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Introduction
Introduction

The Education Personnel Information Management System (EPIMS) is an online, secure data collection of individuals employed in the public school districts of Massachusetts. EPIMS collects data at the individual level and has replaced the District School Staffing Report (DSSR) that collected education personnel data in the aggregate. The data collection process under EPIMS is more accurate and comprehensive, enabling the Department to meet the federal No Child Left Behind (NCLB) reporting requirements and to inform policy and programmatic decisions.

EPIMS is enabled by the secure transmission of district data through the ESE’s security portal and by MEPIDs (Massachusetts Education Personnel IDs), unique identifiers assigned to all education personnel and linked to their individual data. Within EPIMS there are two applications: ID Maintenance, for the assigning and looking up of MEPIDs, and the updating of MEPID-related information; and Data Collection, for the annual submission of personnel data. There is also a Reports section where EPIMS reports can be viewed and downloaded.

This handbook provides a detailed description of the data elements required in EPIMS. Seven data elements are required for the assigning of MEPIDs in ID Maintenance. Forty-three data elements are part of the yearly submission in Data Collection. Data Collection information are transmitted in two separate records: the Staff Roster (27 data elements), containing demographic information, and the Work Assignment (17 data elements). Each record that is submitted must contain an acceptable value in each data element and may not be left blank.

The following information is provided for each data element:

- **Name** — Name of the data element
- **Definition** — A brief definition of the element
- **Data Type** — Alphanumeric or Integer
- **Maximum Length** — The maximum number of characters allowed
- **Minimum Length** — The minimum number of characters allowed
- **Acceptable Values*** — A list of the values that can be submitted to the Department. If no values are listed, then any value of the acceptable type and length are permitted.
- **Notes** — any additional information pertaining to the element such as its relationship and dependency on other elements.

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

MEPID Assign Record:

ID01  First Name
A name given to an individual at birth, during a naming ceremony, or through legal change.

ID02  Middle Name / Middle Initial
A secondary name given to an individual at birth, during a naming ceremony, or through legal change. If none exists, the code “NMN” (No Middle Name) should be entered in the field.

ID03  Last Name
The name borne in common by members of a family.

ID04  Date of Birth
The month, day, and year on which an individual was born. Format is mm/dd/yyyy.

ID05  Gender
The gender identity of an individual.

ID06  License / Certification Number
The number assigned by the Massachusetts Department of Elementary and Secondary Education at the time an individual receives their license.

ID07  Local Employee Number
A number used at the local district to identify an employee.

Staff Roster Record:

SR01  Massachusetts Education Personnel Identifier (MEPID)
A unique number assigned to an individual by the Massachusetts Department of Elementary and Secondary Education. Primary key linked to the work assignment record and to an individual’s identifying characteristics entered in ID Maintenance.

SR02  Local Employee Number
See ID07

SR03  License / Certification Number
See ID06

SR04  First Name
See ID01

SR05  Middle Name / Middle Initial
See ID02

SR06  Last Name
See ID03

SR07  Date of Birth
See ID04

SR08  Race-Ethnicity
The general racial category or categories that most clearly reflects the individual’s recognition of his or her community or with which the individual most identifies.

SR09  Employment Status at Time of Data Collection
The two-digit code that describes an individual’s employment status at the time of the collection.

SR10  Reason for Exit
The two-digit code that describes an individual’s reason for no longer being employed by the district.

SR11  Date of Hire
The date an individual’s most recent hire in the district.
SR12  Federal Salary Source 1
One of potentially multiple federal salary sources (maximum of 3) for an individual. If a source of the funding associated with the individual’s salary is a federal grant, enter the specific code for that grant.

SR13  Percent of Federal Salary Source 1
Percent of an individual’s salary paid from the federal grant identified in Federal Salary Source 1. Enter as a decimal to the thousandths (if necessary); e.g., .04, .25, .333, .5… 1.00.

SR14  Federal Salary Source 2
See Federal Salary Source 1.

SR15  Percent of Federal Salary Source 2
See Percent of Federal Salary Source 1.

SR16  Federal Salary Source 3
See Federal Salary Source 1.

SR17  Percent of Federal Salary Source 3
See Percent of Federal Salary Source 1.

SR18  Degree Type 1
One of potentially multiple educational degrees (maximum of 3) achieved by paraprofessionals, special education, and instructional support staff who are not certified in ELAR and must be reported in EPIMS.

SR19  Degree Institution 1
The educational institution from which the individual received the corresponding degree (Degree Type 1), or the code for out-of-country institutions.

SR20  Degree Subject 1
The major subject area in which the corresponding degree (Degree Type 1) was achieved.

SR21  Degree Type 2
See Degree Type 1.

SR22  Degree Institution 2
See Degree Institution 1.

SR23  Degree Subject 2
See Degree Subject 1.

SR24  Degree Type 3
See Degree Type 1.

SR25  Degree Institution 3
See Degree Institution 1.

SR26  Degree Subject 3
See Degree Subject 1.

SR27  Exit Date
This field will indicate the date the educator ceased to be employed by the district. A ‘Reason for Exit’ code is already specified/colllected in the staff roster file.

SR28  District Level Educator’s Professional Teacher Status
Educator’s current professional teacher status as determined by district policies.

SR29  Overall Annual Summative Evaluation or Formative Evaluation Rating
Educator’s current school year overall Summative Evaluation rating or Formative Evaluation rating.

SR30  Standard (1) Evaluation Rating
Educator’s current school year evaluation rating on Standard (1).

SR31  Standard (2) Evaluation Rating
Educator’s current school year evaluation rating on Standard (2).
SR32  Standard (3) Evaluation Rating  
Educator’s current school year evaluation rating on Standard (3).

SR33  Standard (4) Evaluation Rating  
Educator’s current school year evaluation rating on Standard (4).

SR34  Discontinued

SR35  Discontinued

SR36  Staff Days of Attendance  
Cumulative number of days a staff member has been present (defined as at least half the school day) in the district.

SR37  Staff Expected Days of Attendance  
Cumulative number of days a staff member was expected to be present (defined as at least half the school day) in the district.

SR38  Beginner Educator Identifier  
Is this staff member in their first year of experience in their primary job classification?

**Work Assignment Record:**

WA01  Massachusetts Education Personnel Identifier (MEPID)  
A unique number assigned to an individual by the Massachusetts Department of Elementary and Secondary Education. Primary key linked to the staff roster record and to an individual’s identifying characteristics entered in ID Maintenance.

WA02  Local Employee Number  
See ID07.

WA03  First Name  
See ID01.

WA04  Middle Name / Middle Initial  
See ID02.

WA05  Last Name  
See ID03.

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

WA07  Job Classification  
A description of the specific group of duties and responsibilities of a position.

WA08  Teacher / Paraprofessional Assignment  
The specific educational or educational support activity in which teachers, paraprofessionals, and other instructional staff are involved and employed on a daily basis. This data element is not applicable for all staff.

WA09  Grade  
The predominant grade(s) for which the specific assignment provides educational services. Where appropriate,
ranges may be provided. This data element is not applicable for all staff.

