LEAInfo (LEAI)
Used in: General use - No special instructions identified

SchoolInfo (SI)
Used in: SIMS, SSDR, SCS, EPIMS

Outplacement schools & services only
Create SchoolInfo record(s) for outplacement school and/or services only using the eight character district code in StateProvinceID. This will be the school in which these categories of students will be enrolled. The instructional location (DOE015) for these students will be reported in the StudentSchoolEnrollment object in the AttendingSchool extended element. A student attendance summary for each of these students must be provided when requested. In most cases this will have to be a manual override since there may not be calculate-able attendance records for outplaced students.

School within school
A school location with a single school state code and two embedded levels such as High School with Pre-K classes may be reported with two separate SchoolInfo objects in order to accommodate separate calendars.

School Type (SchoolInfo/SchoolType)
The Schooltype element was added to accommodate Edwin whose specification calls for “Elementary, Middle, High School, Multi-Types or Other”. The NCES codes for SchoolType are much broader than that and ESE standards are even more restrictive.

The ESE standards are described below with the NCES codes in parentheses following.

ELEMENTARY SCHOOL (0789, 1304, 1981, 2397)
- grades starting at lowest levels, such as PK, KG or 01;
- grade span of successive grades, such as PK, KG, 01, 02, and 03; and
- grades ending at either grades 05, 06, 07 and/or 08.

MIDDLE/JUNIOR HIGH SCHOOL (2399, 2400, 2602)
- grades starting at either grades 04, 05, 06, 07 and/or 08;
- grade span may also include pre-kindergarten grade combined with middle/junior high school grades, for example, PK, 06-08;
- grades ending at or before grade 09; and school administered as a separate entity between the elementary and secondary levels.

SECONDARY HIGH SCHOOL (2402, 2403)
- grades starting at either grades as 05, 06, 07, 08, 09, and/or 11;
- grade span of successive grades, such as 05, 06, 07, 08, 09, 10, 11 and 12;
- grade span may also include pre-kindergarten grade combined with secondary grades, for example, PK, 09-12; and ability to graduate students upon completion of final years of school work from grades 10,11 and/or 12.

ESE has no official “Multi-Type” definition, however if a school can award a HS diploma and accommodate all grade levels, it is not covered by any of the definitions above, so that s/b reported as 1302 (“All levels”) Any left-over NCES codes (0013,0787) will be considered “Other”.

Massachusetts Department of Elementary and Secondary Education
MA SIF Technical Guide — 2.10
09/01/2016
StaffPersonal (StaP)
Used in: SSDR, EPIMS

No special instructions identified

StudentPersonal (StuP)
Used in: SIMS, SSDR, SCS

No special instructions identified

DisciplineIncident (DI)
Used in: SSDR

The DisciplineIncident object and the SSDR

Many of the requirements for reporting SSDR through the DisciplineIncident object are apparent from reading the profile; however some elements bear further expansion. One general change for this report is in the method used for gathering counts of offenders and victims. The legacy system allowed entering summary counts manually, whereas SIF requires counting individual offender and victim records to get these values. SSDR only requires clear identification of students who have been disciplined by means of suspension. For SSDR purposes ESE has no interest in identifying non-suspended students or staff involved in an incident.

Not all Incidents and discipines reported in the DisciplineIncident should be extracted to the SSDR report. Only those disciplines in which there is a Legacy MA code value (Column E) for the OffenderList/Offender/ActionList/Action/Code structure in the Code Sets tab of the MA SIF profile should be extracted into the SSDR report. Any incident involving these disciplines should be reported as well. In addition to those incidents, report any remaining incidents whose Legacy MA code value (Column E) for the RelatedToList/RelatedTo structure is not NA or 18.

AgencyReporting: Do not report the LEA’s RefId here. Report only the school’s RefId in this element. The SSDR report only recognizes schools.

IncidentLocationRefId: If the incident’s location is somewhere other than school grounds within the LEA reporting the incident, then do not report this element.

RelatedToList: This list of offenses may or may not relate to offenses listed in OffenderList/Offender/RelatedToList. Offenses listed here might not be in the OffenderList, however all offenses in the OffenderList must be listed here. If an incident’s RelatedTo items contain only those with a Legacy MA Code of 18, then at least one OffenderList/Offender/ActionList/Action/Code must be an action with a non-null MA Legacy Code for the incident to be reported. Code 3700 (Weapons Possession) is combined with WeaponTypeList/WeaponType to arrive at the appropriate MA legacy code for the offense.

WeaponTypeList/WeaponType: RelatedTo Code 3700 (Weapons Possession) is combined with WeaponTypeList/WeaponType to arrive at the appropriate MA legacy code for the offense.

OffenderList/Offender/@Type: Counts of the offenders of each type will be used to populate the SSDR.

OffenderList/Offender/SIF_RefId: Only the RefIds of students who are suspended need be reported here. For SSDR purposes ESE has no interest in identifying non-suspended students or staff involved in an incident.
**OffenderList/Offender/ActionList/Action/Code:** Only those student offenders with a non-null MA legacy code are reportable in the SSDR.

**OffenderList/Offender/ActionList/Action/OtherCodeList/OtherCode/@CodeSet:** Only report CodeSet “Other” if the student was removed by school personnel to an alternative setting. Always report Codeset “StateProvince” to record the alternative education status for this particular discipline.

**OffenderList/Offender/WeaponTypeList/WeaponType:** See WeaponTypeList/WeaponType above.

**OffenderList/Offender/RelatedToList/RelatedTo:** See RelatedToList above.

**VictimList/Victim/@Type:** Counts of the offenders of each type will be used to populate the SSDR. Specific data about each victim is not relevant to the SSDR.

**Extended Element MAOtherOffense:** When additional text is required for an offense listed in RelatedToList/RelatedTo, report that text in this element. There are two sub-elements reported here separated by a full colon (:) with individual occurrences separated by tildes (~). The format is

```
<SIF_ExtendedElement Name="MAOtherOffense"> RelatedToCode:Description</SIF_ExtendedElement>
```

The following example describes a student who was disciplined for cocaine use.

```
<SIF_ExtendedElement Name="MAOtherOffense">1650:Cocaine</SIF_ExtendedElement>
```

**Extended Element MAOtherWeapon:** When additional text is required for a weapon listed in WeaponTypeList/WeaponType, report that text in this element. There are two sub-elements reported here separated by a full colon (:) with individual occurrences separated by tildes (~). The format is

```
<SIF_ExtendedElement Name="MAOtherWeapon"> WeaponTypeCode:Description</SIF_ExtendedElement>
```

The following example describes a student who used an haleberd in an offense.

```
<SIF_ExtendedElement Name="MAOtherWeapon">0030:Haleberd</SIF_ExtendedElement>
```
EmploymentRecord (ER)
Used in: EPIMS

Report conditional elements only when required.

