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**EPIMS Data Handbook — Version 10.2**

For use beginning with the October FY24 collection

**October 1, 2023**

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# Introduction

The Education Personnel Information Management System (EPIMS) is an online, secure data collection of individuals employed in the public school districts of Massachusetts. The EPIMS data collection process enables the Department to meet federal reporting requirements and to inform policy and programmatic decisions.

EPIMS is enabled by the secure transmission of district data through the ESE’s security portal and by MEPIDs (Massachusetts Education Personnel IDs), unique identifiers assigned to all education personnel and linked to their individual data.

This handbook provides a detailed description of the data elements required in EPIMS. Each record that is submitted must contain an acceptable value in each data element and may not be left blank.

The following information is provided for each data element:

Name — Name of the data element

Definition — A brief definition of the element

Data Type — Alphanumeric or Integer

Maximum Length — The maximum number of characters allowed

Minimum Length — The minimum number of characters allowed

Acceptable Values\* — A list of the values that can be submitted to the Department. If no values are listed, then any value of the acceptable type and length are permitted.

Notes — any additional information pertaining to the element such as its relationship and dependency on other elements.

\* If the list of acceptable values was too long to include in this handbook, it has been provided in an appendix. These appendices are available in the *Excel* file *DHAppendices.xlsx*.

# List of EPIMS Data Elements

#### MEPID Assign Record:

1. First Name

A name given to an individual at birth, during a naming ceremony, or through legal change.

1. Middle Name / Middle Initial

A secondary name given to an individual at birth, during a naming ceremony, or through legal change. If none exists, the code “NMN” (No Middle Name) should be entered in the field.

1. Last Name

The name borne in common by members of a family.

1. Date of Birth

The month, day, and year on which an individual was born. Format is mm/dd/yyyy.

1. Gender

The gender identity of an individual.

1. License / Certification Number

The number assigned by the Massachusetts Department of Elementary and Secondary Education at the time an individual receives their license.

1. Local Employee Number

A number used at the local district to identify an employee.

#### Staff Roster Record:

1. Massachusetts Education Personnel Identifier (MEPID)

A unique number assigned to an individual by the Massachusetts Department of Elementary and Secondary Education. Primary key linked to the work assignment record and to an individual’s identifying characteristics entered in MEPID Management.

1. Local Employee Number

See *ID07*

1. License / Certification Number

See *ID06*

1. First Name

See *ID01*

1. Middle Name / Middle Initial

See *ID02*

1. Last Name

See *ID03*

1. Date of Birth

See *ID04*

1. Race-Ethnicity

The general racial category or categories that most clearly reflects the individual’s recognition of his or her community or with which the individual most identifies.

1. Employment Status at Time of Data Collection

The two-digit code that describes an individual’s employment status at the time of the collection.

1. Reason for Exit

The two-digit code that describes an individual’s reason for no longer being employed by the district.

1. Date of Hire

The date an individual’s most recent hire in the district.

1. Federal Salary Source 1

One of potentially multiple federal salary sources (maximum of 3) for an individual. If a source of the funding associated with the individual’s salary is a federal grant, enter the specific code for that grant.

1. Percent of Federal Salary Source 1

Percent of an individual’s salary paid from the federal grant identified in *Federal Salary Source 1*. Enter as a decimal to the thousandths (if necessary); e.g., .04, .25, .333, .5… 1.00.

1. Federal Salary Source 2

See *Federal Salary Source 1*.

1. Percent of Federal Salary Source 2

See *Percent of Federal Salary Source 1*.

1. Federal Salary Source 3

See *Federal Salary Source 1*.

1. Percent of Federal Salary Source 3

See Percent of *Federal Salary Source 1*.

1. Degree Type 1

One of potentially multiple educational degrees (maximum of 3) achieved by paraprofessionals, special education, and instructional support staff who are not certified in ELAR and must be reported in EPIMS.

1. Degree Institution 1

The educational institution from which the individual received the corresponding degree (*Degree Type 1*), or the code for out-of-country institutions.

1. Degree Subject 1

The major subject area in which the corresponding degree (*Degree Type 1*) was achieved.

1. Degree Type 2

See *Degree Type 1*.

1. Degree Institution 2

See *Degree Institution 1*.

1. Degree Subject 2

See *Degree Subject 1*.

1. Degree Type 3

See *Degree Type 1*.

1. Degree Institution 3

See *Degree Institution 1*.

1. Degree Subject 3

See *Degree Subject 1*.

1. Exit Date

This field will indicate the date the educator ceased to be employed by the district. A ‘Reason for Exit’ code is already specified/collected in the staff roster file.

1. District Level Educator’s Professional Teacher Status

 Educator’s current professional teacher status as determined by district policies.

1. Overall Annual Summative Evaluation or Formative Evaluation Rating

Educator’s current school year overall Summative Evaluation rating or Formative Evaluation rating.

1. Standard (1) Evaluation Rating

Educator’s current school year evaluation rating on Standard (1).

1. Standard (2) Evaluation Rating

Educator’s current school year evaluation rating on Standard (2).

1. Standard (3) Evaluation Rating

Educator’s current school year evaluation rating on Standard (3).

1. Standard (4) Evaluation Rating

Educator’s current school year evaluation rating on Standard (4).

1. Beginner Educator Mentor

 MEPID of the mentor to a beginner educator

1. Discontinued
2. Staff Days of Attendance

Cumulative number of days a staff member has been present (defined as at least half the school day) in the district.

1. Staff Expected Days of Attendance

Cumulative number of days a staff member was expected to be present (defined as at least half the school day) in the district.

1. Beginner Educator Identifier

Is this staff member is in their first year of experience in their primary job classification?

#### Work Assignment Record:

1. Massachusetts Education Personnel Identifier (MEPID)

A unique number assigned to an individual by the Massachusetts Department of Elementary and Secondary Education. Primary key linked to the staff roster record and to an individual’s identifying characteristics entered in MEPID Management.

1. Local Employee Number

See *ID07.*

1. First Name

See *ID01.*

1. Middle Name / Middle Initial

See *ID02.*

1. Last Name

See *ID03.*

1. Assignment Location Code

The eight-digit code for the district and school where a course is being taught. Alternative Education programs can be reported as the location where a course is taught **if the course is not taught in a school building**.If the Alternative Education program is taught in a school building, then the school code must be used for WA06.

1. Job Classification

A description of the specific group of duties and responsibilities of a position.

1. Teacher / Paraprofessional Assignment

The specific educational or educational support activity in which teachers, paraprofessionals, and other instructional staff are involved and employed on a daily basis. This data element is not applicable for all staff.

1. Grade

The predominant grade level(s) for which the specific assignment provides educational services. Where appropriate, ranges may be provided.

1. Subject Area-Course Code

The subject area course taught by an individual or for which he or she provides support. NCES coded values will be provided for academic subject areas and course descriptions and CIP codes will be provided for Chapter 74 programs to report vocational technical program areas. This data element is not applicable for all staff.

1. Class Section

The class section code will be a value provided by the school district. The class section code will identify the class assigned for that subject area-course and will be unique for the data collection within a school. This data element is not applicable for all staff.

1. Full Time Equivalent (FTE)

The ratio between the hours expected of a full-time position and the number of actual hours being provided by an individual (i.e., the percent of workday staff are involved in an assignment: 1.00 is a full-time employee; a half-time employee is a .50 FTE, etc.)

1. Discontinued
2. Discontinued
3. Discontinued
4. Course Term

A division in a school year during which instruction is regularly given to students. For the purposes of reporting, the term sequence (e.g., 1st, 2nd, or 3rd trimester) must be provided in the value.

1. Term Status at Time of Collection

The two-digit code that identifies a course term as active or inactive at the time of the collection.

# MEPID Management: Assigning MEPIDsand Requesting MEPID Information

It is through the MEPID Management application that districts will assign MEPIDs for their education personnel. A MEPID is assigned once and will stay with the individual throughout his or her career even if he or she is employed by another school district. A MEPID is associated with the individual, not with the district that assigned it.

Once MEPIDs are assigned, they can be looked up by any district in the state regardless of whether the MEPID was assigned by that district. Anyone with an EPIMS security role can access MEPID Management and look up MEPID information. Districts assign their own security roles.

MEPID Management should always contain the most current information on an individual. If an individual’s name is changed, the name should be updated in MEPID Management by the district in which the individual is currently employed.

Demographic data transmitted in staff roster and work assignment records must match the individual characteristics stored for that individual in MEPID Management.

#

## MEPIDData Elements

1. First Name

A name given to an individual at birth, during a naming ceremony, or through legal change.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum 1Maximum 30 |

Acceptable Values/Code Description:

The only special characters allowed in this field are the hyphen, apostrophe, period, and space.

Notes:

1. Middle Name / Middle Initial

 A secondary name given to an individual at birth, during a naming ceremony, or through legal change. If none exists, the code “NMN” (No Middle Name) should be entered in the field.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum 1Maximum 30 |

Acceptable Values/Code Description:

The individual’s middle name or initial or NMN for those individuals with no middle name. The only special characters allowed in this field are the hyphen, apostrophe, and space. Periods following a middle initial will not be accepted.

Notes:

Districts are strongly encouraged to provide a complete middle name to avoid potential MEPID conflicts. The middle name or middle initial must match the middle name or middle initial entered in all subsequent staff roster and work assignment records.

1. Last Name

The name borne in common by members of a family.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum 1Maximum 30 |

Acceptable Values/Code Description:

The only special characters allowed in this field are the hyphen, apostrophe, period, and space.

Notes:

1. Date of Birth

The month, day, and year in which an individual was born.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Datemm/dd/yyyy | Length: | Minimum 10Maximum 10 |

Acceptable Values/Code Description:

Format must be mm/dd/yyyy.

Notes:

Individuals must be sixteen years old or older.