**WA10  Subject Area-Course Code**
The subject area course taught by an individual or for which he or she provides support. NCES coded values will be provided for academic subject areas and course descriptions and CIP codes will be provided for Chapter 74 programs to report vocational technical program areas. This data element is not applicable for all staff.

**WA11  Class Section**
The class section code will be a value provided by the school district. The class section code will identify the class assigned for that subject area-course and will be unique for the data collection within a school. This data element is not applicable for all staff.

**WA12  Full Time Equivalent (FTE)**
The ratio between the hours expected of a full-time position and the number of actual hours being provided by an individual (i.e., the percent of workday staff are involved in an assignment: 1.00 is a full-time employee; a half-time employee is a .50 FTE, etc.)

**WA13  Discontinued**

**WA14  Discontinued**

**WA15  Discontinued**

**WA16  Course Term**
A division in a school year during which instruction is regularly given to students. For the purposes of reporting, the term sequence (e.g., 1st, 2nd, or 3rd trimester) must be provided in the value.

**WA17  Term Status at Time of Collection**
The two-digit code that identifies a course term as active or inactive at the time of the collection.
ID Maintenance: Assigning MEPIDs
and Requesting MEPID Information

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

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

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

Demographic data transmitted in staff roster and work assignment records must match the individual characteristics stored for that individual in the ID Maintenance section of the EPIMS system.
MEPID
Data Elements

ID Maintenance: MEPID Assignment
ID01  First Name

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

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

Acceptable Values/Code Description:
The only special characters allowed in this field are the hyphen, apostrophe, period, and space.

Notes:
**ID02 Middle Name / Middle Initial**

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

<table>
<thead>
<tr>
<th>Type:</th>
<th>Alphanumeric</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Minimum 1</td>
</tr>
<tr>
<td></td>
<td>Maximum 30</td>
</tr>
</tbody>
</table>

**Acceptable Values/Code Description:**

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

**Notes:**

Districts are strongly encouraged to provide a complete middle name to avoid potential MEPID conflicts. The middle name or middle initial must match the middle name or middle initial entered in all subsequent staff roster and work assignment records.
### ID03 Last Name

The name borne in common by members of a family.

<table>
<thead>
<tr>
<th>Type:</th>
<th>Alphanumeric</th>
<th>Length:</th>
<th>Minimum 1</th>
<th>Maximum 30</th>
</tr>
</thead>
</table>

**Acceptable Values/Code Description:**

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

**Notes:**
**ID04  Date of Birth**

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

<table>
<thead>
<tr>
<th>Type</th>
<th>Date</th>
<th>Length:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>mm/dd/yyyy</td>
<td>Minimum 10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Maximum 10</td>
</tr>
</tbody>
</table>

**Acceptable Values/Code Description:**
Format must be mm/dd/yyyy.

**Notes:**
Individuals must be sixteen years old or older.
ID05  Gender

The gender identity of an individual.

<table>
<thead>
<tr>
<th>Type: Alphanumeric</th>
<th>Length: Minimum 1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Maximum 1</td>
</tr>
</tbody>
</table>

Acceptable Values/Code Description:

Not case sensitive

F  Female — Individual identifies as a girl or a woman.
M  Male — Individual identifies as boy or a man.
N  Non-Binary – Individual does not identify as just female or male.

Notes:
ID06  License / Certification Number

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

<table>
<thead>
<tr>
<th>Type</th>
<th>Alphanumeric</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length</td>
<td>Minimum 2</td>
</tr>
<tr>
<td></td>
<td>Maximum 20</td>
</tr>
</tbody>
</table>

Acceptable Values/Code Description:

ELAR License Number

OR

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

00 = Not Applicable

Notes:

The license number entered in an individual’s staff roster record (SR03) must match the license number associated with their MEPID in ID Maintenance.
ID07  Local Employee Number

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

<table>
<thead>
<tr>
<th>Type:</th>
<th>Alphanumeric</th>
<th>Length:</th>
<th>Minimum 1</th>
<th>Maximum 20</th>
</tr>
</thead>
</table>

Acceptable Values/Code Description:

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

0 = Not Applicable

Notes:

Primary use of this field is to simplify the MEPID import process for districts.
Data Collection: Demographic and Job-Related Information

The Data Collection application enables the transmission of educator demographic and job-related information. The information submitted in Data Collection is relevant to a particular collection period and is considered a snapshot in time. Each collection period has a window during which information can be submitted. Once that collection is closed, the data cannot be updated.

The collection consists of two different types of records. The Staff Roster record contains demographic information and the Work Assignment record contains information related to an individual’s work in a district. One, and only one, Staff Roster record must be submitted for each individual, but many individuals will have more than one Work Assignment record submitted in a collection period.

Lists of the data elements required for the Staff Roster (SR) and Work Assignment (WA) records follow. Both records require the MEPID to serve as the primary key linking the records to each other and to the individual associated with the MEPID in ID Maintenance. The Name and Date-of-birth fields repeat in both records to assist district data collectors in checking and correcting data.
Staff Roster
Data Elements

Data Collection: Work Assignment
SR01 Massachusetts Education Personnel Identifier (MEPID)

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

<table>
<thead>
<tr>
<th>Type:</th>
<th>Numeric</th>
<th>Length:</th>
<th>Minimum 8</th>
<th>Maximum 8</th>
</tr>
</thead>
</table>

Acceptable Values/Code Description:

Eight-digit state-assigned identification number

Notes:

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

SIF Information

Object: StaffPersonal
Element: StateProvinceId
Values: Numeric
SR02 Local Employee Number

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

<table>
<thead>
<tr>
<th>Type:</th>
<th>Alphanumeric</th>
<th>Length:</th>
<th>Minimum 1</th>
<th>Maximum 20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acceptable Values/Code Description:</td>
<td>An alphanumeric string 20 characters or less. Special characters other than the hyphen are not acceptable. Due to security concerns and confidentiality requirements, districts should not use social security numbers for their local employee numbers.</td>
<td>0 = Not Applicable</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

SIF Information
Object: StaffPersonal
Element: LocalId
Values: Numeric
SR03 License / Certification Number

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

**Type:** Alphanumeric  
**Length:** Minimum 2  
Maximum 20

**Acceptable Values/Code Description:**

ELAR License Number

OR

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

00 = Not Applicable

**Notes:**

The license number entered in an individual’s staff roster record must match the license number associated with their MEPID in ID Maintenance (ID06).

**SIF Information**

**Object:** StaffPersonal  
**Element:** OtherIdList/OtherId (Type=0399)  
**Values:** Numeric
SR04 First Name

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

<table>
<thead>
<tr>
<th>Type:</th>
<th>Alphanumeric</th>
<th>Length:</th>
<th>Minimum 1</th>
<th>Maximum 30</th>
</tr>
</thead>
</table>

**Acceptable Values/Code Description:**
The only special characters allowed in this field are the hyphen, apostrophe, period, and space.

**Notes:**
The first name must match the first name entered in the work assignment record and to assign the MEPID in ID Maintenance.