MADistrictLevelProfessionalTeacher (SR28) is a conditional extended element. Do not report this element for Charter Schools. On extracting this element from SIF to the EPIMS report the process should apply these rules:

- If period=1 (October), then SR28=99
- If a Charter School (org_type=12) then SR28=99
- If no StaffAssignments then SR28=99
- If MADistrictLevelProfessionalTeacher
  - Is null (not supplied) SR28=99
  - =Yes then SR28=01
  - =No then SR28=02

SchoolCourseInfo (SCI)
Used in: SCS, EPIMS

See Reporting Organizations via SIF for some specific instructions

StaffAssignment (SA)
Used in: EPIMS

StaffAssignment is used to gather assignment information for administrative staff. This object is also used to report staff attendance and FTE.

PrimaryAssignment element

As per SIF specifications “There must be one and only one instance of the object with a Yes value in this element per school year.” Each employed staff member must have one StaffAssignment record with PrimaryAssignment set to “Yes”. This record will be the where the extended elements MASTaffActualAttendance, MASTaffExpectedAttendance and MABeginningEducator are recorded.
**Reporting FTE for teaching assignments**

For instructional assignments, create one StaffAssignment (SA) record for every role an educator is listed for in StaffSectionAssignment (SSA). Detail in each SA JobFTE element, the FTE that s/he is expected to spend in each role. Whether a SA is marked for allocation to SSAs will be based on matching specific values in both objects. The table below shows the values which in addition to StaffPersonalRefId must align SSAs to the SA which holds their FTE. For example we would expect for a SSA with a TeamTeacher role that there would be a corresponding SA with the same StaffPersonalRefId, a JobFunction/Code of 1000 and a JobFunction/OtherCodeList/OtherCode of 2306.

<table>
<thead>
<tr>
<th>SSA/Roles/Role</th>
<th>SA/JobFunction/Code</th>
<th>SA/JobFunction/OtherCodeList/OtherCode</th>
</tr>
</thead>
<tbody>
<tr>
<td>LeadTeacher</td>
<td>1000</td>
<td>2305</td>
</tr>
<tr>
<td>TeamTeacher</td>
<td>1000</td>
<td>2306</td>
</tr>
<tr>
<td>ContributingProfessional</td>
<td>1000</td>
<td>2310</td>
</tr>
<tr>
<td>Paraprofessional</td>
<td>1000</td>
<td>4100</td>
</tr>
</tbody>
</table>

In SA/JobFunction/OtherCodeList/OtherCode report teachers of virtual courses with the corresponding non-virtual code (2307=2305, 2308=2306). Since long term substitutes (2325) can function in any of the professional roles, report the SA/JobFunction/OtherCodeList/OtherCode which corresponds to the SSA/Roles/Role in which they are serving. If a paraprofessional has both non-instructional and instructional assignments, report 2 SAs. Only use code 1000 in SA/JobFunction/Code for assignments for which there are corresponding SSA objects.

To simplify the process, FTE will be allocated only to current SSAs and SAs. Non-current SSAs will be allocated a minimal FTE (0.001). Current is defined as any object whose Start and End dates enclose the report date.

Example: A teacher spends 20% of the time as a Dept Head, co-teaches 3 virtual courses (60%) and is the Lead Teacher on one course (20%). We would expect 3 SA objects. One SA object for the Dept head assignment would have .2 FTE and the JobFunction/Code not equal to 1000, as this is not instructional. 9999 is a safe value. A second SA object would have .2 FTE and a JobFunction/Code=1000 with an OtherCode of 2305. This supplies the FTE for the single LeadTeacher SSA object. A third SA object would have .6 FTE and a JobFunction/Code=1000 with an OtherCode of 2306. This supplies the FTE for the three TeamTeacher SSA objects. A value of .2 (.6/3) will be assigned as the FTE for each of the three TeamTeacher SSA objects when being extracted to the Work Assignment tables.
**StaffEvaluation (SE)**

**Used in: EPIMS**

As the name suggests, the StaffEvaluation object is used to report staff evaluation information. It is not necessary to submit a StaffEvaluation object for those staff for whom an evaluation is not required. If an evaluation is required for staff and none is received, then on extract ESE will assign a value of “Not Evaluated” to the evaluation data elements. For staff for whom an evaluation is not required, not applicable will be extracted to the appropriate staff roster fields.

**SchoolInfoRefId:** Transmit the Refld of the school in which the staff is being evaluated. For district (LEA) level staff, it is preferable to use a SchoolInfo object that has the same StateProvinceId as the LEA.

**EvaluatorStateProvinceId:** Reporting the MEPID of the evaluator is optional.

**EvaluationCycleName:** The evaluation cycle codes are slightly different from those documented for SR35 in the EPIMS manual use the codes found in the “Evaluation Codes” tab in the SIF Profile. This element is no longer required beginning in FY2017.

**Evaluation System:** This element’s value *must* be "MA ESE Educator Evaluation" to distinguish it from other possible evaluations.

**EvaluationParts/EvaluationPart/Name:** The Name element must be reported with the exact text as described for the five elements of the evaluation. Multiple EvaluationParts with the same name are not permitted. If one of the EvaluationParts is missing then “Not Evaluated” will be extracted to the appropriate staff roster fields.

**EvaluationParts/EvaluationPart/Score:** The evaluation scores are the same as those documented for SR29 through SR33 in the EPIMS manual.

EvaluationParts/EvaluationPart/Scale: This must be “00-20”.

**EvaluationHolisticScore:** The evaluation scores are the same as those documented for SR29 through SR33 in the EPIMS manual.

EvaluationHolisticScale: This must be “00-20”.
**Evaluation Extract Logic:** The data to be extracted to EPIMS elements SR29-35 is a function of the intersection of three data sets, 1) Valid evaluations, 2) staff that are required or eligible to be evaluated and 3) LEAS required to evaluate staff (any LEA type except Commonwealth Charter Schools). The data to be extracted also is a function of snapshot or collection date.

