Welcome to Wednesday's Wisdom – A weekly dose of support!
October 28, 2015

Announcements

November Monthly User's Group WebEx Meeting – November 11 at 1:00pm – Topic: Introduction to New iPASS Sync Release & SCS and EPIMS State Reporting. We will discuss the features of the new iPASS Sync release and provide guidance on SCS & EPIMS State Reporting. *Click here for User's Group WebEx details.*

Getting Started on SCS

- Make sure all of your enrolled students have a schedule, withdrawn students have had their schedules adjusted, and summer transfers have no scheduled courses. Students transferring from one school to another within the district between the start of school and October 1 need a TRF (transferred within district) record.
- Make sure all of your courses have Subject Area Course Codes. Check that codes are appropriate for Secondary and Non-Secondary School level (ie. Secondary = Codes begin with 0-2; Non-Secondary = Codes begin with 5-7). SCS and EPIMS validate on the Subject Area Course code. If you change the Subject Area Course code for a course after you have created your EOY EPIMS Work Assignments, SCS and EPIMS courses will no longer match and you will get an error. Be sure to adjust the EPIMS Work Assignment so they will match for cross validation.
- Make sure all AP courses have appropriate AP Subject Area course code (Legacy) or DOE Instructional Level (SIF). The *AP Courses (DOE)* code on the Course Details screen is no longer used to report AP courses. This field must remain blank.
- Make sure all Dual Enrollment and VHS courses have a school code. (ie. CLBR3551 or CLBRVK12). SIF districts use the *DOE Attending School* field on the Course Details screen. Legacy districts use the *MA VHS Course ID* field on the Course Schedule screen.
- Additional steps for SIF districts
    - Set the SIF As-of-Date. Make sure the Last Transmission Date on the DOE Parameters screen is set to 10/01/2015.
    - Turn on the additional SIF SCS "fake" terms. Select the additional SIF terms on the Academic Year Settings screen and enter the term start/end dates for each school. These terms can now be hidden from view on various screens. See instructions to hide them in the FAQ section below. For more information on how to create and turn on additional SIF SCS terms please go to iPASS Help > DOE ID Manager > Help > *Helpful Hints Guide - EOY SCS State Reporting 2015 (v2).*
    - Make sure the Grade Headings & Terms have all Grade Headings set to be Included in the correct associated Terms. Be sure that the appropriate final grade heading is set to be Included in the correct associate Term. The additional SIF SCS terms should not be selected in any term.
    - If "No Data Available" – If you see "No Data Available" in the SIF Error Report for a school or a large amount of records are missing, check for missing additional SIF SCS terms and make sure your SIF mapping is set up. If changes are made to your terms or mapping you will need to have your SCS data pushed to the DOE. Enter a Harris eSupport ticket to ask us to check your SIF set up and we will push your data.

Support is working on a Helpful Hints Guide for October SCS State Reporting. Until this is available, we encourage you to go to iPASS Help > DOE ID Manager > Help > *Helpful Hints Guide - EOY SCS State Reporting 2015 (v2).*

Getting Started on EPIMS

- The DOE has confirmed that all districts will be submitting the October submission using Legacy files.

  NOTE: Districts with the new iPASS Sync release with SIF 2.7 – Changes were made to iPASS to accommodate the SIF 2.7 Teaching Assignment fields and code changes. Now that the DOE has confirmed that these are not needed for the October Legacy submission of EPIMS, we are working to change these back to what they were before. We will update you when this is ready.

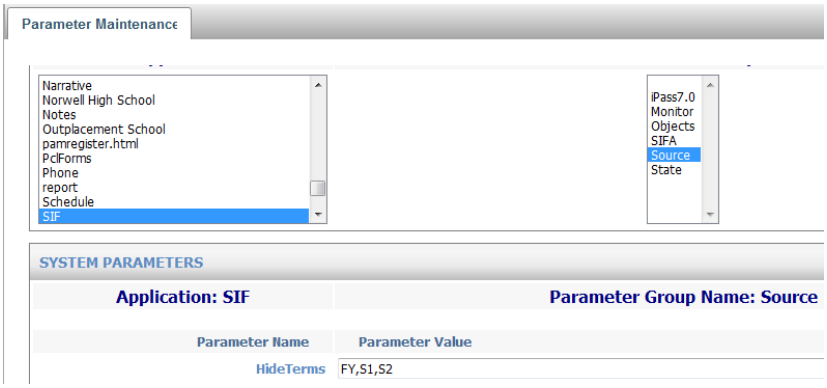
- Set the EPIMS Export As-of-Date in iStaff Configuration to 10/01/2015 prior to running your first EPIMS export.
- Make sure all new reportable staff members have a MEPID and are set to Report to DOE = Yes.
- Make sure all staff Career records have been updated to reflect current status (ie. working, on leave, exited), job type(s), building assignment(s) and FTE(s). Make sure staff on leave or exited have no scheduled courses.
- Review and update the Federal Salary Source codes for October 1.
- Make sure Work Assignments for co-taught courses reflect a WA07 Job Classification of Co-Teacher for both scheduled teachers.

