



Welcome to Wednesday's Wisdom

Your weekly dose of support!

July 27, 2016

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ELEMENTARY SCHEDULING WORKSHOP

Join Harris School Solutions on August 25th for an iPass Elementary Scheduling Workshop. This workshop is relevant for the person(s) responsible for creating and maintaining the master schedule and students schedules at the elementary level. [See details below.](#)

SUPPORT ANNOUNCEMENTS

State Reporting eSupport Tickets

The Support Team is working through State Reporting eSupport tickets as fast as we can. To help expedite the process, please include the name of the state report (SCS, EPIMS, PIMS) in the ticket Summary and provide specific examples. This will allow us to route the tickets to the correct Support Agent to work on the issue.

iPASS TIPS & TRICKS

New Query Available

To help you create a report of "Next Year Students," we have posted a new query in iPass Help > My Queries > Query Files for Download. Specify the Next School Year and Next Year's School and the report will list Student ID, Student Name, Next Grade Level and Next School Name. [Click here for more information.](#)

iPASS RELEASES & UPDATES

NEW! Upcoming Release – Enhancements to Scheduling, Withdrawing and Attendance Letters

- **WebEx Recording Posted in iPass Help** – A recording of our “Walk-Through” of the new features in the upcoming enhancement release has been posted to iPass Help for you to view and share with your district staff. It can be found in iPass Help > iPass New Sync Version > WebEx folder. [Click here for link.](#)
- **We heard you!** During the WebEx it was recommended that we move the “Retain Student Schedules” check box to a location on the Enrollment screen that would make it less likely to be checked off in error. We have added a separate heading so it is not grouped with the other likely selections. In most cases, it should not be checked off.

Student Entry/Withdrawal Data	
Entry/Withdrawal Date:	Jul 22 2016
Entry/Withdrawal Code:	E01 - E1 - Enrolled last year was promoted to next grade or Kindergarten Entry
Residence Status Code:	A - Resident (includes 1302 Guardianship and Resident Foster Children)
Graduation Status Code:	0 - N/A
Student Status:	0 - N/A
Comment:	
Calendar Type:	
% Enrolled for Calendar:	1
Out Placement:	No
School Id:	
Previous School:	
Previous School Comment:	
Carry Over Membership:	
Carry Over Attendance:	
Days in Membership:	0
Days in Attendance:	0.0
Options	
<input type="checkbox"/>	Clear Locker data
<input type="checkbox"/>	Clear Homeroom data
<input type="checkbox"/>	Clear Bus data
<input type="checkbox"/>	Scheduling Option
<input type="checkbox"/>	Retain Student Schedules
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

Massachusetts & Pennsylvania Sync Sites: Patch Release 7.0.20160715_sync

A patch release went out on July 15. Release Notes have been posted in iPass Help > iPass Patch Release Notes > Patch Release Notes – 7.0.20160715_sync. [Click here for details.](#)

FREQUENTLY ASKED QUESTIONS

- Q. *Pennsylvania State Reporting:* My PIMS Location Fact extract is returning blank. What am I missing?**
- A.** It is recommended that you check the following:
1. Make sure your Truancy attendance codes are flagged as Truancy = Yes.
 2. Make sure your Discipline incidents that should be counted on the Location Fact are flagged with incident type Conduct or Academic.
 3. Make sure your Suspension and Expulsion consequences are flagged with Consequence Type Suspension or Expulsion.

[Click here for more detail.](#)

More information can be found in the [Quick Guide: PIMS – Location](#) Fact found in iPass Help > PIMS > Help > Discipline folder.

- Q. *Pennsylvania State Reporting: Can I rollover my database before PIMS reporting is completed?***
- A. No.** The state reporting must be completed, particularly the Discipline reports, prior to rolling iPass to the new Academic Year.

UPCOMING EVENTS & WORKSHOPS

iPass Elementary Scheduling Workshop

Join Harris School Solutions for an iPass Elementary Scheduling Workshop - August 25th!

This workshop is relevant for the person(s) responsible for creating and maintaining the master schedule and students schedules at the elementary level. The Elementary Scheduling Workshop will cover:

- Homeroom assignments
- Mass Loading student schedules
- Setting up the Walk-in Scheduler
- Using the Walk-in Scheduler
- **NEW Add/Drop features**
- **NEW Withdrawn students features**
- Editing Teachers in the course catalog
- Adding Courses to the course catalog
- Removing Courses from the course catalog
- Adding and removing sections from a course
- Moving students from one course to another
- Printing student and teacher schedules

** Attendees must bring a laptop with wireless access; there are no computers available on site. **

When: **August 25, 2016** **9am to 3pm**
Where: **Westford Public Schools Administrative Offices**
23 Depot Street, Westford MA 01886
Conference Room B

[Click to here to Register](#)

Questions? Please contact Sharon O'Connor: sjoconnor@harriscomputer.com

PROFESSIONAL SERVICES

Is Your School District using iPass to its Fullest Potential?

Recent business reviews have revealed that most districts only use about 30% of the available features and functionality in iPass. Please contact Sharon O'Connor, Professional Services & Training Manager, sjoconnor@harriscomputer.com, to schedule a complimentary business review at your district. We will meet with your district administrative team to discuss past practices, future implementations and training options and to look at ways to maximize your SIS investment.

iPass End -of-Year Procedures – 2016

Do you need assistance with iPass end-of-year procedures? Or someone just to guide you through the process? If so, please contact Sharon O'Connor, Professional Services & Training Manager, sjoconnor@harriscomputer.com, to schedule a personalized WebEx session for your district. Cost per individual session is billed at \$200 per hour.



Please forward this email to other iPASS users in your district that would benefit from the information shared. Let us know if there is someone who should be added to the weekly email list.



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