

**Student Course Schedule (SCS)
Data Handbook — Version 9.3**

For use beginning with the October FY25 collection

**October 1, 2024**

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# Introduction

The Student Course Schedule System (SCS) is an online, secure data collection of the courses taken by students in the public school districts of Massachusetts. SCS collects data at the student and course levels.

SCS is enabled by the secure transmission of district data through the ESE’s security portal and by SASIDs (State Assigned Student IDs), unique identifiers assigned to all students and linked to their individual data.

This handbook provides a detailed description of the data elements required in SCS. 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.

**Description** — A brief definition of the element.

**Source** — Location of source material, if applicable.

**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.

**Related** **Data** **Elements**— List of related data elements in SIMS and EPIMS

**Notes** — Additional information, related to the element, such as its relationship and dependence on other elements.

**SIF Information** – contains the SIF Object and SIF Element for this SCS data element.

Table 1: Overview of SCS Data Elements

| **Data Element** | **Description** |
| --- | --- |
| SCS01 Local Agency Student Identifier (LASID) | Unique Local Education Agency Assigned Student Identifier. |
| SCS02: State Assigned Student Identifier (SASID) | Unique 10-digit State Assigned Student Identifier collected in SIMS. |
| SCS03: School/Program ID Number | Indicates the location where a course is being taught. This code may differ from the school/district in which the student is enrolled. |
| SCS04: Local Course Code | The locally defined code that identifies the organization of subject matter and related learning experiences provided for the instruction of students. |
| SCS05: Subject Area - Course Code | The State defined code that identifies the organization of subject matter and related learning experiences provided for the instruction of students. |
| SCS06: Class Section | Indicates the class assigned for a unique occurrence of a subject area-course. |
| SCS07: Course Term | The length of an individual course. For the purposes of reporting, the term sequence must be provided in the value. |
| SCS08: Course Enrollment Status | Indicates a student's status in each course in which they are enrolled. |
| SCS09: Course Level | An indication of the general nature and difficulty of instruction provided throughout a course. |
| SCS10: Course Credit Available | The number of credits that a student can earn for enrolling in and completing a given course. |
| SCS11: Course Credit Earned | The number of credits awarded to a student who successfully meets the objectives of the course. |
| SCS12: Course Letter  | A meaningful alphabetical or categorical expression of the performance of an individual. |
| SCS13: Course Numeric Mark | A meaningful raw score or statistical expression of the performance of an individual expressed as a number or percentage. |
| SCS14: Pathways Course | Indicates that a particular course is being used to meet the student’s technical course taking requirement for Perkins, Early College or Innovation Pathway programs. |

#

## SCSData Elements

1. Locally Assigned Student Identifier (LASID)

**Description:** Unique Local Education Agency Assigned Student Identifier. Must have corresponding State assigned Student ID.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | Minimum: 1Maximum: 32 |

Acceptable Values/Code Description:

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

Related Data Elements:

SIMS: DOE001 – Locally Assigned Student Identifier

#### SIF Information

**Object**: StudentPersonal

**Element**: LocalId

**Values:** Alphanumeric

1. State-Assigned Student Identifier (SASID)

**Description:** Unique 10-digit State Assigned Student Identifier

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Alphanumeric | Length: | 10 |

Acceptable Values/Code Description:

10-digit state-assigned identification number.

Related Data Elements:

SIMS: DOE002 – State Assigned Student Identifier

Notes:

1. In order to track students within and across districts over time and to keep student information secure and confidential at both the state and local levels, two student identifiers will be used **—** one assigned by the district in which the student is enrolled (LASID) and a State Assigned number (SASID).
2. State Assigned Student Identifiers will be assigned through the State Student Registration System. Districts will need to use the State Assigned Student Identifier and the Locally Assigned Student Identifier on all individual data submitted to the Department of Elementary and Secondary Education.
3. This element will be used to match with SIMS data element DOE002.

