

Welcome to Wednesday's Wisdom – A weekly dose of support! October 21, 2015

Announcements

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 October SIMS Reporting:

- **WebEx Recording October User's Group Meeting – Topic: October 2015 State Reporting.** This can be found in the User Group Meetings and DOE ID Manager > WebEx folders.
- **Helpful Hints Guide for October SIMS Report 2015.** This can be found in DOE ID Manager > Help > SIMS Sub Categories folder.
- **Summer Withdrawals Help Document.** This comprehensive document is a supplement to the Biographical Systems Help Document and outlines how to code students that withdraw during the summer. This can be found in Biographical System > Help folder.
- **Summer Withdrawals Query.** This new query will give you a report of all students withdrawn with a summer withdrawal date. This query can be found for download in My Queries > Query Files for Download > Summer Withdrawals Query.

Frequently Asked Questions

Q. Why am I getting a SIMS error of “Days in Membership = 0 is invalid”?

A. SIF Districts: Make sure all off your schools, including your Outplacement School, have the Last Transmission Date set to 10/01/2015 on the DOE ID Manager > DOE Parameters screen. This is the date the DOE uses for the SIF SIMS “As of” date for the nightly Attendance pull.

SIF & Legacy Districts: Check to see if grades are selected in “Grade Levels to Validate Schedules for Days in Membership and Attendance” on the DOE ID Manager > DOE Parameter screen. Only Grades PK and Kindergarten should be selected **IF** they have courses that are scheduled for half day or meet only a few days a week and the school uses Period Attendance.

(see screen shot on next page)



DOE Parameters

MA DOE Parameters

School: iPass High School

Inside Suspensions:

- Community Service
- Emergency Removal (Not more than 3 days)
- Expulsion
- In-School Suspension**

In-School Suspension

Outside Suspensions:

- None - Victim of Harassment
- Office Detention
- Out-Of-School Suspension**
- Parental Notification
- Removed by impartial hearing officer (SPED ONLY)

Out-Of-School Suspension

Student Truancy:

- Tardy-Present
- Tardy/Dismissed Absent Excused
- Tardy/Dismissed-Absent
- Tardy/Dismissed-Present
- Truant

Absent-Truant
 Absent-Unexcused
 Tardy Absent Unexcused

SIF Districts must set the Last Transmission Date to = 10/01/2015 for EACH school in the district including Outplacement school

Last Transmission Date: 10/01/2015

Grade Levels to Validate Schedules for Days in Membership and Attendance:

*1
*2
*3
00

Grades should only be selected here if the school offers courses that meet half day or only a few days a week and use Period Attendance. (ie. Kindergarten & PreK)