1) The set of StaffEvaluation objects to be considered must
   a) Have an EvaluationSystem value of "MA ESE Educator Evaluation"
   b) Have an EvaluationDate which is
      i) For the October snapshot, the date must be between 7/1/CurrentYear and 10/1/CurrentYear inclusive for SR29 - SR33
      ii) All other snapshots and SR34
         (1) 2 Years prior to the report date if the EvaluationHolisticScore is an odd number (Formative)
         (2) 1 Year prior to the report date if it is an even number (Summative)
         (3) Any date between the report date and sysdate() (today)
2) The staff who are to have evaluation data extracted must have a job classification
   (StaffAssignment/JobFunction/OtherCodeList/OtherCode) in (select JCT_JOB_CLASSIFICATION_CODE from
   EM030JCT_JOB_CLASSIFICATN_TYP where JCT_ESE_LICENSE in ( '01','02')) (Job classifications requiring a license)
3) Staff found in item 1 & item 2 should have their evaluation data from the object extracted to EPIMS (refer back to 1b for some details)
4) Staff found in item 2 but not in item 1 and whose job classification (StaffAssignment/JobFunction/OtherCodeList/OtherCode) not in ('1205','1224','1320','2325') for all LEAs except staff from Commonwealth Charter Schools who have reported no valid validations in item 3. should have
   a) In October ‘99’ extracted to SR29 - SR33 and ‘00’ to SR34
   b) All other snapshots ‘00’ extracted to SR29-SR35
5) All not found in 3 or 4 should have ‘99’ extracted to SR29-SR35

In addition to the above, a SIF warning validation needs to be constructed to run in all snapshots except October which will flag all staff meeting the criteria set forth in 1)b)ii who do not have an evaluation object. Districts will need to be advised that this is not an error, but a warning and once they confirm that this is correct, an exception will be given.
StudentAttendanceSummary (SAS)
Used in: SIMS

The district SIF agent must properly respond to a standard State request message for their attendance summary information on demand. This is a SIF requirement. State SIF requests will be based on beginning and ending dates. A StudentAttendanceSummary with non-zero valid DaysofMembership must be returned for all students who are not summer exits.

Issues with Days of Attendance & Membership

Introduction: Experience has shown that dealing with Massachusetts' SIMS Days of Attendance & Membership (DOE017, DOE018 & DOE052) requirements within SIF present some unique challenges. What follows is an attempt to offer some solutions to those challenges from a standpoint of letting SIF be SIF and SIMS be SIMS, not letting either disturb the design of the other.

There are two types of reporting situations which will be discussed here: students with attendance and summer exits. It is perfectly possible for a district to legitimately report a single student with one or more StudentAttendanceSummary (SAS) records in each of these categories. For example a student may exit during the summer, then return midyear to an in-district school, transfer to another in-district school and then outplace him. In this case the student would have at least four valid SAS records of which the values in three would need to be summed to get complete DOE017, DOE018 & DOE052 values.

To make this work properly, the Terminfo objects for each school are required. The minimum StartDate and maximum EndDate for the school year will be used where bounding dates are required.

Because students may be concurrently enrolled in two schools in the same district, only those SAS records that refer to a student’s “Home”1 school will be included in computing DOE017, DOE018 & DOE052 values.

DESE will request a SAS for each student based on the parameters described below.

<table>
<thead>
<tr>
<th>Element/@Attribute</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>@SchoolYear</td>
<td>The value will the current year.</td>
</tr>
<tr>
<td>StartDate</td>
<td>For all periods: The value will equal the Minimum TermInfo.StartDate for that school</td>
</tr>
</tbody>
</table>
| EndDate            | For Oct & March: The value will be equal to the "report date"  
                      For EOY: The value will be equal to the maximum TermInfo.EndDate for that school. |

For each Current or Historical Home StudentSchoolEnrollment object, for each student in the district
DaysAttended is summed to get DOE017
DaysInMembership is summed to get DOE018
UnexcusedAbsences is summed to get DOE52

1 MembershipType in the StudentSchoolEnrollment object
Values Returned for a StudentAttendanceSummary Request

The uniqueness of a SAS record is determined by five elements/attributes:

1) @StudentPersonalRefId
2) @SchoolInfoRefId
3) @SchoolYear
4) StartDate – This **must** be identical to the StartDate received in the request even though the student may have started school mid-term.
5) EndDate – This **must** be identical to the EndDate received in the request, even though that date may be in the future or the past.

Examples:

- A student enters on 9/1/13 and transfers out of district on 9/25. ESE requests attendance for 9/1/13 through 10/1/13 on 9/28/13. The values returned in StartDate & ExitDate must be 9/1/13 & 10/1/13 respectively.

- A student enters on 9/1/13 and transfers to another school in the district on 10/25. ESE requests attendance for 9/1/13 through 3/1/14 for both schools on 1/15/14. Since attendance is requested on a school by school basis, this student will have two SAS records, one for each school. The values in StartDate & ExitDate must be 9/1/13 & 3/1/13 respectively for each of the SAS objects returned. The attendance and membership data returned is not aggregated, but is for each school individually.

- A student enters on 9/1/13 and transfers out of the district on 10/25. On 1/15/14 the student returns to the same school to complete the year. ESE requests attendance for 9/1/13 through 6/21/14 on 7/01/14. The attendance for both enrollments is returned in a single SAS object. The values returned in StartDate & ExitDate must be 9/1/13 & 6/21/13 respectively.
StudentSchoolEnrollment (SSE)

The StudentSchoolEnrollment (SSE) object is the cornerstone of the SIMS collection report. The internal parameters that affect the object are SchoolYear, MembershipType, TimeFrame, EntryDate and ExitDate. The external elements are the current date (SysDate) and the Report Date (RD) and other SSE records for the same student and year.

StudentSchoolEnrollment EXITDates

In most cases, the ExitDate of an SSE object should reflect the last day of enrollment in that school. However, if it is known at EoY that a student will be transferring to another school district, it is preferable to report that student as enrolled for that report date and report them as exited after the last day of school. This will cause them to be reported as summer exits in the following October SIMS report. Saving known summer exits for entry after the beginning of the next school year is discouraged.