#### SIF Information

**Object**: StudentPersonal

**Element**: StateProvinceId

**Values:** Alphanumeric

1. School/Program ID Number

**Description:** Indicates the location where a course is being taught. This code may differ from the school in which the student is enrolled. Each school in Massachusetts has a four-digit code assigned by the ESE. In combination with the four-digit district code, each school in Massachusetts has a unique, eight-digit code number. Each student’s course record must contain the eight-digit code of the school or institution where the course is being taught.

Starting in October 2011, alternative education programs can be reported in SCS as the location where a course is taught **if the course in not taught in a school**. If the course is taught in a school, 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 ESE**.

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: | 8 |

Acceptable Values/Code Description:

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

To report course location for public schools in Massachusetts: Each 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.

To report courses provided by colleges: The four digit college institution codes used to report degree institutions in the EPIMS staff roster file will be preceded by “CLBR” (all uppercase letters only) to form the 8 character code.

The following two codes will be used to report online (virtual) courses:

“CLBRVK12” will be used to report online courses for grades K -12;
“CLBRVCLG” will be used to report online college-level courses.

A listing of DESE school codes can be found at: <http://www.doe.mass.edu/infoservices/data/sims/schoolcodes.html>

Related Data Elements:

SIMS: DOE015 - School Identification Number

EPIMS: WA06 – Assignment Location Code

Notes:

The four character educational institution codes required to report courses provided by colleges are the same codes required to report EPIMS SR19 Degree Institution 1, SR 22 Degree Institution 2 and SR 25 Degree Institution 3. (See *EPIMS Data Handbook*, *Appendix C*.)

Element is similar to SIMS DOE015 **School Identification Number** and EPIMS WA06 **Assignment Location Code**.

“CLBR” must be all uppercase letters only. Lowercase letters will cause an error.

**SIF Information**

**Object**: SchoolInfo

**Element**: SchoolInfo/StateProvinceId

**Values:** <http://www.doe.mass.edu/infoservices/data/sims/schoolcodes.html>

1. Local Course Code

**Description:** The locally defined code that identifies the organization of subject matter and related learning experiences provided for the instruction of students.

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

Acceptable Values/Code Description:

Set by LEA. The complete set of printable characters available on a standard, English keyboard are allowed in this field.

Related Data Elements:

**SIF Information**

**Object**: SchoolCourseInfo

**Element**: DistrictCourseCode

**Values:** Alphanumeric

1. Subject Area–Course Code

**Description:** The State-defined code that identifies the organization of subject matter and related learning experiences, provided for the instruction of students.

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

Acceptable Values/Code Description:

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.**

A complete list of subject area-course codes may be found in the Data Handbook Appendices -

posted here:

<http://www.doe.mass.edu/infoservices/data/epims/>

Related Data Elements:

EPIMS: WA10 – Subject Area-Course

Notes:

##### Secondary Codes (*format = 5 digits: \_ \_ [subject area]­\_ \_ \_ [course]*)

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

##### Prior-to-Secondary Codes (*format = 5 digits: \_ \_ [subject area]\_ \_ \_ [course])*

Use the new NCES prior-to-secondary course codes (see *Table 1*). The first two digits identify the subject area and the next three digits identify the specific course. The 99999 code *is not acceptable* for prior-to-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.**

**Classification of Instructional Program (CIP) Codes: (*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 SCS.

Schools that do not have *Chapter 74-Approved Programs*should report subject area-course code information using only the five-character SCS/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 |
| Foreign 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 code from EPIMS Appendices

1. Class Section

**Description:** This field indicates the class assigned for a unique occurrence of a subject area-course. 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.

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

Acceptable Values/Code Description:

Set by LEA. An alphanumeric string of 20 characters or fewer. Special characters other than a hyphen, period, underscore, parentheses, forward slash and space are not acceptable.

Related Data Elements:

EPIMS: WA11 – Class Section

**SIF Information**

**Object**: SectionInfo

**Element**: CourseSectionCode

**Values:** Alphanumeric

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 (Table 1) lists each of the available course term codes. For a brief definition of each course term, refer to the Term Definitions table (Table 2).

Table 1 Available Terms

| **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 |

Table 2: Term Definitions

| **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:

EPIMS: WA16 – Course Term.

Notes: All non-instructional staff should be reported as code 01 – FULL. Value must match course term values reported in EPIMS (WA16).

