



Massachusetts Department of  
ELEMENTARY & SECONDARY  
EDUCATION

# **SIMS Data Handbook**

## **Version 3.0**

**September 20, 2011**

### Revision History

Version	Date Posted	Date of Change	Description
		09/20/11	<ul style="list-style-type: none"> <li>• Sent for posting. Changed date to 9/20/2011.</li> <li>• DOE006 – changed “between 3 and 22 years old” to “between 3 and 21 years old”.</li> <li>• DOE008 – removed “or abbreviations” from Acceptable Values/Code Description. Changed e.g. from Saint Louis to St Louis. (no punctuation)</li> <li>• DOE012 – Added “or GED” to code 30. Under Notes: Changed “22” years old to “21”. Dependencies: Added “MASS Core Curriculum cannot=00”.</li> <li>• DOE015 – Removed Note #2: School code 08990000 is no longer accepted. Please enter a valid private school code from the link above. Added the note: Please use school code 09200300 for DYS and school code 09200500 for Incarcerated.</li> <li>• DOE017 – changed Number of day from 1-161 to 0-161. Changed Note #5: 555 — Used for summer exits <u>only</u> (summer graduates, dropouts, transfers, etc).</li> <li>• DOE018 – Added Note: “0 is not an acceptable value.” Changed Note #4: 555 — Used for summer exits <u>only</u> (summer graduates, dropouts, transfers, etc).</li> <li>• DOE020 – Changed Note #3: Data will be checked against the Department’s School Title I status listed on the School and District Profile page: <a href="http://www.profiles.doe.mass.edu">http://www.profiles.doe.mass.edu</a></li> <li>• DOE021 – Bolded sentence: “<b>Code all Pre-Kindergarten students as 00</b>”.</li> <li>• DOE022 – Deleted two notes under <b>Acceptable Values/Code Description</b>. They are repeated in the <b>Notes</b>.             <ol style="list-style-type: none"> <li>1. Columbia, Guam, American Samoa, the Virgin Islands, the Northern Mariana Islands, or the Trust territory of the Pacific Islands.” (34CFR Part 58.11)</li> <li>2. Report the last known immigrant status for students who are not enrolled in the district at the time of reporting or whose immigrant status has changed over time.</li> </ol> </li> <li>• DOE024 – Added Dependency: If DOE024=267 then DOE025 (Limited English Proficiency) has to = 00.</li> <li>• DOE026 – Added Dependency: If DOE026=01, 03, or 04, then DOE025 (Limited English Proficiency) has to = 01.</li> <li>• DOE033 – Changed first sentence in first Dependency: If DOE012 = 04, then DOE033 cannot = 500 and DOE037 cannot=00.</li> </ul>

Version	Date Posted	Date of Change	Description
			<ul style="list-style-type: none"> <li>DOE035 – Removed all <b>Discontinued</b> codes. (01, 03, 05, 13.)</li> <li>DOE037 – Changed Note: Removed “draft version” and replaced with “list”. Added Dependency: If DOE012=04, then DOE033 cannot = 500 and DOE037 cannot = 00.</li> <li>DOE040 – Added note: 09 can only be used for initial evaluations, not for re-evaluations.</li> <li>DOE042 – Removed all “Discontinued” codes. (01, 03) Changed Dependency to: If DOE42 = 02, then DOE35 cannot = 00. Removed Note #2.</li> <li>Appendix I – Shaded 11 – Foreign Exchange. (Table 3)</li> <li>Global replaced all instances of the “Department of Education” with the “Department of Elementary and Secondary Education”.</li> </ul>
		9/19/11	<ul style="list-style-type: none"> <li>DOE032 – added a Dependency: If a student was reported as special education (DOE032=30-48) or previously special education (DOE032=01) in a prior SIMS submission, in the school year the student must continue to be reported as special education or previously special education.</li> </ul>
		9/7/11	<ul style="list-style-type: none"> <li>Page 3: Changed: “You will notice that there are four data elements that have been discontinued and are to be populated with a placeholder of “500.” To: “You will notice that there are three data elements that have been discontinued and are to be populated with a placeholder of “500”.</li> <li>Page 3: Took out “eleven” and replaced with “ten”.</li> <li>Page 30: Changed “Emergency Immigration Education Program (DOE22)” to “Immigration Status (DOE022)”.</li> </ul>
		8/24/11	<ul style="list-style-type: none"> <li>Replaced Appendix E with new text and decision tree from SPED for 3-5 year olds.</li> <li>Removed (previously 40, 41, 50, 60, 70, 90) language from DOE032.</li> <li>DOE037 – removed “This information should not be reported in October 2007 for summer graduates. This information applies to the class of 2008.” From the Notes.</li> </ul>
		08/09/11	<ul style="list-style-type: none"> <li>Updated DOE052 – Replaced ‘truant’ language with ‘days of unexcused absences’.</li> </ul>
		07/28/11	<ul style="list-style-type: none"> <li>Updated Appendix E - Determining Special Education Placement for 3–5 year olds</li> <li>Replaced EC Environments Decision Tree graphic.</li> </ul>

Version	Date Posted	Date of Change	Description
		07/28/11	<ul style="list-style-type: none"><li>• DOE031 - Updated Values and added Dependency text.</li><li>• DOE032 – Updated Values and added Dependency text.</li><li>• DOE039 – Reactivated from DISCONTINUED. Added a new Description, Values, and Dependency text.</li></ul>
3.0		07/28/11	<ul style="list-style-type: none"><li>• Inserted and started a Revision History.</li></ul>

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## Introduction: SIMS Data Handbook

The Student Information Management System (SIMS) is a student-level data collection system that allows the Department to collect and analyze accurate and comprehensive information, to meet federal and state reporting requirements, and to inform policy and programmatic decisions. The SIMS has two important components:

- A unique student identifier for all students receiving a publicly funded education in Massachusetts, and
- Transmissions of data from districts to the Department for all students via the security portal.

This document is one of a series of documents that provide information regarding SIMS. The documents should be used together to get a complete picture of the system.

- ✓ SIMS User Guide
- ✓ SIMS Data Handbook
- ✓ SIMS Frequently Asked Questions

The handbook provides a detailed description of all 52 data elements that are currently submitted in each student record. Each student record that is submitted into the system must contain an appropriate value in each of the 52 elements. Many of these elements are validated against one another so it is very important that each element be reported accurately. You will notice that there are three data elements that have been discontinued and are to be populated with a placeholder of “500”. The Department realizes that all of these discontinued elements are not grouped together but have not changed the current order in an effort to allow districts and software vendors to maintain their current software systems. Following the list of the data elements there are ten appendices to assist you in submitting an acceptable and correct code for each data element.

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
- Dependency..... Any relationships that exist between this data element and other elements

## Complete List of SIMS Data Elements

### **DOE001 Locally Assigned Student Identifier (LASID)**

A code assigned and maintained by the local school district that is unique for each student in the district over time.

### **DOE002 State Assigned Student Identifier (SASID)**

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

### **DOE003 First Name**

A name given to an individual at birth, during a naming ceremony (e.g., baptism), or through legal change.

### **DOE004 Middle Name**

A secondary name given to an individual at birth, during a naming ceremony (e.g., baptism), or through legal change.

### **DOE005 Last Name**

The name borne in common by members of a family.

### **DOE006 Date of Birth**

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

### **DOE007 Date of Birth Format**

A code that indicates the format of the value of Data Element DOE006 — Date of Birth.

### **DOE008 City/Town of Birth**

The name of the city (or comparable unit) in which an individual was born.

### **DOE009 Gender**

The classification of a student as male or female.

### **DOE010 Race/Ethnicity**

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

### **DOE011 Reason for Reporting**

An indication of the basis on which a district is reporting a student — financial responsibility, enrollment, or both. If the student is not enrolled at the time of reporting, or if the Reason for Enrollment has changed over time, the indication should represent the most recent reason for reporting.

### **DOE012 Enrollment Status at Time of Data Collection**

An indication, as of the specified time of data collection (e.g., October 1), of the enrollment status of each student who has been enrolled or for whom the district paid for education services at any time during the current school year.

### **DOE013 Reason for Enrollment**

An indication of the reason for a student's enrollment in the receiving school district. The indication should represent the reason for the most recent enrollment if the student is not enrolled at the time of reporting, or the current Reason for Enrollment if the reason has changed over time.

### **DOE014 City/Town of Residence — Student**

The three-digit code for the city or town where the student lives at the time of reporting or the student's last known city or town of residence if the reporting district is no longer sending or receiving the student.

### **DOE015 School Identification Number**

Each school in Massachusetts has a four-digit code assigned by DOE. In combination with the four-digit district code, each school in Massachusetts has a unique, eight-digit code number. Each student's record must contain the eight-digit code of the school in which the student is enrolled at the time of reporting or the code for the student's last known school of enrollment if the reporting district is no longer sending or receiving the student. A list of DOE school codes can be found at: <http://www.doe.mass.edu/infoservices/data/sims/schoolcodes.html>

### **DOE016 Grade Level**

Grade in which student is enrolled as of most recent enrollment.

### **DOE017 Days in Attendance**

Cumulative number of days a member student has been present in the district from the beginning of the current

school year to the time of reporting (e.g., October 1).

**DOE018 Days in Membership**

Cumulative number of days a student has been enrolled in the district from the beginning of the current school year to the time of reporting (e.g., October 1).

**DOE019 Low-Income Status**

An indication of whether the student meets ANY ONE of the following definitions of low income:

1. The student is eligible for free or reduced price lunch; or
2. The student receives Transitional Aid to Needy Families benefits; or
3. The student is eligible for food stamps.

**DOE020 Title I Participation**

An indication of the type of Title I Services being received at the specified time of reporting (e.g., October 1).

**DOE021 LEP Students in their First Year in U.S. Schools**

A student with limited English proficiency in grades K through 12 who has attended schools in the United States for less than twelve months.

**DOE022 Immigration Status**

To meet the federal definition a student must:

1. not have been born in any State\*; AND
2. not have completed three full academic years of school in any state.

**DOE023 Country of Origin**

Country of Origin is the country from which immigrant children have emigrated.

**DOE024 First (Native) Language**

Native language is the specific language or dialect first learned by an individual or first used by the parent/guardian with a child.

**DOE025 Limited English Proficiency**

Limited English Proficient Students are defined as children who were:

1. not born in the U.S., whose native tongue is a language other than English and who are incapable of performing ordinary class work in English; or
2. born in the United States of non-English speaking parents and who are incapable of performing ordinary class work in English.

**DOE026 English Language Learners Program Status**

An indication of the type of English Language Learners Program in which a student is enrolled as of the time of reporting (e.g., October 1).

**DOE027 Alternative Education**

he 8-digit code of the alternative education program in which the student is enrolled at the time of reporting. If the student is not enrolled in an alternative program the value “00000000” should be entered.

**DOE028 Title I School Choice Participation**

An indication of a student’s enrollment in a school after transferring from a Title I school in the district that is identified for improvement, corrective action, or restructuring under Section 1116 of the No Child Left Behind Act of 2001.