1. Gender

The gender identity of an individual.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum 1Maximum 1 |

Acceptable Values/Code Description:

Not case sensitive

**F** Female **—** Individual identifies as a girl or a woman.

**M** Male **—** Individual identifies as boy or a man.

**N** Non-Binary – Individual does not identify as just female or male.

Notes:

1. License / Certification Number

The number assigned by the Massachusetts Department of Elementary and Secondary Education at the time the individual received their license. This data element is used to match certified staff to their licensure information maintained in the Educator Licensure and Recruitment (ELAR) database. The value of this field is “Not Applicable” for staff not licensed by DESE.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum 2Maximum 20 |

Acceptable Values/Code Description:

ELAR License Number

OR

When the employee does not have an ELAR License, then report:

00 = Not Applicable

Notes:

The license number entered in an individual’s staff roster record (SR03) must match the license number associated with their MEPID in MEPID Management.

1. Local Employee Number

A number used at the local district to identify an employee. If districts do not use local employee numbers or do not have local employee numbers for all personnel reported in EPIMS, the “not applicable” code should be used.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum 1Maximum 20 |

Acceptable Values/Code Description:

An alphanumeric string 20 characters or less. Special characters other than the hyphen are not acceptable. Due to security concerns and confidentiality requirements, districts should not use social security numbers for their local employee numbers**.**

0 = Not Applicable

Notes:

Primary use of this field is to simplify the MEPID import process for districts.

#

## Staff RosterData Elements

1. Massachusetts Education Personnel Identifier (MEPID)

A unique number assigned to an individual by the Massachusetts Department of Elementary and Secondary Education.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Numeric | Length: | Minimum 8Maximum 8 |

Acceptable Values/Code Description:

Eight-digit state-assigned identification number

Notes:

The MEPID is the primary key that links the staff roster record to the work assignment record and to an individual’s identifying characteristics entered in MEPID Management.

#### SIF Information

**Object**: StaffPersonal

**Element**: StateProvinceId

**Values:** Numeric

1. Local Employee Number

A number used at the local district to identify an employee. If districts do not use local employee numbers or do not have local employee numbers for all personnel reported in EPIMS, the “not applicable” code should be used.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum 1Maximum 20 |

Acceptable Values/Code Description:

An alphanumeric string 20 characters or less. Special characters other than the hyphen are not acceptable. Due to security concerns and confidentiality requirements, districts should not use social security numbers for their local employee numbers**.**

0 = Not Applicable

Notes:

Primary use of this field is to simplify the ability to review and edit the staff roster for districts.

#### SIF Information

**Object**: StaffPersonal

**Element**: LocalId

**Values:** Numeric

1. License / Certification Number

The number assigned by the Massachusetts Department of Elementary and Secondary Education at the time the individual received their license. This data element is used to match certified staff to their licensure information maintained in the Educator Licensure and Recruitment (ELAR) database. The value of this field is “Not Applicable” for staff not licensed by the ESE.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum 2Maximum 20 |

Acceptable Values/Code Description:

ELAR License Number

OR

When the employee does not have an ELAR License, then report:

00 = Not Applicable

Notes:

The license number entered in an individual’s staff roster record must match the license number associated with their MEPID in MEPID Management.

#### SIF Information

**Object**: StaffPersonal

**Element**: OtherIdList/OtherId (Type=0399)

**Values:** Numeric

1. First Name

A name given to an individual at birth, during a naming ceremony, or through legal change.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum 1Maximum 30 |

Acceptable Values/Code Description:

The only special characters allowed in this field are the hyphen, apostrophe, period, and space.

Notes:

The first name must match the first name entered in the work assignment record and to assign the MEPID in MEPID Management.

#### SIF Information

**Object**: StaffPersonal

**Element**: Name/FirstName

**Values:** Numeric

1. Middle Name / Middle Initial

A secondary name given to an individual at birth, during a naming ceremony, or through legal change. If none exists, the code “NMN” (No Middle Name) should be entered in the field.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum 1Maximum 30 |

Acceptable Values/Code Description:

The individual’s middle name or initial or NMN for those individuals with no middle name. The only special characters allowed in this field are the hyphen, apostrophe, and space. Periods following a middle initial will not be accepted.

Notes:

Districts are strongly encouraged to provide a complete middle name to avoid potential MEPID conflicts. The middle name or middle initial must match the middle name or middle initial entered in the work assignment record and to assign the MEPID in MEPID Management.

#### SIF Information

**Object**: StaffPersonal

**Element**: Name/MiddleName

Values: Alphanumeric

1. Last Name

The name borne in common by members of a family.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum 1Maximum 30 |

Acceptable Values/Code Description:

The only special characters allowed in this field are the hyphen, apostrophe, period, and space.

Notes:

The last name must match the last name entered in the work assignment record and to assign the MEPID in MEPID Management.

#### SIF Information

**Object**: StaffPersonal

**Element**: Name/LastName

Values: Alphanumeric

1. Date of Birth

The month, day, and year in which an individual was born.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Datemm/dd/yyyy | Length: | Minimum 10Maximum 10 |

Acceptable Values/Code Description:

Format must be mm/dd/yyyy.

Notes:

The date of birth must match the date of birth entered in the work assignment record and to assign the MEPID in MEPID Management.

Individuals must be sixteen years old or older.

#### SIF Information

**Object**: StaffPersonal

**Element**: Demographics/BirthDate

Values: Alphanumeric

1. Race-Ethnicity

The general racial category or categories that most clearly reflects the individual’s recognition of his or her community or with which the individual most identifies.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum 2Maximum 2 |

Acceptable Values/Code Description:

This chart is replicated in the *Excel* file *DHAppendices.xlsx* for easy importing to a database.

|  |  |
| --- | --- |
| Ethnicity — Individual chooses one. | Race — Individual chooses one or more. |
| Not Hispanic or Latino | Hispanic or Latino | White | Black or African American | Asian | American Indian or Alaska Native | Native Hawaiian or Other Pacific Islander |
| 01 | 33 | x |  |  |  |  |
| 02 | 34 |  | x |  |  |  |
| 03 | 35 |  |  | x |  |  |
| 04 | 36 |  |  |  | x |  |
| 05 | 37 |  |  |  |  | x |
| 06 | 38 | x | x |  |  |  |
| 07 | 39 | x |  | x |  |  |
| 08 | 40 | x |  |  | x |  |
| 09 | 41 | x |  |  |  | x |
| 10 | 42 |  | x | x |  |  |
| 11 | 43 |  | x |  | x |  |
| 12 | 44 |  | x |  |  | x |
| 13 | 45 |  |  | x | x |  |
| 14 | 46 |  |  | x |  | x |
| 15 | 47 |  |  |  | x | x |
| 16 | 48 | x | x | x |  |  |
| 17 | 49 | x | x |  | x |  |
| 18 | 50 | x | x |  |  | x |
| 19 | 51 | x |  | x | x |  |
| 20 | 52 | x |  | x |  | x |
| 21 | 53 | x |  |  | x | x |
| 22 | 54 |  | x | x |  | x |
| 23 | 55 |  | x | x | x |  |
| 24 | 56 |  | x |  | x | x |
| 25 | 57 |  |  | x | x | x |
| 26 | 58 | x | x | x | x |  |
| 27 | 59 | x | x |  | x | x |
| 28 | 60 | x |  | x | x | x |
| 29 | 61 | x | x | x |  | x |
| 30 | 62 |  | x | x | x | x |
| 31 | 63 | x | x | x | x | x |

#### SIF Information

**Object**: StaffPersonal

**Element**: Demographics/RaceList/Race/OtherCodeList/OtherCode

**Values:** See table above

1. Employment Status at Time of Data Collection

The two-digit code that describes an individual’s employment status at the time of the collection.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum 2Maximum 2 |

Acceptable Values/Code Description:

01 = Working – District Employee

02 = On Paid Leave

03 = On Unpaid Leave

04 = Exited

05 = Working – Non-District Employee

Notes:

*Employment Status* and *Reason for Exit* fields are cross-checked. Only if an individual is coded as “exited” should there be a code designating a reason for exit in the *Reason for Exit* field. For all others, the *Reason for Exit* field should be coded as “not applicable.”

*Employment Status* and *Exit Date* fields are cross-checked. If an individual is coded as “exited” there must be a valid date in the *Exit Date* field.

If an individual is coded as “exited”, one or more complete work assignment records must be reported for the work assignment(s) the employee held prior to exiting.

#### SIF Information

**Object**: EmploymentRecord

**Element**: Extended elements: MAEmploymentStatus & MADistrictEmployee

**Values:** Alphanumeric

SR09 in most cases is derived directly from MAEmploymentStatus, however if the staff member has a TerminationDate which is past the reporting date (October 1 or EOY), then MADistrictEmployee value is used to determine whether the individual was employed as a district (01) or non-district (05) employee at that time.

1. Reason for Exit

The two-digit code that describes an individual’s reason for no longer being employed by the district.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum 2Maximum 2 |

Acceptable Values/Code Description:

Codes for Reason for Exit

00 = Not Applicable

01 = Personal

02 = Layoff

03 = Contract Not Continued or Renewed

04 = District Discharge

05 = Death

06 = Retirement

07 = Reason Unknown/Other

08 = Other employment in Pre K–12 public education

09 = Other employment in education

10 = Other employment outside education

11 = Dismissed as a result of an unsatisfactory summative rating on evaluation

Notes:

*Reason for Exit* and *Employment Status* fields are cross-checked. If an individual is coded here with a reason for having exited, in other words, anything other than “not applicable,” the code in the preceding field for *Employment Status* must be for “exited.”

#### SIF Information

**Object**: EmploymentRecord

**Element**: Extended Element: MAReasonForExit

**Values:** Alphaumeric

1. Date of Hire

The date of an individual’s most recent hire in the district.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Datemm/dd/yyyy | Length: | Minimum 10Maximum 10 |

Acceptable Values/Code Description:

Format must be mm/dd/yyyy.

