

Welcome to Wednesday's Wisdom – A weekly dose of support! June 3, 2015

Upcoming in June:

Next Monthly User's Group WebEx Meeting – June 10 – Topic: EOY EPIMS Report.

We will be reviewing the End-of-Year EPIMS Report at the next Monthly iPASS User's Group WebEx meeting on Wednesday, June 10th at 1:00pm. [Click here for User's Group WebEx details.](#)

Harris School Solutions will be offering additional User Group Meetings in June.

These sessions are designed for School Administrators such as Principals, Assistant Principals, Guidance Counselors, and Deans of Students to learn how these solutions can be easily implemented in your district for the upcoming school year. Please pass this information on to them.

Thursday, June 11 – SEEM Collaborative in Stoneham

9:00 - 11:30am "Going Paperless with iPass"

12:30 - 3:00pm "Managing At-Risk Students with iPass"

Monday, June 15 – Harris School Solutions in Framingham

9:00 - 11:30am "Managing At-Risk Students with iPass"

12:30 - 3:00pm "Going Paperless with iPass"

[Click here for more information and to register.](#)

Prepare for Final Report Cards

It is important to check your Report Cards now and not wait for the day you need to print them. It is highly recommended that you prepare in advance by running some example Report Cards to make sure that the Grades, Comments, and Attendance totals are printing as you expect. This will avoid printing errors and last minute struggles.

We recommend selecting some sample students at each school, entering some fake grades, and creating example Report Cards to review. Look for any misalignments, missing, or incorrect data.

If you find that you are experiencing any issues with your Report Cards, please enter an eSupport ticket with detailed information about your issue and provide an example Report Card.

Attention SIF Districts: We suggest you check the Attendance totals on Report Cards to confirm the totals by Term are correct. Pick a few example students that you know have been absent and check their Term Attendance totals. If the totals are not showing correctly on the Report Card put an eSupport ticket in and we will check your Report Card form.

Frequently Asked Questions

Q. How do I graduate my seniors?

A. Graduate Your High School Seniors – Grade 12 – YOG 2015:

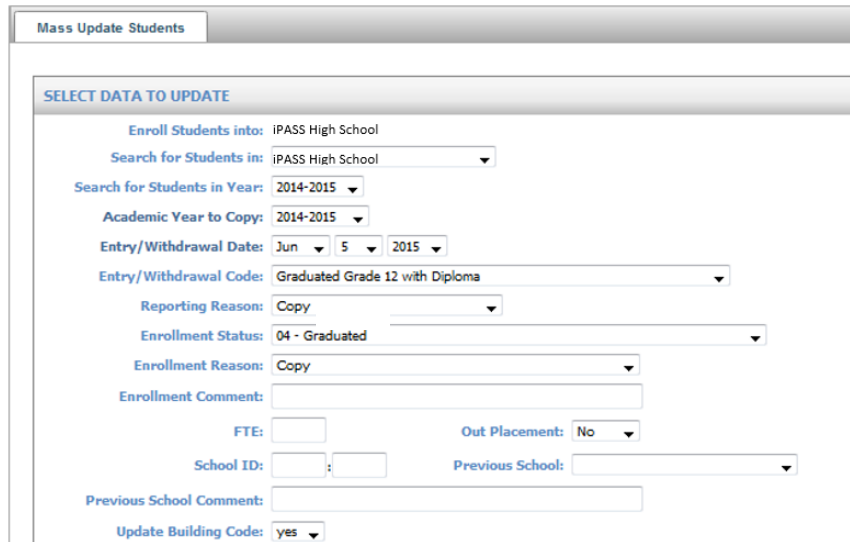
The May 13th Wednesday Wisdom provided a checklist of recommended items to complete before graduating your seniors. This can be found in iPASS Help > Administration > FAQ > *What are the recommended steps to follow before graduating the seniors from iPASS?* This includes:

- Confirm all seniors have their Final Grades
- Run Honor Roll for seniors
- Run GPA for seniors

- Run Transcripts for seniors
- Clear Lockers for seniors **(this must be done prior to graduating the seniors)*
- Update MA DOE Post Graduate codes (DOE031, DOE033, DOE037)

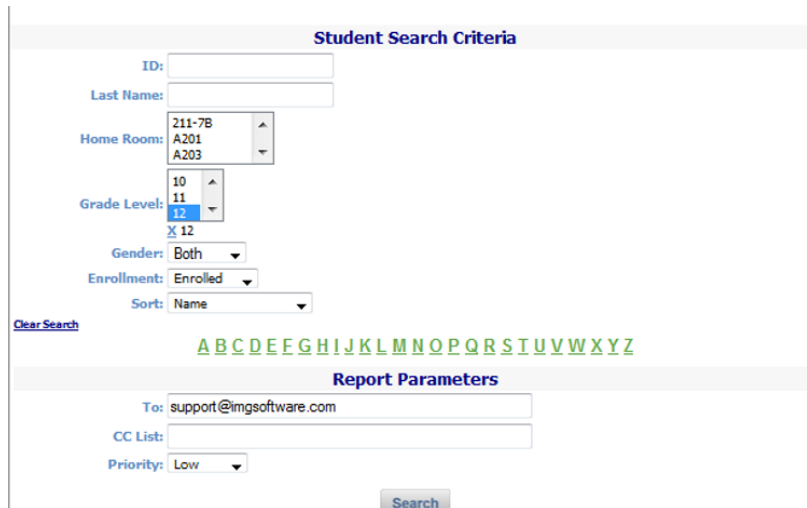
To “Graduate” your seniors:

