

Explanation of the SIMS Summary Reports

2008–2009 (Updated for October 2008 [FY09] Collection)



The following document provides information on the SIMS Summary Reports that are provided to districts. These reports are useful for reviewing the accuracy and completeness of data submitted to the ESE. Most of the reports are available within the SIMS Reporting application the day after a successful submission or update of SIMS data. Report 3 (Foundation, Part2) and Report 13 (Town Report) are not available until the Monday following the submission of SIMS data, or until all districts have submitted data. These reports are provided through the SIMS Data Dropbox for the respective collection on the ESE Security Portal. For questions about these reports, please call 781-338-DATA (3282).

Report 1: Foundation Enrollment — Resident/Member, Tuitioned In-METCO, & Tuitioned In-Waived

Collection Period: October

Location: SIMS Report application

Report Level: District

This report summarizes for your district the number of students reported to be enrolled on October 1 who are residents of your district, or reside in cities or towns that are members of your district. This report also includes students who are enrolled in your district as METCO students, or are enrolled from other districts with the tuition waived. The report provides the breakdown by program area that is necessary for calculating foundation enrollment and provides data from the prior school year for comparison. For a more detailed explanation of the specific SIMS codes used for this report, please see Appendix A — Foundation Analysis, Part 1.  

If your district has one or more totals that are more than 10 percent different from the prior year, and that difference represents more than 10 students, a note will appear below the data table indicating that you should re-check your district's data. Such a change from year to year is unlikely, although not impossible.

This report is not the complete picture for your district's foundation enrollment. See the explanation below for Report 3.

For more information about how Chapter 70 is generated, please review the Foundation Enrollment description on the School Finance web site:

http://finance1.doe.mass.edu/chapter70/enrollment_desc.doc

Report 2: Foundation Enrollment — Records Not Counted



Collection Period: October

Location: SIMS Report application
Report Level: District

This report provides a detailed list of all students not counted in Report 1, with the relevant SIMS data elements. The students are on the list for the following reason(s):

1. Within Foundation regulations, the students should not be included in Chapter 70 allocations (see http://finance1.doe.mass.edu/chapter70/enrollment_desc.doc).
2. It may be that students are on this list as a result of a district reporting error. If that is the case, the district should review the records to confirm transfer, graduate, dropout, or services-only status.

Report 3: Foundation Enrollment — Part 2, Tuitioned Out for School Choice, Charter Schools, Chapter 74, and Tuitioned Agreement
Collection Period: October
Location: SIMS Report application
Report Level: District

This report summarizes for your district the number of students reported to be enrolled on October 1 in other districts but who are residents of your district. This report includes students who are attending other districts through school choice, charter schools, Chapter 74, or tuition agreements. The report provides the breakdown by program area that is necessary for calculating foundation enrollment, and provides data from the prior school year for comparison. For a more detailed explanation of the specific SIMS codes used for this report, please see Appendix A – Foundation Analysis, Part 2.  

If your district has one or more totals that are more than 10 percent different from the prior year, and that difference represents more than 10 students, a note will appear below the data table indicating that you should re-check your district's data. Such a change from year to year is unlikely, although not impossible.

For more information about how Chapter 70 is generated, please review the Foundation Enrollment description on the School Finance web site:
http://finance1.doe.mass.edu/chapter70/enrollment_desc.doc.

Report 4: Enrollment Statistics — School Summary
Collection Period: October, March, and End of Year (EOY)
Location: SIMS Report application
Report Level: School

This report is produced for each school in your district, except school codes 09200300 (DYS) and 09200500 (Correctional Facilities), and provides a summary of all students enrolled in each school on the reporting date (October 1, March 1, last day of school). The report provides breakdowns for various demographic groups and program areas. It also provides attendance and suspension summaries.

The Attendance for all the collection periods includes all students with Reason for Reporting (DOE011) = 01 or 03, and Enrollment Status (DOE012) = 01–36. Services only students (DOE012 = 40 and 41) are excluded. Students whose Days in Attendance (DOE017) = 555 and Days in Membership (DOE018) = 555 are also excluded.

- ADA (Average Daily Attendance) is calculated as the sum of student Days in Attendance (DOE017) divided by the sum of student Days in Membership (DOE018)
- The maximum and minimum number of Days in Membership (DOE018)
- The maximum and minimum number of Days in Attendance (DOE017)
- Number of Truant Days (DOE052) (minimum and maximum).

