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Welcome to Wednesday's Wisdom

Your weekly dose of support!

July 25, 2018

In This Issue

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

Scheduling Workshop + Coaching

Registration is open for the Elementary Scheduling Workshop *Plus* Personalized Coaching. Refer to the Upcoming Events & Workshops section for more information.

Support Announcements

MA State Reporting

The Support Team is working hard to get through all of the SCS and EPIMS support tickets. Please be sure to keep the tickets updated daily with your latest error count and outstanding issues. Remember not to send identifying student or staff

data. We only need the Student ID#, SASID#, or MEPID# and the error message that you're receiving. Don't forget to let us know when you certify.

Personalized Coaching Available

The Support Team is available for Personalized Coaching Sessions for guidance through the state reporting process, in-depth review of your validation errors, and one-on-one help to clear the errors. Refer to the iPass Support Services section below for more information. These sessions not only help clear the errors in a timely manner, they also provide the user with valuable training in the SIF state reporting process.

EPIMS – Long Term Substitute Teachers

A change was made at the DESE in November that may cause errors for Long Term Substitute Teachers that started teaching after October. If you are having difficulty clearing errors for Long Term Subs, submit a [Harris eSupport ticket](#) and we will work with you to resolve the issue.

iPass Releases & Updates

Patch Release

A patch release went out on July 18, 2018 (v 7.0.20180718_sync) with updates for Competency Report Cards, SIF SCS (action required), and the Discipline System. For more information please refer to iPass Help > iPass Patch Release Notes > [Patch Release Notes – 7.0.20180718_sync](#).

iPass Tips & Tricks

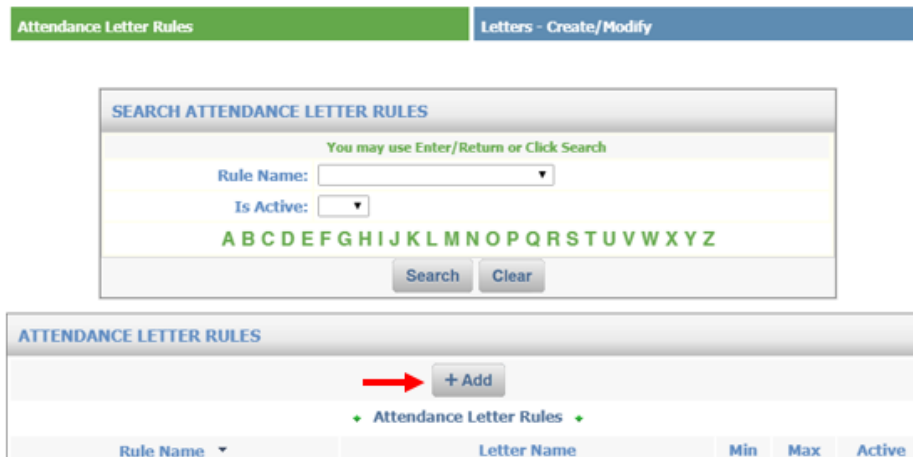
Auto-Attendance Letters

The Auto-Attendance Letters report will generate student Attendance letters based on all of the active Attendance Letter Rules criteria as of the specified report date. A record of the Auto-Attendance Letter(s) generated for a student is then added to the student's Attendance Letter Received screen.

Step 1: Define Attendance Letter Rules

Individual schools can set up their own Attendance Letter Rules. The criteria for each rule will determine which student will receive each letter when the Auto-Attendance Letter report is run.

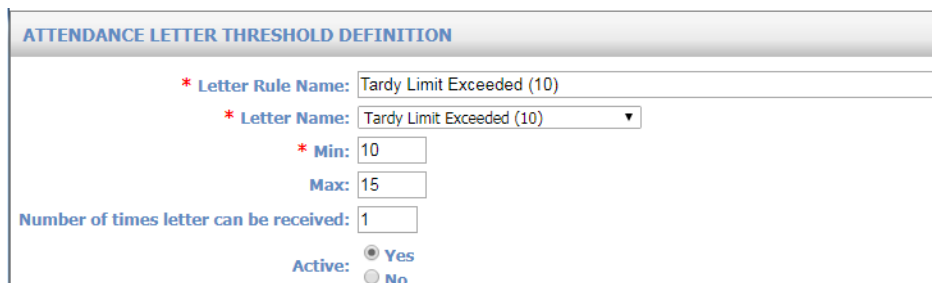
Go to Letters > Create/Modify Letters > Attendance Letters Rules