**SIF Information**
**Object:** StaffPersonal  
**Element:** Name/FirstName  
**Values:** Numeric
SR05 Middle Name / Middle Initial

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

<table>
<thead>
<tr>
<th>Type:</th>
<th>Alphanumeric</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Minimum 1</td>
</tr>
<tr>
<td></td>
<td>Maximum 30</td>
</tr>
</tbody>
</table>

Acceptable Values/Code Description:

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

Notes:

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

SIF Information

Object: StaffPersonal
Element: Name/MiddleName
Values: Alphanumeric
SR06 Last Name

The name borne in common by members of a family.

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

Acceptable Values/Code Description:
The only special characters allowed in this field are the hyphen, apostrophe, period, and space.

Notes:
The last name must match the last name entered in the work assignment record and to assign the MEPID in ID Maintenance.

SIF Information
Object: StaffPersonal
Element: Name/LastName
Values: Alphanumeric
SR07 Date of Birth

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

<table>
<thead>
<tr>
<th>Type:</th>
<th>Date</th>
<th>Length:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>mm/dd/yyyy</td>
<td>Minimum 10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Maximum 10</td>
</tr>
</tbody>
</table>

Acceptable Values/Code Description:
Format must be mm/dd/yyyy.

Notes:
The date of birth must match the date of birth entered in the work assignment record and to assign the MEPID in ID Maintenance.
Individuals must be sixteen years old or older.

SIF Information
Object: StaffPersonal
Element: Demographics/BirthDate
Values: Alphanumeric
SR08 Race-Ethnicity

The general racial category or categories that most clearly reflects the individual’s recognition of his or her community or with which the individual most identifies—1 of 62 possible choices.

<table>
<thead>
<tr>
<th>Type:</th>
<th>Alphanumeric</th>
<th>Length:</th>
<th>Minimum 2</th>
<th>Maximum 2</th>
</tr>
</thead>
</table>

Acceptable Values/Code Description:

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

<table>
<thead>
<tr>
<th>Ethnicity — Individual chooses one.</th>
<th>Race — Individual chooses one or more.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Hispanic or Latino</td>
<td>Hispanic or Latino</td>
</tr>
<tr>
<td>01  33</td>
<td>White</td>
</tr>
<tr>
<td>02  34</td>
<td>Black or African American</td>
</tr>
<tr>
<td>03  35</td>
<td>Asian</td>
</tr>
<tr>
<td>04  36</td>
<td>American Indian or Alaska Native</td>
</tr>
<tr>
<td>05  37</td>
<td>Native Hawaiian or Other Pacific Islander</td>
</tr>
</tbody>
</table>

| 06  38                             | x                                      |
| 07  39                             | x                                      |
| 08  40                             | x                                      |
| 09  41                             | x                                      |
| 10  42                             | x                                      |
| 11  43                             | x                                      |
| 12  44                             | x                                      |
| 13  45                             | x                                      |
| 14  46                             | x                                      |
| 15  47                             | x                                      |
| 16  48                             | x                                      |
| 17  49                             | x                                      |
| 18  50                             | x                                      |
| 19  51                             | x                                      |
| 20  52                             | x                                      |
| 21  53                             | x                                      |
| 22  54                             | x                                      |
| 23  55                             | x                                      |
| 24  56                             | x                                      |
| 25  57                             | x                                      |
| 26  58                             | x                                      |
| 27  59                             | x                                      |
| 28  60                             | x                                      |
| 29  61                             | x                                      |
| 30  62                             | x                                      |
| 31  63                             | x                                      |
SIF Information
Object: StaffPersonal
Element: Demographics/RaceList/Race/OtherCodeList/OtherCode
Values: See table above
SR09 Employment Status at Time of Data Collection

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

<table>
<thead>
<tr>
<th>Type:</th>
<th>Alphanumeric</th>
<th>Length:</th>
<th>Minimum 2</th>
<th>Maximum 2</th>
</tr>
</thead>
</table>

Acceptable Values/Code Description:

- 01 = Working – District Employee
- 02 = On Paid Leave
- 03 = On Unpaid Leave
- 04 = Exit
- 05 = Working – Non-District Employee

Notes:

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

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

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

SIF Information

**Object:** EmploymentRecord

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

**Values:** Alphanumeric

SR09 in most cases is derived directly from MAEmploymentStatus, however if the staff member has a TerminationDate which is past the reporting date (October 1 or EOY), then MADistrictEmployee value is used to determine whether the individual was employed as a district (01) or non-district (05) employee at that time.
SR10 Reason for Exit

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

<table>
<thead>
<tr>
<th>Type:</th>
<th>Alphanumeric</th>
<th>Length:</th>
<th>Minimum 2</th>
<th>Maximum 2</th>
</tr>
</thead>
</table>

Acceptable Values/Code Description:

Codes for Reason for Exit

00 = Not Applicable
01 = Personal
02 = Layoff
03 = Contract Not Continued or Renewed
04 = District Discharge
05 = Death
06 = Retirement
07 = Reason Unknown/Other
08 = Other employment in Pre K–12 public education
09 = Other employment in education
10 = Other employment outside education
11 = Dismissed as a result of an unsatisfactory summative rating on evaluation

Notes:

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

SIF Information

Object: EmploymentRecord
Element: Extended Element: MAReasonForExit
Values: Alphanumeric
SR11  Date of Hire

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

| Type: Date | Length: Minimum 10 |
|           | Maximum 10 |

| Description: |
| Format must be mm/dd/yyyy. |

Notes:

Date must be prior to collection date.

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

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

SIF Information

Object: EmploymentRecord
Element: HireDate
Values: SIF Date format
SR12 Federal Salary Source 1

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

<table>
<thead>
<tr>
<th>Type:</th>
<th>Alphanumeric</th>
<th>Length:</th>
<th>Minimum 3</th>
<th>Maximum 3</th>
</tr>
</thead>
</table>

**Acceptable Values/Code Description:**

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

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

**Notes:**

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

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

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

**SIF Information**

**Object:** EmploymentRecord  
**Element:** Extended Element: MAFederalSalaryInfo (see MA SIF documentation for how to format)  
**Values:** Alphanumeric
SR13 Percent of Federal Salary Source 1

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

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

<table>
<thead>
<tr>
<th>Type:</th>
<th>Numeric with 3 decimal places</th>
<th>Length:</th>
<th>Minimum 2</th>
<th>Maximum 5</th>
</tr>
</thead>
</table>

Acceptable Values/Code Description:

00 = Not Applicable
to 1.00 = Representing 100%

Notes:

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

SIF Information

Object: EmploymentRecord
Element: Extended Element: MAFederalSalaryInfo (see MA SIF documentation for how to format)
Values: Alphaumeric
SR14 Federal Salary Source 2

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

<table>
<thead>
<tr>
<th>Type:</th>
<th>Alphanumeric</th>
<th>Length:</th>
<th>Minimum 3</th>
<th>Maximum 3</th>
</tr>
</thead>
</table>

Acceptable Values/Code Description:

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

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

Notes:

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

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

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

SIF Information

**Object:** EmploymentRecord

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

**Values:** Alphanumeric
SR15 Percent of Federal Salary Source 2

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

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

<table>
<thead>
<tr>
<th>Type:</th>
<th>Numeric with 3 decimal places</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Minimum 2</td>
</tr>
<tr>
<td></td>
<td>Maximum 5</td>
</tr>
</tbody>
</table>

