and starting a new one.
- Make sure the SIF Response Processor is sending data. Recycle it by shutting it down and starting a new one.
- You will need to do an initial "push" of your SIF data to the DESE. SIMS and SCS Data for this year has been flowing to the DESE as live events. This push is to make sure that all data has been updated on the DESE side in SIF. To transmit EPIMS and SDDR requires you to push the SIF Objects initially and again after any updates are made to the records. All SIF Objects related to one report, one school, one student or one staff member can be sent using SIF Agent > SIF Reporting. Directions on how to push SIF Objects can be found in iPass Help > SIF > Help > [How do I send SIF data objects](#).

For more detailed steps go to iPass Help > SIF > [SIF – Setting Up for the Next State Reporting Period](#).

Additional support resources for MA State Reporting can be found in iPass Help > DOE ID Manager > Help > Subcategory folders of [SIMS](#), [SCS](#), [EPIMS](#), [SSDR](#), and iPass Help > [SIF](#).

iPass FAQs

Q. How do I hide next year's schedules from teachers, parents, and students until we are ready to release them?

A. During the scheduling process for next year you should hide the schedules from view. You can control teacher, parent and student views for future schedules. The schedules can be blocked completely until schedules are done and then when scheduling is completed, you can choose to show courses only and hide teacher names and room numbers. For more information refer to iPass Help > Scheduling > FAQ > [How do I hide next year's schedules](#).

Upcoming Events & Workshops

Upcoming Events – Planning Ahead

We are planning additional workshops for End of Year, MA & PA State Reporting, and Elementary Scheduling. [Click here for more information](#)

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