##### 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:** Alphanumeric

1. Course Enrollment Status

**Description:** Indicates a student's status in each course in which they are or were enrolled. This includes any courses that:

* Are currently in session
* Were reported in a previous collection, as having students enrolled
* Started and concluded entirely between reporting periods

For example, in a given collection period a student's status is recorded as Enrolled for all courses currently in session and Completed, Withdrawn, Incomplete or Excused to reflect progress in all courses for which final marks have been reported.

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

Acceptable Values/Code Description for Course Level:

The following table lists the code and related status for course enrollment.

Table 3: Acceptable Values/Code Descriptions for Course Enrollment Status

|  |  |
| --- | --- |
| **Code** | **Status** |
| 01 | Enrolled |
| 02 | Withdrawn |
| 03 | Completed |
| 04 | Incomplete |
| 05 | Excused  |

Related Data Elements:

**SIF Information**

**Object**: StudentSectionEnrollment

**Element**: Extended Element: CourseEnrollmentStatus

**Values:** Alphanumeric

1. Course Level

**Description:** An indication of the general nature and difficulty of instruction provided throughout a course.

The broad range of data models employed across the state means that the values used for SCS09 Course Levels will vary widely between districts. This means that data mapping will be required to capture the data in a standardized, usable format.

DESE has constructed a four-tiered data modelthat provides a robust and flexible data mapping structure for integrating and using the Course Level data. District data mapping involves evaluating actual data values in your local Student Information Systems and finding the most appropriate transformations to the DESE values.

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

Acceptable Values/Code Description

The following table lists the available course levels. Each course must be mapped to a level. Select the code that most closely represents the level of the course.

Table 4: Acceptable Values/Code Description for Course Level

| **Code** | **Description** |
| --- | --- |
| 01 | Basic or Remedial: A course focusing primarily on skills development. The course offered may focus on the improvement of a particular deficiency in content previously taught but not learned. |
| 02 | General: A course providing instruction that focuses primarily on general concepts for the appropriate grade level. |
| 03 | Advanced: An advanced course designed for students who achieve a specified level of academic performance. |
| 04 | Postsecondary Credit: A course, often taken at or in conjunction with a postsecondary institution, which contains instruction equivalent to a college-level course and for which a student earns college credits. |
| 05 | Postsecondary Non-Credit: A course, often taken at or in conjunction with a postsecondary institution, which contains remedial or developmental content or for which a student does not earn college credits. |

Related Data Elements:

**SIF Information**

**Object**: SchoolCourseInfo

**Element**: InstructionalLevel/Code

**Values:** Alphanumeric

1. Course Credit Available

**Description:** The number of credits that a student can earn for enrolling in and completing a given course. If course credits are not provided for this course, the “not applicable” code should be used.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Decimal | Length: | Minimum: 1Maximum: 5 |

Acceptable Values/Code Description:

Numerical entries assessed by the LEA. Value may contain up to 2 decimal places.

9999 = Not Applicable.

Related Data Elements:

**SIF Information**

**Object**: SchoolCourseInfo

**Element**: CourseCredits

**Values:** Decimal

1. Course Credit Earned

**Description:** The number of credits awarded to a student who successfully meets the objectives of the course. If course credits are not provided for this course, the “not applicable” code should be used.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Decimal | Length: | Minimum: 1Maximum: 5  |

Acceptable Values/Code Description:

Numeric value assessed by the LEA. Value may contain up to 2 decimal places.

9999 = Not Applicable.

Related Data Elements:

Notes:

If a course is currently in progress; the value for this element will be 0 or 9999 and will match the value reported in SCS10.

**SIF Information**

**Object**: StudentSectionMarks

**Element**: Extended Element: MACreditsEarned

**Values:** Decimal

1. Course Letter Mark

**Description:**

A meaningful alphabetical or categorical expression of the performance of an individual. The results can be expressed in different ranges of passing marks (for example, ABC or ABCD) and/or levels (for example, A+, A, A-) or categories (for example, Pass/Fail).