All students with a Reason for Reporting (DOE011) = 01 or 03, and Enrollment Status (DOE012) = 01 are included in the following groups. Students whose Days in Attendance (DOE017) = 555 and Days in Membership (DOE018) = 555 are excluded.

- The count of students by Grade (DOE016 = PK, KP, KF, KT, 1–12 and SP)
- The count of students by Gender (DOE009)
- The counts of students suspended (DOE045 and DOE046) indicate the number of students reported with one or more suspensions. The maximum and minimum number of days a student is suspended are also calculated
- The count of Students in 504 plan (DOE039=01)
- The count of students in AP Courses (DOE047–DOE051 not equal to 500)
- The count of students by Race (DOE010)
- Limited English Proficiency Population:
 - LEP (DOE025) by ELL (DOE026) Program – All students with LEP (DOE025) = 01 AND ELL Program (DOE026) = 00–04 are included.
 - LEP Yrs. In U.S., Recently Arrived: The count of students with years in US. For LEP (DOE021)=01.
- Other populations:
 - Low Income (DOE019) = 01 or 02
 - Immigrant (DOE022) = 01
 - Special Education Placement ages 3–5 (DOE032) = 30–48

- Special Education Placement ages 6–21 (DOE034) = 10–90
- Title 1 (DOE020) = 01–27
- First Language not English (DOE024) not equal to 267 (English)
- Title I School Choice (DOE028) = 01

For EOY reporting, graduates and certificate of attainment students are also included, Enrollment Status (DOE012) = 04, 10, and 11. Students whose Days in Attendance (DOE017) = 555 and Days in Membership (DOE018) = 555 are excluded.

Report 5: Enrollment Statistics — District Summary

Collection Period: October, March, and EOY

Location: SIMS Report application

Report Level: District

This report is produced for your district and provides a summary of all students enrolled in each public school on the reporting date. The report provides breakdowns for various demographic groups and program areas. It also provides attendance and suspension summaries. The reporting rules are the same as Report 4.

Report 6: Special Education Enrollment Statistics by School

Collection Period: October, March, and EOY

Location: SIMS Report application

Report Level: School

This report is produced for each school in your district and provides a summary of all students who are enrolled in each school on the reporting date. The report provides breakdowns by Placement (DOE032, DOE034) and by Disability (DOE036) by grade (DOE016) for all students with Reason for Reporting (DOE011) = 01, or 03 and Enrollment Status (DOE012) = 01. The report does not include students whose school code indicates placement in DYS, or a correctional facility (DOE015 = 09200300, 09200500).

Placement:

- SPED Placement ages 3–5: Includes the count of students with Special Education Placement (DOE032) = 30–48.
- SPED Placement ages 6–21: Includes the count of students with Special Education Placement (DOE034) = 10–90.

Disability:

- For SPED Placement ages 3-5: Includes the count of students with Special Education Placement (DOE032) = 30-48 listed by Nature of Primary Disability (DOE036) = 01-13.
- For SPED Placement ages 6-21: Includes the count of students with Special Education Placement (DOE034) = 10-90 listed by Nature of Primary Disability (DOE036) = 01-13.

For EOY reporting, graduates and certificate of attainment students are also included for both categories. This is determined by Enrollment Status (DOE012) = 04, 10, or 11.

Report 7: Special Education Enrollment Statistics District Summary
Collection Period: October, March, and EOY
Location: SIMS Report application
Report Level: District

This report provides a district summary of all students who are enrolled in the district or are the financial responsibility of the district on the reporting date AND are receiving special education services. The report provides breakdowns by Placement (DOE032, DOE034) and by Disability (DOE036) by grade (DOE016). This does not include students whose school code indicates placement in DYS and a correctional facility (DOE015 = 09200300, 09200500).

Placement:

Provides a breakdown by Placement (DOE032, DOE034) by grade (DOE016) for all the students with Reason for Reporting (DOE011) = 01, 02, or 03 and Enrollment Status (DOE012) = 01 or 40.

- SPED Placement ages 3-5: Includes the count of students with Special Education Placement (DOE032) = 30-48.
- SPED Placement ages 6-21: Includes the count of students with Special Education Placement (DOE034) = 10-90.

Disability:

Provides a breakdown by Placement (DOE032, DOE034) and by Disability (DOE036) by grade (DOE016) for all the students with Reason for Reporting (DOE011) = 01, 02, or 03 and Enrollment Status (DOE012) = 01 or 40.

- For SPED Placement ages 3-5: Includes the count of students with Special Education Placement (DOE032) = 30-48 listed by Nature of Primary Disability (DOE036) = 01-13.