Sysdate & Internal Errors

These are errors wherein the elements provided paint an incomplete or illogical picture. For example, an Historical object with no ExitDate, an EntryDate greater than the ExitDate or an EntryDate greater than the current date and a TimeFrame not equal to Future. SSE objects with these errors should be trapped prior to submission to the state. A vendor’s SIF agent may be decertified if an error object is received by the state.

Errors from Interaction With Other SSE objects

There may be only one Home Current SSE object for a student. A vendor’s SIF agent may be decertified if multiples are received by the state. Home and Summer object’s EntryDates and ExitDates for one student should not intersect, rather they should represent a smooth chronology. If a RD is found to reside in more than one Summer and/or Home SSE object regardless of TimeFrame an error has occurred. A vendor’s SIF agent may be decertified if this occurs.

Selecting the Reportable SSE object for SIMS

1. Find the most current (primary) SSE Object
   a. Find the Home or Summer SSE within whose time span the Report Date (RD) resides. The SQL for this might look like this: “where MembershipType<>'Concurrent' and RD between EntryDate and NVL(ExitDate,RD)”. The current enrollment value (DOE012) for these may be any value. However, if these enrollments have an exit date after the RD and an exit code is reported in EnStatTimeColl, then the ServicesOnly element must be evaluated to determine whether ‘01’ (No) or ‘40’ (Yes) will be reported in DOE012.
   b. For those students without an SSE from 1a, find the non-Concurrent, non-Future SSE with the greatest ExitDate which is less than the RD. These records should have a DOE012 value representing an exit code.
   c. Students with an ExitDate after the Minimum TermInfo.StartDate for that school should have an exit code and will be considered a current year exit.
   d. Students with an ExitDate on or before the Minimum TermInfo.StartDate and after the prior year’s Maximum TermInfo.EndDate for that school should have an exit code and will be considered a summer exit.

2. Compute FTE
   a. Ignore FTE for services only primary SSEs (DOE012 in (40,41)). All of these students are reportable.
   b. For non-services only primary SSEs with less than .5 FTE.
   c. Find Concurrent enrollments within whose time span the primary SSE’s ExitDate resides.
   d. If the sum the FTE(s) from all these objects (the primary and the concurrent) is less than .5 then the student should not be reported.

3. At this point there should be one and only one SSE object per student. These remaining primary SSE objects are what determine the students to include in the SIMS report for that report date.
Extracting DOE012 (Enrollment Status) from the SSE

Deriving the enrollment status (DOE012) is a matter of evaluating three elements in the SSE. This may be derived no matter what the date for which you are calculating. If the ExitDate is null, equal to or greater than the report date then evaluate the ServicesOnly flag. If Yes then DOE012=40, otherwise DOE012=01. If the ExitDate is prior to the Report Date, then use the value in ExitType/OtherCode.

Notes:

ExitDate is the date the student exited and not the first day of non-enrollment. That is, the ExitDate is the last day of enrollment.

ExitType/OtherCode may contain 01 or 40. This is legitimate only when the student is picking up another enrollment in the same district. DOE012 reflects district enrollment status. However, if the most recent SSE for an LEA has an exit date in the past, the ExitType/OtherCode (DOE012) value must not be 01.

### Summer Exits

ESE requires that all students reported as enrolled or receiving services be accounted for in the current collection. Students who were present in the EOY collection, but are not present in the following October collection are considered Summer Exits and must be reported with an exit code in DOE012. The StudentAttendanceSummary is ignored for summer exits. All such exits are to be reported in a StudentSchoolEnrollment object with a valid exit code and an ExitDate which falls between the end of the prior school year (maximum TermInfo.EndDate for that school and year) and the beginning of the current year (Minimum TermInfo.StartDate for that school inclusive).
The StudentSpecialEducationSummary (SSES) as the name implies is a summary of the special education data for a student. Events are not generated for this object and so EOE will have to request it. The mechanics of requesting it will have to be worked out.

WHEN TO REQUEST
We currently need a SSES for all affected students for three @SummaryDate’s, the first School Day of October and March and an EOY summary. That said, districts should be prepared to respond to a request for this object at any time for any SummaryDate.

WHAT WE EXPECT TO GET
We expect to get SSES objects for all students involved in a special education program. This also includes those not currently a Special Education student but who were previously a Special Education student during the current school year and 3–5 year old general education students serving as role models in Pre-K classes.

DATA CONVERSION FOR EXTRACT TO SIMS
For students without a SSES default values should be provided on the extract from Veracity to Oracle. DOE032=00, DOE034=00, DOE036=500, DOE038=500 & DOE040=00. For students with a SSES whose DOE032 value=05 the above default values except for DOE032 apply as well.

There are conversion tables in the MA SIF profile to assist in converting the values for PrimaryDisabilityCode.

Some of the values for StudentParticipationList/StudentParticipationData/ProgramType/OtherCodeList/OtherCode are age dependant and some are not. If the student’s age on the SummaryDate is 3-5, then the data should populate DOE032 while DOE034 should be reported as ‘00’. If the age on the SummaryDate is 6 or above, then the data should populate DOE034 while DOE032 should be reported as ‘00’. If the student is 3-5 years old and codes 40-90 are reported, then convert to the corresponding DOE032 as noted in the Code Sets tab of the profile.

TermInfo (TI)
Used in: SIMS, SCS, EPIMS

No special instructions identified

SectionInfo (SecI)
Used in: SIMS, SCS, EPIMS

See StudentSectionMarks, SectionMarkInfo and StaffSectionAssignment
SectionMarkInfo (SMI)
Used in: SCS, EPIMS

SectionMarkInfo has been added to the profile to facilitate reporting of SCS while the class is in progress. The previous MA SIF specifications would require reporting a StudentSectionMarks object for every enrolled student in a section in order to get term information about the course. This object is used to determine the term information for a class section when no marks have been reported yet.

ASSUMPTIONS:
For each SectionInfo, there is a SectionMarkInfo object which has only the TermInfoRefIds for those terms for which marks will be reported for SCS.
Both SCS and our SIF profile requirements disallow two marks for the same section/term.
One StudentSectionEnrollment can cover a Section with Multi-Term marks.