Acceptable Values/Code Description:

00 = Not Applicable
to 1.00 = Representing 100%

Notes:

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

SIF Information

Object: EmploymentRecord
Element: Extended Element: MAFederalSalaryInfo (see MA SIF documentation for how to format)
Values: Alphanumeric
SR16 Federal Salary Source 3

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

<table>
<thead>
<tr>
<th>Type:</th>
<th>Alphanumeric</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Minimum 3</td>
</tr>
<tr>
<td></td>
<td>Maximum 3</td>
</tr>
</tbody>
</table>

Acceptable Values/Code Description:

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

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

Notes:

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

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

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

**SIF Information**

**Object:** EmploymentRecord

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

**Values:** Alphanumeric
### SR17 Percent of Federal Salary Source 3

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

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

<table>
<thead>
<tr>
<th><strong>Type:</strong></th>
<th>Numeric with 3 decimal places</th>
<th><strong>Length:</strong></th>
<th>Minimum 2</th>
<th>Maximum 5</th>
</tr>
</thead>
</table>

**Acceptable Values/Code Description:**

- 00 = Not Applicable
- to 1.00 = Representing 100%

**Notes:**

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

**SIF Information**

- **Object:** EmploymentRecord
- **Element:** Extended Element: MAFederalSalaryInfo (see MA SIF documentation for how to format)
- **Values:** Alphaumeric
SR18 Degree Type 1

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

<table>
<thead>
<tr>
<th>Type:</th>
<th>Alphanumeric</th>
<th>Length:</th>
<th>Minimum 3</th>
<th>Maximum 3</th>
</tr>
</thead>
</table>

Acceptable Values/Code Description:

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

Notes:

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

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

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

<table>
<thead>
<tr>
<th>Paraprofessional</th>
<th>Physical Therapist</th>
<th>Diagnostic and Evaluation Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audiologist</td>
<td>Speech Pathologist</td>
<td>Rehabilitation Counselor</td>
</tr>
<tr>
<td>Occupational Therapist</td>
<td>Educational Interpreters</td>
<td>Work Study Coordinator</td>
</tr>
<tr>
<td>Orientation and Mobility Instructor</td>
<td>Recreation and Therapeutic Recreation Specialist</td>
<td>Other Related Special Education Staff</td>
</tr>
<tr>
<td>(Peripatologist)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teacher (not licensed)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SIF Information

Object: StaffPersonal

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

Values: Alphaumeric
SR19 Degree Institution 1

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

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

Acceptable Values/Code Description:
The four character codes used by the College Board to identify domestic colleges is provided in the Excel file DHAappendices.xlsx.

0000 = Not Applicable
7777 = Foreign Educational Institution
8888 = Other Domestic Educational Institution

Notes:
An updated list will be provided at the time of the collection.
When ELAR is modified, this same list of codes will be used by ELAR.

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

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

SIF Information
Object: StaffPersonal
Element: Extended Element: MADegreeInfo (see MA SIF documentation for how to format)
Values: Alphanumeric
SR20 Degree Subject 1

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

<table>
<thead>
<tr>
<th>Type</th>
<th>Alphanumeric</th>
<th>Length:</th>
<th>Minimum 2</th>
<th>Maximum 2</th>
</tr>
</thead>
</table>

**Acceptable Values/Code Description:**

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

**Notes:**

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

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

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

**SIF Information**

**Object:** StaffPersonal

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

**Values:** Alphanumeric
SR21 Degree Type 2

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

<table>
<thead>
<tr>
<th>Type</th>
<th>Alphanumeric</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length</td>
<td>Minimum 3</td>
</tr>
<tr>
<td></td>
<td>Maximum 3</td>
</tr>
</tbody>
</table>

Acceptable Values/Code Description:

See Degree Type 1

Notes:

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

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

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

<table>
<thead>
<tr>
<th>Paraprofessional</th>
<th>Physical Therapist</th>
<th>Diagnostic and Evaluation Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audiologist</td>
<td>Speech Pathologist</td>
<td>Rehabilitation Counselor</td>
</tr>
<tr>
<td>Occupational Therapist</td>
<td>Educational Interpreters</td>
<td>Work Study Coordinator</td>
</tr>
<tr>
<td>Orientation and Mobility Instructor (Peripatologist)</td>
<td>Recreation and Therapeutic Recreation Specialist</td>
<td>Other Related Special Education Staff</td>
</tr>
<tr>
<td>Teacher (not licensed)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SIF Information

Object: StaffPersonal
Element: Extended Element: MADegreeInfo (see MA SIF documentation for how to format)
Values: Alphanumeric
SR22 Degree Institution 2

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

<table>
<thead>
<tr>
<th>Type:</th>
<th>Alphanumeric</th>
<th>Length:</th>
<th>Minimum 4</th>
<th>Maximum 4</th>
</tr>
</thead>
</table>

**Acceptable Values/Code Description:**

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

- 0000 = Not Applicable
- 7777 = Foreign Educational Institution
- 8888 = Other Domestic Educational Institution

**Notes:**

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

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

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

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

**SIF Information**

- **Object:** StaffPersonal
- **Element:** Extended Element: MADegreeInfo (see MA SIF documentation for how to format)
- **Values:** Alphanumeric
**SR23 Degree Subject 2**

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

<table>
<thead>
<tr>
<th>Type</th>
<th>Alphanumeric</th>
<th>Length: Minimum 2</th>
<th>Maximum 2</th>
</tr>
</thead>
</table>

**Acceptable Values/Code Description:**

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

**Notes:**

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

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

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

**SIF Information**

- **Object:** StaffPersonal
- **Element:** Extended Element: MADegreeInfo (see MA SIF documentation for how to format)
- **Values:** Alphanumeric
SR24 Degree Type 3

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

<table>
<thead>
<tr>
<th>Type:</th>
<th>Alphanumeric</th>
<th>Length:</th>
<th>Minimum 3</th>
<th>Maximum 3</th>
</tr>
</thead>
</table>

Acceptable Values/Code Description:

See Degree Type 1

Notes:

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

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

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

<table>
<thead>
<tr>
<th>Paraprofessional</th>
<th>Physical Therapist</th>
<th>Diagnostic and Evaluation Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audiologist</td>
<td>Speech Pathologist</td>
<td>Rehabilitation Counselor</td>
</tr>
<tr>
<td>Occupational Therapist</td>
<td>Educational Interpreters</td>
<td>Work Study Coordinator</td>
</tr>
<tr>
<td>Orientation and Mobility Instructor (Peripatologist)</td>
<td>Recreation and Therapeutic Recreation Specialist</td>
<td>Other Related Special Education Staff</td>
</tr>
<tr>
<td>Teacher (not licensed)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SIF Information

Object: StaffPersonal
Element: Extended Element: MADegreeInfo (see MA SIF documentation for how to format)
Values: Alphanumeric
SR25 Degree Institution 3

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

<table>
<thead>
<tr>
<th>Type:</th>
<th>Alphanumeric</th>
<th>Length:</th>
<th>Minimum 4</th>
<th>Maximum 4</th>
</tr>
</thead>
</table>

Acceptable Values/Code Description:
The four character codes used by the College Board to identify domestic colleges are provided in the Excel file DHAppendices.xlsx.