The broad range of grading standards employed across the state means that the values used for SCS12 Course Letter Marks vary widely between districts. This means that data mapping will be required for categorical marks that conform to neither standard alphabetical nor Pass/ Fail grading systems.

DESE has constructed a multi-tiered data modelthat provides a robust and flexible data mapping structure to reliably capture Course Letter Marks data (values 16-20). District data mapping involves evaluating actual data values in your local Student Information Systems and finding the most appropriate transformations to the DESE values.

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

Acceptable Values/Code Description:

Acceptable Alphabetical and Categorical values are listed in the following table, with additional notes following the table. Use codes 16-20 to map alternative marks (for example, comment-type or standards-based marks). When mapping these marks, select the value that most closely resembles the mark earned by the student.

Table 5: Acceptable Values/Code Descriptions for Course Letter Mark

| **Code** | **Value** |
| --- | --- |
| 01 | A+ |
| 02 | A |
| 03 | A- |
| 04 | B+ |
| 05 | B |
| 06 | B- |
| 07 | C+ |
| 08 | C |
| 09 | C- |
| 10 | D+ |
| 11 | D |
| 12 | D- |
| 13 | F |
| 14 | Pass |
| 15 | Fail |
| 16 | Failing (Very poor performance) |
| 17 | Minimally Acceptable (Lowest passing grade) |
| 18 | Acceptable (Meets some of the basic standards for the course) |
| 19 | Good (Meets standards for the assignment or course) |
| 20 | Outstanding (Meets the highest standards for the assignment or course) |
| 21 | Withdrawn |
| 22 | Withdrawn - Pass |
| 23 | Withdrawn - Fail |
| 40 | Incomplete |
| 50 | Excused |
| 55 | Mark is not required |
| 66 | Ungraded Course |
| 77 | Audit |
| 88 | Course In Progress |
| 99 | Numeric Mark (only) provided for this course |

* If a letter mark is awarded for this course but will not be reported, SCS12 should be reported as 55.
* If the course is not graded, the value for SCS12 should be reported as 66.
* If this course was audited, the value for SCS12 should be reported as 77.
* If a course offered across non-consecutive terms is not completed and is not in session at the time of the collection, the Enrollment Status (SCS08) will be reported as “Enrolled,” and the value for this element will be reported as code “88” – Course In Progress.

Notes on Dependencies

* If the course has been completed and only a numeric mark has been provided, then the value for SCS12 should be reported as 99, and a numeric mark other than 99999, 88888, 21111, 22222, 23333, 40000 and 50000 must be reported in SCS13.
* If the course has been completed, and only a letter mark has been provided, then the value for SCS13 should be reported as 99999, and a letter mark other than 99, 88, 21, 22, 23, 40, and 50 must be reported in SCS12.
* If SCS08 is 01 (Enrolled), then SCS12 may be 55 (Mark will not be reported for this course), 66 (No grade provided for this course (ungraded)), 77 (Audit), 88 (Course In Progress) or 99 (Not Applicable).
* If the Enrollment Status (SCS08) for a student course is reported as “Completed”, a mark (letter, numeric, or both) is required.

Related Data Elements:

**SIF Information**

**Object**: StudentSectionMarks

**Element**: MarkList/Mark/Letter

**Values:** Alphanumeric

1. Course Numeric Mark

**Description:**

Values must indicate course mark on a 100-point (percentage) scale. Value may contain up to 2 decimal places.

|  |  |  |  |
| --- | --- | --- | --- |
| Type: | Numeric | Length: | Minimum: 1Maximum: 5 |

Acceptable Values/Code Description:

Table 6: Acceptable Values/Code Description for Course Numeric Mark

|  |
| --- |
| **Value** |
| * If the enrollment status for a course is withdrawn with no numeric grade provided, SCS13 = 21111.
* If the enrollment status for a course is withdrawn with a passing grade provided, SCS13 = 22222.
* If the enrollment status for a course is withdrawn with a failing grade provided, SCS13 = 23333.
* If the enrollment status for a course is incomplete with no numeric grade provided, SCS13 = 40000.
* If the enrollment status for a course is excused with no numeric grade provided, SCS13 = 50000.
* If a numeric mark is awarded for a course but it is not required that the mark be reported, SCS13 = 55555.
* If the course is not graded, report the value of SCS13 as 66666.
* If the course was audited, report the value for SCS13 as 77777.
 |