SCS EXTRACT REQUIREMENTS:
For each snapshot date, report only those courses in SCS and EPIMS that are in session or completed.
The enrollment status extracted for SCS must be that as of the report date

Rule 1 – For enrollments that have concluded on or prior to the specified date, whether a SSM object is needed or used is dependent on the value in SCS08 (StudentSectionEnrollment/CourseEnrollmentStatus)
  01 – Enrolled – This is an error for a course whose exit date is in the past (before today)
  02 – Withdrawn – The SSM is optional.
    If not supplied report SCS12=21 & SCS13=21111. Course Credit Earned (SCS11) will be zero where credit is available and 9999 if credit is not available.
    If SSM is supplied then use values reported there.
  03 – Completed – SSM is required. Use values reported there.
  04 – Incomplete - report SCS12=40 & SCS13=40000. Course Credit Earned (SCS11) will be zero where credit is available and 9999 if credit is not available.
  05 – Excused - report SCS12=50 & SCS13=50000. Course Credit Earned (SCS11) will be zero where credit is available and 9999 if credit is not available.

Rule 2 – For enrollments that are current as of the specified date (ie ones that continue on to the next day), a SSM is not needed.
Regardless of the value reported in StudentSectionEnrollment/ CourseEnrollmentStatus, the value to be reported for SCS08 will be 01 (Enrolled).
The only valid values for marks in this case are SCS12=88 & SCS13=88888
Course Credit Earned (SCS11) will be zero where credit is available and 9999 if credit is not available.

Rule 3 – For enrollments that continue past the term end date (multi-term courses)
A SSM is required. If StudentSectionEnrollment/ CourseEnrollmentStatus =01 then SCS08 must be inferred from the mark.
(SCS12 values below)
  01-20, 55, 66, 77, 99 – SCS08=03
  20-23, 88 – Illegal.
  40 - SCS08=04
  50 - SCS08=05
In the examples below, please refer to the diagram on the next page.

1) Snapshot 1 (10/1) – Term 01
   a) The date of Snapshot 1 (SN1) falls within the date range of Term01 so any SectionInfo object whose RefId is referenced in a SectionMarkInfo object that contains a reference to Term01 is a section to be included in SCS and EPIMS.
   b) SN1 falls within the date range of Enrollments 1 & 2 and so both of these enrollments will be included in the SCS snapshot. Refer to rule 2
   c) StaffSectionAssignments will be selected in a similar fashion for creation of WA records.
2) Snapshot 1 (10/1) – Term 21
   a) Term 21 is the first term of a two term section
   b) There is no difference in the results for the two enrollments selected for Term01
3) Snapshot 2 (03/01) – Term 01
   a) The same rules explained in 1a apply here.
   b) Enrollments 1 & 3
      i) SN2 falls within the date range of Enrollments 1 & 3 and so Rule 2 applies
   c) Enrollment 2 concluded prior to SN2 and so Rule 1 applies
4) Snapshot 2 (03/01) – Term 21
   a) The EndDate of Term 21 falls within the date range of Enrollments 1 & 3 and so both of these enrollments will be included in the SCS snapshot. Refer to Rule 3.
   b) Enrollment 2 concludes prior to the EndDate of Term 21 and so Rule 1 applies
5) Snapshot 2 (03/01) – Term 22
   a) The SN2 is within the date range of Enrollments 1 & 3 and so both of these enrollments will be included in the SCS snapshot. Refer to Rule 2.
   b) Enrollment 2 concludes prior to SN2 and so Rule 1 applies
6) Snapshot 3 (EOY) – Term 01
   a) Rule 1 applies to Enrollments 1, 3 & 4 as they all ended on or before the report date.
   b) Enrollment 2 is for the same student in the same section and term as Enrollment #4. Enrollment 4 is the most recent instance so it is used and #2 is ignored.
7) Snapshot 3 (EOY) – Term 21
   a) The same rules as for #4 above.
8) Snapshot 3 (EOY) – Term 22
   a) Same as 6a
   While Enrollment 2 is for the same student as enrollment 4, it is in a different term and so was handled in #7 above. There will be 2 SCS records for this student in this section. One for Term21 and one for Term22.
StudentSectionMarks (SSM)
Used in: SCS

Massachusetts DESE requires reporting of courses and marks given to students within its SCS collection. The final cumulative mark for a course is all that is to be reported within the SCS collection.

To accommodate DESE’s SCS requirements the following will need to be implemented:

- **Vendor's software** will need to accommodate the MACreditsEarned extended element in the StudentSectionMarks object. As noted in the profile, when there are special circumstances in a course whose marks are normally reported as a percentage (incomplete, pass, withdrawn, etc.) then report those in the MarkList/Letter element. MarkList/Letter will follow the format described in the SCS manual.
- **Districts** will need to submit at least one StudentSectionMarks object with a valid Mark for each completed StudentSectionEnrollment.
- **DESE** will need to populate SCS13 based on values in MarkList/Letter when no percentage mark is reported.

**EXAMPLES**

1) A student is taking a year-long course for which quarterly marks are given; however a yearlong final mark is the basis for passing.
   a) In October, DESE would expect to receive a SectionInfo object which might indicate the four quarters in which the class meets. There should be one SectionMarkInfo object relating to this section, the MarkList of which should contain one element which will refer to the TermInfo object which represents the total length of the course or the term for which the final grade will be reported.
   b) During the course of the school year DESE might receive quarterly StudentSectionMarks with IsFinal set to false.
   c) At the end of the year in the full year StudentSectionMarks object with the same TermInfoRefId as that found in SectionMarkInfo, we would expect to receive a valid letter mark code and a percentage mark in the mark list if one was given. The IsFinal flag should be set to true.

2) A student is taking a year-long course for which semester marks are given; no yearlong final mark is awarded.
   a) In October, DESE would expect to receive a SectionInfo object which might indicate the two semesters in which the class meets. Each student enrolled in the section would have a StudentSectionEnrollment object pointing to the SectionInfo object. There should be one SectionMarkInfo object relating to this section, the MarkList of which should contain two elements which will refer to the TermInfo objects which represent each of the course terms for which grades will be reported.
   b) During the course of the school year DESE would expect to receive a first semester StudentSectionMarks with final values in MarkList/Letter, and valid marks in the MarkList. IsFinal should be set to true.
   c) When the second semester starts, if the student has continued their enrollment in the course, DESE would expect to receive a StudentSectionMarks object pointing to the second semester TermInfo object and with the MarkList/Letter set to “88” (Course in Progress)
   d) At the end of the year in the second semester marks object, we would expect to receive a valid letter mark code and a percentage mark in the mark list if one was given.
StaffSectionAssignment (SSecA)
Used in: EPIMS

Report instructional assignments for staff with this object. Use of the TeacherList in the SectionInfo object will be ignored. See also StaffAssignment.