**DOE029 DISCONTINUED — USE 500 FOR ALL STUDENTS**

**DOE030 DISCONTINUED — USE 500 FOR ALL STUDENTS**

**DOE031 Career/Vocational Technical Education (CVTE) — Competency Attainment**

A credential issued to a student enrolled in a specific career/vocational technical education program. A recognized private organization and/or a state or federal government department, agency, or board may issue the credential. It may also be a “Chapter 74 Certificate” that is issued by a vocational technical or comprehensive high school to a student enrolled in a specific career/vocational technical education program, known as a Chapter 74–approved vocational technical education program.

**DOE032 Special Education Placement, ages 3–5**

An indication of the educational environment of a student with disabilities, ages 3–5, at the specific time of reporting

(e.g., October 1).

**DOE033 High School Completer Plans**

An indication of what a student plans to do after completing high school.

**DOE034 Special Education Placement, ages 6–21**

An indication of the educational environment of a student with disabilities, ages 6–21, at the specific time of reporting (e.g., October 1).

**DOE035 Career/Vocational Technical Education — Type of Program**

An indication of the career/vocational technical education program type in which a student is enrolled at the specified time of reporting (e.g., October 1). Note that 01, 03, 05 and 13 have been discontinued.

**DOE036 Special Education — Nature of Primary Disability**

The major or overriding disability condition that has been identified by a team of people pursuant to federal and state special education law. The identified disability is known to be causal to an inability to make effective progress in education and requires special education services in order to access the general curriculum or specially designed curriculum.

**DOE037 Graduate, Completed Massachusetts Core Curriculum**

An indication of whether a student has met the graduation requirements of the Massachusetts Core Curriculum, designed to prepare students for college, work, and citizenship.

**DOE038 Special Education — Level of Need**

The degree of service that the student receives as determined by the school district upon review of the student's IEP.

**DOE039 504 Plan Status**

Districts will report if a student was in a 504 plan at any point during the school year.

**DOE040 Special Education Evaluation Results**

An indication of the result of a special education evaluation (initial or re-evaluation) that has been done since the end of the last school year (July 1<sup>st</sup>).

**DOE041 DISCONTINUED — USE 500 FOR ALL STUDENTS**

**DOE042 Career/Vocational Technical Education — Special Population**

An indication of the status (single parent) of a student enrolled in a career/vocational technical education program (Chapter 74–approved vocational technical or non-Chapter 74 career and technical) that meets the definition for single parent. Note that students with disabilities and those with limited English proficiency or those who are economically disadvantaged or in programs that prepare them for careers that would be nontraditional for their gender are captured in other data elements.

**DOE043 Career/Vocational Technical Education — Chapter 74–Approved Vocational Technical Education Program Participation**

A Chapter 74–approved vocational technical education program is a career/vocational technical education program that meets the approval criteria in Massachusetts General Law Chapter 74 and the Vocational Technical Education Regulations and has been approved by the Department of Elementary and Secondary Education. Participation in these programs is reported by a Department of Elementary and Secondary Education assigned, six-digit Classification of Instructional Program (CIP) code and state title.

DOE001

**DOE044 Career/Vocational Technical Education — Non-Chapter 74 Career and Technical Education Program Participation**

A non-Chapter 74 career and technical education program is a career/vocational technical education program that is not a Chapter 74–approved vocational technical education program, but that does meet the new Carl D. Perkins Career and Technical Education Improvement Act of 2006 (Perkins IV) definition of career and technical education. The Perkins IV definition of career and technical education is organized educational activities that

(A) offer a sequence of courses that

- (i) provides individuals with coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in current or emerging professions;
- (ii) provides technical skill proficiency, an industry-recognized credential, a certificate, or an associate degree; and

(iii) may include prerequisite courses (other than a remedial course) that meet the requirements of this subparagraph; and

(B) include competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of an industry including entrepreneurship, of an individual.

Participation in these programs is reported using a four-digit code and state title. In order to implement Perkins IV, the list of programs has been expanded and includes the state titles for programs.

**DOE045 Number of In-School Suspensions**

The number of disciplinary actions imposed by school officials that removed the student from academic classes and placed him/her in a separate environment. The student remained in school during the suspension period.

**DOE046 Number of Out-of-School Suspensions**

The number of disciplinary actions imposed by school officials that removed the student from participation in school activities. The student remained out of school during the suspension period.

**DOE047 Advanced Placement Course 1**

The program includes a demanding academic course of study in college-level subjects such as physics, biology, calculus, and foreign languages, among others. A student who performs above a specified level on the assessment may be awarded college credit for certain courses upon entry to the institution, as defined by the National Center of Education Statistics (NCES).

**DOE048 Advanced Placement Course 2**

See definition for DOE047.

**DOE049 Advanced Placement Course 3**

See definition for DOE047.

**DOE050 Advanced Placement Course 4**

See definition for DOE047.

**DOE051 Advanced Placement Course 5**

See definition for DOE047.

**DOE052 Unexcused Student Absences**

The number of school days a student was recorded with an unexcused absence.

**DOE001 Locally Assigned Student Identifier**

A code assigned and maintained by the local school district that is unique for each student in the district over time.

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**Type:** Alphanumeric

**Length:** Minimum 1  
Maximum 32

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**Acceptable Values/Code Description:**

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**Notes:**

1. The Locally Assigned Student Identifier (LASID) will be used as directory information in the State Student Registration System to verify and assign State Student Identifiers.
2. The Locally Assigned Student Identifier must be created and maintained by the district to provide a unique identifier for students within the district over time and be submitted with all individual data submitted to the Department of Elementary and Secondary Education.

**Dependencies:**

**DOE002 State Assigned Student Identifier (SASID)**

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

---

**Type:** Alphanumeric

**Length:** Minimum 10  
Maximum 10

---

**Acceptable Values/Code Description:**

10-digit state-assigned identification number

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**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.

**Dependencies:**

**DOE003 First Name**

A name given to an individual at birth, during a naming ceremony (e.g., baptism), or through legal change.

---

**Type:** Alphanumeric

**Length:** Minimum 1  
Maximum 32

---

**Acceptable Values/Code Description:**

Student's first name as recorded on a legal document, such as a birth certificate, should be used.

---

**Notes:**

1. The first name will be used as directory information in the State Student Directory to verify and assign SASIDs.

**Dependencies:**

**DOE004 Middle Name**

A secondary name given to an individual at birth, during a naming ceremony (e.g., baptism), or through legal change.

---

**Type:** Alphanumeric

**Length:** Minimum 1  
Maximum 32

---

**Acceptable Values/Code Description:**

Student's middle name as recorded on a legal document, such as a birth certificate, should be used. Students with no middle name must be reported with NMN as the middle name.

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**Notes:**

1. The middle name will be used as directory information in the State Student Directory to verify and assign SASIDs.

**Dependencies:**

**DOE005 Last Name**

The name borne in common by members of a family.

---

**Type:** Alphanumeric

**Length:** Minimum 1  
Maximum 50

---

**Acceptable Values/Code Description:**

Student's last name as recorded on a legal document, such as a birth certificate, should be used.

---

**Notes:**

1. The last name will be used as directory information in the State Student Directory to verify and assign SASIDs.

**Dependencies:**

**DOE006 Date of Birth**

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

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<b>Type:</b>	Date	<b>Length:</b>	Minimum 8
	mm/dd/yyyy		Maximum 10
	mm/dd/yy		
	yy/mm/dd		

---

**Acceptable Values/Code Description:**

Student's age as of reporting date must be between 3 and 21 years old.

---

**Notes:**

1. Federal and state statutes require reporting enrollment by age for special education and early childhood students and for monitoring the delivery of an appropriate education to all school-age children.
2. Date of Birth will also be used as directory information in the State Student Directory to verify and assign SASIDs.

**Dependencies:**

**DOE007 Date of Birth Format**

A code that indicates the format of the value of DOE006 — Date of Birth.

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<b>Type:</b> Alphanumeric	<b>Length:</b> Minimum 3 Maximum 3
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**Acceptable Values/Code Description:**

**D10** mm/dd/yyyy

**D8M** mm/dd/yy

**D8Y** yy/mm/dd

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**Notes:**

1. The specified format will be used to convert the value of Data Element DOE006 — Date of Birth to the preferred format of mm/dd/yyyy.

**Dependencies:**

**DOE008 City/Town of Birth**

The name of the city (or comparable unit) in which an individual was born.

---

**Type:** Alphanumeric

**Length:** Minimum 1  
Maximum 50

---

**Acceptable Values/Code Description:**

City/Town of Birth as recorded on a legal document, such as a birth certificate, should be used.

Data in this field should include the name of only the city or town of birth (or comparable unit if the student was born in a country other than the US) and should not include the state or country of birth.

The value for this field should not contain any punctuation marks (e.g., St. Louis should be entered as St Louis).

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**Notes:**

1. City/Town of Birth will also be used as directory information in the State Student Directory to verify and assign SASIDs.

**Dependencies:**

**DOE009 Gender**

The classification of a student as male or female.

---

**Type:** Alphanumeric

**Length:** Minimum 1  
Maximum 1

---

**Acceptable Values/Code Description:**

**F** Female — A girl or a woman

**M** Male — A boy or a man.

---

**Notes:**

1. Student gender is required for many state and federal reports.

**Dependencies:**

**DOE010 Race/Ethnicity**

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

**Type:** Alphanumeric

**Length:** Minimum 2  
Maximum 2

**Acceptable Values/Code Description:**

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

**Notes:**

- For more information about race/ethnicity categories, see:  
[http://www.doe.mass.edu/infoservices/data/guides/race\\_faq.html](http://www.doe.mass.edu/infoservices/data/guides/race_faq.html)
- Student race/ethnicity is used in many state and federal statistical reports.

**Dependencies:**







**DOE014 City/Town of Residence — Student**

The three-digit code for the city or town where the student lives at the time of reporting or the student's last known city or town of residence if the reporting district is no longer sending or receiving the student.

---

**Type:** Alphanumeric

**Length:** Minimum 3  
Maximum 3

---

**Acceptable Values/Code Description:**

See Appendix A for a list of codes between 001 and 352 for municipalities in Massachusetts. Students that live outside of Massachusetts and attend school in your district should be coded as 888.

---

**Notes:**

1. Data used for foundation enrollment calculations.

**Dependencies:**

## DOE015 School Identification Number

Each school in Massachusetts has a four-digit code assigned by the DOE. In combination with the four-digit district code, each school in Massachusetts has a unique, eight-digit code number. Each student's record must contain the eight-digit code of the school in which the student is enrolled at the time of reporting or the code for the student's last known school of enrollment if the reporting district is no longer sending or receiving the student.

---

<b>Type:</b>	Alphanumeric	<b>Length:</b>	Minimum 8 Maximum 8
--------------	--------------	----------------	------------------------

---

### Acceptable Values/Code Description:

Only school codes currently reported as being open in Directory Administration will be accepted. For a list of school codes, please go to <http://www.doe.mass.edu/infoservices/data/sims/schoolcodes.html>.

### Notes:

1. Enrollment by school is needed for fund allocation, monitoring, reports, and analyses.
2. Please use school code 09200300 for DYS and school code 09200500 for Incarcerated.
3. For students who are "receiving special education related services only" and are enrolled in a private pre-school or nursery school in which the parents are paying tuition, please use school code 00000001.
4. For students who are "receiving special education related services only" and are being home-schooled, please use school code 00000002.