- For SPED Placement ages 6–21: Includes the count of students with Special Education Placement (DOE034) = 10–90 listed by Nature of Primary Disability (DOE036) = 01–13.

The report also includes the following:

Out-of-District Placement:

- For SPED Placement ages 3–5: Students educated out-of-district, determined by Reason for Reporting (DOE011) = 02, Enrollment Status (DOE012) = 01 and Special Education Placement (DOE032) = 30–48.
- For SPED Placement ages 6–21: Students educated out-of-district, determined by Reason for Reporting (DOE011) = 02, Enrollment Status (DOE012) = 01 and Special Education Placement (DOE034) = 10–90.

Special Education Services:

- For SPED Placement ages 3–5: Students receiving special education services only, determined by Reason for Reporting (DOE011) = 01 and Enrollment Status (DOE012) = 40 and Special Education Placement (DOE032) = 30–48. This count is displayed separately under the "Special Education Services" category.
- For SPED Placement ages 6–21: Students receiving special education services only, determined by Reason for Reporting (DOE011) = 01 and Enrollment Status (DOE012) = 40 and Special Education Placement (DOE034) = 10–90. This count is displayed separately under the 'Special Education Services' category.

For EOY reporting, graduates and certificate students are also included for all of the above categories except the Special Education Services category. This is determined by Enrollment Status (DOE012) = 04, 10, or 11.

Report 8a: Summer Status: Transfers, Dropouts, Graduates, Graduates (Mass Core), and Certificates of Attainment School Summary

Collection Period: October

Location: SIMS Report application

Report Level: School

This report includes counts of students whose status changed over the summer. These are students who completed the previous school year, but did not return to school at the beginning of this school year because they transferred, dropped out, graduated, or received a certificate of attainment over the summer. This also includes students who graduated and have successfully completed the Mass Core Curriculum.

- All students in grades 6–12 with an Enrollment Status (DOE012) = 20, 21, 22, 23, 24, 30, 31, 32, 33, 34, 35, 36, 04, 10, or 11 and Days in Attendance (DOE017) = 555 and Days in Membership (DOE018) = 555.
- All students in grades 11 and 12 with an Enrollment Status (DOE012) = 04 who completed Mass core curriculum (DOE037) = 01 with Days in Attendance (DOE017) = 555 and Days in Membership (DOE018) = 555.

Report 8b: Summer Status: Transfers, Dropouts, Graduates, Graduates (Mass Core), and Certificates of Attainment District Summary

Collection Period: October

Location: SIMS Report application

Report Level: District

This report follows the same format as Report 8a.

Report 9a: Career and Technical Education Students — School Summary

Collection Period: October, March, and EOY

Location: SIMS Report application

Report Level: School

This report provides summary data by school of students in Career & Technical Education (CTE) programs. The data are provided by grade, by program type, by technical competency attainment, by special populations, and by Chapter 74 and Non-Chapter 74 programs. School codes 09200300 and 09200500 are excluded.

Chapter 74:

- Students in grades (DOE016) = 09–12, and SP with Reason for Reporting (DOE011)=01, or 03, Enrollment Status (DOE012) = 01 and CTE-Type of Program (DOE035) = 02, 04 are included grouped by:
 - CTE-Chapter 74-Approved Program Participation (DOE043) not equal 500

Non Chapter 74:

- Students in grades (DOE016) = 09–12, and SP with Reason for Reporting (DOE011)=01, or 03, Enrollment Status (DOE012) = 01 and CTE-Type of Program (DOE035) = 14 are included grouped by:
 - Non-Chapter 74 Program Participation (DOE044) not equal 500

CTE-Technical Competency Attainment:

- Students in grades (DOE016) = 09-12, and SP with Reason for Reporting (DOE011)=01, or 03, Enrollment Status (DOE012) = 01 and CTE-Type of Program (DOE035) = 02, 04 and 14 are included grouped by:
 - CTE-Technical Competency Attainment (DOE031) = 01-07, 11, 12, 13, 14

CTE-Special Population:

- Students in grades (DOE016) = 09-12, and SP with Reason for Reporting (DOE011)=01, or 03, Enrollment Status (DOE012) = 01 and CTE-Type of Program (DOE035) = 02, 04 and 14 are included grouped by:
 - CTE-Special Population (DOE042) = 02
- For EOY reporting, all students with an Enrollment Status (DOE012) = 04, 10, or 11 are also included.

