

## Welcome to Wednesday’s Wisdom – A weekly dose of support! June 10, 2015

### Announcements

**TODAY at 1:00pm – Monthly User’s Group WebEx Meeting – 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 10<sup>th</sup> at 1:00pm. [Click here for User’s Group WebEx details.](#)

**Release Notes for 7.0.20150605** – The patch that went out on June 5<sup>th</sup> contained several updates to the CRDC v2 Tool, SIF SIMS, and EPIMS Days in Attendance.

- Change: CRDC v2 Part II (School file) will report cumulative values for the entire year.
- CRDC v2 Part II (School file) is now calculating the LEP, 504, and IDEA overall totals.
- Various School file fields previously exporting as blank or zero have been fixed.
- Various missing fields in CRDC v2 Data Set Up non-ipass School screen are now available.
- SIF 2.0 SIMS section reporting correct Days in Membership for TRF students.
- DOE EPIMS Data will show correct Staff Days in Attendance.

The complete Release Notes can be found in iPASS Help > iPass Patch Release Notes.

### iPASS End of Year Procedures WebEx – June 24

We will be offering a Webinar on End of Year Procedures for our Massachusetts users on June 24<sup>th</sup> at 11:00am. Join Sharon O’Connor as she reviews the steps for preparing for a new school year, ending the current year, and rolling over your database to the new school year. **Registration is required for this WebEx.** After your request is approved you will receive instructions for joining the meeting. [Click here to Register.](#)

### State and Federal Reporting

If you have not already started, it is highly recommended that you begin validating your data for your MA DESE State Reports and Federal Civil Rights Data Collection now. You can begin clearing errors before your school year comes to an end and your school staff leaves for the summer.

Report	Due Date
SIMS	Certify July 9 / Re-Certify July 16
SSDR	Certify July 24
SCS	Certify August 6
EPIMS	Certify August 6
CRDC	Due August 7

All state reporting, whether SIF or Legacy, must be completed and certified with the DESE before rolling over to the new school year. Starting the validation process as early as possible will insure you can roll your database in a timely manner.

### End of Year Procedures

We are working on updating the End of Year Procedures Help Document. In the mean time we have created an *End of Year Procedures - Quick Guide* outlining the 3 Phases: Preparing for the New Year (Phase I), Ending the Current School Year (Phase II), and Starting a New School Year (Phase III). This Quick Guide can be found in iPASS Help in the DOE ID Manager folder.

The Quick Guide outlines the specific order in which the steps should occur to insure current school year data is recorded, current school year data is reported to the MA DESE, and the database is rolled over to the new school year for the first day of school.

NOTE: State reporting must be completed and certified before rolling the school year over (Phase III).

## Frequently Asked Questions

**Q. Is there a report I can run this school year to show students Next Home Room for the new school year?**

**A. Yes. The Next Years Homeroom query.** We have recently uploaded this query to iPASS Help for you to download and import into your iPASS site.

To set up the query, select the School, the NEXT School Year (ie. 2015-2016), and enter the Start/End Dates for the CURRENT school year students are enrolled in, and click Execute. The resulting report shows Student ID, Last Name, First Name, Next Year's Homeroom, and Teacher's Name.

**Q. How do I figure out students with Perfect Attendance for the year?**

**A. There is a Perfect Attendance Report available in Attendance System > Reports – Attendance.** For this report to be accurate you need to make sure your Attendance Codes are set correctly to be included in Perfect Attendance.

Go to Attendance System > Maintenance – Attendance > Attendance Codes to review your codes.

To figure out which codes should be set to Perfect Attendance = Yes, look at each code and ask yourself if the code keeps the student on "Perfect Attendance." Daily "Present" codes should be set to Yes including Tardy and Dismissed codes. Daily "Absent" codes should be set to No. The exception is that ALL Period Attendance codes, including Period Absent, need to be set to Yes. Missing one class is not typically counted against a student for Perfect Daily Attendance.

**Q. Can I roll my database over to 2015-2016 before my state reporting is certified?**

**A. No.** State reporting must be completed and certified with the state with no chance of needed to make changes. You can do Phase I and Phase II of the End of Year Procedures.

## Reminders

### **TOMORROW – FIRST USER GROUP SESSION**

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

**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.](#)