Notes:

Date must be prior to collection date.

If an individual was hired as a paraprofessional but has since been re-assigned to a teaching position, the date he or she was hired as a paraprofessional is the date used.

If an individual was hired in the district and subsequently exited the district, then later was re-employed in the district, the latter date is used.

#### SIF Information

**Object**: EmploymentRecord

**Element**: HireDate

**Values:** SIF Dtae format

1. Federal Salary Source 1

One of potentially multiple federal salary sources (maximum of 3) for an individual. If a source of the funding associated with the individual’s salary is a federal grant, enter the specific code for that grant.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum 3Maximum 3 |

Acceptable Values/Code Description:

000 = Not Applicable or the appropriate three-character ESE Federal Grant Code

A current list of federal salary source codes is provided in the *Excel* file *DHAppendices.xlsx*.

Notes:

The list of federal salary source codes will need to be revised at the beginning of each collection period as the list of available federal grants changes.

*Federal Salary Source 1* is associated with *Percent of Federal Salary Source 1.* If a code other than “not applicable” is used, a number other than zero must be entered in *Percent of Federal Salary Source 1*.

This should be the first set of fields used for federal salary source information. Do not enter the “not applicable” code in the first set of federal salary source fields and enter applicable information in the second and third field sets.

#### SIF Information

**Object**: EmploymentRecord

**Element**: Extended Element: MAFederalSalaryInfo (see MA SIF documentation for how to format)

**Values:** Alphaumeric

1. Percent of Federal Salary Source 1

Percent of an individual’s salary paid from the federal grant identified in *Federal Salary Source 1*.

Enter as a decimal to the thousandths (if necessary); e.g., .04, .25, .333, .5… 1.00.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Numeric with 3 decimal places | Length: | Minimum 2Maximum 5 |

Acceptable Values/Code Description:

00 = Not Applicable

to 1.00 = Representing 100%

Notes:

This field should be coded “not applicable” if the preceding/corresponding field for the federal salary source is “not applicable.” If there is a code in *Federal Salary Source 1*, there should be an appropriate percent entered here.

#### SIF Information

**Object**: EmploymentRecord

**Element**: Extended Element: MAFederalSalaryInfo (see MA SIF documentation for how to format)

**Values:** Alphaumeric

1. Federal Salary Source 2

One of potentially multiple federal salary sources (maximum of 3) for an individual. If a source of the funding associated with the individual’s salary is a federal grant, enter the specific code for that grant.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum 3Maximum 3 |

Acceptable Values/Code Description:

000 = Not Applicable or the appropriate three-character ESE Federal Grant Code

A current list of federal salary source codes is provided in the *Excel* file *DHAppendices.xlsx*.

Notes:

The list of federal salary source codes will need to be revised at the beginning of each collection period as the list of available federal grants changes.

*Federal Salary Source 2* is associated with *Percent of Federal Salary Source 2.* If a code other than “not applicable” is used, a number other than zero must be entered in *Percent of Federal Salary Source 2*.

This should be the second set of fields used for federal salary source information. If a code other than “not applicable” is entered here, there must be applicable information in the first set of federal salary source fields. Also, do not enter “not applicable” in this set of federal salary source fields and enter applicable information in the third field set.

#### SIF Information

**Object**: EmploymentRecord

**Element**: Extended Element: MAFederalSalaryInfo (see MA SIF documentation for how to format)

**Values:** Alphaumeric

1. Percent of Federal Salary Source 2

Percent of an individual’s salary paid from the federal grant identified in *Federal Salary Source 2*.

Enter as a decimal to the thousandths (if necessary); e.g., .04, .25, .333, .5… 1.00.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Numeric with 3 decimal places | Length: | Minimum 2Maximum 5 |

Acceptable Values/Code Description:

00 = Not Applicable

to 1.00 = Representing 100%

Notes:

This field should be coded “not applicable” if the preceding/corresponding field for the federal salary source is “not applicable.” If there is a code in *Federal Salary Source 2*, there should be an appropriate percent entered here.

#### SIF Information

**Object**: EmploymentRecord

**Element**: Extended Element: MAFederalSalaryInfo (see MA SIF documentation for how to format)

**Values:** Alphaumeric

1. Federal Salary Source 3

One of potentially multiple federal salary sources (maximum of 3) for an individual. If a source of the funding associated with the individual’s salary is a federal grant, enter the specific code for that grant.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum 3Maximum 3 |

Acceptable Values/Code Description:

000 = Not Applicable or the appropriate three-character ESE Federal Grant Code

A current list of federal salary source codes is provided in the *Excel* file *DHAppendices.xlsx*.

Notes:

The list of federal salary source codes will need to be revised at the beginning of each collection period as the list of available federal grants changes.

*Federal Salary Source 3* is associated with *Percent of Federal Salary Source 3.* If a code for a specific federal salary source is used, a number other than zero must be entered in *Percent of Federal Salary Source 3*.

This should be the third set of fields used for federal salary source information. If a code other than “not applicable” is entered here, there must be applicable information in the first and second sets of federal salary source fields.

#### SIF Information

**Object**: EmploymentRecord

**Element**: Extended Element: MAFederalSalaryInfo (see MA SIF documentation for how to format)

**Values:** Alphaumeric

1. Percent of Federal Salary Source 3

Percent of an individual’s salary paid from the federal grant identified in *Federal Salary Source 3*.

Enter as a decimal to the thousandths (if necessary); e.g., .04, .25, .333, .5… 1.00.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Numeric with 3 decimal places | Length: | Minimum 2Maximum 5 |

Acceptable Values/Code Description:

00 = Not Applicable

to 1.00 = Representing 100%

Notes:

This field should be coded “not applicable” if the preceding/corresponding field for the federal salary source is “not applicable.” If there is a code in *Federal Salary Source 3*, there should be an appropriate percent entered here.

#### SIF Information

**Object**: EmploymentRecord

**Element**: Extended Element: MAFederalSalaryInfo (see MA SIF documentation for how to format)

**Values:** Alphaumeric

1. Degree Type 1

One of potentially multiple educational degrees (maximum of 3) achieved by staff who are not certified in ELAR and must be reported in EPIMS.

|  |  |  |  |
| --- | --- | --- | --- |
| **Type:** | Alphanumeric | Length: | Minimum 3Maximum 3 |

Acceptable Values/Code Description:

|  |  |
| --- | --- |
| 000 | Not Applicable: Certified Employee; Data to be collected from ELAR or Degree Type not required for reported Job Classification. |
| 001 | Bachelor’s (Baccalaureate) degree (e.g., B.A., A.B., B.S.) |
| 002 | Specialist’s degree (e.g., Ed.S.) |
| 003 | Master’s degree (e.g., M.A., M.S., M.Eng., M.Ed., M.S.W., M.B.A., M.L.S.) |
| 004 | Doctoral (Doctors) degree (e.g., Ph.D., Ed.D.) |
| 005 | First-professional degree other than JD (e.g., D.C. or D.C.M., D.D.S. or D.M.D.,M.D., O.D., D.O., D.Phar., Pod.D. or D.P.M., D.V.M., L.L.B.or M.Div., M.H.L., B.D.) |
| 006 | Juris Doctor (J.D.) |
| 007 | Associate’s degree |
| 008 | Some college but no degree |
| 009 | Post high school formal award, certificate or diploma (more than or equal to one year) |
| 010 | Post high school formal award, certificate or diploma (less than one year) |
| 011 | Post high school graduate (Grade 13) |
| 012 | High school graduate--high school diploma or equivalent |
| 013 | No high school diploma |
| 014 | Certificate of Advanced Graduate Study (C.A.G.S.) |

Notes:

*Degree Type 1* is associated with *Degree Institution 1* and *Degree Subject 1*. If any one of these fields is “not applicable,” they should all be “not applicable.” Also, if *Degree Type 1* = 009–013, *Degree Institution 1* and *Degree Subject 1* must be “not applicable.”

The following job classifications must submit degree information in EPIMS if they do not hold a Massachusetts DESE license:

|  |  |  |
| --- | --- | --- |
| Paraprofessional | Physical Therapist | Diagnostic and Evaluation Staff |
| Audiologist | Speech Pathologist | Rehabilitation Counselor |
| Occupational Therapist | Educational Interpreters | Work Study Coordinator |
| Orientation and Mobility Instructor (Peripatologist) | Recreation and Therapeutic Recreation Specialist | Other Related Special Education Staff |
| Teacher (not licensed) |  |  |

#### SIF Information

**Object**: StaffPersonal

**Element**: Extended Element: MADegreeInfo (see MA SIF documentation for how to format)

**Values:** Alphaumeric

1. Degree Institution 1

The educational institution from which the individual received the corresponding degree (*Degree Type 1*), or the code for out-of-country institutions.

|  |  |  |  |
| --- | --- | --- | --- |
| **Type:** | Alphanumeric | Length: | Minimum 4Maximum 4 |

Acceptable Values/Code Description:

The four character codes used by the College Board to identify domestic colleges is provided in the *Excel* file *DHAppendices.xlsx*.

0000 = Not Applicable

7777 = Foreign Educational Institution

8888 = Other Domestic Educational Institution

Notes:

An updated list will be provided at the time of the collection.

When ELAR is modified, this samelist of codes will be used by ELAR.

*Degree Institution 1* is associated with *Degree Type 1* and with *Degree Subject 1*. If any one of these fields is “not applicable,” they should all be “not applicable.” Also, if *Degree Type 1* = 009–013, *Degree Institution 1* and *Degree Subject 1* must be “not applicable.”

