

Welcome to Wednesday's Wisdom – A weekly dose of support! February 25, 2015

Announcements

SIMS Data Collection WebEx Scheduled – We have scheduled a WebEx for Wednesday, February 25th at 1:00pm. The WebEx will review the process of data preparation and submission of March SIMS through Legacy files and SIF data transfer. There will be an opportunity to ask questions.

WebEx – MA SIMS Overview

Wednesday, February 25, 2015

1:00 pm | Eastern Standard Time (New York, GMT-05:00) | 1 hr 30 mins

[Join WebEx meeting](#)

Meeting number: 635 600 715

Meeting password: Harris

Join by phone

619-326-2772 code 2262055#

[Add this meeting](#) to your calendar.

Helpful Hints Guide for March SIMS State Reporting

The Support Team has prepared a list of helpful tips and recommendations to prepare and report your data for the March SIMS Report. This **Helpful Hints Guide - March SIMS 2015** is available in iPass Help in the DOE ID Manager folder > Help folder.

(A copy of the Helpful Hints Guide is attached to this document for your reference.)

Reminders

“Ask Support Questions” – We will begin having a Q & A Session during our monthly iPass User’s Group WebEx meetings. Send questions to mleporati@harriscomputer.com with Subject: Ask Support Questions. The Subject of the email must be marked “Ask Support Questions” to be included.

One-on-One Support WebEx Session – Sign up for a One-on-One Support WebEx Session with Laura Patton, Support Manager. Contact Laura at: lpatton@harriscomputer.com

CRDC v2 – Civil Right Data Collection Reporting Tool – WebEx – We will be reviewing the CRDC v2 reporting tool at the next Monthly iPASS User’s Group WebEx meeting on Wednesday, March 11th.

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WebEx User's Group Meetings are conducted the 2nd Wednesday of every month at 1:00PM (Eastern Time). These meetings are used as an opportunity to share new product functionality and to discuss common issues. Please plan to join us monthly.

To invite others to join, copy and paste everything below into your invitation.

Meeting information

Topic: iPass Users Group

Date: The 2nd Wednesday of every 1 months, from Wednesday, September 10, 2014

Time: 1:00pm Eastern Time

Meeting Number: 638 099 385

Meeting Password: harris

To start or join the online meeting

Go to

<https://harriscomputer.webex.com/harriscomputer/j.php?MTID=m045a3f0f06d2b8f59fa52d20cfd7f3f7>

Audio conference information

567.704.6370 pc 832927

Register for 2-Day Scheduling Workshops – Just a few spaces left – Harris School Solutions will be hosting iPASS Workshops for Middle and High School scheduling for the 2015-2016 school year. Please refer to the iPASS Workshop 2015 brochure for full details.

Registration is required for all courses; Courses are limited to the first 20 registrants.

***Note: Part I of the High School Scheduling Workshop has been rescheduled to 3/9/15.**

Online Registration is open now for the High School Workshop at:

http://mywebed.harriscomputer.com/profdev_public/view_activity.aspx?activityid=e073e441-e199-4146-8e94-66e108b9b94e

Online Registration is open now for the Middle School Workshop at:

http://mywebed.harriscomputer.com/profdev_public/view_activity.aspx?activityid=c1d97cd8-f9bd-4d22-a8aa-5991a8b85a6d

(A copy of the iPASS Workshop 2015 brochure is attached to this document for your reference.)

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Helpful Hints for March SIMS State Reporting

The Support Team has prepared a list of helpful tips and recommendations to prepare and report your data for the March SIMS Report.