### Dependencies:

**DOE016 Grade Level**

Grade in which student is enrolled as of the most recent enrollment

**Type:** Alphanumeric**Length:** Minimum 2  
Maximum 2**Acceptable Values/Code Description:**

<b>01</b>	Grade 1
<b>02</b>	Grade 2
<b>03</b>	Grade 3
<b>04</b>	Grade 4
<b>05</b>	Grade 5
<b>06</b>	Grade 6
<b>07</b>	Grade 7
<b>08</b>	Grade 8
<b>09</b>	Grade 9
<b>10</b>	Grade 10
<b>11</b>	Grade 11
<b>12</b>	Grade 12
<b>PK</b>	Pre-Kindergarten
<b>KP</b>	Part-time Kindergarten
<b>KF</b>	Full-time Kindergarten
<b>KT</b>	Kindergarten Tuitioned
<b>SP</b>	Special Education beyond Grade 12

**Notes:**

1. Enrollment-by-grade data is used for statistical purposes, including making school enrollment projections and completing federal and state reports.
2. PK — Pre-Kindergarten — child must be at least three years old and not enrolled in KP, KT, or KF
3. KF — Full-time Kindergarten — child attends school or school related activities over 25 hours per week, and does not pay tuition
4. KP — Part-time Kindergarten — child attends school or school related activities 25 hours or less per week
5. KT — Full-time kindergarten, tuitioned — child attends school or school related activities at least 25 hours per week, and pays tuition
6. SP — Beyond grade 12 special education student

**Dependencies:**

**DOE017 Days in Attendance**

Cumulative number of days a member student has been present in the district from the beginning of the current school year to the time of reporting (e.g., October 1).

---

**Type:** Integer

**Length:** Minimum 1  
Maximum 3

---

**Acceptable Values/Code Description:**

**0 – 261** Number of days

---

**Notes:**

1. Attendance is defined as follows: A student must be at school, or at a school related activity (e.g., field trip) for at least half of the school day to be counted as present.
2. Attendance data are used to fulfill requirements of No Child Left Behind, to prepare annual attendance reports for AYP purposes, and for end-of-year fiscal reporting.
3. Attendance should be reported as the cumulative number of days the student was present in your district and **SHOULD NOT** reflect their attendance in each individual school while in your district.
4. Do not count any days of excused or unexcused absences as days in attendance.
5. 555 — Used for summer exits only (summer graduates, dropouts, transfers, etc.).

**Dependencies:**

1. Days in attendance cannot be greater than days in membership (DOE018).
2. The sum of days in attendance plus days truant (DOE052) cannot be greater than days in membership (DOE018).

**DOE018 Days in Membership**

Cumulative number of days a student has been enrolled in the district from the beginning of the current school year to the time of reporting (e.g., October 1).

---

<b>Type:</b> Integer	<b>Length:</b> Minimum 1 Maximum 3
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---

**Acceptable Values/Code Description:**

**1 – 261** Number of days

---

**Notes:**

1. Membership is defined as follows: Pupil is a member of a school district from the date of entry and including the date of withdrawal without regard to presence or absence. Membership ends when it becomes known that a pupil has withdrawn, not to remain at home temporarily on account of illness, but with the intention of not returning during the school year (to enter another school district, go to work, live in another town, was expelled, etc.).
2. Membership data are used to fulfill requirements of No Child Left Behind, to prepare annual attendance reports for AYP purposes, and for end-of-year fiscal reporting.
3. Membership should be reported as the cumulative number of days the student was enrolled in your district and SHOULD NOT reflect their enrollment in each individual school while in your district.
4. Changed Note #5: 555 — Used for summer exits only (summer graduates, dropouts, transfers, etc.).

**Dependencies:**

1. Days in membership cannot be less than days in attendance (DOE017).

**DOE019 Low-Income Status**

An indication of whether the student meets ANY ONE of the following definitions of low-income:

- The student is eligible for free or reduced price lunch, or
- The student receives Transitional Aid to Needy Families benefits, or
- The student is eligible for food stamps.

---

**Type:** Alphanumeric

**Length:** Minimum 2  
Maximum 2

---

**Acceptable Values/Code Description:**

<b>00</b>	Student is not eligible for free or reduced price lunch
<b>01</b>	Student is eligible for free lunch
<b>02</b>	Student is eligible for reduced price lunch

---

**Notes:**

1. Low-income status is used for foundation budget allocations, many state and federal grant allocations, and AYP subgroup determinations.
2. Students living in low-income housing do not automatically qualify as low-income.
3. Report the last known low-income status for students who are not enrolled in the district at the time of reporting or whose low-income status has changed over time.

**Dependencies:**





## DOE022 Immigration Status

Immigration status is an indication of whether a student is considered to be an immigrant student under the federal definition. The Massachusetts ESE now receives federal funding based on the immigrant student population enrolled in Massachusetts's public schools. To meet the federal definition, a student must:

1. not have been born in any state, AND
2. not have completed three full academic years of school in any state.

---

**Type:** Alphanumeric

**Length:** Minimum 2  
Maximum 2

---

### Acceptable Values/Code Description:

<b>00</b>	Student is not an immigrant student under the federal definition.
<b>01</b>	Student is an immigrant student under the federal definition.

---

### Notes:

1. Foreign Exchange students are not considered eligible for the Emergency Immigrant Education Program.
2. State means “any of the 50 states, the Commonwealth of Puerto Rico, the District of Columbia, Guam, American Samoa, the Virgin Islands, the Northern Mariana Islands, or the Trust territory of the Pacific Islands.” (34CFR Part 58.11)
3. Report the last known immigrant status for students who are not enrolled in the district at the time of reporting or whose immigrant status has changed over time.

### Dependencies:

1. If a student is eligible, the country of origin (DOE23) must be provided.

**DOE023 Country of Origin**

Country of Origin is the country from which immigrant children have emigrated.

---

<b>Type:</b> Alphanumeric	<b>Length:</b> Minimum 2 Maximum 3
---------------------------	---------------------------------------

---

**Acceptable Values/Code Description:**

Country codes are provided in Appendix B.

<b>500</b>   Not an immigrant student
---------------------------------------

---

**Notes:**

1. The DOE must determine the number of immigrant students enrolled in public schools in order to make the schools eligible to receive federal funds designated for immigrant students. Country of Origin must be provided.
2. Country code equals 500 if:
  - a. Student was born in the United States
  - b. Student was born to Embassy personnel who are citizens of the United States
  - c. Student was born to Military personnel who are citizens of the United States
  - d. Student was born to parents, who are United States citizens, while traveling abroad
  - e. Student is a foreign exchange student
  - f. Student has completed over three full academic years of school in U.S.

**Dependencies:**

1. A specific country of origin is required for all students who are eligible for the Immigration Status (DOE022) in order to identify the country from which the student has emigrated. For students who were born in the United States or who are otherwise not eligible for this program, a specific country of origin is not required. The code 500 should be reported for these students.

**DOE024 First (Native) Language**

Native language is the specific language or dialect first learned by an individual or first used by the parent/guardian with a child.

---

**Type:** Alphanumeric

**Length:** Minimum 3  
Maximum 3

---

**Acceptable Values/Code Description:**

First Language codes are provided in Appendix C.

---

**Notes:**

1. First (native) language is collected for purposes of federal and state reporting, educational equity monitoring, and statistical purposes.

**Dependencies:**

If DOE024=267, then DOE025 (Limited English Proficiency) has to = 00.

**DOE025 Limited English Proficiency**

Limited English Proficient Students are defined as children who were

1. not born in the US, whose native languages are languages other than English, and who are incapable of performing ordinary classwork in English; OR
2. born in the United States whose parents' native languages are not English, and who are incapable of performing ordinary classwork in English.

**Type:** Alphanumeric

**Length:** Minimum 2  
Maximum 2

**Acceptable Values/Code Description:**

<b>00</b>	Student who is capable of performing ordinary classwork in English.
<b>01</b>	Student who is not capable of performing ordinary classwork in English.

**Notes:**

1. Chapter 71A of the Massachusetts General Laws requires that school districts ascertain the number of limited English proficient students enrolled in the district. The data are required for state and federal reporting and educational equity monitoring.
2. Districts should report the last known limited English proficiency status for students who are not currently enrolled.
3. Report the last known limited English proficiency status for students whose status has changed over time.

**Dependencies:**

1. If DOE025 = 01 then DOE024 (First Language) cannot = 267 (English).



## DOE027 Alternative Education

The 8-digit code of the alternative education program in which the student is enrolled at the time of reporting. If the student is not enrolled in an alternative program the value “00000000” should be entered.

---

<b>Type:</b>	Alphanumeric	<b>Length:</b>	Minimum 8 Maximum 8
--------------	--------------	----------------	------------------------

---

### Acceptable Values/Code Description:

Only alternative education program codes listed in Directory Administration will be accepted. For a list of alternative education program codes, please go to <http://www.doe.mass.edu/infoservices/data/sims/schoolcodes.html>. These programs must meet the state definition below.

---

### Notes:

#### Massachusetts Alternative Education Definition

Alternative Education is defined as “an initiative within a public school district, charter school, or educational collaborative established to serve at-risk students whose needs are not being met in the traditional school setting.”

For the purposes of this definition, Alternative Education does not include private schools, home schooling, General Educational Development (GED) services, or gifted and talented programs. Alternative Education may serve some students with disabilities but is not designed exclusively for students with disabilities.

Alternative Education may operate as a program or as a separate self-contained school:

- Alternative Education programs may function within a single school or be a program affiliated with one or more schools or school districts. Alternative Education programs must be affiliated with at least one school that has a school code assigned by the Department.
- Alternative Education schools that operate as self-contained public schools must comply with Massachusetts’s laws and regulations that guide the operation of schools in the Commonwealth and must be assigned a school code by the Department.

Students enrolled in Alternative Education programs or schools shall be taught to the same academic standards established for all students in the Commonwealth. Alternative Education programs or schools shall employ highly qualified teachers as defined by the federal No Child Left Behind Act of 2001. At the secondary level, Alternative Education programs or schools shall not limit student access to the opportunity to earn a high school diploma.

Students who may benefit from an Alternative Education include those who are pregnant/parenting, truant, suspended or expelled, returned dropouts, delinquent, or students who are not meeting local promotional requirements.

### Dependencies:

**DOE028 Title I School Choice Participation**

An indication of a student's enrollment in a school after transferring from a Title I school in the district that is identified for improvement, corrective action, or restructuring under Section 1116 of the No Child Left Behind Act of 2001.

---

**Type:** Alphanumeric

**Length:** Minimum 2  
Maximum 2

---

**Acceptable Values/Code Description:**

<b>00</b>	Does not apply.
<b>01</b>	Student has transferred from a Title I school in the district that is identified for improvement, corrective action, or restructuring under the NCLB/Title I School Choice provisions.

---

**Notes:**

Currently all Title I School Choice information is collected in the Title I P&A Report (customized paper collection). Certain Title I School Choice data will now be reported in DOE028.

This data element should *not* be used to report data for students transferring under the provisions of the Massachusetts inter-district school choice law (M.G.L. Chapter 76, Section 12B).