This is the first degree set to be completed. Complete *Degree Type 1, Degree Institution 1,* and *Degree Subject 1* before completing *Degree Type 2, Degree Institution 2,* and *Degree Subject 2* and *Degree Type 3, Degree Institution 3,* and *Degree Subject 3.*

#### SIF Information

**Object**: StaffPersonal

**Element**: Extended Element: MADegreeInfo (see MA SIF documentation for how to format)

**Values:** Alphaumeric

1. Degree Subject 1

The major subject area in which the corresponding degree (*Degree Type 1*) was achieved.

|  |  |  |  |
| --- | --- | --- | --- |
| **Type:** | Alphanumeric | Length: | Minimum 2Maximum 2 |

Acceptable Values/Code Description:

Please see the *Excel* file *DHAppendices.xlsx* for the list of degree subject codes.

Notes:

When ELAR is modified, this samelist of codes will be used by ELAR.

*Degree Subject 1* is associated with *Degree Type 1* and with *Degree Institution 1*. If any one of these fields is “not applicable,” they should all be “not applicable.” Also, if *Degree Type 1* = 009–013, *Degree Institution 1* and *Degree Subject 1* must be “not applicable.”

This is the first degree set to be completed. Complete *Degree Type 1, Degree Institution 1,* and *Degree Subject 1* before completing *Degree Type 2, Degree Institution 2,* and *Degree Subject 2* and *Degree Type 3, Degree Institution 3,* and *Degree Subject 3.*

#### SIF Information

**Object**: StaffPersonal

**Element**: Extended Element: MADegreeInfo (see MA SIF documentation for how to format)

**Values:** Alphaumeric

1. Degree Type 2

One of potentially multiple educational degrees (maximum of 3) achieved by paraprofessionals, special education, and instructional support staff who are not certified in ELAR and must be reported in EPIMS.

|  |  |  |  |
| --- | --- | --- | --- |
| **Type:** | Alphanumeric | Length: | Minimum 3Maximum 3 |

Acceptable Values/Code Description:

See *Degree Type 1*

Notes:

*Degree Subject 2* is associated with *Degree Type 2* and with *Degree Institution 2*. If any one of these fields is “not applicable,” they should all be “not applicable.” Also, if *Degree Type 2* = 009–013, *Degree Institution 2* and *Degree Subject 2* must be “not applicable.”

This is the second degree set to be completed. Complete *Degree Type 1, Degree Institution 1,* and *Degree Subject 1* before completing *Degree Type 2, Degree Institution 2,* and *Degree Subject 2* and *Degree Type 3, Degree Institution 3,* and *Degree Subject 3.*

The following job classifications must submit degree information in EPIMS if they do not hold a Massachusetts ESE license:

|  |  |  |
| --- | --- | --- |
| Paraprofessional | Physical Therapist | Diagnostic and Evaluation Staff |
| Audiologist | Speech Pathologist | Rehabilitation Counselor |
| Occupational Therapist | Educational Interpreters | Work Study Coordinator |
| Orientation and Mobility Instructor (Peripatologist) | Recreation and Therapeutic Recreation Specialist | Other Related Special Education Staff |
| Teacher (not licensed) |  |  |

#### SIF Information

**Object**: StaffPersonal

**Element**: Extended Element: MADegreeInfo (see MA SIF documentation for how to format)

**Values:** Alphaumeric

1. Degree Institution 2

The educational institution from which the individual received the corresponding degree (*Degree Type 2*), or the code for out-of-country institutions.

|  |  |  |  |
| --- | --- | --- | --- |
| **Type:** | Alphanumeric | Length: | Minimum 4Maximum 4 |

Acceptable Values/Code Description:

The four character codes used by the College Board to identify domestic colleges is provided in the *Excel* file *DHAppendices.xlsx*.

0000 = Not Applicable

7777 = Foreign Educational Institution

8888 = Other Domestic Educational Institution

Notes:

An updated list will be provided at the time of the collection.

When ELAR is modified, this samelist of codes will be used by ELAR.

*Degree Subject 2* is associated with *Degree Type 2* and with *Degree Institution 2*. If any one of these fields is “not applicable,” they should all be “not applicable.” Also, if *Degree Type 2* = 009–013, *Degree Institution 2* and *Degree Subject 2* must be “not applicable.”

This is the second degree set to be completed. Complete *Degree Type 1, Degree Institution 1,* and *Degree Subject 1* before completing *Degree Type 2, Degree Institution 2,* and *Degree Subject 2* and *Degree Type 3, Degree Institution 3,* and *Degree Subject 3.*

#### SIF Information

**Object**: StaffPersonal

**Element**: Extended Element: MADegreeInfo (see MA SIF documentation for how to format)

**Values:** Alphaumeric

1. Degree Subject 2

The major subject area in which the corresponding degree (*Degree Type 2*) was achieved.

|  |  |  |  |
| --- | --- | --- | --- |
| **Type:** | Alphanumeric | Length: | Minimum 2Maximum 2 |

Acceptable Values/Code Description:

Please see the *Excel* file *DHAppendices.xlsx* for the list of degree subject codes.

Notes:

When ELAR is modified, this samelist of codes will be used by ELAR.

*Degree Subject 2* is associated with *Degree Type 2* and with *Degree Institution 2*. If any one of these fields is “not applicable,” they should all be “not applicable.” Also, if *Degree Type 2* = 009–013, *Degree Institution 2* and *Degree Subject 2* must be “not applicable.”

This is the second degree set to be completed. Complete *Degree Type 1, Degree Institution 1,* and *Degree Subject 1* before completing *Degree Type 2, Degree Institution 2,* and *Degree Subject 2* and *Degree Type 3, Degree Institution 3,* and *Degree Subject 3.*

#### SIF Information

**Object**: StaffPersonal

**Element**: Extended Element: MADegreeInfo (see MA SIF documentation for how to format)

**Values:** Alphaumeric

1. Degree Type 3

One of potentially multiple educational degrees (maximum of 3) achieved by paraprofessionals, special education, and instructional support staff who are not certified in ELAR and must be reported in EPIMS.

|  |  |  |  |
| --- | --- | --- | --- |
| **Type:** | Alphanumeric | Length: | Minimum 3Maximum 3 |

Acceptable Values/Code Description:

See *Degree Type 1*

Notes:

*Degree Subject 3* is associated with *Degree Type 3* and with *Degree Institution 3*. If any one of these fields is “not applicable,” they should all be “not applicable.” Also, if *Degree Type 3* = 009–013, *Degree Institution 3* and *Degree Subject 3* must be “not applicable.”

This is the third degree set to be completed. Complete *Degree Type 1, Degree Institution 1,* and *Degree Subject 1* before completing *Degree Type 2, Degree Institution 2,* and *Degree Subject 2* and *Degree Type 3, Degree Institution 3,* and *Degree Subject 3.*

The following job classifications must submit degree information in EPIMS if they do not hold a Massachusetts ESE license:

|  |  |  |
| --- | --- | --- |
| Paraprofessional | Physical Therapist | Diagnostic and Evaluation Staff |
| Audiologist | Speech Pathologist | Rehabilitation Counselor |
| Occupational Therapist | Educational Interpreters | Work Study Coordinator |
| Orientation and Mobility Instructor (Peripatologist) | Recreation and Therapeutic Recreation Specialist | Other Related Special Education Staff |
| Teacher (not licensed) |  |  |

#### SIF Information

**Object**: StaffPersonal

**Element**: Extended Element: MADegreeInfo (see MA SIF documentation for how to format)

**Values:** Alphaumeric

1. Degree Institution 3

The educational institution from which the individual received the corresponding degree (*Degree Type 3*), or the code for out-of-country institutions.

|  |  |  |  |
| --- | --- | --- | --- |
| **Type:** | Alphanumeric | Length: | Minimum 4Maximum 4 |

Acceptable Values/Code Description:

The four character codes used by the College Board to identify domestic colleges are provided in the *Excel* file *DHAppendices.xlsx*.

0000 = Not Applicable

7777 = Foreign Educational Institution

8888 = Other Domestic Educational Institution

Notes:

An updated list will be provided at the time of the collection.

When ELAR is modified, this samelist of codes will be used by ELAR.

*Degree Subject 3* is associated with *Degree Type 3* and with *Degree Institution 3*. If any one of these fields is “not applicable,” they should all be “not applicable.” Also, if *Degree Type 3* = 009–013, *Degree Institution 3* and *Degree Subject 3* must be “not applicable.”

This is the third degree set to be completed. Complete *Degree Type 1, Degree Institution 1,* and *Degree Subject 1* before completing *Degree Type 2, Degree Institution 2,* and *Degree Subject 2* and *Degree Type 3, Degree Institution 3,* and *Degree Subject 3.*

#### SIF Information

**Object**: StaffPersonal

**Element**: Extended Element: MADegreeInfo (see MA SIF documentation for how to format)

**Values:** Alphaumeric

1. Degree Subject 3

The major subject area in which the corresponding degree (*Degree Type 3*) was achieved.

|  |  |  |  |
| --- | --- | --- | --- |
| **Type:** | Alphanumeric | Length: | Minimum 2Maximum 2 |

Acceptable Values/Code Description:

Please see the *Excel* file *DHAppendices.xlsx* for the list of degree subject codes.

Notes:

When ELAR is modified, this samelist of codes will be used by ELAR.

*Degree Subject 3* is associated with *Degree Type 3* and with *Degree Institution 3*. If any one of these fields is “not applicable,” they should all be “not applicable.” Also, if *Degree Type 3* = 009–013, *Degree Institution 3* and *Degree Subject 3* must be “not applicable.”

