



Email not displaying correctly?
View it in iPass [Help](#).

[Log Support Call](#)

[Schedule Training](#)

[iPass Help Link](#)



Welcome to Wednesday's Wisdom

Your weekly dose of support!

May 1, 2019

In This Issue

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

Keeping Users Informed

The iPass Support Team shares important news and updates to help you get your job done. Check out this week's news.

Support Announcements

Next Week – May Online User Group Meeting

Date: May 8, 2019

Time: 1:00 p.m. to 2:00 p.m.

1. News & Updates: Timely News & Updates – EOY Workshops & Coaching Options

2. Featured Topics: Preparing to Graduate Seniors

News and Updates will include a review of the upcoming Elementary Scheduling and End of Year Workshops & Coaching options available.

The featured topic will be **Graduating Seniors**. Laura Patton will review the recommended steps to follow before graduating seniors such as setting up the Grading System to grade seniors only, running senior GPA and Honor Roll, clearing out senior Lockers, and using Mass Enroll Students to “Graduate” seniors.

Meeting Link: Click here for the [User Group Meeting Webex link](#). Meeting Number is 635 513 566, Meeting Password is Harris. Audio Connections is 1-855-699-3239 Call-in toll-free number (US/Canada).

The Support Team hosts monthly online user group meetings the second Wednesday of every month. Meetings start with important news and updates for all users and include an in-depth review of timely topics

CRDC Collection – Due Monday

LEA’s in the East Coast Region have until Monday, May 6 to submit their CRDC data.

If you are using the iPass CRDC v2 tool to create your LEA and School files to upload to the CRDC submission site, be sure to refer to the iPass Release & Updates section below for important CRDC v2 School file updates that went out last week.

Please create a Support Ticket if you need any assistance with your CRDC files.

iPass Survey – Thank You For Participating

We would like to thank the users that responded to the Harris iPass User Survey that went out last week. We appreciate your taking time to provide us with valuable feedback.

iPass Releases & Updates

Patch Releases – Important CRDC v2 School File Updates

Two patch releases went out last week to correct issues in the CRDC v2 export School file.

The **7.0.20190425_sync** patch release went out on April 25. The School file is now exporting the calculated values for the SCH_COMPCLASSES_CSCI and SCH_COMPCCERT_CSCI fields.

Note:

- The number of computer science classes is calculated based on the courses with the Subject Area Codes selected in the CRDC Data Setup v2 School SCH_COMPCLASSES_CSCI Data Element.
- The number of certified computer science teachers is calculated based on teachers scheduled to teach courses with the Subject Area Codes selected in the CRDC Data Setup v2 School SCH_COMPCLASSES_CSCI Data Element and the teacher has “Licensed for Job “checked off (certified) in their Career record

The **7.0.20190426_sync** patch release went out on April 26. The CRDC v2 School file is now exporting the values entered in CRDC Data Setup v2 non-iPass School fields for SCH_APEXAM_ONEORMORE_(Race)_F(emale).

This patch release also removed duplicate Teacher Actions and Teacher Comments fields from the Discipline Record > Report to DOE = Yes > Incident DOE Fields section.

iPass Tips & Tricks

Monitoring Former ELL Students

We recently worked with a district to set up a way to monitor the former English Learners (ELs) in their district for up to 4 years or until they graduate. Below are the steps you can use to set this up on your site.

Add Codes to Identify Student’s EL Reclassification Status

Add codes to the DOE025 English Proficiency field for FEL Year 1, FEL Year 2, FEL Year 3 and FEL Year 4. Since these students are former ELs and are performing classwork in English, the State codes is set to “00 – Can perform classwork in English.”

Biographical System > Maintenance – Biographical > English Proficiency

ENGLISH PROFICIENCY			
Delete	Code	Description	State
Check All			
Clear All			
<input type="checkbox"/>	English Proficient	00 - Can perform classwork in English	00
<input type="checkbox"/>	NOT Eng. Proficient	01 - Cannot perform Classwork in Eng	01
<input type="checkbox"/>	Not Required	555 - Sending District - Not Required	555
<input type="checkbox"/>	FEL1	FEL Year 1	00
<input type="checkbox"/>	FEL2	FEL Year 2	00
<input type="checkbox"/>	FEL3	FEL Year 3	00
<input type="checkbox"/>	FEL4	FEL Year 4	00

SIF Mapping of New English Proficiency Codes

The new English Proficiency codes you added need to be mapped to send the student as a Fluent English Speaker (1634) in the SIF transmission. This is done in SIF Table

SIF Agent > SID Data Mapping > SIF Table = 0585 – English Proficiency

SEARCH SIF DATA TABLES

You may use Enter/Return or Click Search

SIF Table:

Select the new codes with the value of 00 under Fluent English Speaker. Click Submit to save.