**Dependencies:**

**DOE029 DISCONTINUED**

---

**Type:** Alphanumeric

**Length:** Minimum 3  
Maximum 3

---

**Acceptable Values/Code Description:**

<b>500</b>	All students
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---

**Notes:**

**Dependencies:**

**DOE030 DISCONTINUED**

---

**Type:** Alphanumeric

**Length:** Minimum 3  
Maximum 3

---

**Acceptable Values/Code Description:**

<b>500</b>	All students
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---

**Notes:**

**Dependencies:**



education program has attained a level of competency based on state or federal government standards.

3. Please see Appendix D for a list of credentials.

**Dependencies:**

1. If a student is reported with a competency attainment in a previous period, you need to continue to report that competency attainment or, of applicable, a different competency attainment for the current period.



**DOE033 High School Completer Plans**

An indication of what a student plans to do after completing high school.

**Type:** Alphanumeric

**Length:** Minimum 2  
Maximum 3

**Acceptable Values/Code Description:**

<b>01</b>	Four-Year Public College
<b>02</b>	Two-Year Public College
<b>03</b>	Four-Year Private College
<b>04</b>	Two-Year Private College
<b>05</b>	Other Post Secondary (Trade School)
<b>06</b>	Work
<b>07</b>	Military
<b>08</b>	Other (e.g., travel, family)
<b>09</b>	Plans Unknown
<b>500</b>	Post-Graduate Plans does not apply to this student at this time

**Notes:**

1. Information on post-graduation plans is collected for statistical purposes, for educational equity monitoring and for annual reporting.
2. All PK – Grade 10 students must be reported as “500.”
3. All Grade 11 and 12 students must be reported as “500” until they graduate, receive a certificate of attainment, or complete grade 12.

**Dependencies:**

If DOE012 = 04, then DOE033 cannot = 500 and DOE037 cannot=00. If DOE033 does not = 500, then DOE12 must = 04, 10, or 11.





**DOE036 Special Education — Nature of Primary Disability**

The major overriding disability condition that has been identified by a Team of people pursuant to federal and state special education law. The identified disability is known to be causal to an inability to make effective progress in education and requires special education services in order to access the general curriculum or specially designed curriculum.

---

**Type:** Alphanumeric

**Length:** Minimum 2  
Maximum 3

---

**Acceptable Values/Code Description:**

<b>01</b>	Intellectual
<b>02</b>	Sensory/Hard of Hearing or Deaf
<b>03</b>	Communication
<b>04</b>	Sensory/Vision Impairment or Blind
<b>05</b>	Emotional
<b>06</b>	Physical
<b>07</b>	Health
<b>08</b>	Specific Learning Disabilities
<b>09</b>	Sensory/Deaf and Blind
<b>10</b>	Multiple Disabilities
<b>11</b>	Autism
<b>12</b>	Neurological
<b>13</b>	Developmental Delay (ages 3–9 only)
<b>500</b>	Does not apply to student

---

**Notes:**

1. Data element used for Federal Child Count, Part B of the Individuals with Disabilities Education Act Implementation of FAPE requirements, statistical use, and informing policy making.

**Dependencies:**

**DOE037 Graduate, Completed Massachusetts Core Curriculum**

An indication of whether a student has met the graduation requirements of the Massachusetts Core Curriculum, designed to prepare students for college, work, and citizenship.

---

**Type:** Alphanumeric

**Length:** Minimum 2  
Maximum 2

---

**Acceptable Values/Code Description:**

<b>00</b>	Student is not a graduate
<b>01</b>	Student graduated and successfully completed the Massachusetts Core Curriculum
<b>02</b>	Student graduated and did not successfully complete the Massachusetts Core Curriculum

---

**Notes:**

See Appendix J for the list of the Massachusetts Recommended Core Curriculum.

**Dependencies:**

If DOE012=04, then DOE033 cannot = 500 and DOE037 cannot = 00.

**DOE038 Special Education — Level of Need**

The amount and type of service that a student receives inside and outside of the general education environment as determined by the school district upon review of the student's IEP.

---

**Type:** Alphanumeric

**Length:** Minimum 2  
Maximum 3

---

**Acceptable Values/Code Description:**

<b>01</b>	Low — Less than 2 hours of services per week
<b>02</b>	Low — 2 hours or more services per week
<b>03</b>	Moderate
<b>04</b>	High
<b>500</b>	Does not apply to student

---

**Notes:**

1. Information on level of need is used for statistical purposes and to inform policy decisions.

**Dependencies:**

**DOE039 504 Plan Status**

An indication of whether or not a student was in a 504 plan at any point during the school year.

---

**Type:** Alphanumeric

**Length:** Minimum 2  
Maximum 2

---

**Acceptable Values/Code Description:**

<b>00</b>	The student was not in a 504 plan during the school year.
<b>01</b>	The student was in a 504 plan during the school year.

---

**Notes:**

**Dependencies:**

1. If a student is reported as being in a 504 plan in October, then the student must be reported as 504 in March. If a student is reported as being in a 504 plan in March, the student must be reported as being in a 504 plan in the EOY collection.



**DOE041 DISCONTINUED**

---

**Type:** Alphanumeric

**Length:** Minimum 3  
Maximum 3

---

**Acceptable Values/Code Description:**

<b>500</b>	All students
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---

**Notes:**

**Dependencies:**

## DOE042 Career/Vocational Technical Education — Special Populations

An indication of the status (single parent) of a student enrolled in a career/vocational technical education program (Chapter 74–approved vocational technical or non-Chapter 74 career and technical) that meets the definition for single parent. Note that students with disabilities and those with limited English proficiency or those who are economically disadvantaged or in programs that prepare them for careers that would be nontraditional for their gender are captured in other data elements.

**Type:** Alphanumeric

**Length:** Minimum 2  
Maximum 3

### Acceptable Values/Code Description:

<b>02</b>	Single Parent
<b>500</b>	Does not apply to student

### Notes:

1. The new Carl D. Perkins Career and Technical Education Improvement Act of 2006 (Perkins IV) and the Massachusetts Vocational Technical Education Regulations require information on students enrolled in career/vocational technical education programs for accountability and funding purposes. **In order to be considered for Perkins IV funding, career /vocational technical education program enrollments must be reported. In addition, state aid is calculated based on students enrolled in Chapter 74–approved vocational technical education programs on October 1.**
2. **Single Parent** — a student who (a) is unmarried or legally separated from a spouse and (b) has a minor child or children for which the parent has either custody or joint custody.

### Dependencies:

1. If DOE42 = 02, then DOE35 cannot = 00.

### DOE043 Career/Vocational Technical Education — Chapter 74–Approved Vocational Technical Education Program Participation

A Chapter 74–approved vocational technical education program is a career/vocational technical education program that meets the approval criteria in Massachusetts General Law Chapter 74 and the Vocational Technical Education Regulations and has been approved by the Department of Elementary and Secondary Education. Participation in these programs is reported by a Department of Elementary and Secondary Education assigned, six-digit Classification of Instructional Program (CIP) code and state title (see *Notes: 4.*).

---

<b>Type:</b>	Alphanumeric	<b>Length:</b>	Minimum 3 Maximum 6
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#### Acceptable Values/Code Description:

Six-digit Classification of Instructional Program (CIP) codes. Please see Appendix F for a list of CIP codes and state titles.

<b>500</b>	Does not apply to student
------------	---------------------------

---

#### Notes:

1. The Massachusetts Vocational Technical Education Regulations require information on students enrolled in Chapter 74–approved vocational technical education programs for accountability and funding purposes. **State aid is calculated based on students enrolled in Chapter 74–approved vocational technical education programs on October 1.**
2. Staff in the Department’s Career/Vocational Technical Education unit will provide technical assistance on Chapter 74 upon request.
3. For DOE043, the system will only accept enrollments in programs that are approved by the Department of Elementary and Secondary Education.
4. State titles have replaced CIP titles.

#### Dependencies:

## DOE044 Career/Vocational Technical Education — Non-Chapter 74 Career and Technical Education Program Participation

A non-Chapter 74 career and technical education program is a career/vocational technical education program that is not a Chapter 74–approved vocational technical education program, but that does meet the new Carl D. Perkins Career and Technical Education Improvement Act of 2006 (Perkins IV) definition of a career and technical education. The Perkins IV definition of a career and technical education is organized educational activities that

- (A) offer a sequence of courses that
  - (i) provides individuals with coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in current or emerging professions;
  - (ii) provides technical skill proficiency, an industry-recognized credential, a certificate, or an associate degree; and
  - (iii) may include prerequisite courses (other than a remedial course) that meet the requirements of this subparagraph; and
- (B) include competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of an industry including entrepreneurship, of an individual.

Participation in these programs is reported using a four-digit code and state title. In order to implement Perkins IV, the list of programs has been expanded and includes the state titles for programs.

---

<b>Type:</b> Alphanumeric	<b>Length:</b> Minimum 3 Maximum 4
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---

### Acceptable Values/Code Description:

Please see Appendix G for a list of four-digit program codes and state titles.

<b>500</b>	Does not apply to student
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### Notes:

1. The new Carl D. Perkins Career and Technical Education Improvement Act of 2006 (Perkins IV) requires information on students enrolled in career/vocational technical education programs for accountability and funding purposes. **In order to be considered for Perkins IV funding, career/vocational technical education program enrollments must be reported.**
2. The Perkins IV Manual published by the Department of Elementary and Secondary Education and available at <http://www.doe.mass.edu/cte/perkins/> contains information on this definition. In addition, staff in the Department’s Career/Vocational Technical Education unit will provide technical assistance on Perkins IV upon request.

### Dependencies:

**DOE045 Number of In-School Suspensions**

The number of disciplinary actions imposed by school officials that removed the student from academic classes and placed him/her in a separate environment. The student remained in school during the suspension period.

---

<b>Type:</b> Alphanumeric	<b>Length:</b> Minimum 1 Maximum 2
---------------------------	---------------------------------------

---

**Acceptable Values/Code Description:**

<b>0-50</b>	Number of suspensions (number of incidents)
-------------	---

---

**Notes:**

1. Suspensions are cumulative. For example, if the student was suspended twice by October 1st and two more times in December, March should be reported as four.
2. Certain suspensions also need to be reported in the School Safety and Discipline report. Please see <http://www.doe.mass.edu/infoservices/data/guides/ssdr.doc> for more detail.

**Dependencies:**

**DOE046 Number of Out-of-School Suspensions**

The number of disciplinary actions imposed by school officials that removed the student from participation in school activities. The student remained out of school for the duration of the suspension period.

---

<b>Type:</b>	Alphanumeric	<b>Length:</b>	Minimum 1 Maximum 2
--------------	--------------	----------------	------------------------

---

**Acceptable Values/Code Description:**

<b>0-50</b>	Number of suspensions (number of incidents)
-------------	---

---

**Notes:**

1. Suspensions are cumulative. For example, if the student was suspended twice by October 1st and two more times in December, March should be reported as four.
2. Certain suspensions also need to be reported in the School Safety and Discipline report. Please see <http://www.doe.mass.edu/infoservices/data/guides/ssdr.doc> for more detail.

**Dependencies:**











**DOE052 Unexcused Student Absences**

The number of school days a student was recorded with an unexcused absence.

