



# Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street, Malden, Massachusetts 02148-4906

Telephone: (781) 338-3000  
TTY: N.E.T. Relay 1-800-439-2370

## End of Year Data Collection Webinar Questions & Answers

**Please note that these questions were answered incorrectly during the webinar series.**

- Members who die on active duty: is that for 1 year or would that be reported as 'yes' after one year?
  - **A: For one year only. The student shall maintain military family status for one year after the date of death.**
- MEPID info middle name field – is MI acceptable even if State has MN in the Mepid data?
  - **A: The identifying characteristic of middle name/middle initial (MN/MI) associated with a MEPID in the SR record must match the FIRST identifying characteristic associated with the MEPID in ID Maintenance. For example, the validation will accept M or Marie.**

### **SIMS - Military Family:**

- Are parents/guardians REQUIRED to provide the military data? Is it mandatory to report students with military family status if parents did not inform the school?
  - **A: No, it is not mandatory for parents/guardians to provide the data. ESE is required to give parents/guardians the opportunity to report this.**
- As a district, should we seek out the families with military status or are they expected to contact the school with that information?
  - **A: Districts should reach out to parents or send a survey home to gather this information.**
- How many times a year do we collect the DOE29 field? Once a year? 3 times a year?
  - **A: 3 times a year.**
- Medically discharged for one year - is that only during the first year, or is it those whose disability discharge was at least one year ago?
  - **A: The student shall maintain military family status for one year after the date of discharge.**
- Does military family include National Guard members who are not deployed but are on the monthly training and available for call up?
  - **A: No, this includes only members who are on active duty.**
- Who are considered family members? Grandparent if legal guardian? Sibling in military or extended family? Stepparents?

- A: Family member refers to parents and legal guardians only.
- Note on Military Status definition: The phrase "retired for one year" is ambiguous. Some will read that and say: "I've been retired for seven years, so I qualify." Could you tighten the language in the definition to prevent this ambiguity? Perhaps "retired for less than one year"?
  - A: The student shall maintain military family status for one year after the date of retirement.
- Members who die on active duty: is that also for 1 year or would that be reported as 'yes' after one year?
  - A: For one year only. The student shall maintain military family status for one year after the date of death.
- What was the Act you stated for reporting military families?
  - A: The Valor Act.

### **EPIMS - Educator Evaluation:**

- Do collaboratives have to submit Educator Evaluations?
  - A: No, collaboratives are not required to submit Educator Evaluation data. However, if a collaborative has an evaluation system that conforms to ESE regulations they can submit the data.
- Is there a definition of "educator"? For what job codes do we report education evaluation data?
  - A: Anyone who is in a job classification that requires an ESE license is considered an educator and evaluation data should be reported. All job classifications are listed on   **EPIMS Job Classifications Requiring Educator Evaluation.**
- Will an administrator need to be evaluated in both positions if they teach and are an administrator?
  - A: An administrator needs to be evaluated in **one** of the positions. Determining which position to evaluate is at the discretion of the district. You can mix and match the standards used in the rubrics in the Educator Evaluation fields, provided that you have both in your job classification. However, all summative ratings should be either teacher or administrator.
- If a teacher was hired as of May 2014, are we required to evaluate them when the summative and formative have not been completed before the end of the year when we are a RTTT district?
  - A: Evaluations should be reported for all ESE licensed educators employed for more than 90 consecutive days.

- If a district reports a long term sub because they have been in a classroom for more than 30 days, are they subject to evaluation? What are LTS coded who are licensed teachers but not evaluated?
  - A: Long term subs should be evaluated if they were employed in the same work assignment for more than 90 consecutive days. If a LTS was employed more than 90 consecutive days but not evaluated, code '00'. If a LTS was employed for 90 or fewer days, they should be coded '99'.
- How about maternity leave? Are you expecting evaluation data for those employees on leave or that have left?
  - A: Yes, evaluation data should be reported for licensed educators who were employed more than 90 consecutive days at any point in the year.
- Are we reporting 50% of all educators or 50% of those educators who are due to be evaluated?
  - A: 50% of licensed educators.
- Is there an issue if you evaluate more than 50% if that is your requirement?
  - A: No.
- If you are a 100% district, but don't have 100% done, will you have to get an exemption before certifying?
  - A: You will not have to get an exemption. Reporting must be an accurate representation of district staff evaluations. Report '00' for those educators who do require evaluation but were not evaluated.
- What about OT/PT folks that are not ESE licensed, but we did evaluate?
  - A: OT and PT staff evaluations should not be reported as they are not ESE licensed.
- Will there be an error if I report a long term sub but don't evaluate them?
  - A: Evaluation data should be submitted for all ESE licensed employees if they are employed for more than 90 consecutive days.
- Do charter schools use 99 for all educator evaluation fields?
  - A: If the charter is a non-RTTT Commonwealth Charter school, report as 99 (not applicable) unless your evaluation system conforms with the educator evaluation regulations.
- How do we report nurses who are on our teacher contract?
  - A: Evaluation data should be reported as they are ESE licensed positions.
- Can you give clarification on the definition for SR 28?
  - A: SR28 is the educator's current professional teacher status as determined by district policies. A teacher, school librarian, school adjustment counselor, school nurse, school social worker or school psychologist who has served in the public schools of a school district for the three previous consecutive school years shall be considered a teacher and shall be entitled to professional teacher status.

