



iPASS

Welcome to Wednesday's Wisdom

Your weekly dose of support!

February 1, 2017

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UPCOMING EVENTS

February 8: Online demonstration of EZSchoolEnroll! Refer to [Support Announcement](#) section below.

February 9: High School Scheduling Workshop begins. Seats still available! Refer to [Upcoming Events & Workshops](#) section below.

April 5: Middle School Scheduling Workshop begins. Refer to [Upcoming Events & Workshops](#) section below.

SUPPORT ANNOUNCEMENTS

February Online User Group Meeting – EZSchoolEnroll

Please join us on February 8 at 1:00 p.m. during the February Online User Group Meeting to learn more about EZSchoolEnroll. Sharon O'Connor will be demonstrating this web-based option for parents to register their children online for school, update student information, and other documentation requirements. EZSchoolEnroll fully integrates with iPass and there is no per-student charge for this product for current iPass clients! [Click here for meeting link and information.](#)

Getting ready for Kindergarten Registration? Simplify the process by providing parents with online registration.

- Parents log in and fill in information in forms created by your district.
- Information comes into iPass for review, approval, and enrollment.
- Eliminates the need for school-based or central-based enrollment.
- Can be used to collect all kinds of information for use in other areas/products.

New Webex Recording Available – 2015-2016 Civil Rights Data Collection (CRDC)

The January User Group meeting reviewed the tools available in iPass to create your district's CRDC report for 2015-2016. A recording of that meeting can be found in iPass Help > User Group Meeting > [WebEx – Civil Rights Data Collection \(CRDC\) – January 2017.](#)

iPASS TIPS & TRICKS

REMINDER: Help Videos for SIF Reporting

The Support Team has created three short videos to help walk you through the Massachusetts SIF system and transmission process. These videos can be found in iPass Help > [SIF > Video](#).

- **Video 1: SIF Objects and How to Send Them** – What is a SIF Object, 3 Ways Data is Sent, and SIF Transaction Table. (29 mins) [Click here](#)
- **Video 2: How to Set Up SIF** – Terms, Grade Headings, Mapping Report to DOE, and SIF Processors (28 mins) [Click here](#)
- **Video 3: Reading SIF Logs and Transaction Viewer** – RefID Locator, Events Log, Response Log, and Transaction Viewer. (21 mins) [Click here](#)

iPASS FAQs

Q. What do you need to do in iPass when a student enrolled as “School Choice” changes mid-year to “Resident” (or vice versa)?

- A.** The student must be withdrawn from the school as a “School Choice” student with an Entry/Withdrawal code of “TRF – Transferred Out - within the District” and then Re-Enrolled in the same school on the same day with an Entry/Withdrawal code of “Re-Enrolled Same School” with the enrollment codes for “Resident.” The student maintains an Enrollment Status of “01 – Enrolled” even in the withdrawal record. The Town Code must also be updated to match the student’s current town of residence. [Click here for details.](#)

UPCOMING EVENTS & WORKSHOPS

Register for Two-Day Scheduling Workshops

Harris School Solutions will be hosting iPass Workshops for Middle and High School Scheduling for the 2017-2018 school year. Each workshop will consist of two-day, hands-on sessions where attendees will be working in their own iPass database to schedule their schools for the 2017-2018 academic year.

Registration is required for all courses; courses are limited to the first 25 registrants. [Click here to register.](#)

High School Scheduling Workshop

[Click here for workshop details.](#)

Dates: February 9 and April 6

Times: 9:00 a.m. to 3:00 p.m.

Location: Westford Public Schools, Central Office, 23 Depot Street, Westford, MA.

Middle School Scheduling Workshop

[Click here for workshop details.](#)

Dates: April 5 and May 12

Times: 9 a.m. to 3 p.m.

Location: Westford Public Schools, Central Office, 23 Depot Street, Westford, MA.

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.

Harris is your vendor-partner and we always are looking for ways to improve your client experience.



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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