---

<b>Type:</b> Alphanumeric	<b>Length:</b> Minimum 1 Maximum 3
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---

**Acceptable Values/Code Description:**

<b>000-261</b>	Number of days with an unexcused absence.
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**Notes:**

1. The definition of an unexcused absence is based on local school district definition.
2. Unexcused absences are cumulative throughout the school year. If the student had four days by October 1<sup>st</sup> and accumulated four more in January, March data should report eight days.

**Dependencies:**

1. The sum of days of unexcused absence plus the number of days in attendance (DOE017) cannot be greater than the number of days in membership (DOE018).

## APPENDIX A: DOE014 City/Town of Residence Codes

Code	City/Town Name	Code	City/Town Name	Code	City/Town Name
001	Abington	052	Carver	103	Gardner
002	Acton	053	Charlemont (non-op)	104	Aquinnah (non-op)
003	Acushnet	054	Charlton (non-op)	105	Georgetown
004	Adams (non-op)	055	Chatham	106	Gill (non-op)
005	Agawam	056	Chelmsford	107	Gloucester
006	Alford (non-op)	057	Chelsea	108	Goshen (non-op)
007	Amesbury	058	Cheshire (non-op)	109	Gosnold
008	Amherst	059	Chester (non-op)	110	Grafton
009	Andover	060	Chesterfield (non-op)	111	Granby
010	Arlington	061	Chicopee	112	Granville
011	Ashburnham (non-op)	062	Chilmark (non-op)	113	Great Barrington (non-op)
012	Ashby (non-op)	063	Clarksburg	114	Greenfield
013	Ashfield (non-op)	064	Clinton	115	Groton (non-op)
014	Ashland	065	Cohasset	116	Groveland (non-op)
015	Athol (non-op)	066	Colrain (non-op)	117	Hadley
016	Attleboro	067	Concord	118	Halifax
017	Auburn	068	Conway	119	Hamilton (non-op)
018	Avon	069	Cummington (non-op)	120	Hampden (non-op)
019	Ayer	070	Dalton (non-op)	121	Hancock
020	Barnstable	071	Danvers	122	Hanover
021	Barre (non-op)	072	Dartmouth	123	Hanson (non-op)
022	Becket (non-op)	073	Dedham	124	Hardwick (non-op)
023	Bedford	074	Deerfield	125	Harvard
024	Belchertown	075	Dennis (non-op)	126	Harwich
025	Bellingham	076	Dighton (non-op)	127	Hatfield
026	Belmont	077	Douglas	128	Haverhill
027	Berkley	078	Dover	129	Hawley (non-op)
028	Berlin	079	Dracut	130	Heath (non-op)
029	Bernardston (non-op)	080	Dudley (non-op)	131	Hingham
030	Beverly	081	Dunstable (non-op)	132	Hinsdale (non-op)
031	Billerica	082	Duxbury	133	Holbrook
032	Blackstone (non-op)	083	East Bridgewater	134	Holden (non-op)
033	Blandford (non-op)	084	East Brookfield (non-op)	135	Holland
034	Bolton (non-op)	085	Eastham	136	Holliston
035	Boston	086	Easthampton	137	Holyoke
036	Bourne	087	East Longmeadow	138	Hopedale
037	Boxborough	088	Easton	139	Hopkinton
038	Boxford	089	Edgartown	140	Hubbardston (non-op)
039	Boylston	090	Egremont (non-op)	141	Hudson
040	Braintree	091	Erving	142	Hull
041	Brewster	092	Essex (non-op)	143	Huntington (non-op)
042	Bridgewater (non-op)	093	Everett	144	Ipswich
043	Brimfield	094	Fairhaven	145	Kingston
044	Brockton	095	Fall River	146	Lakeville
045	Brookfield	096	Falmouth	147	Lancaster (non-op)
046	Brookline	097	Fitchburg	148	Lanesborough
047	Buckland (non-op)	098	Florida	149	Lawrence
048	Burlington	099	Foxborough	150	Lee
049	Cambridge	100	Framingham	151	Leicester
050	Canton	101	Franklin	152	Lenox
051	Carlisle	102	Freetown	153	Leominster

Code City/Town Name	Code City/Town Name	Code City/Town Name
154 Leverett	210 Northampton	266 Sharon
155 Lexington	211 North Andover	267 Sheffield (non-op)
156 Leyden (non-op)	212 North Attleborough	268 Shelburne (non-op)
157 Lincoln	213 Northborough	269 Sherborn
158 Littleton	214 Northbridge	270 Shirley
159 Longmeadow	215 North Brookfield	271 Shrewsbury
160 Lowell	216 Northfield (non-op)	272 Shutesbury
161 Ludlow	217 North Reading	273 Somerset
162 Lunenburg	218 Norton	274 Somerville
163 Lynn	219 Norwell	275 Southampton
164 Lynnfield	220 Norwood	276 Southborough
165 Malden	221 Oak Bluffs	277 Southbridge
166 Manchester (non-op)	222 Oakham (non-op)	278 South Hadley
167 Mansfield	223 Orange	279 Southwick (non-op)
168 Marblehead	224 Orleans	280 Spencer (non-op)
169 Marion	225 Otis (non-op)	281 Springfield
170 Marlborough	226 Oxford	282 Sterling (non-op)
171 Marshfield	227 Palmer	283 Stockbridge (non-op)
172 Mashpee	228 Paxton (non-op)	284 Stoneham
173 Mattapoisett	229 Peabody	285 Stoughton
174 Maynard	230 Pelham	286 Stow (non-op)
175 Medfield	231 Pembroke	287 Sturbridge
176 Medford	232 Pepperell (non-op)	288 Sudbury
177 Medway	233 Peru (non-op)	289 Sunderland
178 Melrose	234 Petersham	290 Sutton
179 Mendon (non-op)	235 Phillipston (non-op)	291 Swampscott
180 Merrimac (non-op)	236 Pittsfield	292 Swansea
181 Methuen	237 Plainfield (non-op)	293 Taunton
182 Middleborough	238 Plainville	294 Templeton (non-op)
183 Middlefield (non-op)	239 Plymouth	295 Tewksbury
184 Middleton	240 Plympton	296 Tisbury
185 Milford	241 Princeton (non-op)	297 Tolland (non-op)
186 Millbury	242 Provincetown	298 Topsfield
187 Millis	243 Quincy	299 Townsend (non-op)
188 Millville (non-op)	244 Randolph	300 Truro
189 Milton	245 Raynham (non-op)	301 Tyngsborough
190 Monroe (non-op)	246 Reading	302 Tyringham (non-op)
191 Monson	247 Rehoboth (non-op)	303 Upton (non-op)
192 Montague (non-op)	248 Revere	304 Uxbridge
193 Monterey (non-op)	249 Richmond	305 Wakefield
194 Montgomery (non-op)	250 Rochester	306 Wales
195 Mount Washington (non-op)	251 Rockland	307 Walpole
196 Nahant	252 Rockport	308 Waltham
197 Nantucket	253 Rowe	309 Ware
198 Natick	254 Rowley (non-op)	310 Wareham
199 Needham	255 Royalston (non-op)	311 Warren (non-op)
200 New Ashford (non-op)	256 Russell (non-op)	312 Warwick (non-op)
201 New Bedford	257 Rutland (non-op)	313 Washington (non-op)
202 New Braintree (non-op)	258 Salem	314 Watertown
203 Newbury (non-op)	259 Salisbury (non-op)	315 Wayland
204 Newburyport	260 Sandisfield (non-op)	316 Webster
205 New Marlborough (non-op)	261 Sandwich	317 Wellesley
206 New Salem (non-op)	262 Saugus	318 Wellfleet
207 Newton	263 Savoy	319 Wendell (non-op)
208 Norfolk	264 Scituate	320 Wenham (non-op)
209 North Adams	265 Seekonk	321 Westborough

Code	City/Town Name
322	West Boylston
323	West Bridgewater
324	West Brookfield (non-op)
325	Westfield
326	Westford
327	Westhampton
328	Westminster (non-op)
329	West Newbury (non-op)
330	Weston
331	Westport
332	West Springfield
333	West Stockbridge (non-op)

Code	City/Town Name
334	West Tisbury (non-op)
335	Westwood
336	Weymouth
337	Whately
338	Whitman (non-op)
339	Wilbraham (non-op)
340	Williamsburg
341	Williamstown
342	Wilmington
343	Winchendon
344	Winchester
345	Windsor (non-op)

Code	City/Town Name
346	Winthrop
347	Woburn
348	Worcester
349	Worthington (non-op)
350	Wrentham
351	Yarmouth (non-op)
352	Devens (non-op)

## APPENDIX B: DOE023 Country of Origin Codes

Code	Country Name	Code	Country Name	Code	Country Name
AF	Afghanistan	CK	Cook Islands	HU	Hungary
AL	Albania	CR	Costa Rica	IS	Iceland
DZ	Algeria	CI	Cote D'ivoire	IN	India
AD	Andorra	HR	CROATIA (Local Name: Hrvatska)	ID	Indonesia
AO	Angola	CU	Cuba	IR	Iran (Islamic Republic Of)
AI	Anguilla	CY	Cyprus	IQ	Iraq
AQ	Antarctica	CZ	Czech Republic	IE	Ireland
AG	Antigua And Barbuda	DK	Denmark	IL	Israel
AR	Argentina	DJ	Djibouti	IT	Italy
AM	Armenia	DM	Dominica	JM	Jamaica
AW	Aruba	DO	Dominican Republic	JP	Japan
AU	Australia	TP	East Timor	JO	Jordan
AT	Austria	EC	Ecuador	KZ	Kazakhstan
AZ	Azerbaijan	EG	Egypt	KE	Kenya
BS	Bahamas	SV	El Salvador	KI	Kiribati
BH	Bahrain	GQ	Equatorial Guinea	KP	Korea, Democratic People's Republic Of
BD	Bangladesh	ER	Eritrea	KR	Korea, Republic Of
BB	Barbados	EE	Estonia	KW	Kuwait
BY	Belarus	ET	Ethiopia	KG	Kyrgyzstan
BE	Belgium	FK	Falkland Islands (Malvinas)	LA	Lao People's Democratic Republic
BZ	Belize	FO	Faroe Islands	LV	Latvia
BJ	Benin	FJ	Fiji	LB	Lebanon
BM	Bermuda	FI	Finland	LS	Lesotho
BT	Bhutan	FR	France	LR	Liberia
BO	Bolivia	FX	France, Metropolitan	LY	Libyan Arab Jamahiriya
BA	Bosnia And Herzegovina	GF	French Guiana	LI	Liechtenstein
BW	Botswana	PF	French Polynesia	LT	Lithuania
BV	Bouvet Island	TF	French Southern Territories	LU	Luxembourg
BR	Brazil	GA	Gabon	MO	Macau
IO	British Indian Ocean Territory	GM	Gambia	MK	Macedonia, The Former Yugoslav Republic Of
BN	Brunei Darussalam	GE	Georgia	MG	Madagascar
BG	Bulgaria	DE	Germany	MW	Malawi
BF	Burkina Faso	GH	Ghana	MY	Malaysia
BI	Burundi	GI	Gibraltar	MV	Maldives
KH	Cambodia	GR	Greece	ML	Mali
CM	Cameroon	GL	Greenland	MT	Malta
CA	Canada	GD	Grenada	MH	Marshall Islands
CV	Cape Verde	GP	Guadeloupe	MQ	Martinique
KY	Cayman Islands	GT	Guatemala	MR	Mauritania
CF	Central African Republic	GN	Guinea	MU	Mauritius
TD	Chad	GW	Guinea-Bissau	YT	Mayotte
CL	Chile	GY	Guyana	MX	Mexico
CN	China	HT	Haiti	FM	Micronesia, Federated States Of
CX	Christmas Island	HM	Heard And Mc Donald Islands	MD	Moldova, Republic Of
CC	Cocos (Keeling) Islands	VA	Holy See (Vatican City State)	MC	Monaco
CO	Colombia	HN	Honduras	MN	Mongolia
KM	Comoros	HK	Hong Kong	MS	Montserrat
CG	Congo				
CD	Congo, The Democratic Republic Of				

