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Welcome to Wednesday's Wisdom

Your weekly dose of support!

March 27, 2019

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Welcome to Spring!

Time to begin thinking about preparing for the end of this school year and setting up for the next.

Support Announcements

Middle School Scheduling Can Be Challenging – *Let Us Assist!*

Let us help you plan and schedule with success using different Bell Schedules, Teaming, Linking, Mini-Terms for Specials, Study Halls and Special Periods for Reading Time & Advisory.

We have revamped our annual Middle School Scheduling Workshop to include **personalized planning and coaching sessions** to help your scheduling team **schedule**

with success. Refer to the Upcoming Events and Workshops section below for more detail.

Register today! Our remote classroom group training sessions start April 9.

Revised CRDC School Element File Resource

The iPass CRDC v2 - School Element Guide with iPass References (2017-2018) has been updated to indicate that all of the SCH_DISCWDIS_EXPWE and SCH_DISCWDIS_EXPWOE elements are iPass generated. Corrections have been made to rows 1215-1230. An updated file has been posted in iPass Help > DOE ID Manager > Help > [CRDC v2](#) and in the iPass Support Hub Knowledge Base.

iPass Tips & Tricks

New Quick Guide: Create Activity/Group

The Support Team has created a new Quick Guide outlining the steps to create and manage an Activity or Group. It has been posted in iPass Help > Activity/Group System > Help > [Quick Guide: Create Activity/Group](#) and in the iPass Support Hub Knowledge Base.

New MSB Teachers and Rooms Query

The Support Team has created a new query to help find Exited/Retired Teachers who are still linked to rooms and course sections due to this data rolling over each year. Since you cannot assign a course section to a new teacher without clearing out the old teacher first, you will need to find any exited teachers that may still be assigned to a room. The query report will include all teachers, whether working or not, with their MSB Teacher and Room selections for the year selected. This query has been posted in iPass Help > My Queries > Query Files for Download > [MSB Teacher and Rooms Including Exited Query](#).

SIMS Summary Report: Student Attendance / Chronic Absenteeism

Information shared by Jan Clark, iPass Administrator at Keefe Tech:

The DESE Security Portal SIMS Summary Reports includes Student Attendance Reports for Chronic Absenteeism (District and School Summary).

SIMS Summary Reports

Select a report type: 17-STUDENT ATTENDANCE (School Summary)

REPORT 17
STUDENT ATTENDANCE SCHOOL SUMMARY
MAR 2019 (FY2019)

Total Number of Students	Count of Students who are Chronically Absent	School Chronic Absenteeism Rate

Jan learned from her DESE Field Rep: Chronic Absenteeism is the percentage of students who miss 10% or more of the school year (ie. student misses 18 or more days in a typical 180-day school year).

Which students are included in the report?

- Enrolled students in Grades 1-12 who have at least 20 days of membership.
- Withdrawn students with 20 days or more of membership.
- Excluded from the report: Students in Grades PK, K and SP.

Jan ran the iPass Attendance Tally Report as of March 1, inserted a column in the spreadsheet and computed Days Absent (ABS) divided by Days in Membership (Member) to identify the students with 10% or more days absent. She found her calculated count and rate matched the DESE criteria and SIMS Summary report values perfectly.

PRS	ABS	Tardy	Dism	Suspension	Member	Entry	Withdrawn	Chronic %
46	65	0	1	0	111	R1 08/29/2018		58.56%
50	61	11	2	0	111	R2 08/29/2018		54.95%
58	53	19	0	0	111	R4 08/29/2018		47.75%

Upcoming Events & Workshops

Middle School Scheduling Success Services Pack

Training + Planning + Coaching

The iPass Support Team is offering a *Scheduling Success Services Pack* for **Middle School Scheduling**.

Unlimited district staff can participate in the **two 3-hour interactive remote classroom sessions** to develop the scheduling skills they need. Also included is a

personalized **1-hour small group planning session** and **2-hours of one-on-one small group coaching** to ensure success.

Remote Classroom Dates: April 9 and May 21 (9:00am to 12:00pm Webex)

Planning & Coaching Hours: To be scheduled.

<i>Scheduling Success Packs Train + Plan + Coach</i>	Dates	Value	Promotional District Price	Registration Link
Middle School	April 9 & May 21	\$1,665	\$1,250	Click to Register

>> [Click here](#) to learn more about the *Scheduling Success Services Packs*.

iPass Support Services

Additional Scheduling Planning & Coaching Options

The iPass Support Team is available to help you and your team review your high school, middle school, and elementary school scheduling needs, develop a plan, and coach you through the process.

These options are tailored to districts making schedule changes, users that want to use the Master Schedule Builder and users that want to be coached through setting up scheduling for next year.

>> [Click here](#) to learn more about all of our *Scheduling Success Services options* and to register for upcoming sessions.

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