0000 = Not Applicable
7777 = Foreign Educational Institution
8888 = Other Domestic Educational Institution

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

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

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

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

SIF Information
Object: StaffPersonal
Element: Extended Element: MADegreeInfo (see MA SIF documentation for how to format)
Values: Alphanumeric
SR26  Degree Subject 3

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

<table>
<thead>
<tr>
<th>Type:</th>
<th>Alphanumeric</th>
<th>Length:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Minimum 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Maximum 2</td>
</tr>
</tbody>
</table>

Acceptable Values/Code Description:

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

Notes:

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

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

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

SIF Information

Object: StaffPersonal
Element: Extended Element: MADegreeInfo (see MA SIF documentation for how to format)
Values: Alphanumeric
**SR27 Exit Date**

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

<table>
<thead>
<tr>
<th>Type</th>
<th>Alphanumeric</th>
<th>Length:</th>
<th>Minimum 10</th>
<th>Maximum 10</th>
</tr>
</thead>
</table>

**Acceptable Values/Code Description:**

Must be mm/dd/yyyy

**Notes:**

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

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

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

**SIF Information**

- **Object:** EmploymentRecord
- **Element:** TerminationDate
- **Values:** SIF date format
SR28 District Level Educator’s Professional Teacher Status

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

Report 99:

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

<table>
<thead>
<tr>
<th>Type:</th>
<th>Alphanumeric</th>
<th>Length:</th>
<th>Minimum 2</th>
<th>Maximum 2</th>
</tr>
</thead>
</table>

Acceptable Values/Code Description:
01 = Yes
02 = No
99 = Not Applicable

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

35.08: Performance Level Ratings

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

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

SIF Information
Object: EmploymentRecord
Element: Extended Element: MADistrictLevelProfessionalTeacher
Values: Alphanumeric
SR29  Overall Annual Summative Evaluation or Formative Evaluation Rating

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

<table>
<thead>
<tr>
<th>Type:</th>
<th>Length:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alphanumeric</td>
<td>Minimum 2</td>
</tr>
<tr>
<td></td>
<td>Maximum 2</td>
</tr>
</tbody>
</table>

Acceptable Values/Code Description:

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

Notes:
An educator’s overall performance rating for standard will be phased in through 2015. Reference regulations below:
35.08: Performance Level Ratings
(1) Each educator shall receive one of four ratings on each Performance Standard and overall.
(a)Exemplary, (b)Proficient, (c)Needs Improvement, (d)Unsatisfactory
35.11: Implementation and Reporting
(1) 603 CMR 35.00 shall take effect according to the following schedule:
(a)Districts with Level 4 schools, as defined in 603 CMR 2.05, shall adopt and implement in the Level 4 schools evaluation systems consistent with 603 CMR 35.00 for the 2011-2012 school year.(b)Districts that are participating in the Commonwealth's Race to the Top activities shall adopt and implement evaluation systems consistent with 603 CMR 35.00 for the 2012-2013 school year.(c)All school districts shall adopt and implement evaluation systems consistent with 603 CMR 35.00 by the beginning of the 2013-2014 school year.

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

SIF Information
Object: StaffEvaluation
Element: EvaluationHolisticScore
Values: Alphaumeric
### SR30 Standard (1) Evaluation Rating

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

<table>
<thead>
<tr>
<th>Type:</th>
<th>Alphanumeric</th>
<th>Length:</th>
<th>Minimum 2</th>
<th>Maximum 2</th>
</tr>
</thead>
</table>

#### Acceptable Values/Code Description:

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

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

35.03: Standards and Indicators of Effective Teaching Practice

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

Or

35.04: Standards and Indicators of Effective Administrative Leadership Practice

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

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

#### SIF Information

Object: StaffEvaluation
Element: EvaluationParts/EvaluationPart/Score (See SIF profile)
Values: Alphanumeric
**SR31 Standard (2) Evaluation Rating**

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

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

<table>
<thead>
<tr>
<th>Acceptable Values/Code Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
</tr>
<tr>
<td>01</td>
</tr>
<tr>
<td>02</td>
</tr>
<tr>
<td>03</td>
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<tr>
<td>04</td>
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<tr>
<td>05</td>
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<td>16</td>
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<td>17</td>
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<tr>
<td>18</td>
</tr>
<tr>
<td>19</td>
</tr>
<tr>
<td>20</td>
</tr>
<tr>
<td>99</td>
</tr>
</tbody>
</table>

**Notes:**

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

35.03: Standards and Indicators of Effective Teaching Practice

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

Or

35.04: Standards and Indicators of Effective Administrative Leadership Practice

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

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

**SIF Information**

**Object:** StaffEvaluation  
**Element:** EvaluationParts/EvaluationPart/Score (See SIF profile)  
**Values:** Alphanumeric
SR32 Standard (3) Evaluation Rating

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

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

Acceptable Values/Code Description:

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

Notes:
An educator’s overall performance rating for standard will be phased in through 2015. Reference regulations below:
35.03: Standards and Indicators of Effective Teaching Practice
(3) Family and Community Engagement standard: Promotes the learning and growth of all students through effective partnerships with families, caregivers, community members, and organizations.
Or
35.04: Standards and Indicators of Effective Administrative Leadership Practice
(3) Family and Community Engagement standard: Promotes the learning and growth of all students and the success of all staff through effective partnerships with families, community organizations, and other stakeholders that support the mission of the school and district.

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

SIF Information
Object: StaffEvaluation
Element: EvaluationParts/EvaluationPart/Score (See SIF profile)
Values: Alphanumeric
SR33 Standard (4) Evaluation Rating

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

<table>
<thead>
<tr>
<th>Type</th>
<th>Alphanumeric</th>
<th>Length:</th>
<th>Minimum 2</th>
<th>Maximum 2</th>
</tr>
</thead>
</table>

Acceptable Values/Code Description:

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

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

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

Or
35.04: Standards and Indicators of Effective Administrative Leadership Practice
(4) Professional Culture standard: Promotes success for all students by nurturing and sustaining a school culture of reflective practice, high expectations, and continuous learning for staff.

