Welcome to Wednesday's Wisdom – A weekly dose of support!
January 21, 2015

Announcements

SSDR – School Safety and Discipline Report and SIF 2

SIF 2.7, which is slated to be introduced and used the rest of this year (2014-2015), will include the School Safety and Discipline Report (SSDR).   The DOE have announced that all school districts on SIF will be using the SIF system to report the SSDR data. IMG/Harris Schools Solutions has been working hard to get the SIF 2.7 requirements finished and tested. Once we get most of the way through the testing phase we will provide documentation on what changes are needed in your discipline records to meet the End of the Year deadline for this report.

All Districts not on SIF will be using the legacy exports (Export MA Discipline) to make their submission. There will be changes to that export as well. Once we get through the requirements for that report and some testing we will provide documentation for this export as well.

UPDATE: CRDC – Civil Rights Data Collection – Launch Pushed Out to Early February

The Civil Rights Data Collection (CRDC) Report Portal opening has not been announced yet. You can use the CRDC v2 Introduction guide sent with the January 7th Wednesday's Wisdom to start setting up the setup screens and getting ready. Look for it in the iPass Help/Wednesday Wisdom Folder & DOE ID Manager folder. Once the portal opening is announced we will schedule our WebEx session to go over the instructions and documentation. Once open you will have a few months to complete and submit the report, but you do not need to wait. You may start filling out the setup screens now.

iPASS Help Section – Wednesday's Wisdom

We are posting each week's Wednesday's Wisdom edition in the Wednesday's Wisdom folder in the online iPass Help section. Individual sections will also appear under Recent Articles and/or in the topic-related folders.

Frequently Asked Questions

Q. How does a teacher create a copy of their Gradebook/Rankbook for Record Keeping and Backup?

A. Teachers have the ability to save a copy of their Gradebook/Rankbook assignment grades for safe keeping and record keeping. This gives a teacher a backup copy of the assignment grades they have entered should they need it. It is recommended that teachers create a copy at least once a Term *(ie. after Term grades have been submitted)*, but can be done as frequently as desired *(ie. after entering grades for an assignment or group of assignments)*.

Please refer to the **attached guideline** offering 2 options. This guide will be posted to the iPass Help section for future reference.

Q. Why didn't a parent receive email sent from iPASS when they have an email address in their Guardian Record?

A. In order for a parent to receive email they must have their **Guardian Permission** for **Receives Mail** set to **Yes**. Once set to Yes, the parent will receive email sent using the Email Class option or when sent to an individual student's parent(s).

Q. Why is a student's report card missing or blank when I run report cards?

A. At least one parent for the student has to have their **Guardian Permission** for **Receives Mail** set to **Yes**. If no parent/legal guardian for the student is set to Received Mail = Yes, no report card or transcript is generated for the student.

Best Practice: Both parents for a student, with no restrictions on receiving email or report cards, should have the *Does this guardian receive student's mail?* Guardian permission set to Yes, even if they both live at the same address. This will ensure that they both receive email.