- **The report date for the March 2015 SIMS collection is March 2nd.** The data submitted for this collection should be as of that date.
- **Check Special Education, LEP, 504 (DOE039), Title I, Free/Reduced Lunch, etc., codes to make sure the students are accurately coded as of March 2nd.** Student status may have changed since the October SIMS Report and the associated codes may need to be updated. See the section below on *Data Reports, Viewing & Update Options* for recommendations on how to get a report of students currently coded in the various SIMS data categories. These lists can be shared with the program administrators for review.
- **Make sure that your school calendars have the correct Start/End Dates for the School Year & Terms and that your day count as of March 2nd is correct.** Check each school calendar to confirm the school year Start/End Dates are accurate and that all holidays, vacation days and snow/weather days have been entered as a Holiday. This will make sure the day count is correct and Days in Membership is accurate for the March SIMS. The Academic Year Settings Start/End Dates must also be accurate to insure attendance is accurate. The Start Date for Term 1/Quarter 1 must match the start date of your school calendar.
- **Make sure that all of the students enrolled since October 1st have a SASID number and are marked as Report to DOE = Yes.** The Report to DOE indicator is located at the top of the student's MA DOE screen. You can download a query from the online Help section to find all enrolled students with Report to DOE = No. The query is titled *Enrolled Students Report DOE NO* and can be found in My Queries > Query Files for Download. Instructions to import can be found in My Queries > *How do I import a query file into my iPass database?*
- **Make sure that all of the students enrolled since October 1st have a Race/Ethnicity code.** As part of the enrollment process, the Race/Ethnicity must be selected and submitted on the Student Biographical/Confidential screen. This step is sometimes skipped, particularly when the student's Race/Ethnicity is the same as the default value. To find student's missing this code, go to the DOE ID Manager > Export 52 Elements report and run the report with a Date = 03/02/2015, selecting your school's Grade Levels. Then, go to DOE ID Manager > Import/Export Viewer and select the file to view. All 52 SIMS fields are viewable for each student. Look in the DOE010 Race column for any fields highlighted in red. This will indicate there is a missing Race/Ethnicity code in iPass.
- **Identify the students that turned 6 years old between October 2nd and March 2nd to update their DOE034 Special Education Placement code to the age category of 6-21 year olds.** Students that turned 6 after the October SIMS Report may still have Special Education Placement codes for the age category of 3-5 year olds. To find these students, use the Birthday List report: Select Months = October, November, December, January, February, March; Set Older Than = 6 and Younger Than = 6; Set Sort By = Month of Birth. This will give you a list of all 6 year olds with a birthdate between October 1st and March 31st. Run the report for each school that contains 6 year old students. You want to make sure that students who turned 6 between October 2nd and March 2nd are updated to the appropriate 6-21 year old code.

- **Identify students that changed from a Special Education Placement to a 504 Plan since the October SIMS Report and be sure to report them with the DOE034 code of “01 – Not currently a special education student, but was previously a special education student during the current school year.”** The DOE will expect the code of “01” for students reported in October as a Special Education student. These students may currently be coded with the “504 – Special Services – No IEP” code to identify them as an active 504 student.
- **Make sure that students that have transferred from one school to another within the school district, including out of district placements, are coded properly.** The student must be withdrawn from the school they are leaving with an Entry/Withdrawal code of “TRF - Transferred Out - within the District” and then enrolled in the new school with an Entry/Withdrawal code of “Re-Enrolled Same District.” The student maintains an Enrollment Status of “01 – Enrolled” even in the withdrawal record. This process has been outlined in an FAQ: *How do I transfer a student to another school within the same school district?* This FAQ can be found in the online Help in the Biographical System > FAQ section.
- **Make sure that students are not marked absent on a non-school day or on the day they are withdrawn.** If you get the error "Unexcused Days + Days Attendance Greater than Days in Membership", check the number of days they are marked absent and check *which* days the student was marked absent. Students may have been marked absent on a day that was removed from the calendar (ie. Snow Day). If this is the case, you will need to put the non-school day back into the calendar and remove update the attendance code. To do this, delete the Holiday/Snow Day from the Enter/Modify Holiday screen, adjust the student’s attendance from Absent to Present, and then re-enter the Holiday/Snow Day.

Students may not be marked absent on the same date they are withdrawn. The withdrawal date should be the first school day AFTER the last day they were in attendance. If the withdrawal date is correct, the Absent code needs to be changed to Present. To do this, the student will need to be temporarily re-enrolled to update the attendance code. You do not need to add an enrollment record to do this. You can just update the withdrawal record temporarily to have an Entry/Withdrawal code of Re-Enrolled and an Enrollment Status code of Enrolled (Submit). Then change the Absent code to Present, and then set the withdrawal record back to the appropriate Entry/Withdrawal and Enrollment Status codes for the student withdrawal.

- **Additional Notes for SIF Districts:**
 - The SIF Validation date is set to March 2nd
 - The SIF state reports have been refreshed based on the current data as of February 20th.
 - The data being validated is based on the original data from October and the updates sent via the SIF Events Processor since October SIMS.
 - Make sure your SIF Processors have been sending events and are set to “SIF Integration is Enabled”. This is found at the top of the SIF Processor screen under the header “SIF Processes”. Some districts disable the SIF Integration during scheduling time to cut down on the number of events being sent due to scheduling changes.