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

SIF Information
Object: StaffEvaluation
Element: EvaluationParts/EvaluationPart/Score (See SIF profile)
Values: Alphanumeric
### SR34 Discontinued

<table>
<thead>
<tr>
<th>Type</th>
<th>Length</th>
<th>Acceptable Values/Code Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alphanumeric</td>
<td>Minimum 2</td>
<td>99 = Not Applicable</td>
</tr>
<tr>
<td></td>
<td>Maximum 2</td>
<td></td>
</tr>
</tbody>
</table>

**SIF Information**

- **Object**: None
- **Element**: None
- **Values**: 99

SIF Extract will default value to 99.
**SR35 Discontinued**

<table>
<thead>
<tr>
<th>Type:</th>
<th>Alphanumeric</th>
<th>Length:</th>
<th>Minimum 2</th>
<th>Maximum 2</th>
</tr>
</thead>
</table>

**Acceptable Values/Code Description:**

99 = Not Applicable

**SIF Information**

- **Object**: None
- **Element**: None
- **Values**: 99

SIF Extract will default value to 99.
SR36 Staff Days of Attendance

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

<table>
<thead>
<tr>
<th>Type:</th>
<th>Integer</th>
<th>Length:</th>
<th>Minimum 1</th>
<th>Maximum 3</th>
</tr>
</thead>
</table>

Acceptable Values/Code Description:

0 – 261 Number of days

Notes:

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

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

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

SIF Information

Object: StaffAssignment (Primary)
Element: Extended: MASTaffActualAttendance
Values: Alphanumeric
SR37 Staff Expected Days of Attendance

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

<table>
<thead>
<tr>
<th>Type:</th>
<th>Integer</th>
<th>Length:</th>
<th>Minimum 1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Maximum 3</td>
</tr>
</tbody>
</table>

Acceptable Values/Code Description:

0 – 261  Number of days

Notes:

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

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

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

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

Dependencies:

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

SIF Information

Object: StaffAssignment (Primary)  
Element: Extended: MAStaffExpectedAttendance  
Values: Alphanumeric
SR38 Beginner Educator Identifier

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

<table>
<thead>
<tr>
<th>Type</th>
<th>Integer</th>
<th>Length:</th>
<th>Minimum 2</th>
<th>Maximum 2</th>
</tr>
</thead>
</table>

Acceptable Values/Code Description:

00 - No
01 - Yes

Notes:

Dependencies:

SIF Information
- Object: StaffAssignment (Primary)
- Element: Extended: MABeginningEducator
- Values: Alphanumeric
Work Assignment
Data Elements

Data Collection: Work Assignment
WA01 Massachusetts Education Personnel Identifier (MEPID)

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

<table>
<thead>
<tr>
<th>Type:</th>
<th>Alphanumeric</th>
<th>Length:</th>
<th>Minimum 8</th>
<th>Maximum 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acceptable Values/Code Description:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eight-digit state-assigned identification number</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notes:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The MEPID is the primary key that links any corresponding work assignment records to the staff roster record and to an individual’s identifying characteristics entered in ID Maintenance.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SIF Information

Object: StaffPersonal
Element: StateProvinceId
Values: Numeric
**WA02  Local Employee Number**

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

<table>
<thead>
<tr>
<th>Type:</th>
<th>Alphanumeric</th>
<th>Length:</th>
<th>Minimum 1</th>
<th>Maximum 20</th>
</tr>
</thead>
</table>

**Acceptable Values/Code Description:**

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

0 = Not Applicable

**Notes:**

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

**SIF Information**

Object: StaffPersonal
Element: LocalId
Values: Numeric
WA03  First Name

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

<table>
<thead>
<tr>
<th>Type:</th>
<th>Alphanumeric</th>
<th>Length:</th>
<th>Minimum 1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Maximum 30</td>
</tr>
</tbody>
</table>

Acceptable Values/Code Description:
The only special characters allowed in this field are the hyphen, apostrophe, period, and space.

Notes:
The first name must match the first name entered in the staff roster record and to assign the MEPID in ID Maintenance.
This field is included to assist districts in identifying individuals for checking data.

SIF Information
Object: StaffPersonal
Element: Name/FirstName
Values: Numeric
WA04  Middle Name / Middle Initial

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

<table>
<thead>
<tr>
<th>Type:</th>
<th>Alphanumeric</th>
<th>Length:</th>
<th>Minimum 1</th>
<th>Maximum 30</th>
</tr>
</thead>
</table>

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

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

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

SIF Information
Object: StaffPersonal
Element: Name/MiddleName
Values: Alphanumeric
WA05  Last Name

The name borne in common by members of a family.

Type: Alphanumeric  Length: Minimum 1
       Maximum 30

Acceptable Values/Code Description:
The only special characters allowed in this field are the hyphen, apostrophe, period, and space.

Notes:
The last name must match the last name entered in the staff roster record and to assign the MEPID in ID Maintenance.
This field is included to assist districts in identifying individuals for checking data.

SIF Information
Object: StaffPersonal
Element: Name/LastName
Values: Alphanumeric
WA06  Assignment Location Code

WA06 has been changed to identify the location where a course is taught.

Starting in October 2011, alternative education programs can be reported in EPIMS as the location where a course is taught if the course is not taught in a school building. If the course is taught in a school building, the school code must be used for WA06 (and SCS03).

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

District alternative education program codes must be registered with ESE.

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

<table>
<thead>
<tr>
<th>Type:</th>
<th>Alphanumeric</th>
<th>Length:</th>
<th>Minimum 8</th>
<th>Maximum 8</th>
</tr>
</thead>
</table>

Acceptable Values/Code Description:

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

Notes:

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

SIF Information

Object: SchoolInfo or in some cases SchoolCourseInfo
Element: SchoolInfo/StateProvinceId or SchoolCourseInfo/AttendingSchool if it exists.
Values: Alphanumeric
**WA07  Job Classification**

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

<table>
<thead>
<tr>
<th>Type:</th>
<th>Alphanumeric</th>
<th>Length:</th>
<th>Minimum 4</th>
<th>Maximum 4</th>
</tr>
</thead>
</table>

**Acceptable Values/Code Description:**

A complete list of job classification codes is provided in the Excel file `DHAappendices.xlsx`.

**Notes:**

Examples of job classifications for which codes are provided:

- Superintendent of Schools
- Teacher
- Occupational Therapist
- Librarians

**SIF Information**

- **Object:** StaffAssignment
- **Element:** JobFunction/OtherCodeList/OtherCode (Codeset=Other)
- **Values:** Alphanumeric
WA08  Teacher / Paraprofessional Assignment

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

<table>
<thead>
<tr>
<th>Type:</th>
<th>Alphanumeric</th>
<th>Length:</th>
<th>Minimum 3</th>
<th>Maximum 3</th>
</tr>
</thead>
</table>

Acceptable Values/Code Description:

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

000 = Not Applicable

Notes:

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

Severe Disabilities Consultative Content Instructors
Secondary Level ESL Teacher
Title I Instructional Paraprofessional

SIF Information

For Paraprofessionals:
Object: StaffAssignment
Element: TeachingAssignment/OtherCodeList/OtherCode (Codeset=StateProvince)
Values: Alphanumeric

For Instructional Assignments:
Object: StaffSectionAssignment
Element: Extended Element: MATeachingAssignment
Values: Alphanumeric

Administrative assignments default to 00
WA09 Grade

The predominant grade(s) for which the specific assignment provides educational services. Where appropriate, ranges may be provided. This data element is not applicable for all staff.

<table>
<thead>
<tr>
<th>Type:</th>
<th>Alphanumeric</th>
<th>Length:</th>
<th>Minimum 1</th>
<th>Maximum 4</th>
</tr>
</thead>
</table>

Acceptable Values/Code Description:

- 00 = Grade does not apply to this assignment
- PK = Pre-Kindergarten
- K = Kindergarten
- 01 = Grade 1
- K01 = Grade K/1
- 0102 = Grade 1/2
- 02 = Grade 2
- 03 = Grade 3
- 04 = Grade 4
- 05 = Grade 5
- 06 = Grade 6
- 07 = Grade 7
- 08 = Grade 8
- 09 = Grade 9
- 10 = Grade 10
- 11 = Grade 11
- 12 = Grade 12
- 88 = Multiple — This assignment provides instruction or services to students in multiple grades. The grade “multiple” should be used to report a special education classroom teacher or the teacher of an ELL class.
- 99 = All — The individual in this assignment provides instruction or services to all grade levels in the school.