StudentSectionEnrollment (SSecE)
Used in: SCS

No special instructions identified

General Instructions

Reporting Organizations via SIF

In ESE SIMS, SCS & EPIMS legacy reporting there are four locations where school and/or program codes are entered. In SIF reporting there are five locations, but there is not necessarily a one to one correspondence. Currently there are some inaccuracies in the sifCodeValues which need to be corrected. These inaccuracies would be caught by validations on the Oracle side.

LEGACY:
SIMS - DOE015 - The school location where a student is receiving education. May not be an Alternative Education Program (AEP).
SIMS - DOE027 - Must be an AEP.
SCS – SCS03 – The school where a course is being offered. This may also be an AEP or college.
EPIMS – WA06 – The location or program where a work assignment is performed. This may be an AEP but not a college.

SIF:
LEAInfo/StateProvinceId – The code of a LEA.
SchoolInfo/StateProvinceId – The code of a school or LEA over which the LEA has control.
StudentPersonal/AlternativeEducationProgram: An alternative education program.
StudentSchoolEnrollment/AttendingSchool – The code of a school in which the student is being educated, but which is not a part of the reporting LEA. This element should not be reported if ResidencyStatus/OtherCodeList/OtherCode is not ‘02’ or it may be ‘00000001’ or ‘00000002’ if StudentSchoolEnrollment[@Name="ServicesOnly"] is either “Yes”.
SchoolCourseInfo/AttendingSchool – The code of a school where a student is taking a course, but which is not a part of the reporting LEA. This may also be the code of an AEP over which a district does have control.

How the SIF school code is translated into legacy is a rather long and tortuous path.
DOE015 – If StudentSchoolEnrollment/AttendingSchool is not reported in the Home object, then use SchoolInfo/StateProvinceId.
SCS03 – If SchoolCourseInfo/AttendingSchool is not reported, then use SchoolInfo/StateProvinceId.
WA06 – For work assignments reported through StaffSectionAssignment, use the same process as for SCS03. For assignment reported through StaffAssignment, use SchoolInfo/StateProvinceId.
Table A shows what type of organizations may be reported in each of the SIF elements. This should be used to construct the sifCodeValues table values on SQL server.

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>LEAInfo/StateProvinceId</th>
<th>SchoolInfo/StateProvinceId</th>
<th>StudentPersonal/AlternativeEducationProgram</th>
<th>StudentSchoolEnrollment/AttendingSchool</th>
<th>SchoolCourseInfo/AttendingSchool</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Special Education School</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>3</td>
<td>Collaborative</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Collaborative Program</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Public School District</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Public School</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>11</td>
<td>Private (Non-Public/Non-Special Ed) Schools (includes Special Pr-School &amp; Home School)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>12</td>
<td>Charter District</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Charter School</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>22</td>
<td>Charter School Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Out-of-state School</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Alternative Ed Program (Public)</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Alternative Ed Program (Charter)</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>SEIS Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>40</td>
<td>Innovation Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>95</td>
<td>Special Education Program</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>CL</td>
<td>BR College</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
**SCS Data Extraction**

To determine what data is to be extracted to SCS, one must look at the intersection of two sets. The first set is the set of those students reported in SIMS and the second set is those course sections that are either in session or completed during the collection period. The good news is that there is one object that can serve as the central focus of any SCS extract. This year, that is the StudentSectionEnrollment (SSE) object.

**SELECTING STUDENTSECTIONMARKS OBJECTS**

The broad range of SSM objects that we want to report in SCS are characterized by their having a MarkList/Letter value (and whose IsFinal value is set to true).

This selection is limited by those students whose @StudentPersonalRefId was submitted in SIMS for the Report date.

This selection is further limited by those @TermInfoRefId’s whose StartDate or EndDate fall within the reporting period.

<table>
<thead>
<tr>
<th>Code</th>
<th>Object</th>
<th>Element</th>
<th>Business Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCS01</td>
<td>M StudentSectionEnrollment=&gt;StudentPersonal</td>
<td>LocalId</td>
<td></td>
</tr>
<tr>
<td>SCS02</td>
<td>M StudentSectionEnrollment=&gt;StudentPersonal</td>
<td>StateProvinceId</td>
<td></td>
</tr>
<tr>
<td>SCS03</td>
<td>C StudentSectionEnrollment=&gt;SectionInfo=&gt;SchoolCourseInfo</td>
<td>[@Name=&quot;AttendingSchool&quot;]</td>
<td>If the student is attending a college, out of district traditional or out of district virtual course, then report the school code here, otherwise the StateProvinceId from the SchoolInfoObject will be used. This might not be equal to DOE015, see SCS data handbook.</td>
</tr>
<tr>
<td>SCS04</td>
<td>M StudentSectionEnrollment=&gt;SectionInfo=&gt;SchoolCourseInfo</td>
<td>DistrictCourseCode</td>
<td>1-20 characters.</td>
</tr>
<tr>
<td>SCS05</td>
<td>M StudentSectionEnrollment=&gt;SectionInfo=&gt;SchoolCourseInfo</td>
<td>StateCourseCode</td>
<td><strong>MA SCED or MA CIP code. See appendices G1-G3 of the EPIMS Handbook.</strong> Note: If this code is 00000, then the course and its students should not be exported to SCS and its teachers’ assignment data not reported in EPIMS.</td>
</tr>
<tr>
<td>SCS06</td>
<td>M StudentSectionEnrollment=&gt;SectionInfo</td>
<td>CourseSectionCode</td>
<td></td>
</tr>
<tr>
<td>SCS07</td>
<td>M SectionInfo=&gt;SectionMarkInfo =&gt;TermInfo</td>
<td>[@Name=&quot;MATermCode&quot;]</td>
<td>Must be one of the Massachusetts term codes.</td>
</tr>
<tr>
<td>SCS08</td>
<td>C SectionInfo=&gt;StudentSectionEnrollment</td>
<td>[@Name=&quot;CourseEnrollmentStatus&quot;]</td>
<td>Indicates a student’s enrollment status in a section. This element is optional for a future enrollment but mandatory for current and</td>
</tr>
</tbody>
</table>
### MA SIF Technical Guide

<table>
<thead>
<tr>
<th>Code</th>
<th>Object</th>
<th>Element</th>
<th>Business Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCS09</td>
<td>M</td>
<td>StudentSectionEnrollment=&gt;SectionInfo=&gt;SchoolCourseInfo</td>
<td>InstructionalLevel/Code</td>
</tr>
<tr>
<td>SCS10</td>
<td>M</td>
<td>StudentSectionEnrollment=&gt;SectionInfo=&gt;SchoolCourseInfo</td>
<td>CourseCredits</td>
</tr>
</tbody>
</table>

**SCS08 = 03** then a StudentSectionMarks object must exist for this student. Use the values from StudentSectionMarks for SCS11-SCS13.