This is the third degree set to be completed. Complete *Degree Type 1, Degree Institution 1,* and *Degree Subject 1* before completing *Degree Type 2, Degree Institution 2,* and *Degree Subject 2* and *Degree Type 3, Degree Institution 3,* and *Degree Subject 3*

#### SIF Information

**Object**: StaffPersonal

**Element**: Extended Element: MADegreeInfo (see MA SIF documentation for how to format)

**Values:** Alphaumeric

1. Exit Date

The month, day, and year in which an individual exits the district.

|  |  |  |  |
| --- | --- | --- | --- |
| **Type:** | Alphanumeric | Length: | Minimum 10Maximum 10 |

Acceptable Values/Code Description:

Must be mm/dd/yyyy

Notes:

The date reported in this field must be greater than SR11 (Date of Hire) and less than or equal to the collection date.

If an exit date is reported then the value of SR09 must be 04.

If an individual has not exited, then report “NA” in this field.

#### SIF Information

**Object**: EmploymentRecord

**Element**: TerminationDate

**Values:** SIF date format

1. District Level Educator’s Professional Teacher Status

Educator’s current professional teacher status as determined by district policies. This element should be completed for all staff.

Report 99:

1. if the status is not relevant for a specific educator or
2. if reporting for a charter school

|  |  |  |  |
| --- | --- | --- | --- |
| **Type:** | Alphanumeric | Length: | Minimum 2Maximum 2 |

Acceptable Values/Code Description:

01 = Yes

02 = No

99 = Not Applicable

Notes:

Professional teacher status should be supplied for all educators. Reference regulations below:

35.08: Performance Level Ratings

(6) Professional teacher status, pursuant to G.L. ch. 71, § 41, should be granted only to educators who have achieved ratings of proficient or exemplary on each Performance Standard and overall. A principal considering making an employment decision that would lead to professional teacher status for any educator who has not been rated proficient or exemplary on each Performance Standard and overall on the most recent evaluation shall confer with the superintendent of schools by May 1. The principal's decision is subject to review and approval by the superintendent.

**Please refer to Appendix H in the back of this manual to determine what values are permissible for each particular district and staff member.**

#### SIF Information

**Object**: EmploymentRecord

**Element**: Extended Element: MADistrictLevelProfessionalTeacher

**Values:** Alphaumeric

1. Overall Annual Summative Evaluation or Formative Evaluation Rating

Educator’s current school year overall Summative Evaluation rating or Formative Evaluation rating defined in 603 CMR 35.00.

|  |  |  |  |
| --- | --- | --- | --- |
| **Type:** | Alphanumeric | Length: | Minimum 2Maximum 2 |

Acceptable Values/Code Description:

|  |  |
| --- | --- |
| 00 | Not Evaluated |
| 01 | Discontinued |
| 02 | Discontinued |
| 03 | Discontinued |
| 04 | Discontinued |
| 05 | Unsatisfactory – Formative - Teacher |
| 06 | Unsatisfactory – Summative – Teacher |
| 07 | Unsatisfactory – Formative - Administrator |
| 08 | Unsatisfactory – Summative - Administrator |
| 09 | Needs Improvement - Formative - Teacher |
| 10 | Needs Improvement - Summative – Teacher |
| 11 | Needs Improvement - Formative - Administrator |
| 12 | Needs Improvement - Summative - Administrator |
| 13 | Proficient - Formative - Teacher |
| 14 | Proficient - Summative – Teacher |
| 15 | Proficient - Formative - Administrator |
| 16 | Proficient - Summative - Administrator |
| 17 | Exemplary - Formative - Teacher |
| 18 | Exemplary - Summative – Teacher |
| 19 | Exemplary - Formative - Administrator |
| 20 | Exemplary - Summative - Administrator |
| 99 | Not Applicable |

Notes:

An educator’s overall performance rating for standard will be phased in through 2015. Reference regulations below:

35.08: Performance Level Ratings

(1) Each educator shall receive one of four ratings on each Performance Standard and overall.

(a)Exemplary, (b)Proficient, (c)Needs Improvement, (d)Unsatisfactory

35.11: Implementation and Reporting

(1) 603 CMR 35.00 shall take effect according to the following schedule:

(a)Districts with Level 4 schools, as defined in 603 CMR 2.05, shall adopt and implement in the Level 4 schools evaluation systems consistent with 603 CMR 35.00 for the 2011-2012 school year.(b)Districts that are participating in the Commonwealth's Race to the Top activities shall adopt and implement evaluation systems consistent with 603 CMR 35.00 for the 2012-2013 school year.(c)All school districts shall adopt and implement evaluation systems consistent with 603 CMR 35.00 by the beginning of the 2013-2014 school year.

**Please refer to Appendix H in the back of this manual to determine what values are permissible for each particular district and staff member.**

#### SIF Information

**Object**: StaffEvaluation

**Element**: EvaluationHolisticScore

**Values:** Alphaumeric

1. Standard (1) Evaluation Rating

Educator’s current school year evaluation rating on Standard (1).

|  |  |  |  |
| --- | --- | --- | --- |
| **Type:** | Alphanumeric | Length: | Minimum 2Maximum 2 |

Acceptable Values/Code Description:

|  |  |
| --- | --- |
| 00 | Not Evaluated |
| 01 | Discontinued |
| 02 | Discontinued |
| 03 | Discontinued |
| 04 | Discontinued |
| 05 | Unsatisfactory – Formative - Teacher |
| 06 | Unsatisfactory – Summative – Teacher |
| 07 | Unsatisfactory – Formative - Administrator |
| 08 | Unsatisfactory – Summative - Administrator |
| 09 | Needs Improvement - Formative - Teacher |
| 10 | Needs Improvement - Summative – Teacher |
| 11 | Needs Improvement - Formative - Administrator |
| 12 | Needs Improvement - Summative - Administrator |
| 13 | Proficient - Formative - Teacher |
| 14 | Proficient - Summative – Teacher |
| 15 | Proficient - Formative - Administrator |
| 16 | Proficient - Summative - Administrator |
| 17 | Exemplary - Formative - Teacher |
| 18 | Exemplary - Summative – Teacher |
| 19 | Exemplary - Formative - Administrator |
| 20 | Exemplary - Summative - Administrator |
| 99 | Not Applicable |

Notes:

An educator’s overall performance rating for standard will be phased in through 2015. Reference regulations below:

35.03: Standards and Indicators of Effective Teaching Practice

(1) Curriculum, Planning, and Assessment standard: Promotes the learning and growth of all students by providing high quality and coherent instruction, designing and administering authentic and meaningful student assessments, analyzing student performance and growth data, using this data to improve instruction, providing students with constructive feedback on an on-going basis, and continuously refining learning objectives.

Or

35.04: Standards and Indicators of Effective Administrative Leadership Practice

(1) Instructional Leadership standard: Promotes the learning and growth of all students and the success of all staff by cultivating a shared vision that makes effective teaching and learning the central focus of schooling.

**Please refer to Appendix H in the back of this manual to determine what values are permissible for each particular district and staff member.**

#### SIF Information

**Object**: StaffEvaluation

**Element**: EvaluationParts/EvaluationPart/Score (See SIF profile)

**Values:** Alphaumeric

1. Standard (2) Evaluation Rating

Educator’s current school year evaluation rating on Standard (2).

|  |  |  |  |
| --- | --- | --- | --- |
| **Type:** | Alphanumeric | Length: | Minimum 2Maximum 2 |

Acceptable Values/Code Description:

|  |  |
| --- | --- |
| 00 | Not Evaluated |
| 01 | Discontinued |
| 02 | Discontinued |
| 03 | Discontinued |
| 04 | Discontinued |
| 05 | Unsatisfactory – Formative - Teacher |
| 06 | Unsatisfactory – Summative – Teacher |
| 07 | Unsatisfactory – Formative - Administrator |
| 08 | Unsatisfactory – Summative - Administrator |
| 09 | Needs Improvement - Formative - Teacher |
| 10 | Needs Improvement - Summative – Teacher |
| 11 | Needs Improvement - Formative - Administrator |
| 12 | Needs Improvement - Summative - Administrator |
| 13 | Proficient - Formative - Teacher |
| 14 | Proficient - Summative – Teacher |
| 15 | Proficient - Formative - Administrator |
| 16 | Proficient - Summative - Administrator |
| 17 | Exemplary - Formative - Teacher |
| 18 | Exemplary - Summative – Teacher |
| 19 | Exemplary - Formative - Administrator |
| 20 | Exemplary - Summative - Administrator |
| 99 | Not Applicable |

Notes:

An educator’s overall performance rating for standard will be phased in through 2015. Reference regulations below:

35.03: Standards and Indicators of Effective Teaching Practice

(2) Teaching All Students standard: Promotes the learning and growth of all students through instructional practices that establish high expectations, create a safe and effective classroom environment, and demonstrate cultural proficiency.

Or

35.04: Standards and Indicators of Effective Administrative Leadership Practice

(2) Management and Operations standard: Promotes the learning and growth of all students and the success of all staff by ensuring a safe, efficient, and effective learning environment, using resources to implement appropriate curriculum, staffing, and scheduling.

**Please refer to Appendix H in the back of this manual to determine what values are permissible for each particular district and staff member.**

#### SIF Information

**Object**: StaffEvaluation

**Element**: EvaluationParts/EvaluationPart/Score (See SIF profile)

**Values:** Alphaumeric

1. Standard (3) Evaluation Rating

Educator’s current school year evaluation rating on Standard (3).

|  |  |  |  |
| --- | --- | --- | --- |
| **Type:** | Alphanumeric | Length: | Minimum 2Maximum 2 |

Acceptable Values/Code Description:

|  |  |
| --- | --- |
| 00 | Not Evaluated |
| 01 | Discontinued |
| 02 | Discontinued |
| 03 | Discontinued |
| 04 | Discontinued |
| 05 | Unsatisfactory – Formative - Teacher |
| 06 | Unsatisfactory – Summative – Teacher |
| 07 | Unsatisfactory – Formative - Administrator |
| 08 | Unsatisfactory – Summative - Administrator |
| 09 | Needs Improvement - Formative - Teacher |
| 10 | Needs Improvement - Summative – Teacher |
| 11 | Needs Improvement - Formative - Administrator |
| 12 | Needs Improvement - Summative - Administrator |
| 13 | Proficient - Formative - Teacher |
| 14 | Proficient - Summative – Teacher |
| 15 | Proficient - Formative - Administrator |
| 16 | Proficient - Summative - Administrator |
| 17 | Exemplary - Formative - Teacher |
| 18 | Exemplary - Summative – Teacher |
| 19 | Exemplary - Formative - Administrator |
| 20 | Exemplary - Summative - Administrator |
| 99 | Not Applicable |

Notes:

An educator’s overall performance rating for standard will be phased in through 2015. Reference regulations below:

35.03: Standards and Indicators of Effective Teaching Practice

(3) Family and Community Engagement standard: Promotes the learning and growth of all students through effective partnerships with families, caregivers, community members, and organizations.