Code	Country Name	Code	Country Name	Code	Country Name
MA	Morocco	KN	Saint Kitts And Nevis	TJ	Tajikistan
MZ	Mozambique	LC	Saint Lucia	TH	Thailand
MM	Myanmar (Burma)	VC	Saint Vincent And The Grenadines	TG	Togo
NA	Namibia	WS	Samoa	TK	Tokelau
NR	Nauru	SM	San Marino	TO	Tonga
NP	Nepal	ST	Sao Tome And Principe	TT	Trinidad And Tobago
NL	Netherlands	SA	Saudi Arabia	TN	Tunisia
AN	Netherlands Antilles	SN	Senegal	TR	Turkey
NC	New Caledonia	SC	Seychelles	TM	Turkmenistan
NZ	New Zealand	SL	Sierra Leone	TC	Turks And Caicos Islands
NI	Nicaragua	SG	Singapore	TV	Tuvalu
NE	Niger	SK	Slovakia (Slovak Republic)	UG	Uganda
NG	Nigeria	SI	Slovenia	UA	Ukraine
NU	Niue	SB	Solomon Islands	AE	United Arab Emirates
NF	Norfolk Island	SO	Somalia	GB	United Kingdom
NO	Norway	ZA	South Africa	UY	Uruguay
OM	Oman	GS	South Georgia And The South Sandwich Islands	UZ	Uzbekistan
PK	Pakistan	ES	Spain	VU	Vanuatu
PW	Palau	LK	Sri Lanka	VE	Venezuela
PA	Panama	SH	St. Helena	VN	Viet Nam
PG	Papua New Guinea	PM	St. Pierre And Miquelon	VG	Virgin Islands (British)
PY	Paraguay	SD	Sudan	WF	Wallis And Futuna Islands
PE	Peru	SR	Suriname	EH	Western Sahara
PH	Philippines	SJ	Svalbard And Jan Mayen Islands	YE	Yemen
PN	Pitcairn	SZ	Swaziland	YU	Yugoslavia
PL	Poland	SE	Sweden	ZM	Zambia
PT	Portugal	CH	Switzerland	ZW	Zimbabwe
QA	Qatar	SY	Syrian Arab Republic		
RE	Reunion	TW	Taiwan, Province Of China		
RO	Romania				
RU	Russian Federation				
RW	Rwanda				

## APPENDIX C: DOE024 First (Native) Language Codes

Code	Language	Code	Language	Code	Language
105	Aboriginal	330	German	520	Mandarin
110	Afrikaans	335	Gilbertese	522	Mandingo
115	Albanian	340	Gollato	525	Maori
120	Alsatian German	342	Grebo	535	Melanesian
125	Altaic	004	Greek	540	Melanesian Pidgin
127	American Sign Language	345	Guarani	542	Mende
130	Amharic	347	Gujarati	545	Merina
135	Arabic	350	Hakka Dialect	547	Mexica
140	Armenian	355	Hassaniya Arabic	550	Monegasque
145	Aymara	360	Hausa	551	More
150	Bahasa Indonesian	365	Hebrew	560	Nahuatl
155	Bambara	370	Hindi	565	Namkyongto
160	Bantu	375	Hmong	570	Naurau
165	Basque	380	Hungarian	575	Ndebele
170	Bengali	385	Ibo	580	Nepali
175	Berber	390	Icelandic	585	Newari
180	Brenton	395	Indian, South Asia	590	Niger-Congo
185	Bulgarian	400	Indo-European	595	Norwegian
190	Burmese	405	Irish Gaelic	600	Papuan
195	Byeloruss	005	Italian	605	Patois
200	Canton	410	Jamaican Creole	610	Persian
001	Cape Verdean	415	Japanese	615	Pidgin English
205	Catalan	420	Javanese	620	Pilipino
210	Caucasian	422	Juba Arabic	625	Police Motu
215	Chechuto	423	Kashmiri	630	Polish
220	Chichewa	425	Khaikha Mongolian	006	Portuguese
002	Chinese Languages (not Cantonese or Mandarin)	430	Khmer/Khmai	633	Punjabi/Panjabi
225	Haitian Creole	435	Kinyarwandu	635	Pushtu/Pashtu
230	Crioulo	440	Kirundi	640	Pyonganto
235	Czech	442	Klao	645	Quechua
240	Danish	445	Korean	655	Romanian
245	Dari Persian	446	Kpelle	660	Romanisch
247	Dinka	447	Krahn	665	Russian
250	Divehi	450	Krio	670	Samoan
255	Djerma	452	Kru (Krumen)	675	Sangho
260	Dutch	455	Kurdish	680	Seoul
265	Dzongkha Tibetan	460	Kurkish	685	Serbo-Croatian
267	English	465	Kyongsangto	690	Setswana
270	Fang	470	Lao	695	Shanghai
275	Farsi	475	Lapp	700	Shona
280	Fijian	480	Latin	705	Shungchondo
290	Finnish	483	Latvian	707	Sindhi
295	Flemish	485	Lesotho	710	Sinhala
003	French	487	Lithuanian	715	Siswati
305	French Patois	489	Loma	725	Slovak
310	Frisian	490	Luganda	730	Slovene
315	Fukien	495	Luxembourgish	735	Somali
317	Ga	501	Macedonian	007	Spanish
320	Galician	505	Malagasy	740	Sranan Tongo
325	Galla	510	Malay	745	Sudanese language, other
		515	Maltese	750	Swahili

Code	Language
755	Swedish
759	Tagalog
760	Taiwan
765	Tamil
767	Telugu
770	Thai
775	Tibetan
780	Tigre
783	Tigrinya

Code	Language
785	Tongan
790	Turkish
795	Tuvaluan
797	Twi
800	Ukrainian
805	Uralian
810	Urdu
815	Uzbek
820	Valencian

Code	Language
825	Vietnamese
830	Vigus
835	Welsh
840	West Asian
845	Yiddish
850	Yoruba
888	[Other]

**APPENDIX D:  
DOE031 Career/Vocational Technical Education — Technical Competency Attainment Codes  
Referenced with Occupational Clusters**

SIMS DOE031 (Report in End of School Year )	CERTIFICATIONS	1. AGRIC & NATURAL RESOURCES	2. ARTS & COMMUNICATIONS	3. BUSINESS & CONSUMER SERVICES	4. CONSTRUCTION	5. EDUCATION	6. HEALTH SERVICES	7. HOSPITALITY & TOURISM	8. INFORMATION TECHNOLOGY	9. MANUFACTURING, ENGINEERING &	10. TRANSPORTATION
02 – Private Org.–Issued Credential	A+ HVRAC Certification (A+)				x						
02 – Private Org.–Issued Credential	American Heart Association - Choke Saving							x			
02 – Private Org.–Issued Credential	American Red Cross CPR Certification (ACPR)	x			x	x	x	x	x	x	x
02 – Private Org.–Issued Credential	American Red Cross First Aid (FirstAid)	x			x	x	x	x	x	x	x
02 – Private Org.–Issued Credential	American Welding Society [AWS] Welder Certificate (ANSI / AASHT / AWS 1.5)				x					x	
02 – Private Org.–Issued Credential	ASE Refrigerant Certification (ASER)				x					x	x
02 – Private Org.–Issued Credential	Barcode Cert. (Mass Restaurant Association)							x			
02 – Private Org.–Issued Credential	BASF Painting: Color Match & Blend										x
03 – State/Fed. Issued Credential	Certified Nurse Assistant (CNA)						x				
02 – Private Org.–Issued Credential	Cisco Certified Network Associate (CCNA)								x		
03 – State/Fed. Issued Credential	Commonwealth of MA Radiation Certification (MARAD)						x				
02 – Private Org.–Issued Credential	Comptia A +								x		
02 – Private Org.–Issued Credential	Comptia Network +								x		
03 – State/Fed. Issued Credential	Cosmetologist License (COSL)			x							

SIMS DOE031 (Report in End of School Year )	CERTIFICATIONS	1. AGRIC & NATURAL RESOURCES	2. ARTS & COMMUNICATIONS	3. BUSINESS & CONSUMER SERVICES	4. CONSTRUCTION	5. EDUCATION	6. HEALTH SERVICES	7. HOSPITALITY & TOURISM	8. INFORMATION TECHNOLOGY	9. MANUFACTURING, ENGINEERING &	10. TRANSPORTATION
02 – Private Org.–Issued Credential	C-Tech Certification Network Specialist (C-Tech)								x		
02 – Private Org.–Issued Credential	Dental Assistant National Board Certification in Infection Control (DANBIN)						x				
02 – Private Org.–Issued Credential	Dental Assistant National Board Certification in Radiation Health & Safety (DANBRA)						x				
03 – State/Fed. Issued Credential	Electronic Imaging Certification (EIC)						x				
03 – State/Fed. Issued Credential	Emergency Medical Technician (EMT)						x				
03 – State/Fed. Issued Credential	EPA 608 Refrigerant Certification (EPA608)				x					x	
03 – State/Fed. Issued Credential	Hoisting Machinery Operator License (HMOL)	x									
03 – State/Fed. Issued Credential	Home Health Aid (HHA)						x				
03 – State/Fed. Issued Credential	Office for Child Care Services Infant/Toddler Teacher Certification (OCCSINT)					x					
03 – State/Fed. Issued Credential	Office for Child Care Services Pre School Teacher Certification (OCCSPRE)					x					
02 – Private Org.–Issued Credential	Microsoft User Specialist Certification (MOUSC)			x					x		
02 – Private Org.–Issued Credential	National Automotive Technicians Education Foundation [NATEF] and National Institute for Automotive Service Excellence [ASE] Certification (NATEF/ASE)										x
02 – Private Org.–Issued Credential	National Institute for Metalworking Skills (NIMS)								x		
02 – Private Org.–Issued Credential	National Restaurant Association ProStart Certification (PROST)							x			

