



iPass News & Updates – April 2020

DESE Meetings on Pandemic EBT Project - Conference Call

What we know so far:

We are waiting to hear from DESE on the exact data elements needed and to see their template to better prepare directions for each site to use. **We will send out another communication with final directions.**

How do I report?

DESE set up a drop box for you to upload a file that is in the format that matches the template they provided.

The drop box is called **PEBT Data Drop Box**

What data should be sent?

This is a preliminary list and may change so **[wait for the final directions:](#)**

- SASID
 - School Code (8 digit code)
 - First Name
 - Middle Name
 - Last Name
 - DOB
 - Head of Household First name (Primary Contact)
 - Head of Household Last name (Primary Contact)
 - Student Address
 - Eligible for Free or Reduced Lunch
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How do I make this file?

iPass Support is creating a query named PEBT that will be shared with each site. The Advanced Export can also be used to gather this information. Some adjustments will need to be made to get the data into the template format once gathered.

Who should be included?

- Students enrolled as of April 6th *(date might change)
- Community Eligibility Provision (CEP) Districts should submit their entire roster (same as a SIMS report, including Out of District students).
- Non-CEP Districts ONLY should submit students who are eligible for Free and Reduced Lunches only.
- Hybrid Districts: Each School that is CEP in the District should send all students on their SIMS roster. Schools that are not CEP in the District should send only students who are eligible for Free and Reduced Lunches.

What are the Timelines?

- DESE would like this completed within 7-10 days.

April User Group Meeting – NEW PEBT Report and what can be done for Attendance and Grading during the Stay at Home Order

Date: April 8, 2020

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

- 1. News & Updates**
- 2. Featured Topics:** New PEBT Report & Attendance and Grading during School Closure.

Laura will be reviewing the new PEBT report explaining how to pull the data from iPass needed for the template and facilitating an open conversation about the use of Attendance and changes in Grading to finish out the school year.

Please share the link below with all of your Administrative Staff as well.

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.

March User Group Meeting – Hosted Sites Moving to AWS - Recording Available

IMPORTANT FOR IT/TECH STAFF: If you missed last month's User Group Meeting, would like to see it again, or want to share it with others, the recording has been posted in iPass Help: [Webex – iPass User Group Meeting \(March 2020\) – News & Updates / Hosting iPass in AWS](#).

School Closure and what to do about Attendance, Terms and Grades for the rest of the year

We have been getting a lot of questions on how to adjust Attendance, Terms, Grading, Teacher Gradebooks/Rankbooks and the use of iPass during the School Closure. It will be best if you get all the decision makers and School Administrators together and schedule a meeting with us to go over your options based on your district/school needs and outcome expectations.

We are finding that districts that have met with us already have found it to be very beneficial. Mid-year changes to the grading and attendance process and set up can introduce unforeseen issues. We want to prevent districts from making changes that may not be necessary or could complicate things moving forward. The more iPass works as usual, the better.

Attendance

180 day regulations: DESE is requiring districts to use Snow Days first and not to go longer than 185 days. So if you were at only three snow days before school closing you would set the first two days of the Stay Home Order to Snow Days. This will help if/when you return to school later this school year.

DESE is collecting SIMS data on Attendance and Membership for all days between the first day of school and March 3, 2020. DESE pulls this data based on a date they set for SIF transmission, so there is no need to make a change to anything in iPass.

This will allow you to leave all of the School Closure days as regular days in the iPass School Calendars.

Period attendance can be used by teachers during this time as well.

Terms

Term Dates: Term dates tell the system when a term starts and ends. They are used for displaying Attendance on Report Cards and Progress Reports and make screens default to the current term. So you would only need to change the term dates if you want attendance to fall in a certain term, screens to default to a certain term or make courses show up in certain terms in Gradebook/Rankbook.

Grading

Final Grades and Transcripts: Final grades show on transcripts so you need to decide what you want to show on the student transcript for the final grades for students.

Horizontal Averaging Rules: You can skip grade headings without it affecting your averaging.

If your rule is Q1 20% - Q2 20% - Mid 10% - Q3 20% - Q4 20% - Final 10% and you only used Q1+Q2+Mid Term+Q3 it would take the total and divide it by 70%.

Gradebook/Rankbook Assignment Grades: There is no reason for teachers to have to change anything. The assignments can be kept as normal and graded as to the policies you have put in place for them to use.

**** Please submit a ticket to schedule a meeting with Laura and your administrative team before you make any changes. ****

Harris School Solutions

1-866-450-6696

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