Or

35.04: Standards and Indicators of Effective Administrative Leadership Practice

(3) Family and Community Engagement standard: Promotes the learning and growth of all students and the success of all staff through effective partnerships with families, community organizations, and other stakeholders that support the mission of the school and district.

**Please refer to Appendix H in the back of this manual to determine what values are permissible for each particular district and staff member.**

#### SIF Information

**Object**: StaffEvaluation

**Element**: EvaluationParts/EvaluationPart/Score (See SIF profile)

**Values:** Alphaumeric

1. Standard (4) Evaluation Rating

Educator’s current school year evaluation rating on Standard (4).

|  |  |  |  |
| --- | --- | --- | --- |
| **Type:** | Alphanumeric | Length: | Minimum 2Maximum 2 |

Acceptable Values/Code Description:

|  |  |
| --- | --- |
| 00 | Not Evaluated |
| 01 | Discontinued |
| 02 | Discontinued |
| 03 | Discontinued |
| 04 | Discontinued |
| 05 | Unsatisfactory – Formative - Teacher |
| 06 | Unsatisfactory – Summative – Teacher |
| 07 | Unsatisfactory – Formative - Administrator |
| 08 | Unsatisfactory – Summative - Administrator |
| 09 | Needs Improvement - Formative - Teacher |
| 10 | Needs Improvement - Summative – Teacher |
| 11 | Needs Improvement - Formative - Administrator |
| 12 | Needs Improvement - Summative - Administrator |
| 13 | Proficient - Formative - Teacher |
| 14 | Proficient - Summative – Teacher |
| 15 | Proficient - Formative - Administrator |
| 16 | Proficient - Summative - Administrator |
| 17 | Exemplary - Formative - Teacher |
| 18 | Exemplary - Summative – Teacher |
| 19 | Exemplary - Formative - Administrator |
| 20 | Exemplary - Summative - Administrator |
| 99 | Not Applicable |

Notes:

An educator’s overall performance rating for standard will be phased in through 2015. Reference regulations below:

35.03: Standards and Indicators of Effective Teaching Practice

(4) Professional Culture standard: Promotes the learning and growth of all students through ethical, culturally proficient, skilled, and collaborative practice.

Or

35.04: Standards and Indicators of Effective Administrative Leadership Practice

(4) Professional Culture standard: Promotes success for all students by nurturing and sustaining a school culture of reflective practice, high expectations, and continuous learning for staff.

**Please refer to Appendix H in the back of this manual to determine what values are permissible for each particular district and staff member.**

#### SIF Information

**Object**: StaffEvaluation

**Element**: EvaluationParts/EvaluationPart/Score (See SIF profile)

**Values:** Alphaumeric

1. Beginner Educator Mentor

For any staff reported as beginner educator, this element will identify the MEPID of their mentoring teacher

|  |  |  |  |
| --- | --- | --- | --- |
| **Type:** | Numeric | Length: | Minimum 2Maximum 8 |

Acceptable Values/Code Description:

Eight-digit state-assigned identification number

OR

99 = Not Applicable

Dependencies:

If SR38 is 01, MEPID is required in SR34 for the below licensed administrative and instructional job classifications

District level administrators: 1200, 1201, 1202, 1205, 1210, 1211,1212, 1213, 1214, 1215, 1215, 1216, 1217, 1218, 1219, 1220, 1221, 1222, 1223, 1224, 1225

School level administrators: 1305, 1310, 1312, 1320

Instructional staff: 2305, 2306, 2307, 2308, 2310

Instructional Support staff: 3330

Commonwealth Charters and Collaboratives may report 99

More information: [Regulations - Induction and Mentoring (mass.edu)](https://www.doe.mass.edu/edeffectiveness/mentor/regulations.html)

#### SIF Information

**Object**: StaffAssignment

**Element**: BeginnerEducatorMentor

**Values:** Numeric

1. Discontinued

|  |  |  |  |
| --- | --- | --- | --- |
| **Type:** | Alphanumeric | Length: | Minimum 2Maximum 2 |

Acceptable Values/Code Description:

99 = Not Applicable

#### SIF Information

**Object**: None

**Element**: None

**Values:** 99

SIF Extract will default value to 99.

1. Staff Days of Attendance

Cumulative number of days a staff member has been present (defined as at least half the school day) in the district.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Integer | Length: | Minimum 1Maximum 3 |

Acceptable Values/Code Description:

**0 – 261** Number of days

**999** Not Applicable (Only valid in October for active staff)

Notes:

An absence is defined as not present for at least half of the school day for reason other than a paid vacation day or a district approved professional activity.

The following are examples of an absence: sick, personal, maternity, paternity, jury duty, bereavement, and medical leave.

The following are not examples of an absence: paid vacation days, district approved professional development, district sanctioned field trips and school closures.

#### SIF Information

**Object**: StaffAssignment (Primary)

**Element**: Extended: MAStaffActualAttendance

**Values:** Alphanumeric

1. Staff Expected Days of Attendance

Cumulative number of days a staff member was expected to be present (defined as at least half the school day) in the district.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Integer | Length: | Minimum 1Maximum 3 |

Acceptable Values/Code Description:

**0 – 261** Number of days

**999** Not Applicable (Only valid in October for active staff)

Notes:

**To calculate Expected Days of Attendance, subtract any paid vacation days taken from the number of days in the employee’s contract year.**

An absence is defined as not present for at least half of the school day for reason other than a paid vacation day or a district approved professional activity.

The following are examples of an absence: sick, personal, maternity, paternity, jury duty, bereavement, and medical.

The following are not examples of an absence: paid vacation days, district approved professional development, district sanctioned field trips and school closures.

Dependencies:

Staff reported as working (SR09=01) must not have a 0 value in this element in the end of year collection.

#### SIF Information

**Object**: StaffAssignment (Primary)

**Element**: Extended: MAStaffExpectedAttendance

**Values:** Alphanumeric

1. Beginner Educator Identifier

Is this staff member is in their first year of experience in their primary job classification?

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Integer | Length: | Minimum 2Maximum 2 |

Acceptable Values/Code Description:

00 - No

01 - Yes

Notes: This element is meant to identify staff who are new to their position in general, not just new to the district. If the staff member has worked in their primary position before (in another district, state etc) then they are not a beginner educator for EPIMS reporting purposes.

Dependencies:

#### SIF Information

**Object**: StaffAssignment (Primary)

**Element**: Extended: MABeginningEducator

**Values:** Alphanumeric

## Work AssignmentData Elements

1. Massachusetts Education Personnel Identifier (MEPID)

A unique number assigned to an individual by the Massachusetts Department of Elementary and Secondary Education.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum 8Maximum 8 |

Acceptable Values/Code Description:

Eight-digit state-assigned identification number

Notes:

The MEPID is the primary key that links any corresponding work assignment records to the staff roster record and to an individual’s identifying characteristics entered in MEPID Management.

#### SIF Information

**Object**: StaffPersonal

**Element**: StateProvinceId

**Values:** Numeric

1. Local Employee Number

A number used at the local district to identify an employee. If districts do not use local employee numbers or do not have local employee numbers for all personnel reported in EPIMS, the “not applicable” code should be used.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum 1Maximum 20 |

Acceptable Values/Code Description:

An alphanumeric string 20 characters or less. Special characters other than the hyphen are not acceptable. Due to security concerns and confidentiality requirements, districts should not use social security numbers for their local employee numbers.

0 = Not Applicable

Notes:

Primary use of this field is to simplify the ability to review and edit the staff roster for districts.

#### SIF Information

**Object**: StaffPersonal

**Element**: LocalId

**Values:** Numeric

1. First Name

A name given to an individual at birth, during a naming ceremony, or through legal change.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum 1Maximum 30 |

Acceptable Values/Code Description:

The only special characters allowed in this field are the hyphen, apostrophe, period, and space.

Notes:

The first name must match the first name entered in the staff roster record and to assign the MEPID in MEPID Management.

This field is included to assist districts in identifying individuals for checking data.

#### SIF Information

**Object**: StaffPersonal

**Element**: Name/FirstName

**Values:** Numeric

1. Middle Name / Middle Initial

A secondary name given to an individual at birth, during a naming ceremony, or through legal change. If none exists, the code “NMN” (No Middle Name) should be entered in the field.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum 1Maximum 30 |

Acceptable Values/Code Description:

The individual’s middle name or initial or NMN for those individuals with no middle name. The only special characters allowed in this field are the hyphen, apostrophe, and space. Periods following a middle initial will not be accepted.

Notes:

Districts are strongly encouraged to provide a complete middle name to avoid potential MEPID conflicts. The middle name or middle initial must match the middle name or middle initial entered in the staff roster record and to assign the MEPID in MEPID Management.

This field is included to assist districts in identifying individuals for checking data.

#### SIF Information

**Object**: StaffPersonal

**Element**: Name/MiddleName

Values: Alphanumeric

1. Last Name

The name borne in common by members of a family.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum 1Maximum 30 |

Acceptable Values/Code Description:

The only special characters allowed in this field are the hyphen, apostrophe, period, and space.