Support is working on a Helpful Hints Guide for October EPIMS State Reporting. Until this is available, we encourage you to go to iPASS Help > DOE ID Manager > Help > *Helpful Hints Guide - EOY EPIMS 2015*.

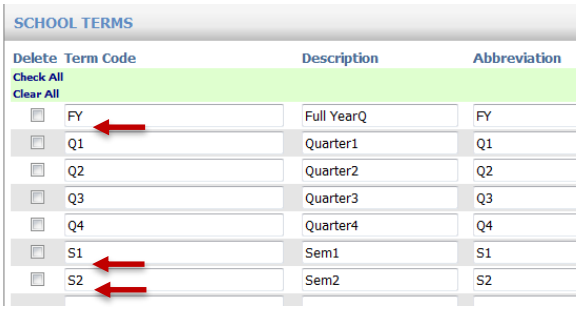
Frequently Asked Questions

Q. Our district has been updated to the new Sync release and we are reporting SCS through SIF 2.7; how do I hide the additional SIF SCS 'fake terms'?

A. The additional FY, S1, S2 'fake terms' required for SIF SCS reporting can be set up NOT to display on iPASS screens. Go to System Configuration > Parameter Maintenance; Select Application = SIF and Parameter Group = Source; In the HideTerms field enter the 'fake terms' used by all of your district schools separated by a comma with no space in between (ie. HideTerms = FY,S1,S2).

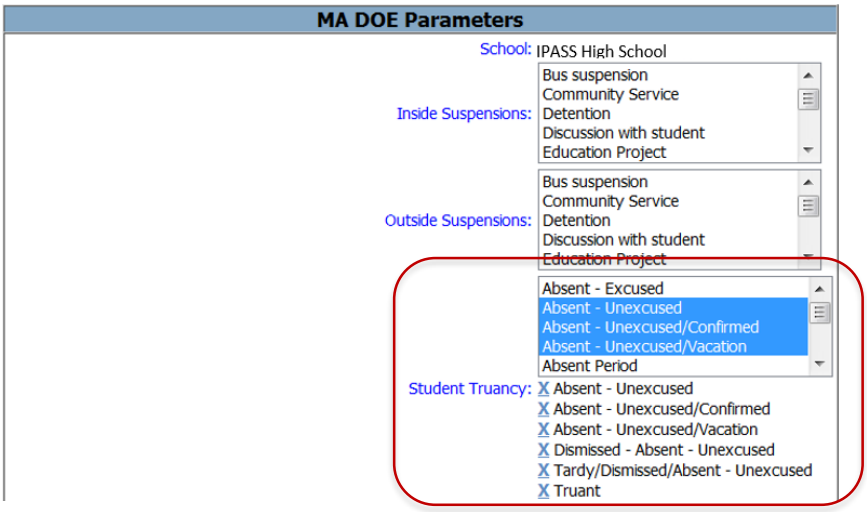


Enter the fake term codes listed in the Term Code column of the Schedule System > Maintenance – Scheduling > Term Codes screen (left side). Check each of your schools to make sure you get all of the fake term codes created for the entire district.



Q. How is the DOE052 (Unexcused Student Absences) field value generated from iPASS?

A. This value is calculated based on the Attendance codes selected for "Student Truancy" on the MA DOE Parameters screen. Please check that all Attendance codes for Daily "Absent Unexcused" have been selected in the "Student Truancy" box at each of your schools. Go to DOE ID Manager > Maintenance DOE > Parameters. Repeat for each of your schools.



NOTE: The DOE updated the DOE052 in August 2011 to replace 'truant' language with 'days of unexcused absences.'

DOE052 Unexcused Student Absences

The number of school days a student was recorded with an unexcused absence.

Type: Alphanumeric **Length:** Minimum 1 Maximum 3

Acceptable Values/Code Description:

000–261	Number of days with an unexcused absence.

Notes:

1. The definition of an unexcused absence is based on local school district definition.
2. Unexcused absences are cumulative throughout the school year. If the student had four days by October 1st and accumulated four more in January, March data should report eight days.

Dependencies:

1. The sum of days of unexcused absence plus the number of days in attendance (DOE017) cannot be greater than the number of days in membership (DOE018).

REMINDER: Districts with the new Sync version of iPASS need to make sure all of their Daily Absent codes are set up with Absent Day Code = Full Day. If they are not set up this way they will not be counted as an absence. Go to Attendance System > Maintenance - Attendance > Attendance Codes. Search on Type = Absent and Daily/Period = Daily codes. Click on each code and scroll down to set the Absent Day Code = Full Day.

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