

Welcome to Wednesday's Wisdom – A weekly dose of support! April 13, 2016

Announcements

TODAY at 1:00pm – April User's Group Meeting WebEx – Today's User's Group Meeting WebEx will be on the topic of "Massachusetts - SDDR Reporting." Laura Patton will discuss changes to the Discipline Incident 'Report to DOE' screen and new field options for SIF 2.7 reporting. Please join us today at 1:00pm. [Click here for User's Group WebEx link](#). Meeting Number: 638 099 385. Meeting Password: harris. Audio conference information: 218-486-2881, pass code 832927.

SIF 2.7 & Massachusetts March SIMS – We are pleased to report that **100%** of the iPASS sites set up with the Sync version and SIF 2.7 submitted and certified their March SIMS data using their SIF 2.7 Agent. We want to thank all the SIF sites for working so hard to get their data in, cleaned and submitted. The R&D and Support Teams are working on improvements for the next submission period and will be working with more sites to get them on-boarded with SIF and working with their agent.

Upcoming Training Sessions

Pennsylvania:

TOMORROW – Still time to register! The Art of Building Your Master Schedule – April 14

On Thursday April 14th Harris will be offering a Master Scheduling Building class in the Bethel Park, PA office from 9:00am-12:00pm. This class is designed to help both current and new users who have the responsibility of building the school's master schedule. The course is designed to discuss the philosophy behind the entire scheduling process. [Click here for details and to register.](#)

PA Master Scheduling Workshop (Part II) – April 21

On Thursday April 21st Harris will be offering Part II of the PA Master Scheduling Workshop in the Bethel Park, PA office from 9:00am-3:00pm. This will be working session where we will work one-on-one with each school to resolve scheduling issues. As a follow up to Part I, all course requests should be entered and most of the master schedule should be built by this workshop date.

Frequently Asked Questions

- Q. Massachusetts: Why is the Low Income Status (DOE019) field not displayed on the student's MA DOE screen or Confidential screen?**
- A. Users must be given the Extra Security Option to view and update the Low Income Status and Lunch Status fields.** In order to provide a level of student confidentiality, iPASS now provides the ability to select which users can view and update the Low Income Status and Lunch Status fields. All users default to having these fields hidden. To make them visible and available to update, the user must have the Manage Users > Extra Security Option of "Can View and Update Low Income and Lunch Status" checked off. [Click here for more information.](#)
- Q. What data does the Attendance Statistics report provide and how do I run the report?**
- A. The default Attendance Statistics report provides Average Daily Membership, Average Daily Present, and the % Cumulative Attendance (Present) totals and grade level breakdown.** Different report filter settings can provide statistics for certain date ranges, specific dates, specific attendance codes (ie. Tardy) and for different schools. [Click here for more detail.](#)
- Q. Massachusetts: What EPIMS 'As-of Date' should be used for End of Year reporting if the school district has multiple schools with different last days of school?**



- A. **Set the EPIMS 'As-of Date' to the day BEFORE the last day of school at the first school that finishes the school year.** The EPIMS export needs to be a school day prior to the last day of school to report the active EPIMS data correctly. This is done in iStaff Biographical > Procedures - iStaff Bio > iStaff Configuration > EPIMS Export As-of Date.

NOTE: SIF Districts also need to set the DOE Parameters > Last Transmission Date at EACH school to the day BEFORE the last day of school at the specific school to report EOY SCS data correctly. EOY SIMS data is based on the actual last day of school which is based on the End Date of the last Term set up on the school's Academic Year Settings.

Reminders

Massachusetts SIF Sites: Districts that have certified their March SIMS SIF submission should prepare their sites for End of Year SIMS, SCS, SDDR and EPIMS.

- Set Last Transmission Date to = the anticipated NEXT TO LAST day of school. This is done in the DOE ID Manager > DOE Parameters screen at each reporting school.
- Check your Academic Year Settings screen to make sure your last term ends on the anticipated ACTUAL last day of school. This is done on the Maintenance - Scheduling > Academic Year Settings screen. Check to make sure that the Term Start/End Dates are correct. These dates may need adjustment due to snow days. This must be done for each reporting school.
- Check your School Calendar to make sure the anticipated last day is in the school calendar. If you have built in extra snow days and have not used them all you can wait until later in the school year to remove the extra days. This is done in Maintenance - Attendance > Calendar Maintenance. This must be done for each reporting school.
- Set the EPIMS Export "As of Date" to be the anticipated NEXT TO LAST day of school. This is done in iStaff Biographical > Procedures - iStaff Bio > iStaff Configuration > EPIMS Export As-of Date.