Notes on Dependencies:

* If SCS08 is 01 (Enrolled), then SCS13 may be 55555 (a numeric mark is awarded but will not be reported), 66666 (course is not graded), 77777 (course was audited), 88888 (a numeric mark will be provided when the course is completed), or 99999 (a numeric mark is not applicable).
* If a numeric mark will be provided when the course is completed however the course is being offered at the time of the collection, the value for this element will be reported as 88888. In this case, SCS12 (Course Letter Mark) should have a value of “88”.
* If the course has been completed, and only a letter mark has been provided, then the value for SCS13 should be reported as 99999, and a letter mark other than 99, 88, 21, 22, 23, 40, and 50 must be reported in SCS12.
* If the Enrollment Status (SCS08) for a student course is reported as “Completed,” a mark (letter, numeric, or both) is required.
* If a course offered across non-consecutive terms is not completed and is not in session at the time of the collection, the Enrollment Status (SCS08) will be reported as “Enrolled,” and the value for this element will be reported as code 88888 or 99999.

Related Data Elements:

**SIF Information**

**Object**: StudentSectionMarks

**Element**: MarkList/Mark/Percentage

**Values:** Numeric

1. Pathways Course

**Description:** Indicates that a particular course is being used to meet the student’s technical course taking requirement for Perkins, Early College or Innovation Pathway programs.

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

Acceptable Values/Code Description:

1. Non-Pathways Course
2. Pathways Course

Notes:

# More information on Early College and Innovation Pathways: <http://www.doe.mass.edu/ccte/ccr/hqccp/>

More information on Perkins:

<http://www.doe.mass.edu/ccte/cvte/perkins-v/>

**SIF Information**

**Object**: StudentSectionEnrollment

**Element**: Extended Element: PathwaysCourse

**Values:** Numeric

# Appendix A: Reporting Courses across Data Collection Periods

Throughout the duration of a school year, the data elements for student course records will change for a variety of reasons, the most common of which is the completion of a course.

The following tables provide examples on how courses should be reported across data collection periods, and focus on the data elements that are impacted when a course is completed:

* Course Term
* Enrollment Status
* Mark
* Term Status (EPIMS)

#### Trimesters

Table 7: Reporting Courses for Trimesters

|  |  |  |  |
| --- | --- | --- | --- |
| **SCS Collection Period** | **October** | **March** | **June** |
| **Term:** Trimester 1 | TRI1 | TRI1 | TRI1 |
| Enrollment Status (SCS) | Enrolled | Completed | Completed |
| Mark (SCS) | In Progress | Mark | Mark |
| Term Status (EPIMS) | Active | Inactive | Inactive |
| **Term:** Trimester 2 |  | TRI2 | TRI2 |
| Enrollment Status (SCS) |  | Enrolled | Completed |
| Mark (SCS) |  | In Progress | Mark |
| Term Status (EPIMS) |  | Active | Inactive |
| **Term:** Trimester 3 |  |  | TRI3 |
| Enrollment Status (SCS) |  |  | Completed |
| Mark (SCS) |  |  | Mark |
| Term Status (EPIMS) |  |  | Active |
| **Term:** Trimesters 1 & 2 | TRIX | TRIX | TRIX |
| Enrollment Status (SCS) | Enrolled | Enrolled | Completed |
| Mark (SCS) | In Progress | In Progress | Mark |
| Term Status (EPIMS) | Active | Active | Inactive |
| **Term:** Trimesters 1 & 3 | TRIN | TRIN | TRIN |
| Enrollment Status (SCS) | Enrolled | Inactive | Completed |
| Mark (SCS) | In Progress | In Progress | Mark |
| Term Status (EPIMS) | Active | Inactive | Active |
| **Term:** Trimesters 2 & 3 |  | TRIX | TRIX |
| Enrollment Status (SCS) |  | Enrolled | Completed |
| Mark (SCS) |  | In Progress | Mark |
| Term Status (EPIMS) |  | Active | Active |

**Note:** This matrix assumes that the terms, (in this case Trimesters), occur evenly split over reporting periods. This may not be the case.