SIF Table	SIF Value	iPass Value	SIF Descr
0585	1633	<input type="checkbox"/> 00 - 00 - Can perform classwork in English <input type="checkbox"/> 00 - FEL Year 1 <input type="checkbox"/> 00 - FEL Year 2 <input type="checkbox"/> 00 - FEL Year 3	Native English speaker
0585	1634	<input type="checkbox"/> 00 - 00 - Can perform classwork in English <input type="checkbox"/> 00 - FEL Year 1 <input type="checkbox"/> 00 - FEL Year 2 <input type="checkbox"/> 00 - FEL Year 3 <input checked="" type="checkbox"/> 00 - 00 - Can perform classwork in English <input checked="" type="checkbox"/> 00 - FEL Year 1 <input checked="" type="checkbox"/> 00 - FEL Year 2 <input checked="" type="checkbox"/> 00 - FEL Year 3 <input checked="" type="checkbox"/> 00 - FEL Year 4	Fluent English speaker

Select FEL Year # Code for Student

These codes can now be in selected to code the students on the Language screen.

Biographical System > Add/Modify Student > Language

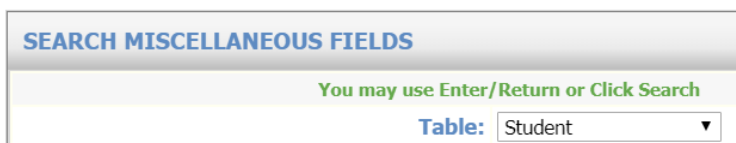


The screenshot shows a form titled "STUDENT LANGUAGE DATA". Below the title is a large empty text area. At the bottom of the form, there is a label "English Proficiency:" followed by a dropdown menu. The dropdown menu is open, showing a list of options: "00 - Can perform classwork in English", "01 - Cannot perform Classwork in English", "555 - Sending District - Not Required", "FEL Year 1", "FEL Year 2", "FEL Year 3", "FEL Year 4", and "FEL Year 1". The "FEL Year 1" option is highlighted in blue. The dropdown menu also shows "FEL Year 1" at the bottom with a small downward arrow.

Add Field to Track Date of Reclassification

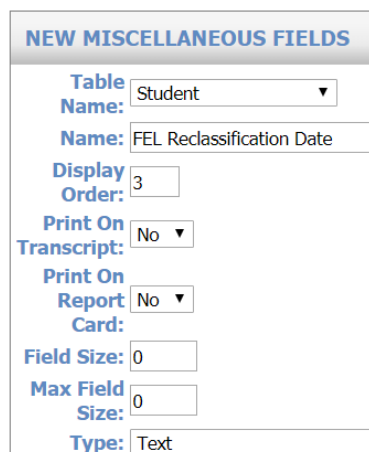
Add a User Defined MISC Field to enter the date the student's EL status was reclassified.

Biographical System > Maintenance – Biographical > User Defined Data > Table = Student



The screenshot shows a form titled "SEARCH MISCELLANEOUS FIELDS". Below the title is a green message: "You may use Enter/Return or Click Search". Below this message is a label "Table:" followed by a dropdown menu. The dropdown menu is open, showing a list of options: "Student".

Click +Add and create a Field Name = FEL Reclassification Date. Use the Display Order to align it with other ELL fields you may have set up. Submit to Save.



The screenshot shows a form titled "NEW MISCELLANEOUS FIELDS". Below the title are several fields:

- Table Name:** Student (dropdown menu)
- Name:** FEL Reclassification Date (text input)
- Display Order:** 3 (text input)
- Print On Transcript:** No (dropdown menu)
- Print On Report Card:** No (dropdown menu)
- Field Size:** 0 (text input)
- Max Field Size:** 0 (text input)
- Type:** Text (text input)

The Student MISC screen displays the FEL Reclassification Date field.

Misc Fields			
Translation indicator	Yes ▾	Translation language	Spanish
FEL Reclassification Date	05/01/2019	ELL Date of Exit	04/30/2019
Emergency Form Returned	Yes ▾	ELL Language Proficiency Level	FEL Year 1
ELL Date of Entry	09/01/2017	Photo in Media	Yes ▾

Query Report

The Support Team has created a query that is available for download from iPass Help to report on these students.

iPass Help > My Queries > Query Files for Download > [Former English Language Learner Query](#)

The Query is designed to run by Year and School and include the district's Former EL Student English Proficiently Codes and list Teacher and Courses in the English, Mathematics, Science and Social Students Departments.

The report includes (*but not limited to*): Student ID, Student Name, Grade Level, FEL Year #, Language, School Name, Course Name, Course ID, Course Section, Term, Teacher Name, Department, and FEL Reclassification Date.

For future reference, the above information is available in iPass Help > Biographical System > Help > [Quick Guide: How to Monitor Former EL Students](#).

Upcoming Events & Workshops

Upcoming Events

We are finalizing our workshop and coaching options for Elementary Scheduling, End of Year Procedures and Massachusetts State Reporting. Watch for an announcement next week.

iPass Support Services

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.

Harris School Solutions

1-866-450-6696

Copyright © 2019, Harris School Solutions.

All rights reserved.

To opt-out of receiving emails from iPass Support please reply to [email](#) with your request.