The screenshot shows the 'Attendance Letter Rules' page. At the top, there are two tabs: 'Attendance Letter Rules' (highlighted in green) and 'Letters - Create/Modify' (highlighted in blue). Below the tabs is a search box titled 'SEARCH ATTENDANCE LETTER RULES'. Inside the search box, there is a text input field for 'Rule Name', a dropdown for 'Is Active', and a row of letters 'A B C D E F G H I J K L M N O P Q R S T U V W X Y Z'. Below the letters are 'Search' and 'Clear' buttons. Below the search box is a table titled 'ATTENDANCE LETTER RULES'. The table has columns for 'Rule Name', 'Letter Name', 'Min', 'Max', and 'Active'. A red arrow points to a '+ Add' button above the table. Below the '+ Add' button is a dropdown menu with 'Attendance Letter Rules' selected.

Enter the threshold values to identify the students that should receive the letter.

Note: If a Letter already exists for the rule then select it in the Letter Name field. , If it does not exist yet, you will need to create the letter and update the rule as a follow up step.



The screenshot shows the 'ATTENDANCE LETTER THRESHOLD DEFINITION' form. It contains the following fields:

- * Letter Rule Name: Tardy Limit Exceeded (10)
- * Letter Name: Tardy Limit Exceeded (10) (dropdown)
- * Min: 10
- Max: 15
- Number of times letter can be received: 1
- Active: Yes No

Select all of the Attendance codes that will be used to calculate the Min/Max values.

DAILY ATTENDANCE CODES

<input type="checkbox"/>	Code	Description	Excused	Absence Value
<input type="checkbox"/>	A	Absent	no	1
<input type="checkbox"/>	ARS	Absent Receiving Ser	yes	1
<input type="checkbox"/>	AE	Absent-Excused	yes	1
<input type="checkbox"/>	CP	Constructively Present	yes	1
<input type="checkbox"/>	D	Dismissed	yes	0
<input type="checkbox"/>	DA	Dismissed-Absent	no	1
<input type="checkbox"/>	IS	In-School-Suspension	no	1
<input type="checkbox"/>	OS	Out-School-Suspension	no	1
<input type="checkbox"/>	P	Present	yes	0
<input checked="" type="checkbox"/>	T	Tardy	yes	0
<input type="checkbox"/>	T/D	Tardy and Dismissed	no	0
<input type="checkbox"/>	T/DExcused	Tardy Excused Dismi	yes	0
<input type="checkbox"/>	TA	Tardy-Absent	no	1
<input type="checkbox"/>	TAE	Tardy-Absent-Excused	yes	1
<input type="checkbox"/>	TE	Tardy-Excused	yes	0
<input checked="" type="checkbox"/>	TU	Tardy-Unexcused	no	0
<input type="checkbox"/>	Tru	Truant	no	1

Example Rules:

ATTENDANCE LETTER RULES

+ Add

Attendance Letter Rules

Rule Name	Letter Name	Min	Max	A
25+ tardy	25 + individual Tardy Letter	25	0	Yes
absent unexcused	Absent Unexcused 5 Times	5	0	Yes
Attendance Hearing	Attendance Hearing	15	0	Yes
Tardy Limit Exceeded (10)	Tardy Limit Exceeded (10)	10	15	Yes
Tardy Limit Exceeded (5)	Tardy Limit Exceeded (5)-Attendance	5	10	Yes

Step 2: Run Auto-Attendance Letters Report

When you run the Auto-Attendance Letters report, all letters will be generated in one report for students that meet the criteria for all of the active Attendance Letter Rules.

Go to Attendance System > Reports – Attendance > Auto-Attendance Letter

ENTER SELECTION CRITERIA

You may use Enter/Return or Click Submit

As of Date:

Summary Page: Yes ▾

Sort By: Name/Letter Type ▾

Reprint? (no letter receipt): No ▾

Report Selection Criteria:

- As of Date – The Min/Max tally will be from the first day of school through to this date.
- Summary Page – When set to YYES, a list of all the students that received the letter and which letter they received will be included in the report file.
- Reprint? (no letter receipt) – Use the default of NO the first time you run the report to create the letters and add a receipt record to the student’s Attendance Letter Received screen. Set this to YES when you want to generate copies of letters already created but do NOT want to add an additional receipt record to the Attendance Letter Received screen.

Step 3: View Attendance Letters Received

After the Auto-Attendance Letters report is run, all students that qualified for a letter will have a record of the letter added to the student’s Attendance Letters Received screen.