Notes:

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

SIF Information

Object: StudentSchoolEnrollment or SectionInfo
Element: Extended: MA Grade Level Override (SectionInfo)
Values: Alphanumeric

The SIF extract will calculate this value based on the predominant grade level of the enrolled students. An override of this calculation may be reported in the SectionInfo object.
WA10  Subject Area-Course Code

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

<table>
<thead>
<tr>
<th>Type:</th>
<th>Alphanumeric</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length:</td>
<td>Minimum 5</td>
</tr>
<tr>
<td></td>
<td>Maximum 7</td>
</tr>
</tbody>
</table>

Acceptable Values/Code Description:
A complete list of subject area-course codes is provided in the Excel file DHAappendices.xlsx.

00000 = Not Applicable (Administrative staff should report “not applicable” in this field.)
99999 = All Subjects (This code is not acceptable for prior-to-secondary courses and is limited to SPED and ELL courses for secondary courses.) Secondary “all courses” codes will be validated to make sure they are only for SPED or ELL work assignments in the secondary grades.

Notes:
Prior-to-Secondary (Appendix G1) & Secondary Course Codes (Appendix G2)
(format = 5 digits: _ _ _ _ _)
The first two digits identify the subject area and the next three digits identify the specific course (see Table 1).

Advanced Placement (AP) Codes (Appendix G2)
(format = 5 digits: _ _ A _ _)
In order to map EPIMS AP course codes directly to College Board AP tests, it was necessary to create some non-NCES course codes. These non-standard codes may be identified as those 5 digit course codes whose third character is the letter “A”.

Classification of Instructional Program (CIP) Codes (Appendix G3)
(format = 7 digits: C _ _ _ _ _)
Schools with Chapter 74-Approved Vocational Technical Education Programs are required to use the Classification of Instructional Program (CIP) Codes to report in EPIMS. The CIP codes are now listed at the end of the code list in the Excel file DHAappendices.xlsx. These are the same codes used in SIMS except a leading “C” has been added. The EPIMS/NCES codes should still be used to report teachers of academic courses.

Schools that do not have Chapter 74-Approved Programs should report subject area-course code information using only the five-character EPIMS/NCES codes for teachers of vocational and academic classes.
Table 1: Coding Format for Prior-to-Secondary and Secondary Subject Area-Courses

<table>
<thead>
<tr>
<th>Subject Area-Course</th>
<th>Code for Prior-to-Secondary Courses</th>
<th>Code for Secondary Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language and Literature</td>
<td>51</td>
<td>01</td>
</tr>
<tr>
<td>Mathematics</td>
<td>52</td>
<td>02</td>
</tr>
<tr>
<td>Life and Physical Sciences</td>
<td>53</td>
<td>03</td>
</tr>
<tr>
<td>Social Sciences and History</td>
<td>54</td>
<td>04</td>
</tr>
<tr>
<td>Fine and Performing Arts</td>
<td>55</td>
<td>05</td>
</tr>
<tr>
<td>Foreign Language and Literature</td>
<td>56</td>
<td>06</td>
</tr>
<tr>
<td>Religious Education and Theology</td>
<td>57</td>
<td>07</td>
</tr>
<tr>
<td>Physical, Health, and Safety Education</td>
<td>58</td>
<td>08</td>
</tr>
<tr>
<td>Military Science(^1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer and Information Sciences</td>
<td>60</td>
<td>10</td>
</tr>
<tr>
<td>Communications and Audio/Visual Technology</td>
<td>61</td>
<td>11</td>
</tr>
<tr>
<td>Business and Marketing</td>
<td>62</td>
<td>12</td>
</tr>
<tr>
<td>Manufacturing</td>
<td>63</td>
<td>13</td>
</tr>
<tr>
<td>Health Care Services</td>
<td>64</td>
<td>14</td>
</tr>
<tr>
<td>Public, Protective, and Government Services</td>
<td>65</td>
<td>15</td>
</tr>
<tr>
<td>Hospitality and Tourism</td>
<td>66</td>
<td>16</td>
</tr>
<tr>
<td>Architecture and Construction</td>
<td>67</td>
<td>17</td>
</tr>
<tr>
<td>Agriculture, Food, and Natural Resources</td>
<td>68</td>
<td>18</td>
</tr>
<tr>
<td>Human Services</td>
<td>69</td>
<td>19</td>
</tr>
<tr>
<td>Transportation, Distribution, and Logistics</td>
<td>70</td>
<td>20</td>
</tr>
<tr>
<td>Engineering and Technology</td>
<td>71</td>
<td>21</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>72</td>
<td>22</td>
</tr>
<tr>
<td>Non-Subject Specific</td>
<td>73</td>
<td></td>
</tr>
</tbody>
</table>

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

**SIF Information**

**Object:** SchoolCourseInfo  
**Element:** StateCourseCode  
**Values:** Alphanumeric
WA11  Class Section

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

<table>
<thead>
<tr>
<th>Type:</th>
<th>Alphanumeric</th>
<th>Length:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Minimum 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Maximum 20</td>
</tr>
</tbody>
</table>

**Acceptable Values/Code Description:**

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

0 = Not Applicable.

**Notes:**

**SIF Information**

**Object:** SectionInfo  
**Element:** CourseSectionCode  
**Values:** Alphanumeric
WA12  Full Time Equivalent (FTE)

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

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

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

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

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

<table>
<thead>
<tr>
<th>Type:</th>
<th>Numeric with 3 decimal places</th>
<th>Length:</th>
<th>Minimum 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Maximum 5</td>
</tr>
</tbody>
</table>

Acceptable Values/Code Description:

0.01
to
1.00 = Representing 100%

Notes:

**SIF Information**

Object: StaffAssignment
Element: JobFTE
Values: Numeric

Refer to MA SIF documentation to discover how this is implemented for instructional assignments.
WA13 Discontinued

**Type:** Alphanumeric

**Length:**
- Minimum 2
- Maximum 2

**Acceptable Values/Code Description:**
99 = Not Applicable

**SIF Information**
- **Object:** None
- **Element:** None
- **Values:** 99

SIF Extract will default value to 99.
WA14 Discontinued

<table>
<thead>
<tr>
<th>Type</th>
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<tbody>
<tr>
<td>Alphanumeric</td>
<td>Minimum 2</td>
</tr>
<tr>
<td></td>
<td>Maximum 2</td>
</tr>
</tbody>
</table>

Acceptable Values/Code Description:

99 = Not Applicable

SIF Information

Object: None
Element: None
Values: 99

SIF Extract will default value to 99.
WA15  Discontinued

<table>
<thead>
<tr>
<th>Type:</th>
<th>Alphanumeric</th>
<th>Length:</th>
<th>Minimum 2</th>
<th>Maximum 2</th>
</tr>
</thead>
</table>

