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## Welcome to Wednesday's Wisdom

*Your weekly dose of support!*

May 8, 2019

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### **TODAY – User Group Meeting**

Join us today for the May User Group Meeting – **Featured Topic: Graduating Seniors.** Refer to the Upcoming Events section for details.

## Support Announcements

### Announcing End of Year Workshops & Coaching Options

The iPass Support Team can help you complete your year-end tasks and prepare for the new school year.

The iPass End-of-Year Workshop *Plus* Coaching options listed below provide districts with valuable training and a refresher of the essential steps needed to end this school year, do your State Reporting, schedule your Elementary schools, and start the next year.

Our remote classroom instruction and review sessions combined with personalized coaching will step you through the process with speed, ease and success.

The remote classroom sessions are open to unlimited district staff, making it the most affordable way to keep your staff trained and up-to-date with iPass. The small group coaching sessions are personalized to meet the experience level and need of your districts users, insuring a successful outcome.

*“I took part in both EOY trainings, as well as, the Elementary Scheduling training last year and found them all to be incredibly helpful! I was able to certify all of the reports before the due dates and had our district rolled over for the new year more than a week earlier than usual. The added coaching hours is a nice feature where you have their expertise tailored to your district alone for that time and they can assist with the process and help you troubleshoot any issues that might arise. I highly recommend the Harris trainings to everyone...seasoned veterans and newbies alike, as there is always something new to learn!”*

*– Kristi LaPerle  
Data Specialist  
Clinton Public Schools*

## **End-of-Year Procedures Success Services Pack** *Training/Review Session + Coaching*

This year we are offering **one 2-Hour Remote Classroom Workshop on May 22<sup>nd</sup>** that will take users through the End-of-Year Procedures. This includes preparing for the next year (Phase I), finishing the current school year (Phase II), and rolling the database over to the new school year (Phase III).

The Workshop session is open to **unlimited district staff** to allow all staff involved in the process of ending one year and starting the next to participate. Districts will receive a recording of the session.

The **2 Hours of personalized small group coaching** can be scheduled anytime to help step you through the EOY Procedures. Since Phase I, II, and III of the EOY Procedures are done at different times during the year, **Hour 1** will cover Phases I & II and **Hour 2** will cover Phase III. Phase III should be scheduled for a date after state reporting is completed and the district is ready to roll over their database to the new school year. The coaching hours are scheduled in 1-Hour blocks, may only be used for EOY Procedures, and expire 10/1/2019.

<b><i>End-of-Year Procedures Success Services Pack 2-Hour Remote Classroom Workshop PLUS Coaching</i></b> (Sign up for 2 Hours of coaching in 1-Hour Blocks)	<b>District Price</b>	<b>Registration Link</b>
<b>May 22, 2019, 10:00 a.m. – 12:00 p.m.</b>	<b>\$500</b>	<a href="#">Click to register</a>

## **End-of-Year MA State Reporting Success Services Pack Training/Review Session + Coaching**

This year we are offering **one 2-Hour Remote Classroom Workshop on June 3<sup>rd</sup>** that will take users through the steps to report EOY Massachusetts SIMS, SCS, EPIMS and SDR via SIF Transmission.

The Workshop session is open to **unlimited district staff** to allow all staff involved in the state reporting process to participate. Districts will receive a recording of the session.

The **2 Hours of personalized small group coaching** can be scheduled anytime to provide assistance in using the iPass tools to report the EOY State Reports and troubleshoot validation errors. The coaching hours are scheduled in 1-Hour blocks, may only be used for MA State Reporting, and expire 10/1/2019.

<b><i>EOY MA State Reporting Success Services Pack 2-Hour Remote Classroom Workshop PLUS Coaching</i></b> (Sign up for 2 Hours of coaching in 1-Hour Blocks)	<b>District Price</b>	<b>Registration Link</b>
<b>June 3, 2019, 10:00 a.m. – 12:00 p.m.</b>	<b>\$500</b>	<a href="#">Click to register</a>

**Personalized Coaching:** Districts can engage us for coaching hours only or in addition to those included in the *EOY MA State Reporting Success Services Pack*. Refer to information below.

*“The Workshops are excellent... they give you the basics you need and the fact that you have the workshop recordings to refer to after is such a plus. The coaching hour is such an "emotional relief" for anyone who is under the gun when it comes to being responsible for any of the state reports. Knowing that you can rely on someone to "coach you thru those rough spots" ...makes the end of the year so much easier.”*

*– Judi Buono  
System Administrator  
Winthrop Public Schools*

## **Elementary School Scheduling Success Services Pack Training/Review Session + Coaching**

**UPDATE:** We’ve updated our offering to provide **ONE 2-Hour Remote Classroom Workshop on June 11<sup>th</sup>** that will cover the steps for Phase I: Assigning teachers, homerooms, courses and students for next year and Phase II: ‘Quick Scheduling’ students into courses.

The Workshop session is open to **unlimited district staff** to allow all staff involved in the elementary scheduling process to participate in the instructional/review session and provide them with the steps to prepare next year students, teachers, and homeroom assignments **prior to the summer break**. This will allow for more efficient ‘Quick Scheduling’ of the students before school starts.

The **2 Hours of personalized small group coaching sessions** can be scheduled anytime to insure your elementary school students are scheduled with success for the first day of school. The coaching hours are scheduled in 1-Hour blocks, may only be used for Elementary school scheduling, and expire 10/1/2019.

<b><i>Elementary School Scheduling Success Services Pack 2-Hour Remote Classroom Workshop PLUS Coaching (Sign up for 2 Hours of coaching in 1-Hour Blocks)</i></b>	<b><i>NEW District Price</i></b>	<b><i>Registration Link</i></b>
<b>June 11, 2019, 10:00 a.m. – 12:00 p.m.</b>	<b>\$500</b>	<a href="#"><u>Click to register</u></a>

**Personalized Coaching:** Districts can engage us for coaching hours only or in addition to those included in the *Elementary School Scheduling Success Services Pack*. Refer to information below.

*“Every year I've taken the Elementary Scheduling Workshop. Setting up the room catalog, assigning teachers to courses, setting up Quick Schedule, assigning home rooms, all these functions and more have always been extremely helpful for me. This past year I was able to take the workshop that included other districts at the same time and then a one-on-one hour telephone coaching session several days later. This was the best case scenario since I had all the information I needed in my own office and could schedule the one-on-one phone call after gathering further questions I had.”*

*– Theresa Grassey  
Guidance Secretary  
Ashland Public Schools*

## Personalized Coaching

Personalized coaching hours are available for purchase alone or in addition to the *Success Service Packs* coaching hours outlined above. Coaching is available in 2-Hour blocks.

Please contact Laura Patton at [lpatton@harriscomputer.com](mailto:lpatton@harriscomputer.com) to get more information.

<b>Personalized Coaching</b>	<b>Price</b>
<b>2 Hours</b>	<b>\$370</b>
<b>4 Hours</b>	<b>\$740</b>
<b>6 Hours **(\$1,110 value, 20% Discount applied)</b>	<b>\$888</b>

*“Coaching was very beneficial. Nice to have the scheduled one-on-one time.”*

*– Barbara Emerick  
Administrative Assistant to the Superintendent  
Uxbridge Public Schools*

## Upcoming Events & Workshops

### **TODAY** – 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.

**Harris School Solutions**

1-866-450-6696

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