

## Welcome to Wednesday's Wisdom – A weekly dose of support! August 19, 2015

### Announcements

**Release Notes** – There have been several small patch releases that went out in July and August. To check your version number, check the lower left Version number on the iPASS log in screen (ie. 7.0.20150727 = July 27, 2015 update). Look at all Release Notes leading up to your version number to know what has been updated on your district's site. The full Release Notes can be found in iPASS Help > iPass Patch Release Notes folder.

**iPASS Help** – Remember to check the online iPASS Help/Harris School Solutions iPass Resource Center for new items. Check the **News** section at the top and the **Recent Articles** at the bottom right for the latest updates. Use the Search field to enter key words to search the entire knowledge base. For larger Help Documents, open up the document and use Find (ie. Ctrl-F) to search the document.

The following items are available in the iPass Resource Center to help with End of Year Procedures:

- **WebEx Recording – August 12 User's Group Meeting – Topic: EOY Procedures & Rolling the Database Forward.** This can be found in the User Group Meetings folder and Administration > WebEx.
- **End of Year Procedures Quick Guide** and **End of Year Procedures Help Document.** These can be found in Administration > Help.

### Frequently Asked Questions

**Q. What settings should I use to Mass Enroll/Re-Enroll students that were enrolled the previous year?**

**A. The Mass Enroll program will allow you to enroll one or more students.** Go to Biographical System > Mass Enroll.

You can copy information from the students' most recent Enrollment record to insure that exceptions to the DOE fields 11 & 13 are retained. It is recommended that you only use the "Copy" option for Reporting Reason (Mass DOE 11) and Enrollment Reason (Mass DOE 13), otherwise you may be copying incorrect data, such as enrollment data for students who entered in the middle of the previous school year.

- Be sure to select the **previous** Academic Year. This field **must** be defined if you intend to use the *Copy* option for any of the applicable fields.
- Entry/Withdrawal Code - Select *Re-enrolled Same School* from the pull-down list for students who are returning to your school. Select *Re-enrolled Same District* from the pull-down list for students who are entering your school from another school within the district.

**NOTE:** The Entry/Withdrawal code defines whether the student is enrolled, withdrawn, or graduated. ANY code that has an Enrollment Status of "enrolled" will work.

- Enrollment Reason – Select *Copy*. The Enrollment Reason from the student's most recent Enrollment record will be copied into this new Enrollment record.
- Enrollment Status – Select 01 –Enrolled
- Reporting Reason – Select *Copy*. The Reporting Reason from the student's most recent Enrollment record will be copied into this new Enrollment record.
- Update Building Code – Always use the default of Yes.

**Q. What settings should I use to Mass Enroll students that are new to our district this year?**

**A. The Mass Enroll program will allow you to enroll one or more students with the same enrollment codes.** *You do not use the Copy option for students who are new to your District.*

- Academic Year to Copy – Select *No Update*.

- Entry/Withdrawal Code – Select *the appropriate code* from the pull-down list for students who are new to the district. For special groups like new incoming Preschool and Kindergarten you might select *Original Entry in State* and for new incoming High School students at a Vocational School you might select *Enrolled from Public School in State* or *Re-Enrolled – Same District*.

**NOTE:** The Entry/Withdrawal code defines whether the student is enrolled, withdrawn, or graduated. ANY code that has an Enrollment Status of “enrolled” will work.

- Enrollment Reason – Select *the appropriate code* from the pull-down list for students who are new to your district. Example: School Choice would be mass enrolled as a group separately from Residents.
- Enrollment Status – Select 01 –Enrolled
- Reporting Reason – Select *the appropriate code* from the pull-down list for students who are new to your district. Example: School Choice would be mass enrolled as a group separately from Residents.

**Q. What do I do with students that are not returning for the new school year?**

**A. These students are referred to as “summer transfers” and must have a Withdrawal record added.** Identify these students. Remove any schedule for the new school year. If a re-enrollment record was created for the new school year, it must be deleted. Create a new Withdrawal record with a withdrawal date **AFTER** the last day of the previous school year and **BEFORE** the first day of the new school year. **IF YOU HAVE ROLLED OVER YOUR DATABASE:** You can remove the Student’s Primary School and Grade Level to keep them from showing up in the new school year search lists. The last enrolled school and grade level used for reporting summer transfers in the October state reporting is pulled from the student’s Primary School/Year record, not from the Profile screen.

**Q. After I change the Academic School Year to the new school year (System Configuration > Parameters), is there anything I need to roll over?**

**A. Yes. You need to roll over your Activities, Attendance, and Grades.** It is recommended to go ahead and roll these over at each school.

- Rollover Activities – Copies your Activities and Personnel assigned to those activities to the next year.
- Rollover Attendance – Copies over your Attendance Configuration data to the next year. Your School Attendance Parameters are not Academic Year specific and do not need to be rolled over.
- Rollover Grades – Copies your Grade Maintenance (1-100, A’s, B’s, C’s, etc.), Scale Codes (GPA) and Grade Scales (GPA) tables to the next year. **NOTE: Competencies are not Academic year specific and do not need a roll over procedure.**

**NOTE:** Do **NOT** Rollover Courses if you have already rolled them over to do scheduling.

For all screens: Go to Administration > End of Year Procedures; Set Source Academic Year = Previous School Year; Destination Academic Year = New School Year; and Set Override if Exists = Yes.

**Q. Will the Student Alerts remain active for the new school year?**

**A. You need to review the expiration dates and re-set those which should remain active or set to expired those students who have left the district.** Go to Alerts System > Add/Modify Alerts and use filtering options to select a listing by grade or single Alert type. Click on the Student ID to open up the Alert. Re-set the Expiration Date to a future for those that should remain active date (enter the end of new school year or the year the student graduates) or to terminate, set the Expiration Date to a day before the first date of school.

More information on all of the above FAQs can be found in the *End of Year Procedures Help Document* found in iPASS Help > Administration > Help.