Data Reports, Viewing & Update Options:

- **DOE ID Manager > DOE Import/Export – Select any one of the 52 DOE fields to export.** This is helpful to create files for review with just specific SIMS data elements such as LEP, 504 (DOE039), Special Education, Title I, Free/Reduced Lunch, Race/Ethnicity, etc. This export file is run by School (Set Default School). You can filter the report by Grade Level or Sped Status. You can run the report for the entire school or filter for just one student or group of students. In the Students field you can enter a single Student ID # or a series of Student ID #'s separated by comma and no space (ie. 1234,3456,5678).
- **DOE ID Manager > DOE Import/Export > DOE Export 52 Elements – This creates an export file with all 52 SIMS elements.** This is used to create the SIMS files for Legacy submission. The file can also be used to identify the SIMS codes in iPass to compare to the SIF SIMS data reported. These export files are run by School (Set Default School). You can filter the report by Grade Level or Sped Status and Include Summer Transfers. You can run the report for the entire school or filter for just one student or group of students. In the Students field you can enter a single Student ID # or a series of Student ID #'s separated by comma and no space (ie. 1234,3456,5678).
- **DOE Import/Export Viewer – This viewing tool lets you view the data in the SIMS DOE Export 52 file (aka MA DOE 35 Field CSV) and look for missing codes.** Any of the DOE fields that are missing data will be highlighted in red. You can click-through from this screen to the student's MA DOE screen and have access to the Biographical System Tabs. This Viewer is especially helpful when looking for missing SASID numbers or Race/Ethnicity codes. The missing Race/Ethnicity code can be entered on the Confidential screen by clicking through right from the Viewer. Note, missing SASID numbers can only be entered on the DOE ID Manager > LASID/SASID

2015 iPASS Workshops

A Series of Hands-On
Scheduling Workshops

Scheduling Workshop Details

Registration is required for all courses. Courses are limited to the first 20 registrants.

Online Registration will open on January 14, 2015, for all courses at: [Click here to register.](#)

- All Scheduling Workshops will be held at: SEEM Collaborative, 92 Montvale Avenue, Suite 3500, Stoneham, Massachusetts, 9 am to 11:30 am, 12:30 pm to 3 pm.
- Cost is \$500 per person for a 2-day workshop session, either High School or Middle School. Participants cannot attend 1 day of the 2-day workshop at a reduced rate.
- All participants will need to bring a computer with their own iPASS database.
- Lunch is not provided; however there are several local inexpensive options.
- Purchase orders must be signed, completed and faxed to Harris School Solutions at 412-854-5726 one week prior to the course date.
- Registrants will be provided with a list of materials to bring to enrich the practical workshop experience. IMG Course Materials will be provided for attendees.
- Cancellation Policy requires 48 hour notice for refunds.

March 9: High School Scheduling Part I

Day One of a two day, hands-on workshop for High School Administrators responsible for scheduling a high school for 2014-2015 academic year.

Topics covered include: Creating and maintaining a school calendar; Configuring the days, terms, periods for your school; Scheduling teachers and students manually; In-depth instruction for using the Master Schedule Builder; Entering student requests; Online teacher course recommendations; iStudent entry for electives; Teaming; and Linking.

Participants should bring the following materials to the workshop: Start and end dates for terms; number of days; number of periods; times for period rotation; teacher course assignments; teacher room assignments; excluded periods for teachers; and new courses to be added. Participants can expect to leave this workshop with the necessary configurations in place to initiate the scheduling process.

(Part I – Rescheduled from original date of February 10)

March 17: High School Scheduling Part II

Day Two of the hands-on workshop for High School Administrators responsible for scheduling a high school for 2014-2015 academic year.

Participants in Session Two should have the majority of their student course requests in iPASS prior to attending to get the most benefit out of the workshop. The following topics will be covered: Verifying student requests; Modifying courses and sections; Running Master Schedule Builder; Running Student Scheduler; Unscheduled Requests; and Study Hall Scheduler.

Best practices for maintaining data and grade integrity will also be discussed as they relate to the new state EPIMS, SIMS, and SCS requirements.

April 8: Middle School Scheduling Part I

Day One of a two-day, hands-on workshop for personnel responsible for scheduling Middle Schools.

Topics covered include: Creating and maintaining a school calendar; Configuring the days, terms, periods for your school; Scheduling teachers and students; and Reporting capabilities and output. Also included is instruction on the best use of iPASS's cycle/cluster functionality and how it relates to Middle School Teaming.

Participants should bring the following materials to the workshop: Start and end dates for terms; number of days; number of periods; times for period rotation; teacher course assignments; teacher room assignments; excluded periods for teachers; new courses to be added. Participants can expect to leave this workshop with the necessary configurations in place to initiate the scheduling process.

May 20: Middle School Scheduling Part II

Day Two of the hands-on workshop for personnel responsible for scheduling Middle Schools.

Participants in Session Two should have the majority of their student course requests in iPASS prior to attending to get the most benefit out of the workshop. Topics include: Verifying student requests; Modifying courses and sections; Running Master Schedule Builder; Running Student Scheduler; Unscheduled Requests; and Study Hall Scheduler.

Best practices for maintaining data and grades integrity will also be discussed as they relate to the MA EPIMS, SIMS and SCS requirements.