#### Quarters

 Table 8: Reporting Courses for Quarters

|  |  |  |  |
| --- | --- | --- | --- |
| **SCS Collection Period** | **October** | **March** | **June** |
| **Term:** Quarter 1 | QTR1  | QTR1 | QTR1 |
| Enrollment Status (SCS) | Enrolled | Completed | Completed |
| Mark (SCS) | In Progress | Mark | Mark |
| Term Status (EPIMS) | Active | Inactive | Inactive |
| **Term:** Quarter 2 |  | QTR2 | QTR2 |
| Enrollment Status (SCS) |  | Completed | Completed |
| Mark (SCS) |  | Mark | Mark |
| Term Status (EPIMS) |  | Inactive | Inactive |
| **Term:** Quarter 3 |  | QTR3 | QTR3 |
| Enrollment Status (SCS) |  | Enrolled | Completed |
| Mark (SCS) |  | In Progress | Mark |
| Term Status (EPIMS) |  | Active | Inactive |
| **Term:** Quarter 4 |  |  | QTR4 |
| Enrollment Status (SCS) |  |  | Completed |
| Mark (SCS) |  |  | Mark |
| Term Status (EPIMS) |  |  | Active |
| **Term:** Quarters 1 & 2 | QTRX | QTRX | QTRX |
| Enrollment Status (SCS) | Enrolled | Completed | Completed |
| Mark (SCS) | In Progress | Mark | Mark |
| Term Status (EPIMS) | Active | Inactive | Inactive |
| **Term:** Quarters 1 & 3 | QTRN | QTRN | QTRN |
| Enrollment Status (SCS) | Enrolled | Inactive | Completed |
| Mark (SCS) | In Progress | In Progress | Mark |
| Term Status (EPIMS) | Active | Inactive | Inactive |
| **Term:** Quarters 1 & 4 | QTRN | QTRN | QTRN |
| Enrollment Status (SCS) | Enrolled | Inactive | Completed |
| Mark (SCS) | In Progress | In Progress | Mark |
| Term Status (EPIMS) | Active | Inactive | Active |
| **Term:** Quarters 2 & 3 |  | QTRX | QTRX |
| Enrollment Status (SCS) |  | Enrolled | Completed |
| Mark (SCS) |  | In Progress | Mark |
| Term Status (EPIMS) |  | Active | Inactive |
| **Term:** Quarters 2 & 4 |  | QTRN | QTRN |
| Enrollment Status (SCS) |  | Enrolled | Completed |
| Mark (SCS) |  | In Progress | Mark |
| Term Status (EPIMS) |  | Active | Active |

**Note:** This matrix assumes that Quarters 1 and 2 occur between October and March reporting periods. This may not be the case.

**Revision History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date Posted** | **Date of Change** | **Description** |
| 9.3 |  | 10/1/2024 | * Added SIF Information to SCS14
 |
| 9.2 |  | 10/1/2023 | * Remove EDW references
 |
| 9.1 |  | 8/13/2021 | * Remove outdated instructions on SCS02 SASID page
 |
| 9.0 |  | 10/1/2020 | * Added **SCS14** Pathways Course element
 |
| 8.0 |  | 8/9/2017 | * **SCS09:** Added now code 05 for non-credit post-secondary courses.
 |
| 5.0 |  | 1/20/2017 | * SIF Information added to each element.
 |
| 4.0 |  | 08/20/13 | * **SCS06:** Added forward slash to acceptable characters.
* Moved to v4 for consistency
 |
| 1.5 |  | 05/10/13 | * Moved History to back
* Changed allowable characters for SCS06
 |
|  |  | 09/20/11 | * Sent for posting. Changed date to 9/20/2011.
 |
|  |  | 09/18/11 | * SCS03 - Added (See *EPIMS Data Handbook*, *Appendix C*.) to notes.
* SCS05 – added SPED to 99999 definition.
 |
|  |  | 09/15/11 | * Light edit.
* Changed date to 9/15/11.
 |
| 1.4.2 |  | 07/28/11 | * Modified SCS03: School/Program ID Number
* Modified SCS05: Subject Area – Course Code 99999 definition: 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.**