Report 9b: Career and Technical Education Students — District Summary

Collection Period: October, March, and End of Year

Location: SIMS Report application

Report Level: District

This report follows the same format as Report 9a with Reason for Reporting (DOE011) =01, 02, or 03

Report 10: Grade Retention

Collection Period: October

Location: SIMS Report application

Report Level: District/School

This report is a summary by grade of students retained in grade using the following criteria:

- All students reported in the current October with Reason for Reporting (DOE011) = 01 or 03 and Enrollment Status (DOE012) = 01 become the evaluation set.
- School codes 09200300 and 09200500 are excluded.
- The evaluation set is compared to all students reported as Enrollment Status (DOE012) = 01 the previous October regardless of school setting; in-district or out-of-district is used in the comparison. A student in grades 1-12 reported with the same grade in both the previous October and the current October is included in the report.

Report 10a: Grade Retention

Collection Period: October

Location: SIMS Report application

Report Level: Student

This report is a list of students by SASID (DOE002), First Name (DOE003), Middle Name (DOE004), Last Name (DOE005), school code (DOE015), school name, district code, district name and Grade (DOE016) retained in grade using the same criteria as Report 10.

Report 11a: Edit Report

Collection Period: October, March, and End of Year

Location: SIMS Report application

Report Level: School

The purpose of this report is to flag potential data errors. In most cases, the issue was found when comparing the current submission data in Report 4 (Enrollment Statistics – School Summary), Report 9a (Career and Technical Education Students – School Summary) to Report4, Report 9a of the previous submission.

School codes 09200300 and 09200500 are excluded.

The following common data issues are checked:

- Schools with a total enrollment change (the total number of students in all grades) greater than 10% from collection to collection.
- Schools with one or more grade enrollment changes greater than 20%.
- Schools with a race enrollment change greater than 10% from collection to collection AND the difference represents more than 5 students.
- Schools with a selected population (other populations and Limited English Proficiency Population categories) and CTE enrollment change greater than 10% from collection to collection AND the difference represents more than 10 students.
- Schools with a gender enrollment change greater than 10% from collection to collection AND the difference represents more than 10 students.
- Schools with an average daily attendance rate (ADA) < 90%.

Collection comparisons:

- October of current year to EOY of previous year
- March to October
- End of Year to March

Grade enrollment comparison:

The October enrollment for grades 1-12 are compared to the student's previous grade level at EOY. The following is a summary of this comparison:

Grade in October	Compared to	Grade in EOY
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1		K
2		1
3		2
4		3
5		4
6		5
7		6
8		7
9		8
10		9
11		10
12		11

In March and EOY, all grades are compared to the same grade level from the previous collection period.

Please note that the report may include data that are in fact accurate. Districts should review the report and determine if any changes should be made to the current data. In some cases, the error may lie with the previously submitted data. However, the Department will not be accepting any changes to data from a previous submission.

Also, your district's data may have other errors that are not included in this report. This report is not intended to be an exhaustive review of the entire SIMS data submission.

Report 11b: Edit Report
Collection Period: October, March, and End of Year
Location: SIMS Report application
Report Level: District

This report follows the same format as Report 11a.

This report compares data in Report 5 (Enrollment Statistics – District Summary), Report 9b (Career and Technical Education Students – District Summary) of the current submission to Report 5, Report 9b of the previous submission.

Report 12a: Title I
Collection Period: October, March, and EOY

Location: SIMS Report application
Report Level: School

This report provides information on students receiving Title I services at each school within your district, by grade, school, and Title I program, where applicable.

- All students with an Enrollment Status (DOE012) = 01 and a Title I Participation (DOE020) =01-27 are included.
 - For EOY, Enrollment Status (DOE012) = 04, 10, or 11 are also included.
- School code = 09200300 and 09200500 are excluded. Information on the Title I school type for each school is submitted to the ESE by districts prior to each school year.

Report 12b: Title I
Collection Period: October, March, and EOY
Location: SIMS Report application
Report Level: District

This report follows the same format as Report 12a.

Report 13: Town Report
Collection Period: October
Location: SIMS Report application
Report Level: District

This report provides individual data on the students who reside in the particular community but are educated in another public school. The report will be produced after all districts have reported SIMS.

The data include students':

- First Name
- Middle Name
- Last Name
- Date of Birth
- Gender
- School code
- Town code
- Grade level
- Reason for Enrollment

The report is produced based on Enrollment Status (DOE012) equal to 01, Reason for Reporting (DOE011) equal to 03, Reason for Enrollment (DOE013) not equal to 01, 06, or 07, and Town Codes (DOE014) equal to 001 through 352.