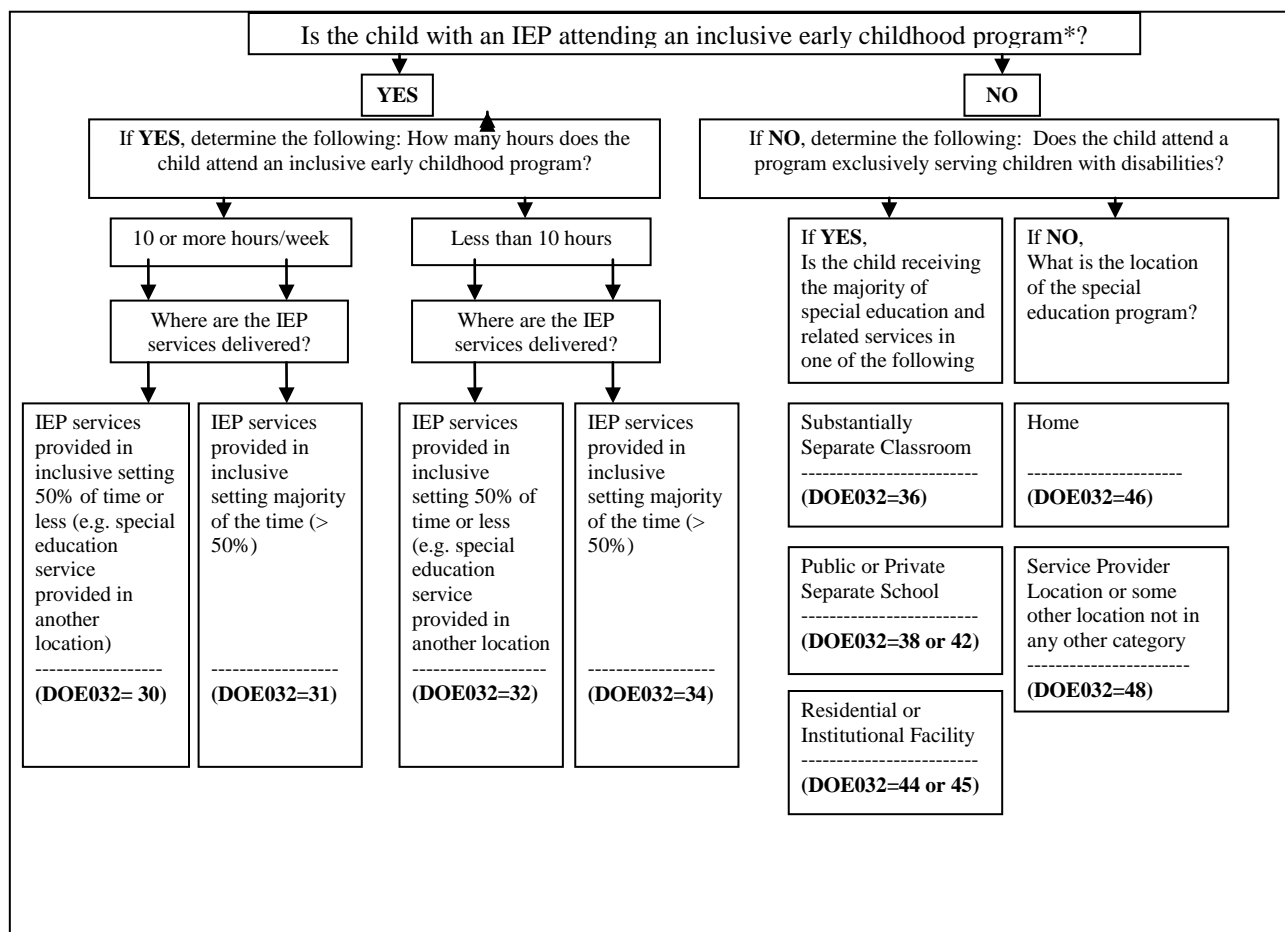
SIMS DOE031 (Report in End of School Year )	CERTIFICATIONS	1. AGRIC & NATURAL RESOURCES	2. ARTS & COMMUNICATIONS	3. BUSINESS & CONSUMER SERVICES	4. CONSTRUCTION	5. EDUCATION	6. HEALTH SERVICES	7. HOSPITALITY & TOURISM	8. INFORMATION TECHNOLOGY	9. MANUFACTURING, ENGINEERING &	10. TRANSPORTATION
02 – Private Org.–Issued Credential	National Restaurant Association ServSafe Certification (SESAFE)							x			
02 – Private Org.–Issued Credential	Novell CAN Certification								x		
03 – State/Fed. Issued Credential	OSHA Construction, Safety & Health - 10 Hrs (OSHA C10)				x						
03 – State/Fed. Issued Credential	OSHA Construction, Safety & Health - 30 Hrs (OSHA C30)				x						
03 – State/Fed. Issued Credential	OSHA General Industry – 10 Hrs (OSHA G10)	x			x						
03 – State/Fed. Issued Credential	OSHA General Industry – 30 Hrs (OSHA G30)	x			x						
03 – State/Fed. Issued Credential	OSHA Hazardous Waste Operation Training Cert. [HZMAT] – 8 Hrs Refresher (OSHA HZMAT 8)	x			x						
03 – State/Fed. Issued Credential	Pesticide Applicator Certificate (PAC)	x									
03 – State/Fed. Issued Credential	Second Class Boiler Fireman License									x	
01 – Chapter 74 Certificate	Chapter 74 Certificate	x	x	x	x	x	x	x	x	x	x

## APPENDIX E: Determining Special Education Placement for 3–5 year olds

IDEA 2004 altered the categories for reporting the number and percentage of preschool-aged children with disabilities participating in least restrictive environment (LRE) to more accurately reflect the extent of the children's participation in regular early childhood programs.

An **inclusive early childhood program** is defined as a program that includes a majority (at least 50%) of children with or without disabilities (i.e. children not on IEP's). This may include, but is not limited to a public preschool class, a public kindergarten class, a private preschool or kindergarten, Head Start, or other child care programs, such as a family child care program, nursery school or center-based child care program.

### Early Childhood Environments Decision Tree



**APPENDIX F:  
DOE043 CVTE — Chapter 74–Approved Vocational Technical  
Education Program Participation Codes**

<b>CIP Code</b>	<b>State Title</b>
<b>Agriculture &amp; Natural Resources Occupational Cluster</b>	
010201	Agricultural Mechanics
010599	Animal Science
150507	Environmental Science & Technology
010601	Horticulture
<b>Arts &amp; Communication Services Occupational Cluster</b>	
500401	Design & Visual Communications
100301	Graphic Communications
090701	Radio & Television Broadcasting
<b>Business &amp; Consumer Services Occupational Cluster</b>	
120401	Cosmetology
500407	Fashion Technology
190203	Marketing
520407	Office Technology
<b>Construction Occupational Cluster</b>	
480703	Cabinetmaking
460201	Carpentry
460302	Electricity
460401	Facilities Management
470201	Heating — Ventilation — Air Conditioning — Refrigeration
460101	Masonry & Tile Setting
460408	Painting & Design Technologies
460503	Plumbing
480506	Sheet Metalworking
<b>Education Occupational Cluster</b>	
131210	Early Education and Care
<b>Health Services Occupational Cluster</b>	
510601	Dental Assisting
510000	Health Assisting
510801	Medical Assisting
<b>Hospitality &amp; Tourism Occupational Cluster</b>	
120500	Culinary Arts
520901	Hospitality Management
<b>Information Technology Services Occupational Cluster</b>	
110401	Information Support Services & Networking
110201	Programming & Web Development

<b>CIP Code</b>	<b>State Title</b>
<b>Manufacturing, Engineering &amp; Technological Occupational Cluster</b>	
150401	Biotechnology
151301	Drafting
150303	Electronics
150000	Engineering Technology
480501	Machine Tool Technology
470106	Major Appliance Installation/Repairing
480599	Metal Fabrication & Joining Technologies
150403	Robotics and Automation Technology
479999	Stationary Engineering
150305	Telecommunications — Fiber Optics
<b>Transportation Occupational Cluster</b>	
470603	Automotive Collision Repair & Refinishing
470604	Automotive Technology
470605	Diesel Technology
470616	Marine Service Technology
470606	Power Equipment Technology
<b>Exploratory All Clusters</b>	
990100	Exploratory

**APPENDIX G:  
DOE044 CVTE — Non-Chapter 74 Career and Technical Education  
Program Participation Codes**

Four-Digit Non-Chapter Code	State Title
<b>Agriculture &amp; Natural Resources Occupational Cluster</b>	
0121	Agricultural Mechanics
0159	Animal Science
1557	Environmental Science & Technology
0161	Horticulture
<b>Arts &amp; Communication Services Occupational Cluster</b>	
5041	Design & Visual Communications
1031	Graphic Communications
0971	Radio & Television Broadcasting
<b>Business &amp; Consumer Services Occupational Cluster</b>	
1241	Cosmetology
5047	Fashion Technology
1923	Marketing/Finance
5247	Office Technology
4300	Criminal Justice
<b>Construction Occupational Cluster</b>	
4873	Cabinetmaking
4621	Carpentry
4641	Facilities Management
4721	Heating — Ventilation — Air Conditioning — Refrigeration
4611	Masonry & Tile Setting
4648	Painting & Design Technologies
4856	Sheet Metalworking
<b>Education Occupational Cluster</b>	
1320	Early Education and Care
1907	Family & Consumer Studies (formerly vocational home
<b>Health Services Occupational Cluster</b>	
5161	Dental Assisting
5100	Health Assisting
5181	Medical Assisting
<b>Hospitality &amp; Tourism Occupational Cluster</b>	
1250	Culinary Arts
5291	Hospitality Management
<b>Information Technology Services Occupational Cluster</b>	
1141	Information Support Services & Networking
1121	Programming & Web Development

<b>Four-Digit Non-Chapter Code</b>	<b>State Title</b>
<b>Manufacturing, Engineering &amp; Technological Occupational Cluster</b>	
1541	Biotechnology
1531	Drafting
1533	Electronics
1500	Engineering Technology
4851	Machine Tool Technology
4716	Major Appliance Installation/Repairing
4859	Metal Fabrication & Joining Technologies
1543	Robotics and Automation Technology
4799	Stationary Engineering
1535	Telecommunications — Fiber Optics
<b>Transportation Occupational Cluster</b>	
4763	Automotive Collision Repair & Refinishing
4764	Automotive Technology
4765	Diesel Technology
4761	Marine Service Technology
4766	Power Equipment Technology
<b>Exploratory All Clusters</b>	
9900	Exploratory

**APPENDIX H:  
DOE047, DOE048, DOE049, DOE050, DOE051  
Advanced Placement Course Codes**

Code	Course
113	Art History
115	Art Studio Art: 2_D Design Portfolio
116	Art Studio Art: 3-D Design Portfolio
114	Art Studio Art: Drawing Portfolio
120	Biology
166	Calculus AB
168	Calculus BC
125	Chemistry
127	Chinese Language and Culture
131	Computer Science A
133	Computer Science AB
135	Economics Macroeconomics
134	Economics Microeconomics
136	English Language and Composition
137	English Literature and Composition
140	Environmental Science
148	French Language
151	French Literature
153	Geography Human Geography
155	German Language
158	Government and Politics Comparative
157	Government and Politics United States
143	History European
107	History United States
193	History World
162	Italian Language and Culture
192	Japanese Language and Culture
160	Latin Vergil
161	Latin Literature
175	Music Theory
178	Physics B
182	Physics C: Electricity and Magnetism
180	Physics C: Mechanics
185	Psychology
187	Spanish Language
189	Spanish Literature
190	Statistics

## APPENDIX I

### Valid Submissions for DOE011, DOE012, DOE013

For each table, any combination of shaded boxes is a valid case.