Select Biographical System> Mass Update Students> Mass Enroll



Select Data to Update:

- Search for Students in – Select your school from the pull-down list.
- Academic Year to Copy – Select the current Academic Year.
- Entry/Withdrawal Date – Select a Date On or Before the Last day of School from the pull-down list, so that they will properly be reported to the DOE.
- Entry/Withdrawal Code – Select appropriate code for the individual or group you are graduating (ie. Graduated Grade 12 with Diploma, Certificate of Attainment)
- Enrollment Reason – Select Copy. The Enrollment Reason from the student’s most recent Enrollment record will be copied into this new Withdrawn/Graduated record.
- Enrollment Status – Select appropriate code for the individual or group you are graduating (ie. 04-Graduated with Competency Determination; 10-Certificate of Attainment; 11-Completed Grade 12 and district approved program)
- Reporting Reason – Select Copy. The Reporting Reason from the student’s most recent Enrollment record will be copied into this new Withdrawn/Graduated record.
- Enrollment Comment – Enter a Comment or leave the field blank.
- FTE – Leave the field blank.
- Out Placement – Select No from the pull-down list.
- School ID – Leave the field blank or enter your School and District code. If left blank, your School ID will be filled in automatically in SIMS from your District and School Profiles.
- Enter School and District codes of the school the student is attending, if the student is out placed.
- Previous School – Accept the default of Copy.
- Previous School Comment – Leave the field blank or enter your school name.
- Update Building Code – Select Yes.



Student Search Criteria

- Grade Level – Select Grade Level 12.
- Enrollment – Select Enrolled to list only those seniors currently enrolled.
- Click **Search** to display your selection.
- Use the check-boxes to identify which students will be “Graduated” with these values and which students will not be “Graduated” with these values.
- Use the *Check All*, *Clear All* options to facilitate your selection/de-selection process.
- Click **Submit** to save your changes.

Additional information can be found in iPASS > Help > Administration > Help > End of Year Procedures Help Document.

IMPORTANT NOTES:

- 1) The Enrollment Status is the only DOE element that changes from those originally used for their Enrollment when a student is Withdrawn, Graduated, or Transferred.
- 2) The *Copy* feature of this program insures that those students with Enrollment Reasons and/or Reporting Reasons which are different from those of the majority of students will be copied and do not need to be processed separately.
- 3) Exceptions can be processed as a new group using this Mass Enroll program or they can be Withdrawn/Graduated individually in <Biographical Systems> <Add/Modify Student Biographical> <Enrollment>.
- 4) Non-Graduates will remain Enrolled. They will need to be enrolled for the new school year as Grade 12 students to repeat the grade level. “Summer Graduates” are “Graduated” with a date between the last day of the previous school year and the first day of the new school year. Confirmed “Drop Outs”, with no evidence that they are continuing their education, will need a withdrawal record with either a summer date or date after the new school year begins. Summer Graduates and Drop Outs will be reported to the DOE in the October 1 SIMS Report. If you know that they are continuing their education elsewhere to complete their graduation requirements, then they must be given a withdrawal record.
- 5) Students graduating from a Massachusetts Public School (State “Enrollment Reason” = *04-Graduated with Competency Determination, 10-Certificate of Attainment*) MUST have a Post-Graduate Plans code other than the default value of 500. The DOE validation program will reject Graduated students who are reported as 500 – *Does not apply at this time* and

- will also reject your file if a large percentage of students are reported as *09-Plans Unknown*.
- 6) Do not graduate students who are leaving your building to attend another building in your district next year (this includes middle School students moving to high school). Be sure to fill in the Next Year (school) and Next Grade Level fields prior to rolling the database to the new school year.
 - 7) **Note from DOE (June 2014):** All Grade 12 students should be reported at the time of the occurrence as graduated, receiving a certificate, or completing grade 12. When the student comes back into the district the following school year, you will code them as a “services only” student, DOE012 = 40. We have expanded our validations to now accept services only students in grade SP with the school code of: 00000001 (school code 00000001 allows “services only” grade levels of PK and SP). (This is not for your out-placed students this only applies to those students returning to the public school district for special education services only after completing grade 12.)

Q. Do I graduate my seniors before the State Reports?

A. Yes. You can wait until the school year ends and back date the withdrawal if there are reports that you need to produce for the end of the year (*once students are “Graduated” they are no longer included in reports for “Enrolled” students*). They must be “Graduated” prior to reports being filed with the state.

Q. What date do I use to graduate seniors?

A. Any date on or before the last day of school. Many districts will use the actual date of the graduation ceremony. This date will print on the Final Transcript.

Q. Do I change my seniors to a G15 Grade Level now?

A. No. Leave them as Grade 12 for the remainder of the 2014-2015 school year. As part of the End of Year Procedures you will define a New Grade Level for the Class of 2015 (ie. G15) that will be selected as the Next Grade Level for the Grade 12 students. When you roll over the database to the 2015-2016 school year all Grade 12 students will become Grade G15.

NOTE: Grade 12 students who remain in the district for the new school year must have Next Year (school) and Next Grade Level fields filled in prior to rolling the database over to the new school year to indicate they are being retained (ie. Next Grade Level = 12) or returning for post Grade 12 for additional services (ie. Next Grade Level = SP).

Additional information can be found in iPASS Help > Administration > Help > End of Year Procedures Help Document.

Reminders

“Ask Support Questions” – We have 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.