- For EOY reporting, graduates, Grade 12 completers, and certificate of attainment students are also included (Enrollment Status, DOE012 = 04, 10, or 11)

This report is posted by town of residence and can be found in the town's drop box.

Example: Students residing in Adams (004) (Adams-Cheshire Public School District) will be posted in the drop box for Adams.

If any information is incorrect, the district should communicate with the educating district to determine if the student is still active in the district or to determine if an error was made.

Report 14a: End of Year Statistics — School Summary

Collection Period: EOY

Location: SIMS Report application

Report Level: School

This report provides information at the school level on graduates, Plans of high school completers, dropouts, and certificate of attainment for all students with a Reason for Reporting (DOE011) = 01 or 03.

Excluded are all students with:

- Days in Attendance (DOE017) = 555 and Days in Membership (DOE018) = 555.
- Days in Attendance (DOE017) = zero or one and Days in Membership (DOE018) = one in EOY and October of current year with Enrollment Status (DOE012) = 20-24, 30-36, 04, 10, or 11 in October.

These exclusions do not apply to the dropout category listed below.

The information is compiled as follows:

- Graduates: All students with a Grade Level (DOE016) = 11, 12, and SP AND Enrollment Status (DOE012) = 04 are reported by grade and gender.
- Graduates, Completed Mass Core Curriculum: All students with a Grade Level (DOE016) = 11, 12, and SP, Enrollment Status (DOE012) = 04 and

- graduates who completed Mass core curriculum (DOE037) = 01 are reported by grade and gender.
- Plans of High Schools Completers: All students with a Grade Level (DOE016) = 11, 12, and SP AND Enrollment Status (DOE012) = 04, 10 or 11 are reported with their Plans of High School Completers (DOE033) = 01–09) by gender.
 - Certificate of Attainment: All students with a Grade Level (DOE016) = 11, 12, or SP AND Enrollment Status (DOE012) = 10 are reported by grade and gender.
 - Dropouts:
 - All students with a Grade Level (DOE016) = 06–12 AND Enrollment Status (DOE012) = 30–36 are reported by grade, gender and race.
 - All students with a Grade Level (DOE016) = 06–12 AND Enrollment Status (DOE012) = 30–36 are reported by grade, gender and the dropouts sub-categories.

Report 14b: End of Year Statistics — District Summary

Collection Period: EOY

Location: SIMS Report application

Report Level: District

This report follows the same format as Report 14a.

Report 14c: End of Year Statistics-District Summary (Out of District)

Collection Period: EOY

Location: SIMS Report application

Report Level: District

This report provides information at the school level on graduates, Plans of high school completers, dropouts, and certificate of attainment for all students with a Reason for Reporting (DOE011) = 02.

Excluded are all students with:

- Days in Attendance (DOE017) = 555 and Days in Membership (DOE018) = 555.
- Days in Attendance (DOE017) = zero or one and Days in Membership (DOE018) = one in EOY and October of current year with Enrollment Status (DOE012) = 20–24, 30–36, 04, 10, or 11 in October.

These exclusions do not apply to the dropout category listed below.

The information is compiled as follows:

- Graduates: All students with a Grade Level (DOE016) = 11, 12, and SP AND Enrollment Status (DOE012) = 04 are reported by grade and gender.
- Plans of High Schools Completers: All students with a Grade Level (DOE016) = 11, 12, and SP AND Enrollment Status (DOE012) = 04, 10 or 11 are reported with their Plans of High School Completers (DOE033) = 01-09) by gender.
- Certificate of Attainment: All students with a Grade Level (DOE016) = 11, 12, or SP AND Enrollment Status (DOE012) = 10 are reported by grade and gender.
- Dropouts:
 - All students with a Grade Level (DOE016) = 06-12 AND Enrollment Status (DOE012) = 30-36 are reported by grade, gender and race.
 - All students with a Grade Level (DOE016) = 06-12 AND Enrollment Status (DOE012) = 30-36 are reported by grade, gender and the dropouts sub-categories.

Report 15: Alternative Programs Enrollment Statistics

Collection Period: October, March, and EOY

Location: SIMS Report application

Report Level: District

This report provides a listing of alternative education programs (DOE027) by district for all students with enrollment status (DOE012 = 01) and a program code reported in DOE027. The enrollment is listed by grade (DOE016) and Gender (DOE009).