<table>
<thead>
<tr>
<th>Code</th>
<th>Object</th>
<th>Element</th>
<th>Business Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCS11</td>
<td>M</td>
<td>StudentSectionEnrollment=&gt;StudentSectionMarks</td>
<td>[@Name=&quot;MACreditsEarned&quot;]</td>
</tr>
<tr>
<td>SCS12</td>
<td>M</td>
<td>StudentSectionEnrollment=&gt;StudentSectionMarks</td>
<td>MarkList/Letter</td>
</tr>
<tr>
<td>SCS13</td>
<td>C</td>
<td>StudentSectionEnrollment=&gt;StudentSectionMarks</td>
<td>MarkList/Mark/Percentage</td>
</tr>
</tbody>
</table>

**SCS08 <> 03** then the values below may be derived. (See SectionMarkInfo)

<table>
<thead>
<tr>
<th>Code</th>
<th>Object</th>
<th>Business Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCS11</td>
<td>M</td>
<td>If SCS10=’9999’ then return ‘9999’ otherwise enter 0.</td>
</tr>
<tr>
<td>SCS12</td>
<td>M</td>
<td>Must be ’88’</td>
</tr>
<tr>
<td>SCS13</td>
<td>M</td>
<td>Must be ’88888’</td>
</tr>
</tbody>
</table>

### Instructional Level Map (SCS09)

<table>
<thead>
<tr>
<th>NCES Code</th>
<th>NCES 0437 Description</th>
<th>MA Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>0568</td>
<td>Remedial</td>
<td>01</td>
</tr>
<tr>
<td>0569</td>
<td>Special education course</td>
<td>01</td>
</tr>
<tr>
<td>0570</td>
<td>Basic</td>
<td>01</td>
</tr>
<tr>
<td>0571</td>
<td>General</td>
<td>02</td>
</tr>
<tr>
<td>0572</td>
<td>Honors level</td>
<td>03</td>
</tr>
<tr>
<td>0573</td>
<td>Gifted and talented level</td>
<td>03</td>
</tr>
<tr>
<td>0574</td>
<td>International Baccalaureate program</td>
<td>03</td>
</tr>
<tr>
<td>0575</td>
<td>Advanced placement</td>
<td>03</td>
</tr>
<tr>
<td>0576</td>
<td>College level</td>
<td>04</td>
</tr>
<tr>
<td>0577</td>
<td>Untracked</td>
<td>02</td>
</tr>
<tr>
<td>0578</td>
<td>English Language Learner (ELL)</td>
<td>01</td>
</tr>
<tr>
<td>0579</td>
<td>Accepted as a high school equivalent</td>
<td>02</td>
</tr>
<tr>
<td>9999</td>
<td>Other</td>
<td>02</td>
</tr>
</tbody>
</table>

**SCS13 COURSE NUMERIC MARK**

Return values for SCS13 are dependent on values in SCS12.
<table>
<thead>
<tr>
<th>Code</th>
<th>Value</th>
<th>SCS13</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>A+</td>
<td>If MarkList/Mark/Percentage is 0 or null then return 99999, otherwise, return value</td>
</tr>
<tr>
<td>02</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>A-</td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>B+</td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>B-</td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>C+</td>
<td></td>
</tr>
<tr>
<td>08</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>09</td>
<td>C-</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>D+</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>D-</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>F</td>
<td>If MarkList/Mark/Percentage is null then return 99999, otherwise, return value</td>
</tr>
<tr>
<td>14</td>
<td>Pass</td>
<td>If MarkList/Mark/Percentage is 0 or null then return 99999, otherwise, return value</td>
</tr>
<tr>
<td>15</td>
<td>Fail</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Failing (Very poor performance)</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Minimally Acceptable (Lowest passing grade)</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Acceptable (Meets some of the basic standards for the course)</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Good (Meets standards for the assignment or course)</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Outstanding (Meets the highest standards for the assignment or course)</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Withdrawn</td>
<td>21111</td>
</tr>
<tr>
<td>22</td>
<td>Withdrawn - Pass</td>
<td>22222</td>
</tr>
<tr>
<td>23</td>
<td>Withdrawn - Fail</td>
<td>23333</td>
</tr>
<tr>
<td>40</td>
<td>Incomplete</td>
<td>40000</td>
</tr>
<tr>
<td>50</td>
<td>Excused</td>
<td>50000</td>
</tr>
<tr>
<td>55</td>
<td>Mark is not required</td>
<td>55555</td>
</tr>
<tr>
<td>66</td>
<td>Ungraded Course</td>
<td>66666</td>
</tr>
<tr>
<td>77</td>
<td>Audit</td>
<td>77777</td>
</tr>
<tr>
<td>88</td>
<td>Course In Progress</td>
<td>88888</td>
</tr>
<tr>
<td>99</td>
<td>Numeric Mark (only) provided for this course</td>
<td>If MarkList/Mark/Percentage is null then return 99999, otherwise, return value</td>
</tr>
</tbody>
</table>
**Issues with Extraneous Data and “Other” Codes**

In order to maintain data integrity and to preserve resources it is preferable and in some cases essential for districts to only transmit the objects and elements defined in the MA SIF Profile. This is particularly important in the StudentSchoolEnrollment object where the transmission of OtherCodeLists for TheExitStatus, ExitType or EntryType elements may interfere with the GradeLevel or ResidencyStatus data. When an “other” code is the same as the code (e.g. Code=01 & OtherCode=01), it is preferable to **NOT** transmit the OtherCode.