Go to Biographical System > Add/Modify Student Biographical > *select student to view* > Attendance Letter Received Tab

ATTENDANCE LETTERS RECEIVED			
As of Date	Letter Name	User Who Ran Letter	Comment
05/18/2018	Tardy Limit Exceeded (5)-Attendance		
03/07/2018	Absent Unexcused 5 Times		

Click on the Letter Name to see more detail and get the option to Delete the letter receipt record if necessary.

Attendance Letter Received for [Redacted]

Letter Sent: Tardy Limit Exceeded (5)-Attendance As of Date: 05/18/2018

User: [Redacted] Date/Time of Run: 05/18/2018 12:27

Attendance Code Count at Time of Batch Run: 6

Comments:

Delete Record?

Upcoming Events & Workshops

Elementary Scheduling Workshop

The annual Harris iPass Elementary School Scheduling Workshop will be offered on **August 15, 2018** in our new webinar *plus* personalized coaching sessions format.

Elementary School Scheduling Workshop

This workshop will review the iPass scheduling tools and take users through the steps to schedule the Elementary Schools for the 2018-2019 school year.

The Elementary Scheduling Workshop will cover:

- Homeroom assignments
- Mass Loading student schedules
- Setting up and using the Quick Scheduler
- Drop/Add feature
- Withdrawn students features
- Editing Teachers in the course catalog
- Adding and removing Courses to the course catalog
- Adding and removing sections from a course
- Moving students from one course to another
- Printing student and teacher schedules

Part I: Group Webinar Training Session (3 Hours)

Date: August 15, 2018

Time: 9:00 a.m. to 12:00 p.m.

Registered workshop attendees will be sent a link to the online webinar. The webinar link may be shared with other district staff. Registered users will receive a recording of the session.

Part II: Personalized Coaching Sessions (Total: 2 Hours)

Registered workshop attendees will schedule a total of two (2) hours of online coaching with a member of the iPass Support Team to help them use the iPass tools to schedule the Elementary School(s) for 2018-2019. Sessions can be scheduled in either two (2) one-hour blocks or one (1) two-hour block.

The Support Team will provide registered workshop attendees with a calendar of available time slots to schedule their coaching sessions. Personalized coaching sessions are only available to paid workshop attendees.

Additional personalized coaching time is available in one-hour blocks at an additional cost. Contact the Support Team for more information (lpatton@harriscomputer.com).

Fee: \$250.00 Per Person

Registration Link: [Click here to Register](#). * **Please register by August 14, 2018. ***

iPass Support Services

Personalized Coaching Sessions Available

The Support Team is available for personalized one-on-one “coaching” beyond the scope of typical support ticket resolution.

During a Personalized Coaching Session a Support Team member will work one-on-one with the user to help with iPass setup and walk a user through the required steps to reach the desired outcome. Coaching sessions are recommended when a district is looking to implement a new iPass feature, when a user wants someone to walk them through a process, or when a user wants help reviewing and clearing state reporting errors.

Coaching Options:

Personalized Coaching Session

- User defined topic/need
- Fee: \$185/hour, typically booked in 1-2 hour blocks
- For more information email lpatton@harriscomputer.com

Workshop *Plus* Personalized Coaching

Several times a year the Support Team offers Workshops that include one-on-one coaching sessions. These bundles offer special pricing and offer the greatest benefit to the district.

Special Introductory Offer through August 2018:

We have had such positive feedback about our new workshop format with coaching hours that we want to offer this opportunity to those that may not have signed up to participate in the live workshop webinar.

- **EOY Procedures Workshop Recording + Coaching Hours for \$250**

Receive a link to the End of Year Procedures Workshop webinar recording. This link can be shared with other staff in the district. This workshop covers preparing for the next school year (Phase I), ending the current school year (Phase II), and starting the new school year (Phase III).

Receive 2 Hours Total of Personalized Coaching – Book in 1-Hour blocks. Hour 1 will cover Phase I & II and Hour 2 will cover Phase III.

For more information email lpatton@harriscomputer.com.

- **EOY MA State Reporting Workshop Recording + Coaching Hours for \$250**

Receive a link to the Massachusetts State Reporting Workshop webinar recording. This link can be shared with other staff in the district. This workshop covers SIMS, SCS, EPIMS, and SDR SIF State Reporting.

Receive 3 Hours Total of Personalized Coaching – Book in 1-Hour blocks.

For more information email lpatton@harriscomputer.com.

Harris School Solutions

1-866-450-6696

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