Table 1.

DOE011- Reason for Reporting	DOE012- Enrollment Status	DOE013- Reason for Enrollment
<i>An indication of the basis on which a district is reporting a student - financial responsibility, enrollment or both. If the student is not enrolled at the time of reporting, or if the Reason for Enrollment has changed over time, the indication should represent the most recent reason for reporting.</i>	<i>An indication, as of the specified time of data collection (e.g., October 1), of the enrollment status of each student who has been enrolled or for whom the district paid for education services at any time during the current school year.</i>	<i>An indication of the reason for a student's enrollment in the receiving school district. The indication should represent the reason for the most recent enrollment, if the student is not enrolled at the time of reporting or the current Reason for Enrollment if the reason has changed over time.</i>
<b>01</b> District is/has been financially responsible for the student and the student is/has been enrolled in the district during the current school year. (RECEIVING)	<b>01</b> Enrolled	<b>01</b> Resident/Member
	<b>04</b> Graduated with Competency Determination	<b>02</b> School Choice
<b>02</b> District is/has been financially responsible for the student and the student is not/has not been enrolled in the district during the current school year. (SENDING)	<b>05</b> Permanent Exclusion	<b>03</b> Charter School
	<b>06</b> Deceased	<b>04</b> METCO
<b>03</b> The district is not/has not been financially responsible for the student and the student is/has been enrolled in the district during the current school year. (RECEIVING)	<b>09</b> Reached Maximum Age	<b>05</b> Tuitioned in — Chapter 74
	<b>10</b> Certificate of Attainment	<b>06</b> Tuitioned — out of state
<b>03</b> The district is not/has not been financially responsible for the student and the student is/has been enrolled in the district during the current school year. (RECEIVING)	<b>11</b> Completed grade 12 and district-approved program.	<b>07</b> Tuitioned out — Private School or Collaborative program
	<b>20</b> Transferred — In-state public	<b>08</b> Tuitioned in — Paid by parent/guardian
<b>03</b> The district is not/has not been financially responsible for the student and the student is/has been enrolled in the district during the current school year. (RECEIVING)	<b>21</b> Transferred — In-state private	<b>09</b> Tuitioned in — Waived by local agreement
	<b>22</b> Transferred — Out-of-State (public or private)	<b>10</b> Tuitioned in — Agreement with another in-state district
<b>03</b> The district is not/has not been financially responsible for the student and the student is/has been enrolled in the district during the current school year. (RECEIVING)	<b>23</b> Transferred — Home-schooled	<b>11</b> Foreign Exchange
	<b>24</b> Transferred — Adult Diploma program, leading to MA diploma.	
<b>03</b> The district is not/has not been financially responsible for the student and the student is/has been enrolled in the district during the current school year. (RECEIVING)	<b>30</b> Dropout — Enrolled in a non-diploma granting adult education program	
	<b>31</b> Dropout — Entered Job Corps	

<b>DOE011- Reason for Reporting</b>	<b>DOE012- Enrollment Status</b>	<b>DOE013- Reason for Enrollment</b>
<i>An indication of the basis on which a district is reporting a student - financial responsibility, enrollment or both. If the student is not enrolled at the time of reporting, or if the Reason for Enrollment has changed over time, the indication should represent the most recent reason for reporting.</i>	<i>An indication, as of the specified time of data collection (e.g., October 1), of the enrollment status of each student who has been enrolled or for whom the district paid for education services at any time during the current school year.</i>	<i>An indication of the reason for a student's enrollment in the receiving school district. The indication should represent the reason for the most recent enrollment, if the student is not enrolled at the time of reporting or the current Reason for Enrollment if the reason has changed over time.</i>
	<b>32</b> Dropout — Entered the military	
	<b>33</b> Dropout — Incarcerated, district no longer providing educational services	
	<b>34</b> Dropout — left due to employment	
	<b>35</b> Dropout — Confirmed dropout, plans unknown	
	<b>36</b> Dropout — Student status/location unknown	
	<b>40</b> Not enrolled but receiving education services	
	<b>41</b> Transferred — no longer receiving special education services	

**Table 2.**

<b>DOE011- Reason for Reporting</b>	<b>DOE012- Enrollment Status</b>	<b>DOE013- Reason for Enrollment</b>
<b>01</b> District is/has been financially responsible for the student and the student is/has been enrolled in the district during the current school year. (RECEIVING)	<b>01</b> Enrolled	<b>01</b> Resident/Member
	<b>04</b> Graduated with Competency Determination	<b>02</b> School Choice
	<b>05</b> Permanent Exclusion	<b>03</b> Charter School
<b>02</b> District is/has been financially responsible for the student and the student is not/has not been enrolled in the district during the current school year. (SENDING)	<b>06</b> Deceased	<b>04</b> METCO
	<b>09</b> Reached Maximum Age	<b>05</b> Tuitioned in –Chapter 74
	<b>10</b> Certificate of Attainment	<b>06</b> Tuitioned – out of state
<b>03</b> The district is not/has not been financially responsible for the student and the student is/has been enrolled in the district during the current school year. (RECEIVING)	<b>11</b> Completed grade 12 and district-approved program.	<b>07</b> Tuitioned out – Private School or Collaborative program
	<b>20</b> Transferred – In-state public	<b>08</b> Tuitioned in – Paid by parent/guardian
	<b>21</b> Transferred – In –state private	<b>09</b> Tuitioned in – Waived by local agreement
	<b>22</b> Transferred – Out-of-State (public or private)	<b>10</b> Tuitioned in – Agreement with another in-state district
	<b>23</b> Transferred – Home-schooled	<b>11</b> Foreign Exchange
	<b>24</b> Transferred – Adult Diploma program, leading to MA diploma.	
	<b>30</b> Dropout – Enrolled in a non-diploma granting adult education program	
	<b>31</b> Dropout – Entered Job Corps	
	<b>32</b> Dropout – Entered the military	
	<b>33</b> Dropout – Incarcerated, district no longer providing educational services	
	<b>34</b> Dropout – left due to employment	
	<b>35</b> Dropout – Confirmed dropout, plans unknown	
	<b>36</b> Dropout – Student status/location unknown	
	<b>40</b> Not enrolled but receiving education services	
	<b>41</b> Transferred – no longer receiving special education services	

**Table 3.**

<b>DOE011- Reason for Reporting</b>	<b>DOE012- Enrollment Status</b>	<b>DOE013- Reason for Enrollment</b>
<b>01</b> District is/has been financially responsible for the student and the student is/has been enrolled in the district during the current school year. (RECEIVING)	<b>01</b> Enrolled	<b>01</b> Resident/Member
	<b>04</b> Graduated with Competency Determination	<b>02</b> School Choice
	<b>05</b> Permanent Exclusion	<b>03</b> Charter School
<b>02</b> District is/has been financially responsible for the student and the student is not/has not been enrolled in the district during the current school year. (SENDING)	<b>06</b> Deceased	<b>04</b> METCO
	<b>09</b> Reached Maximum Age	<b>05</b> Tuitioned in –Chapter 74
	<b>10</b> Certificate of Attainment	<b>06</b> Tuitioned – out of state
<b>03</b> The district is not/has not been financially responsible for the student and the student is/has been enrolled in the district during the current school year. (RECEIVING)	<b>11</b> Completed grade 12 and district-approved program.	<b>07</b> Tuitioned out – Private School or Collaborative program
	<b>20</b> Transferred – In-state public	<b>08</b> Tuitioned in – Paid by parent/guardian
	<b>21</b> Transferred – In –state private	<b>09</b> Tuitioned in – Waived by local agreement
	<b>22</b> Transferred – Out-of-State (public or private)	<b>10</b> Tuitioned in – Agreement with another in-state district
	<b>23</b> Transferred – Home-schooled	<b>11</b> Foreign Exchange
	<b>24</b> Transferred – Adult Diploma program, leading to MA diploma.	
	<b>30</b> Dropout – Enrolled in a non-diploma granting adult education program	
	<b>31</b> Dropout – Entered Job Corps	
	<b>32</b> Dropout – Entered the military	
	<b>33</b> Dropout – Incarcerated, district no longer providing educational services	
	<b>34</b> Dropout – left due to employment	
	<b>35</b> Dropout – Confirmed dropout, plans unknown	
	<b>36</b> Dropout – Student status/location unknown	
	<b>40</b> Not enrolled but receiving education services	
	<b>41</b> Transferred – no longer receiving special education services	

## APPENDIX J: DOE037 Massachusetts Recommended Core Curriculum

On March 27, 2007 Commissioner Driscoll recommended the following course of study to the Massachusetts Board of Education. On November 27, 2007 the Board of Education voted to approve MassCore. Please check the ESE website at: <http://www.doe.mass.edu/hsreform/masscore/> for additional information.

MassCore	
<i>Massachusetts High School Program of Studies</i>	
<b>English/ Language Arts</b>	<b>4 Units*</b>
<i>Mathematics</i>	<b>4 Units</b> Including the completion of Algebra II or completion of the Integrated Math equivalent. All students are recommended to take a math course during their senior year.
<i>Science</i>	<b>3 Units of lab-based science</b> <b>Coursework taken in technology/engineering may count for MassCore science credit. Note: The Board of Higher Education admissions standards for public colleges and universities require three (two lab-based) physical and natural science units and do not currently recognize technology/engineering as a science course.</b>
<b>History/Social Science</b>	<b>3 Units</b> Including US History and World History.
<b>Foreign Language**</b>	<b>2 Units</b> Of the same language.
<b>Physical Education</b>	As required by law State law (M.G.L. c. 71,s. 3) states: "Physical education shall be taught as a required subject in all grades for all students." Health can be integrated into Physical Education, science, or taught as a stand-alone course.
<b>The Arts**</b>	<b>1 Unit</b>
<b>Additional Core Courses</b>	<b>5 Units</b> Business Education, Career and Technical Education (CTE), Health, Technology (e.g., computer science, desktop publishing, multi-media and web design), or any of the subjects above. Note: Most students majoring in CTE will take more than 5 units in a CTE program of study.
<b>22 Units - Is a minimum that students should take in high school</b>	

<b>Additional Learning Opportunities</b>	<b>Complete as many of the following as possible:</b> Advanced Placement (AP); Capstone or Senior Project; Dual Enrollment courses taken for both high school and college credit; Online courses; Service Learning; and Work-based Learning.
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\*A unit represents a full academic year of study or its equivalent in a subject that covers all the standards contained in a specific Curriculum Framework.

\*\* Students enrolled in a state-approved Career and Technical Education program of studies have the option of opting out of Foreign Language and Art and still fulfill MassCore.

MassCore is the recommended program of study that Massachusetts high school students need in order to be better

prepared for college and a career. Developed by a statewide advisory group from the K-12, higher education and business sectors, MassCore maintains flexibility for students and high schools while allowing districts to set additional graduation requirements. Courses included in MassCore should be rigorous, engaging, and based on appropriate Massachusetts Curriculum Frameworks high school level standards.