Prior-to-Secondary Codes (*format = 5 digits: \_ \_ [subject area]\_ \_ \_ [course])*Use the new NCES prior-to-secondary course codes (see *Table 1*). The first two digits identify the subject area and the next three digits identify the specific course. The 99999 code *is not acceptable* for prior-to-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.**Updated Table1 with new codes. |
|  |  | 06/29/11 | * Link in SCS05 broken again. Fixed.
 |
|  |  | 1/3/11 | * Link in SCS05 section points to wrong page. Corrected to point to the Subject Area Course Codes.
 |
|  |  | 12/20/10 | * Modified SCS03 – “CLBR” must be in uppercase.
 |
| 1.4.1 |  | 11/10/10 | * Modified SCS07 – Added five more acceptable values (70 – 75) for mini-term.
 |
| 1.4 |  | 10/26/10 | * Modified SCS05 – Removed Special Education and Special Education Services codes (23 and 73) from the tables.
* Modified SCS11- If a course is currently being taught; the value for this element will be 0 or 9999 and will match the value reported in SCS10.
 |
| 1.4 |  | 9/21/10 | * Removed PILOT Watermark.
 |
| 1.3 | 7/1/10 | 6/29/10 | * For better maintenance, removed pages numbers from the Revision History, referring instead to changes by Section Heading.
* Moved document title, version, page #, and date, back to the footer (instead of the header). Removed location of documentation from the footer, which has moved from H to Sharepoint.
* Reformatted bulleted list of SCS Data Elements, as a two-column table.
* Under the section for SCS13 Course Numeric Mark, reformatted acceptable values/code descriptions, in tabular format.
* Created an index.
 |
| 1.2 |  | 4/13/10 | * Under the section for SCS13, updated the description for SCS13, as follows:
* Values must indicate course mark on a 100-point (percentage) scale. Value may contain up to 2 decimal places.
* Under the sections for SCS12 and SCS13, updated descriptions of dependency validations to reflect the modified rules.
* Updated location of source document in the footer, date, TOC page numbers, and made general production edits.
 |
| 1.1 |  | 3/25/10 | * Added watermark and pathname in the footer.
* Changed doc version number.
* Under sections for SCS 12 and SCS13, updated the note, which now indicates:If the course has been completed, and only a letter mark (*not numeric* mark) has been provided, then the value for SCS13 should be reported as 99999, and a letter mark other than 99 must be reported in SCS12.
* Under SCS 12 and SCS13, added new descriptions, with modified rules.
* Under SCS 12 and SCS 13, reorganized note lists by code values/descriptions and dependencies.
* Continued to reorganize descriptions and dependencies. Removed redundant dependency.
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| 1.0 |  | 3/11/10 | * Under SCS08 Course Enrollment Status., removed “will be” from the last sentence.
 |
| 0.4 |  | 1/8/10 | * For SCS12 and SCS13 sections, modified notes to require both data elements to be reported as in progress (if one is reported as in progress).
* For SCS12 and SCS13 sections, clarification provided to notes to the effect that not applicable codes should be reported only for completed courses.
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| 0.3 |  | 12/23/09 | * Changed SCS08 Course Enrollment Status Code 05 from “Excused for Medical Reasons” to “Excused”
* Revised SCS12 Course Letter Mark to include codes 21-50 and changed description of code 55 from “ Mark will not be reported for this student” to “Mark not required”
* Addition to note indicating if SCS12 is 99 then the value reported in SCS13 must not be 99999
* Revised SCS13 Course Numeric Mark to include codes 21111-50000 and changed description of code 55555 to indicate the mark is not required
* Added text to indicate if SCS13 is 99999, then the value reported in SCS13 must not be 99.
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| 0.2 | 11/23/09 | 11/23/09 | * Added Appendix A;
* Page 14 - Revised SCS07: Course Term values
 |
| 0.1 | 09/15/09 |  | * Initial version
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