

## Welcome to Wednesday’s Wisdom – A weekly dose of support! September 2, 2015

### Announcements

#### Identify Lead iPASS Contacts in Your District

Districts identified as highly successful using iPASS have selected lead support contacts within their district to be their staff go-to person for help. We recommend the following be identified at each school district:

- iPASS Administrator – This is the key point person for all iPASS related issues. This person should have an understanding of all iPASS systems available to the district. This person will be the main contact for Harris and the Support Team. This person will receive all iPASS communication from Harris and should share all pertinent information to the other lead contacts in the district.
- Lead Contact(s) for State Reporting – Each state report may have a different lead contact, but it is recommended that there be a top level contact knowledgeable in how all the state reports interact and how the SIF reporting process works.
- Lead Contact for Scheduling – Typically this is Guidance Counselor or School Administrator.
- Lead Contact for Transcripts, GPA and Grading – Typically this is a member of Guidance.
- Lead Contact for Gradebook, Rankbook and iTeacher – This has to be a staff member that will have access to assume the ID of a teacher so that they can support Gradebook.
- Lead Contact for Discipline – Typically a School Administrator.
- Lead Secretary – Someone that understands the process of Enrollment, Attendance, Report Cards, etc.
- Lead Nurse for iHealth (if used in the school district)
- Lead Contact for iAutoAlert (if used in the school district)

As we start a new school year with your school district we would like you to identify the key iPASS support contacts in your district. We want to make sure all of these contacts are on our weekly Wednesday Wisdom email distribution list so that they receive important news and information about iPASS.

Please submit an eSupport ticket and attach a spreadsheet or document with the up-to-date contact information. Please use the following template as a guide to supply the details. Let us know if this staff member should have the privilege to submit eSupport tickets.

Contact Type	First Name	Last Name	Position/Title	School Building	Phone & Extension	Alternate Phone	Email Address	Can submit eSupport Tickets	Comments
<i>Example State Reporting (all)</i>	<i>John</i>	<i>Smith</i>	<i>Data Specialist</i>	<i>Central Office</i>	<i>508-555-1212 x123</i>	<i>508-555-1212</i>	<i>jsmith@schoolxyz.com</i>	<i>Yes</i>	<i>New to state reporting would like training</i>
iPass Administrator									
Lead State Reporting									
State Reporting - SIMS									
State Reporting - SCS									
State Reporting - EPIMS									
State Reporting - SDR									
Lead Scheduling									
Lead Transcript, GPA and Grading									
Lead Gradebook, Rankbook, iTeacher									
Lead Discipline									
Lead Secretary									
Lead Nurse (iHealth)									
Lead iAutoAlert									

### Harris School Solutions – Product Spotlight



EZSchoolPay.com enables your school district to provide parents with an easy, convenient, and secure way to pay for their child’s lunch and other school-related fees in advance. Our secure website allows parents to

establish a free account and add money using a credit card, debit card, or electronic check—any time, day or night.

**Benefits for Districts:**

- Reduce and eliminate cash handling to speed up serving lines and lower labor costs.
- Meal payments are received directly into the cafeteria Point of Sale (POS) system provided by Harris within minutes.
- Parent card information is protected with the most sophisticated security available (256-bit digital encryption) and is PCI compliant.
- Helps minimize negative account balances through automated low-balance notifications to parents.
- Complete transaction reporting tools available for school and district administrators.
- Online payments and parent convenience fees are funded directly to the district bank account.
- Payment types, descriptions, and rules are determined by the districts.
- EZSchoolPay.com is fully integrated with eTriton®, Meal Tracker®, CafeConnect®, Lunch Express®, go.edustar®, and ADM® solutions.

**Benefits for Districts:**

- Add funds securely, conveniently and directly into student meal accounts - payments are credited within 10 minutes.
- Parents can set an alert notification when the account balance drops below a certain amount.
- Ability to view student meal transactions and account balances.
- The EZSchoolPay.com app is available for iPhone, iPad, and Android devices.
- EZSchoolPay.com also accepts payments for other school-related payments:
  - Enrollment fees
  - Activity fees
  - Library fines
  - Camps & Field Trips
  - Student Store Items

[Click here for more information](#)

Harris School Solutions is a division of Harris Computer Systems (Harris), a fully owned subsidiary of Constellation Software Incorporated. Constellation Software Inc. (CSI) is an international provider of market leading software and services to a select number of industries, both in the public and private sectors. Harris School Solutions offers enterprise solutions in the areas of financial management, human resources, student information, and school nutrition. Through strategic partnerships, we have expanded our scope and reach, positioning the division to provide technology for schools and school districts of every size and demographic profile throughout the United States and Canada.

## Frequently Asked Questions

**Q. It is the start of our new school year and why is Period Attendance not updating Daily Attendance and Daily Attendance is not updating Period Attendance?**

**A. The Attendance Configuration needs to be rolled over to the new school year.** As part of the End of School Year Procedures and preparation for the new school year you have to Rollover Attendance. This copies over your Attendance Configuration data to the next year.

Go to Administration > End of Year Procedures; Select Rollover Attendance; Set Source Academic Year = Previous School Year; Destination Academic Year = New School Year; and Set Override if Exists = Yes. *Your School Attendance Parameters are not Academic Year specific and do not need to be rolled over.*

## Reminders

**September Monthly User's Group WebEx Meeting – September 9<sup>th</sup> at 1:00pm – Topic: Meet Clever a new Harris School Solutions Partner <https://clever.com/>**

Clever's Instant Login allows districts to easily link learning applications into a single student and teacher portal with synchronized iPASS rosters.

Clever will be demonstrated at the next Monthly iPASS User's Group WebEx meeting on Wednesday, September 9th at 1:00pm. [Click here for User's Group WebEx details](#)