Acceptable Values/Code Description:
99 = Not Applicable

SIF Information
Object: None
Element: None
Values: 99

SIF Extract will default value to 99.
WA16  Course Term

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

**Type:** Alphanumeric  
**Length:** 2

**Acceptable Values/Code Description:**

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

**Available Terms/Code Description:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>FULL</td>
<td>Full School Year</td>
</tr>
<tr>
<td>21</td>
<td>SEM1</td>
<td>First Semester</td>
</tr>
<tr>
<td>22</td>
<td>SEM2</td>
<td>Second Semester</td>
</tr>
<tr>
<td>31</td>
<td>TRI1</td>
<td>First Trimester</td>
</tr>
<tr>
<td>32</td>
<td>TRI2</td>
<td>Second Trimester</td>
</tr>
<tr>
<td>33</td>
<td>TRI3</td>
<td>Third Trimester</td>
</tr>
<tr>
<td>34</td>
<td>TRIX</td>
<td>Multiple Trimesters</td>
</tr>
<tr>
<td>35</td>
<td>TRIN</td>
<td>Multiple Non-consecutive Trimesters</td>
</tr>
<tr>
<td>41</td>
<td>QTR1</td>
<td>First Quarter</td>
</tr>
<tr>
<td>42</td>
<td>QTR2</td>
<td>Second Quarter</td>
</tr>
<tr>
<td>43</td>
<td>QTR3</td>
<td>Third Quarter</td>
</tr>
<tr>
<td>44</td>
<td>QTR4</td>
<td>Fourth Quarter</td>
</tr>
<tr>
<td>45</td>
<td>QTRX</td>
<td>Multiple Quarters</td>
</tr>
<tr>
<td>46</td>
<td>QTRN</td>
<td>Multiple Non-consecutive Quarters</td>
</tr>
<tr>
<td>51</td>
<td>QIN1</td>
<td>First Quinmester</td>
</tr>
<tr>
<td>52</td>
<td>QIN2</td>
<td>Second Quinmester</td>
</tr>
<tr>
<td>53</td>
<td>QIN3</td>
<td>Third Quinmester</td>
</tr>
<tr>
<td>54</td>
<td>QIN4</td>
<td>Fourth Quinmester</td>
</tr>
<tr>
<td>55</td>
<td>QIN5</td>
<td>Fifth Quinmester</td>
</tr>
<tr>
<td>56</td>
<td>QINX</td>
<td>Multiple Quinmesters</td>
</tr>
<tr>
<td>57</td>
<td>QINN</td>
<td>Multiple Non-consecutive Quinmesters</td>
</tr>
<tr>
<td>61</td>
<td>MINI1</td>
<td>Mini-term 1</td>
</tr>
<tr>
<td>62</td>
<td>MINI2</td>
<td>Mini-term 2</td>
</tr>
<tr>
<td>63</td>
<td>MINI3</td>
<td>Mini-term 3</td>
</tr>
<tr>
<td>64</td>
<td>MINI4</td>
<td>Mini-term 4</td>
</tr>
<tr>
<td>65</td>
<td>MINI5</td>
<td>Mini-term 5</td>
</tr>
<tr>
<td>66</td>
<td>MINI6</td>
<td>Mini-term 6</td>
</tr>
<tr>
<td>67</td>
<td>MINI7</td>
<td>Mini-term 7</td>
</tr>
<tr>
<td>68</td>
<td>MINI8</td>
<td>Mini-term 8</td>
</tr>
<tr>
<td>69</td>
<td>MINI9</td>
<td>Mini-term 9</td>
</tr>
<tr>
<td>70</td>
<td>MINI10</td>
<td>Mini-term 10</td>
</tr>
<tr>
<td>71</td>
<td>MINI11</td>
<td>Mini-term 11</td>
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<td>72</td>
<td>MINI12</td>
<td>Mini-term 12</td>
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<tr>
<td>73</td>
<td>MINI13</td>
<td>Mini-term 13</td>
</tr>
<tr>
<td>Code</td>
<td>Name</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>74</td>
<td>MINI14</td>
<td>Mini-term 14</td>
</tr>
<tr>
<td>75</td>
<td>MINI15</td>
<td>Mini-term 15</td>
</tr>
<tr>
<td>78</td>
<td>MINIX</td>
<td>Multiple Mini-terms</td>
</tr>
<tr>
<td>79</td>
<td>MININ</td>
<td>Multiple Non-consecutive Mini-terms</td>
</tr>
<tr>
<td>80</td>
<td>SUMR</td>
<td>Summer Term</td>
</tr>
<tr>
<td>90</td>
<td>INTR</td>
<td>Intersession</td>
</tr>
</tbody>
</table>

Notes:
Value must match course term values reported in SCS07.

Term Definitions Table

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

Related Data Elements:

SCS07 Course Term

EDW Local Data Elements: STAFFSF_TERM, STUSF_TERM

Notes:
All non-instructional staff should be reported as code 01 – FULL.
Value must match course term values reported in SCS07.

Reporting Courses that Span Multiple Terms

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

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

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

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

SIF Information
Object: TermInfo
Element: Extended Element: MATermCode
Values: See table above
WA17 Term Status at Time of Data Collection

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

**Type:** Alphanumeric  
**Length:** 2

**Acceptable Values/Code Description:**

01 = Active Term  
02 = Inactive Term  
03 = Inactive Assignment

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

01 = Active Term – Use this code to indicate that the assignment is active and that the term is also active or was active at end of year.  
02 = Inactive Term - Use this code to indicate that the assignment was active at the end of the term and that the term has completed (except for EOC).  
03 = Inactive Assignment - Use this code to indicate that the educator was not active in this assignment at the time of the report or at the end of the term if it was in the past.

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

**SIF Information**

**For non-instructional assignments**  
**Object:** StaffAssignment  
**Element:** JobEndDate

**For instructional assignments**  
**Object:** StaffSectionAssignment  
**Element:** AssignmentEndDate

The end of the assignment is compared with the end of the term to determine the value of WA17. If the term is not active, then WA17 will equal 02. If the assignment ends before the end of an active term, then the value will be 17. Otherwise, the value will be 01.
Is this the EOY collection?

**YES**

Do any job classifications reported for a MEPID, require an ESE license?

**YES**

Is this a Commonwealth Charter School or a Collaborative or is the Job Classification 1205, 1224 or 1320?

**NO**

SR29 through SR33 must not be NA — SR33 must be 99 (NA)

**YES**

SR29 through SR33 may be any valid value.

SR34 must be 99 (NA)

**YES**

Does the evaluation system conform with the latest educator evaluation regulations

**YES**

SR29 through SR33 may be any valid value. SR34 must be 99 (NA)

**NO**

Are there any teaching job classifications (2305, 2306, 2307, 2308, 2310)?

SR28 may be any valid value

SR28 must be 01, 02

**YES**

Does all of the job classifications reflect an administrative position for the MEPID or is this a Charter School?

**NO**

SR28 must be 99 (NA)

**YES**

End

Educator Evaluation Decision Tree FY2018

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

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