



Welcome to Wednesday's Wisdom

Your weekly dose of support!

October 26, 2016

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CHANGING ENROLLMENT RECORDS

The Support Team has provided additional information on updating enrollment records and SIMS DOE enrollment codes. Please see the [iPass Tips & Tricks](#) section below for more information.

SUPPORT ANNOUNCEMENTS

SIMS October Report Due Tomorrow

Please let us know if you need assistance to get your data submitted for certification by tomorrow's due date. Use the SIF SIMS Reports to check your record counts and to check for duplicate students. SIF districts should freeze their data and request a final Summary Report to review the data. If there are any inaccuracies, you will need to unfreeze the data and make the necessary changes in iPass, check for errors, and then refreeze the data. Once the data in the summary reports is considered to be accurate, you can certify. If your SCS data is error-free, you should freeze it and cross validate with SIMS. The deadline to check for duplicate students and to recertify, if necessary, is November 3.

SCS October Report

SIF districts should check their SIF Error Report for SCS. If the District Level Report 2 shows "No Data Available," it can mean either no data is available or that you are error free. The DESE is working to make this clearer to the user. We recommend checking Report 4 - Record Count by Course to check the number of records in the SCS transmission. You can review the courses in the report to confirm courses from all schools are included and the total number of students enrolled in the sections looks accurate. This will help confirm that all the schools and courses are included in the transmission. You can also use the new SIF Progress Report on the DESE Security Portal to check the SIF Object Count for SCS Objects SchoolCourseInfo, SectionInfo, SectionMarkInfo, StudentSectionEnrollment and StudentSectionMarks.

Protecting Student Data

The Support Team would like to remind everyone that student data shared to troubleshoot state reporting errors should never reference the student's full name, Date of Birth, and SASID together. It is recommended that the student

be referred to by one of these only: Name, SASID, or iPass Student ID. Also, email is not a secure method to share student data. Please work with us to protect your students' data.

Upcoming November User's Group

The November 9 User's Group meeting Webex will be on the topic of "Massachusetts SCS and EPIMS State Reporting." Laura Patton will share tips and recommendations for submitting SCS and EPIMS and review the new SIF transmission tools. Please join us at 1:00 p.m. on November 9.

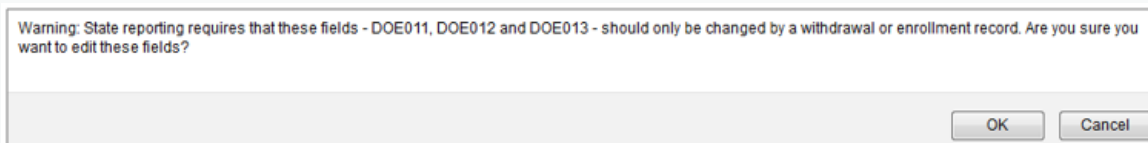
NEW MEETING INFORMATION: Please join us Wednesday, November 9 at 1:00 p.m. [Click here for User's Group Webex link](#). Meeting Number: 270 889 755. Meeting Password: harris. Call in: 605-475-6711, Access Code 2262055#.

iPASS TIPS & TRICKS

Adjusting Enrollment Records – Additional Information Version 7.0.20160928_sync and later of iPass now provides a warning when trying to update the DOE enrollment fields on the MA DOE screen and restricts updating certain fields in existing enrollment records. This is to protect the integrity of student enrollment records and to ensure the update to a student's StudentSchoolEnrollment object is transmitted fully and accurately to the DESE via SIF. **Below, please find complete details and recommendations on how to make certain types of updates.**

MA DOE screen:

- If you attempt to change the DOE011 (Reporting Reason), DOE012 (Enrollment Status), or DOE013 (Enrollment Reason) field on a student's MA DOE screen, upon "Submit" you will now receive a warning message that the DOE011, DOE012, and DOE013 fields should only be changed in an enrollment or withdrawal record. The warning is to remind users that changes to these DOE fields should be made in the enrollment record, not on the MA DOE screen.



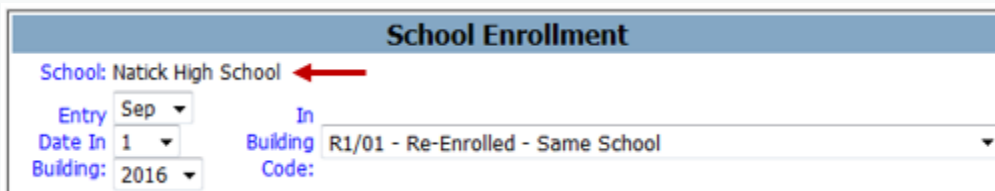
Warning: State reporting requires that these fields - DOE011, DOE012 and DOE013 - should only be changed by a withdrawal or enrollment record. Are you sure you want to edit these fields?

OK Cancel

NOTE: When OK is selected, the field will be updated on the MA DOE screen but it will not send an update to the DESE via SIF. To send an updated StudentEnrollment object the change must be made on the enrollment record screen.

Existing Enrollment Records:

- You can no longer change the School in an existing enrollment record. This field is no longer available to edit.



School Enrollment

School: Natick High School ←

Entry: Sep In: [dropdown]

Date In: 1 Building: R1/01 - Re-Enrolled - Same School

Building: 2016 Code: [dropdown]

If an enrollment record was created for an incorrect school, the new procedure is to create a new enrollment record for the correct school and delete the record for the incorrect school where the student never attended. Example: A student is re-enrolled for the next school year at the high school but was later found to be a

summer transfer from the middle school. The enrollment record for the high school should be removed and a withdrawal record should be created for the middle school.

- You can no longer change the Entry/Withdrawal Code in an existing enrollment record to a different enrollment status (e.g. change enrolled to withdrawn or withdrawn to enrolled). If you attempt to do this, you will receive the following message alerting you to create a new enrollment record:



If an enrollment record was created using an Entry/Withdrawal Code with a code status = Enrolled, and you need to change it to a code with status = Withdrawn, the new procedure is to create a new withdrawal record and delete the incorrect enrollment record. Example: A student is re-enrolled for the next school year but was later found to be a summer transfer. The enrollment record enrolling the student should be removed and a withdrawal record should be created.

- The Entry/Withdrawal Date and Reporting Reason (DOE011), Enrollment Status (DOE012), and Enrollment Reason (DOE013) still can be updated as needed in existing enrollment records.

UPCOMING EVENTS & WORKSHOPS

EPIMS State Reporting Workshop – November 2

The EPIMS hands-on workshop will be held on November 2 at the Westford Public Schools. The focus of this session is transmitting records via Legacy (file transmission), deciphering error messages and correcting errors for re-transmission. Attendees should have their work assignments posted and ready for transmission, if possible.

Location: Westford Administrative Offices, 23 Depot Street, Westford, MA
Time: 9:00 a.m. – 3:00 p.m.

[>> Click here to Register](#)

PROFESSIONAL SERVICES

Does your school district have a need for professional development in iPass?

Do you have new initiatives that may require the purchase of a third-party software product? Meet with a Harris Professional Services expert and see how iPass can meet your needs. Harris offers several third-party products that are designed to integrate with iPass, including EZSchoolEnroll and School Rush!. Email Sharon O'Connor at sjoconnor@harriscomputer.com to schedule an appointment for a complimentary business review.



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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