## **EPIMS - Educator Attendance:**

- With SIF how often do we need to update attendance data for staff?
  - A: It is up to the district to update the data regularly.
- Do collaboratives need to submit attendance info?
  - A: Yes.
- What about 12 month employees?
  - A: Report the number of days expected in that employee's contract year and number of days present as of the date of collection.
- Can you clarify vacation? If my work year is 220 days - my vacation time is not considered expected to be at work.
  - A: The number of days expected to be in attendance should be the total number of days in the employee's contract year less the number of paid vacation days taken for the year.
- Days expected starting 1st day of school? Days expected do not include July and August, should we start Sept? Is the number of days expected based on our contract expectations or school year?
  - A: The number of days expected should be based on the contract expectations for that employee. For a teacher, this could start the first day of school. For administrative staff, the contract year could start July 1.
- Is attendance data reported on staff that left midyear?
  - A: Yes, attendance data should be reported if the employee is included on the staff roster.
- If we are reporting them out all year on leave do we need to report actual attendance?
  - A: Yes, attendance is required to be reported if the employee is included on the staff roster. If an employee is out all year on leave, report 0 for SR36 and the number of days in that employee's contract year for SR37.
- Part Time staff who work an irregular schedule (2 hrs one day, 4 hrs the next) - how should we report attendance on those folks?
  - A: Report the days expected and days present as you would for a full time employee. An absence is defined as at least half the work day. If the work day is 4 hours, the employee should be there for at least 2 hours to be considered present for that day.
- If a teacher is on maternity leave, should we still code them absent? How about paid leave? Jury Duty?
  - A: An absence is anything that falls outside of paid vacation time or district approved professional activities. Personal days, sick days, jury duty, bereavement, paid leave, maternity/paternity leave, unpaid sick leave etc. should be counted as absences.
- Is attendance reported for inactive employees? Inactive staff is reported in staff roster if they are out on paid or unpaid leave. Why would we need to report attendance?

- A: Attendance is required for all staff submitted in the staff roster.
- Will you require attendance for consultants and contracted employees for OT, PT?
  - A: Attendance is required for all employees submitted in the staff roster.
- Is attendance to be included for all employees or just educators?
  - A: It is required for all employees reported in the staff roster.
- On SR37 days expected: does it include vacation or is that subtracted from the total?
  - A: The number of days expected to be in attendance should be the total number of days in the employee's contract year less the number of paid vacation days the employee takes for that year.
- If I have 20 vacation days out of 185 but I only take 10 off, how should this be reported?
  - A: If you take 10 vacation days, SR37 should be reported as 175 (185 days in contract year -10 vacation days). SR36 should be reported as 175 – number of personal and sick days taken that year.
- How do we handle a teacher who has missed a significant portion of the school year due to illness?
  - A: Sick leave should be considered absent. Report number of days in the teacher's contract year for SR37 and report the number of days present for SR36.
- We have this data nowhere in our system. We only have paper time-off requests. Please advise.
  - A: ESE requires that the data be reported.

### **SIF and EOY Reporting:**

- Have the vendors been notified of the changes?
  - A: Yes.
- If we are new on SIF will we be able to adjust our SCS manually in July through a .csv file?
  - A: No.
- How early can we claim new students who will be joining us next year?
  - A: The students can be claimed but because of parameter date values the student won't be claimed until the school year begins.
- Will SIMS and SCS all be submitted via SIF? Or just SIMS? Can you submit EPIMS via SIF?
  - A: SIMS and SCS can be submitted via SIF. EPIMS currently cannot be submitted via SIF.
- How will the cross validation work with EPIMS being reported in the legacy system?
  - A: Cross validation of EPIMS will be done against the SCS data that is 'frozen' in SIF for the as of date.
- MEPID info middle name field - MI will do even if State has MN in the Mepid data?
  - A: The identifying characteristic of middle name/middle initial (MN/MI) associated with a MEPID in the SR record must match the FIRST identifying

characteristic associated with the MEPID in ID Maintenance. For example, the validation will accept M or Marie.

- Would we be able to upload to legacy system to compare if we are just going into SIF?
  - A: No.
- Is SIF taking a snapshot the last day of school? Final grades are not calculated until the day after. Teachers have until the last day of school to get their grades in.
  - A: Course data from the district's SIS should continue to flow into the SCS system until the district stops that process by clicking the freeze button on the cross-validate dialog in the SCS interface. A similar process is available via the SIMS interface. This "freeze" process is the way districts can control when the data snapshot is ready.
- What 'as of' date do we use for SIMS through SIF?
  - A: The 'as of' date is your last day of school.
- We are a SIF school and are having trouble with SPED 3-5 changing to 6-21.
  - A: Currently in staging, all districts have a temporary EOY date set to 06/29/2014. Once the end of year collection opens, the validations will be based off of the last day of school in your district.