Notes:

The last name must match the last name entered in the staff roster record and to assign the MEPID in MEPID Management.

This field is included to assist districts in identifying individuals for checking data.

#### SIF Information

**Object**: StaffPersonal

**Element**: Name/LastName

Values: Alphanumeric

1. Assignment Location Code

WA06 represents the location where a course is taught.

Alternative education programs can be reported in EPIMS as the location where a course is taught **if the course is not taught in a school building**. If the course is taught in a school building, the school code must be used for WA06 (and SCS03).

Districts will be able to report school codes **or** valid 8-digit district alternative education program codes in WA06 (and SCS03).

District alternative education program codes **must** **be registered with DESE**.

Alternative Education program codes will be cross-validated between EPIMS and SCS so students and teachers will be linked at the classroom level by the alternative education program code **OR** by the school code.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum 8Maximum 8 |

Acceptable Values/Code Description:

Only school codes currently reported as being open in Directory Administration will be accepted.

Notes:

The eight-digit code for the district and/or school where the course is being taught. Each district/school in Massachusetts has an eight-digit code assigned by the ESE. The first four digits represent the district code. The second four digits represent the school code. The last four digits for a district position will equal “0000.” A listing of ESE school codes can be found at: <http://www.doe.mass.edu/infoservices/data/sims/schoolcodes.html>

#### SIF Information

**Object**: SchoolInfo or in some cases SchoolCourseInfo

**Element**: SchoolInfo/StateProvinceId or SchoolCourseInfo/AttendingSchool if it exists.

Values: Alphanumeric

1. Job Classification

A description of the specific group of duties and responsibilities of a position.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum 4Maximum 4 |

Acceptable Values/Code Description:

A complete list of job classification codes is provided in the *Excel* file *DHAppendices.xlsx*.

Notes:

Examples of job classifications for which codes are provided:

Superintendent of Schools

Teacher

Occupational Therapist

Librarians

#### SIF Information

**Object**: StaffAssignment

**Element**: JobFunction/OtherCodeList/OtherCode (Codeset=Other)

Values: Alphanumeric

1. Teacher / Paraprofessional Assignment

The specific educational or educational support activity in which teachers, paraprofessionals, and other instructional staff are involved and employed on a daily basis. This data element is not applicable for all staff.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum 3Maximum 3 |

Acceptable Values/Code Description:

A complete list of assignment codes is provided in the *Excel* file *DHAppendices.xlsx*.

000 = Not Applicable

Notes:

Examples of teacher/paraprofessional assignments for which codes will be provided:

Severe Disabilities Consultative Content Instructors

Secondary Level ESL Teacher

Title I Instructional Paraprofessional

#### SIF Information

**For Paraprofessionals:**

**Object**: StaffAssignment

**Element**: TeachingAssignment/OtherCodeList/OtherCode (Codeset=StateProvince)

**Values:** Alphanumeric

**For Instructional Assignments:**

**Object**: StaffSectionAssignment

**Element**: Extended Element: MATeachingAssignment

**Values:** Alphanumeric

Administrative assignments default to 00

1.
2. Grade

The predominant grade level(s) for which the specific assignment provides educational services. Where appropriate, ranges may be provided.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum 1Maximum 4 |

Acceptable Values/Code Description:

00 = Grade does not apply to this assignment

PK = Pre-Kindergarten

K = Kindergarten

01 = Grade 1

K01 = Grade K/1

0102 = Grade 1/2

02 = Grade 2

03 = Grade 3

04 = Grade 4

05 = Grade 5

06 = Grade 6

07 = Grade 7

08 = Grade 8

09 = Grade 9

10 = Grade 10

11 = Grade 11

12 = Grade 12

88 = Multiple — This assignment provides instruction or services to students in multiple grades. The grade “multiple” should be used to report a special education classroom teacher or the teacher of an ELL class.

99 = All — The individual in this assignment provides instruction or services to all grade levels in the school.

Notes:

The intended grade for specific courses should be reported. A limited number of records will be accepted with the value of “88” and “99.”

#### SIF Information

**Object**: StudentSchoolEnrollment or SectionInfo

**Element**: Extended: MAGradeLevelOverride (SectionInfo)

**Values:** Alphanumeric

The SIF extract will calculate this value based on the predominant grade level of the enrolled students. An override of this calculation may be reported in the SectionInfo object.

1. Subject Area-Course Code

The subject area-course taught by an individual or for which he or she provides support. NCES coded values will be provided for academic subject areas and course descriptions and CIP codes will be provided for Chapter 74 programs to report vocational technical program areas. This data element is not applicable for all staff.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum 5Maximum 7 |

Acceptable Values/Code Description:

A complete list of subject area-course codes is provided in the *Excel* file *DHAppendices.xlsx*.

00000 = Not Applicable (Administrative staff should report “not applicable” in this field.)

99999 = All Subjects (This code is **not acceptable for prior-to-secondary courses** and is limited to SPED and ELL courses for secondary courses.) Secondary “all courses” codes will be validated to make sure they are only for SPED or ELL work assignments in the secondary grades.

Notes:

##### Prior-to-Secondary (Appendix G1) & Secondary Course Codes (Appendix G2) (*format = 5 digits: \_ \_ \_\_ \_*)

The first two digits identify the subject area and the next three digits identify the specific course (see *Table 1*).

##### Classification of Instructional Program (CIP) Codes (Appendix G3)(*format = 7 digits: C\_ \_ \_ \_ \_ \_*)

*Schools with Chapter 74-Approved Vocational Technical Education Programs* are required to use the Classification of Instructional Program (CIP) Codes to report in EPIMS. The CIP codes are now listed at the end of the code list in the *Excel* file *DHAppendices.xlsx*. These are the same codes used in SIMS except a leading “C” has been added. The EPIMS/NCES codes should still be used to report teachers of academic courses.

*Schools that do not have Chapter 74-Approved Programs*should report subject area-course code information using only the five-character EPIMS/NCES codes for teachers of vocational and academic classes.

##### Table 1: Coding Format for Prior-to-Secondary and Secondary Subject Area-Courses

|  |  |  |
| --- | --- | --- |
| Subject Area-Course | Code for Prior-to-Secondary Courses | Code for Secondary Courses |
| English Language and Literature | 51 | 01 |
| Mathematics | 52 | 02 |
| Life and Physical Sciences | 53 | 03 |
| Social Sciences and History | 54 | 04 |
| Fine and Performing Arts | 55 | 05 |
| World Language and Literature | 56 | 06 |
| Religious Education and Theology | 57 | 07 |
| Physical, Health, and Safety Education | 58 | 08 |
| Military Science1 |  | 09 |
| Computer and Information Sciences | 60 | 10 |
| Communications and Audio/Visual Technology | 61 | 11 |
| Business and Marketing | 62 | 12 |
| Manufacturing | 63 | 13 |
| Health Care Services | 64 | 14 |
| Public, Protective, and Government Services | 65 | 15 |
| Hospitality and Tourism | 66 | 16 |
| Architecture and Construction | 67 | 17 |
| Agriculture, Food, and Natural Resources | 68 | 18 |
| Human Services | 69 | 19 |
| Transportation, Distribution, and Logistics | 70 | 20 |
| Engineering and Technology | 71 | 21 |
| Miscellaneous | 72 | 22 |
| Non-Subject Specific | 73 |  |

1No code for Military Science is used at the prior-to-secondary level.

#### SIF Information

**Object**: SchoolCourseInfo

**Element**: StateCourseCode

**Values:** Alphanumeric

1. Class Section

The class section code will be a value provided by the school district. The class section code will identify the class assigned for that subject area-course and will be unique for the data collection within a school. This data element is not applicable for all staff.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum 1Maximum 20 |

Acceptable Values/Code Description:

An alphanumeric string 20 characters or less. Special characters other than a hyphen, period, underscore, parentheses, forward slash and space are not acceptable.

0 = Not Applicable.

Notes:

#### SIF Information

**Object**: SectionInfo

**Element**: CourseSectionCode

**Values:** Alphanumeric

1. Full Time Equivalent (FTE)

The ratio between the hours expected of a full-time position and the number of actual hours being provided by an individual (i.e., the percent of workday staff are involved in an assignment: 1.00 is a full-time employee; a half-time employee is a .50 FTE, etc.)

**FTE must be computed on a term basis.** Compute a part-time employee’s FTE by dividing the time worked by the amount of time required for a full-time position for each term reported in the collection.

E.g., (a) for a teacher employed three hours each day in the first semester when full time is considered to be six hours, calculate 3 divided by 6 equals .50 FTE for the first semester.

(b) for a teacher employed one day a week in the second semester, calculate 1 divided by 5 equals .20 FTE for the second semester.

Enter as a decimal to the thousandths (if necessary); e.g., .04, .25, .333, .5… 1.00 representing the FTE for that assignment for each reported term.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Numeric with 3 decimal places | Length: | Minimum 2Maximum 5 |

Acceptable Values/Code Description:

0.01

to

1.00 = Representing 100%

Notes:

#### SIF Information

**Object**: StaffAssignment

**Element**: JobFTE

**Values:** Numeric

Refer to MA SIF documentation to discover how this is implemented for instructional assignments.

1. Discontinued

|  |  |  |  |
| --- | --- | --- | --- |
| **Type:** | Alphanumeric | Length: | Minimum 2Maximum 2 |

Acceptable Values/Code Description:

99 = Not Applicable

#### SIF Information

**Object**: None

**Element**: None

**Values:** 99

SIF Extract will default value to 99.

1. Discontinued

|  |  |  |  |
| --- | --- | --- | --- |
| **Type:** | Alphanumeric | Length: | Minimum 2Maximum 2 |

Acceptable Values/Code Description:

99 = Not Applicable

#### SIF Information

**Object**: None

**Element**: None

**Values:** 99

SIF Extract will default value to 99.

1. Discontinued

|  |  |  |  |
| --- | --- | --- | --- |
| **Type:** | Alphanumeric | Length: | Minimum 2Maximum 2 |

Acceptable Values/Code Description:

99 = Not Applicable

#### SIF Information

**Object**: None

**Element**: None

**Values:** 99

SIF Extract will default value to 99.

1. Course Term

**Description:** The length of an individual course. For the purposes of reporting, the term sequence (e.g., 1st, 2nd, or 3rd trimester) must be provided in the value.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | 2 |

Acceptable Values/Code Description:

The Available Terms table lists each of the available course term codes. For a brief definition of each course term, refer to the Term Definitions table.

Available Terms/Code Description:

| **Code** | **Name** | **Description** |
| --- | --- | --- |
| 01 | FULL | Full School Year |
| 21 | SEM1 | First Semester |
| 22 | SEM2 | Second Semester |
| 31 | TRI1 | First Trimester |
| 32 | TRI2 | Second Trimester |
| 33 | TRI3 | Third Trimester |
| 34 | TRIX | Multiple Trimesters |
| 35 | TRIN | Multiple Non-consecutive Trimesters |
| 41 | QTR1 | First Quarter |
| 42 | QTR2 | Second Quarter |
| 43 | QTR3 | Third Quarter |
| 44 | QTR4 | Fourth Quarter |
| 45 | QTRX | Multiple Quarters |
| 46 | QTRN | Multiple Non-consecutive Quarters |
| 51 | QIN1 | First Quinmester |
| 52 | QIN2 | Second Quinmester |
| 53 | QIN3 | Third Quinmester |
| 54 | QIN4 | Fourth Quinmester |
| 55 | QIN5 | Fifth Quinmester |
| 56 | QINX | Multiple Quinmesters |
| 57 | QINN | Multiple Non-consecutive Quinmesters |
| 61 | MINI1 | Mini-term 1 |
| 62 | MINI2 | Mini-term 2 |
| 63 | MINI3 | Mini-term 3 |
| 64 | MINI4 | Mini-term 4 |
| 65 | MINI5 | Mini-term 5 |
| 66 | MINI6 | Mini-term 6 |
| 67 | MINI7 | Mini-term 7 |
| 68 | MINI8 | Mini-term 8 |
| 69 | MINI9 | Mini-term 9 |
| 70 | MINI10 | Mini-term 10 |
| 71 | MINI11 | Mini-term 11 |
| 72 | MINI12 | Mini-term 12 |
| 73 | Mini13 | Mini-term 13 |
| 74 | MINI14 | Mini-term 14 |
| 75 | MINI15 | Mini-term 15 |
| 78 | MINIX | Multiple Mini-terms |
| 79 | MININ | Multiple Non-consecutive Mini-terms |
| 80 | SUMR | Summer Term |
| 90 | INTR | Intersession |

Notes:

Value must match course term values reported in SCS07.

**Term Definitions Table**

| **Term** | **Definition** |
| --- | --- |
| Full school year | A regular school term consisting of no major subdivision of time segments. It usually begins in the late summer or early fall and ends in late spring or early summer (e.g., elementary school). |
| Intersession | A short session which occurs between longer sessions. |
| Mini-term | A school term which is shorter than a regular session. |
| Quarter | One of four equal segments into which a school year is divided. |
| Quinmester | One of five equal segments into which a school year is divided. |
| Semester | One of two equal segments into which a school year is divided. |
| Summer term | A school term which takes place in the summer between two regular school terms. |
| Trimester | One of three equal segments into which a school year is divided. |

Related Data Elements:

SCS07 Course Term

EDW Local Data Elements: STAFFSF\_TERM, STUSF\_TERM

Notes:

All non-instructional staff should be reported as code 01 – FULL.

Value must match course term values reported in SCS07.

##### Reporting Courses that Span Multiple Terms

Districts should use the “X” term codes (codes 34, 45, 56, and 68) when the length of the course consists of multiple terms, but does not constitute a full year course.

**Example:** A school’s course schedule primarily uses trimesters, but the Advanced Economics course is two trimesters long. In this case, the Course Term for Advanced Economics should be reported as code 34 – TRIX to indicate that the course covers multiple trimesters.

##### Reporting Courses that Span Multiple Non-consecutive Terms

Districts should use the “N” term codes (codes 35, 46, 57, and 69) when the length of the course consists of multiple non-consecutive terms, and does not constitute a full year course.

**Example:** A school’s course schedule primarily uses trimesters. The World Cultures course is two trimesters long, but is in session during trimesters 1 and 3. In this case, the Course Term for World Cultures should be reported as code 35 – TRIN to indicate that the course covers multiple non-consecutive trimesters.

#### SIF Information

**Object**: TermInfo

**Element**: Extended Element: MATermCode

**Values:** See table above

1. Term Status at Time of Data Collection

The two-digit code that identifies a course term as either active or inactive at the time of the data collection. Inactive terms are terms that have already been held and completed.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | 2 |

Acceptable Values/Code Description:

01 = Active Term

02 = Inactive Term

03 = Inactive Assignment

Notes: The term status for the last term of a collection year should be reported as active in the EPIMS June EOY collection even though the course enrollment status for the course in the SCS collection will be reported as “completed” for the corresponding subject-area course and term reported in the SCS. The last term of the year may be a full year term, a fourth quarter term, or any other term that is active until the end of the academic school year.

01 = Active Term – Use this code to indicate that the assignment is active and that the term is also active or was active at end of year.

02 = Inactive Term - Use this code to indicate that the assignment was active at the end of the term and that the term has completed (except for EOY).

03 = Inactive Assignment - Use this code to indicate that the educator was not active in this assignment at the time of the report or at the end of the term if it was in the past.

Example: A teacher teaches the first trimester and one half of the second trimester of a course. S/he then completes the year by teaching the second semester of another course. For the end of year collection the teacher would have three work assignment records. The first trimester would have a WA17 value of 02 since the term had completed and the teacher was active in that assignment at the time. The second trimester has a WA17 value of 03 since s/he was not active in the assignment at the end of the term. The second semester assignment would have a WA17 value of 01 since this is an end of year term and the staff member was active in the assignment at the time.

#### SIF Information

**For non-instructional assignments**

**Object**: StaffAssignment

**Element**: JobEndDate

**For instructional assignments**

**Object**: StaffSectionAssignment

**Element**: AssignmentEndDate

The end of the assignment is compared with the end of the term to determine the value of WA17. If the term is not active, then WA17 will equal 02. If the assignment ends before the end of an active term, then the value will be 03. Otherwise, the value will be 01.

#

# Educator Evaluation Decision Tree

Use the diagram on the right to help determine what values are permissible for SR28 through SR34.

**Revision History**

| **Version** | **Date Posted** | **Date of Change** | **Description** |
| --- | --- | --- | --- |
| 10.2 |  | 10/1/2023 | * Changed all references to ID Maintenance to “MEPID Management”
 |
| 10.1 |  | 10/18/21 | * Added notes section to SR34
 |
| 10.0 |  | 7/28/2021 | * Added SR34 Beginner Educator Mentor
 |
| 9.0 |  | 8/4/2018 | * Added N/A value to SR36 & SR37
 |
| 8.0 |  | 8/4/2017 | * Discontinued WA13 through WA15
* Added SIF element level documentation
* Removed SR34 from Appendix H
 |
| 7.1 |  | 4/20/2017 | * Discontinued SR34
 |
| 7.0 |  | 5/3/2016 | * Discontinued SR35
 |
| 6.0 |  | 8/15/2015 | * Added new value for WA17
* Added new value for SR09
* Added new values for SR34
* Added new element SR38
 |
| 5.0 |  | 9/17/2014 | * Updated SR36 & SR37
 |
| 4.4 |  | 5/22/2014 | * Appendix H – Important Rework
 |
| 4.3 |  | 5/19/2014 | * Appendix H – Added exclusion for job code 1224
 |
| 4.2 |  | 4/24/2014 | * Added missing SR34
* Corrected date on header
* Adjusted TOC
* Appendix H - Corrected non-RTTT decision diamond for Commonwealth Charter Schools
 |
| 4.1 |  | 4/1/2014 | * Returned Evaluation codes back to main text from appendices. (SR29-SR33)
* Added elements SR35-SR37
* Updated decision tree for RTTT Commonwealth Charters
 |
| 4.0 |  | 8/20/2013 | * Moved to FY 2014 (Skipped version 3 for consistency)
* Added forward slash to allowable characters for WA11
* Appendix H: Updated decision tree replacing RTTT requirement with October and allowed SR34
* SR10: Added new value 11
* SR29-SR33: Referred to Appendix I for list of acceptable values. Tweaked documentation.
* SR34: Opened up for EOY FY2014
 |
| 2.4.0 |  | 6/11/2013 | * Appendix H: Updated last decision diamond to include all charter schools.
* SR34: Changed default value of SR34 to 99
 |
| 2.3.0 |  | 5/10/2013 | * Updated Appendix H
 |
| 2.2.0 |  | 4/23/2013 | * Added underscore and parentheses to allowable characters in WA11.
* Added Appendix H – Evaluation Decision Tree
* Removed 00 as a valid value for WA12
 |
| 2.2.0 |  | 4/19/13 | * Added a “99 = Not Applicable” value to SR29-SR34
 |
| 2.1.0 |  | 12/06/12 | * Added additional elements to Staff Roster
 |
| 2.0.0 |  | 08/27/12 | * Updated WA10 definition
* Added new element SR27 and its definition
 |
| 2.0.0 |  | 08/01/12 | * Ported from Version 1.3.3
* Moved Revision History to end and purged
* Adjusted headers & footers
* Added SR27 Date of Exit
 |