**Extended Element Lists**

To meet certain state and federal reporting requirements, it is sometimes necessary to use extended elements. In some cases, because of the complexity of these extended elements and SIF requirements for action lists, it is necessary to embed a list of values in one extended element. The format of these lists is always the same. Fields within the lists are separated by colons (:) and records with tildes (~). For example, a CSV file representation of a two record list might be:

FieldA1, FieldA2, FieldA3
FieldB1, FieldB2, FieldB3

The extended element list representation of this list would be:

FieldA1: FieldA2: FieldA3~FieldB1: FieldB2: FieldB3

**DISCIPLINE INCIDENTS**

**MAExtraDaysPastRemoval**

Report as many of these as needed. When additional days past a 3 day emergency removal are reported. There are two sub-elements reported here separated by a full colon (;) The format is

```
<SIF_ExtendedElement Name="MAExtraDaysPastRemoval">StudentPersonalRefId:# of Days</SIF_ExtendedElement>
```

The following example describes two students who were disciplined 5 days past emergency removal.

```
<SIF_ExtendedElement Name="MAExtraDaysPastRemoval">8C0D63919B9341728F98FB7FD4052BE9:5~8C0D6312345678912398FB7FD4052BE9:5</SIF_ExtendedElement>
```

**MASuperAppeal**

If suspended or expelled by the principal for more than ten days, did the student appeal the decision to the superintendent? (Yes/No)

Report this element as the Student Personal RefId and answer separated by a full colon (;). The format is

```
<SIF_ExtendedElement Name="MASuperAppeal">RefId:Answer</SIF_ExtendedElement>
```

The following example describes a student who appealed.

```
<SIF_ExtendedElement Name="MASuperAppeal">8C0D63919B9341728F98FB7FD4052BE9:Yes</SIF_ExtendedElement>
```

**MAOtherOffense**

When additional text is required for an offense listed in RelatedToList/RelatedTo, report that text in this element. There are two sub-elements reported here separated by a full colon (;) The format is

```
<SIF_ExtendedElement Name="MAOtherOffense">RelatedToCode:Description</SIF_ExtendedElement>
```

The following example describes a student who was disciplined for cocaine use.

```
<SIF_ExtendedElement Name="MAOtherOffense">1650:Cocaine</SIF_ExtendedElement>
```

**MAOtherWeapon**

When additional text is required for a weapon listed in WeaponTypeList/WeaponType, report that text in this element. There are two sub-elements reported here separated by a full colon (;) The format is

```
<SIF_ExtendedElement Name="MAOtherWeapon">WeaponTypeCode:Description</SIF_ExtendedElement>
```

The following example describes a student who used an haleberd in an offense.

```
<SIF_ExtendedElement Name="MAOtherWeapon">0030:Haleberd</SIF_ExtendedElement>
```
STAFFPERSONAL LIST

MADegreeInfo
See EPIMS Data Manual to see when this information is required. Results from reporting more than three degrees will be unpredictable.
This element reports Degree type, institution and subject separated by a full colon (:) where required, using codes defined in the EPIMS documentation. The format is
<SIF_ExtendedElement Name="MADegreeInfo">Type:Institution:Subject</SIF_ExtendedElement>

The following example describes a Masters in Education from UMass Dartmouth and a BA in Culinary Arts from the University of Oxford.
<SIF_ExtendedElement Name="MADegreeInfo">003:3786:33~001:7777:41</SIF_ExtendedElement>

EMPLOYMENTRECORD LIST

MAFederalSalaryInfo
See EPIMS Data Manual to see when this information is required. Results from reporting more than three of this element will be unpredictable.
This element reports Federal Salary Source and percentage separated by a full colon (:) where required, using codes defined in the EPIMS documentation. The format is
<SIF_ExtendedElement Name="MAFederalSalaryInfo">Source:Percentage</SIF_ExtendedElement>
The following example describes a staff memeber derives 50% of her salary from an IDEA Basic: Sped 94-142 Allocation Grant.
<SIF_ExtendedElement Name="MAFederalSalaryInfo">240:.5</SIF_ExtendedElement>

Best Practices

REFIDS
We have made a decision to standardize the District REFID calculation. The preferred calculation is universal standard based on the NIC GUID method. Any substitute REFID calculation standard must prove uniqueness within or between districts where multiple vendor product deployments may cause duplicates to be generated. If this is an issue for a particular vendor product our recommendation is to either:

Utilize a SIFA recommended alternative method
Start the REFID with the four digits District code to insure cross district uniqueness.

DO NOT REPORT
Do not send any data to the State for information you do not want to report via SIF. Students who need not to be reported in SIMS, for example a part time student, may be reported with an accurate FTE in the StudentSchoolEnrollment object so that they will not be extracted.
DESE – Massachusetts Department of Elementary and Secondary Education

Report Date – The final day of the reporting period

Reporting Period – Time spans for which SIMS, SCS & EPIMS data are reported. Massachusetts currently collects data for three reporting periods defined below:

<table>
<thead>
<tr>
<th>Period</th>
<th>Start</th>
<th>End (Report Date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>Termino.StartDate</td>
<td>First weekday in October of the SchoolYear</td>
</tr>
<tr>
<td>March</td>
<td>Termino.StartDate</td>
<td>First weekday in March of the SchoolYear</td>
</tr>
<tr>
<td>EOY</td>
<td>Termino.StartDate</td>
<td>Termino.EndDate</td>
</tr>
</tbody>
</table>

SCS - Student Course Schedule: A reporting system for the DESE which collects student course data from time to time during the course of the school year.

SIMS - Student Information Management: A reporting system for the DESE which collects student data from time to time during the course of the school year.

Summer Exit – ESE requires that all students reported as enrolled or receiving services be accounted for in the current collection. Students who were present in the EOY collection, but are not present in the following October collection are considered Summer Exits and must be reported with an exit code in DOE012.
<table>
<thead>
<tr>
<th>Version</th>
<th>Date Posted</th>
<th>Date of Change</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.10</td>
<td>09/01/2016</td>
<td></td>
<td>Exrended Element Lists: Added MAFederalSalarySource from EmploymentRecord</td>
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<tr>
<td>2.09</td>
<td>05/31/2016</td>
<td></td>
<td>StaffEvaluation: Updates for FY17. Added extract logic. DisciplineIncident: Removed RefId from MAOtherOffense and MAOtherWeapon</td>
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<tr>
<td>2.08</td>
<td>01/01/2015</td>
<td></td>
<td>Clarified some text in the SpecialEducationSummary Removed most references to Edwin Reordered and combined format based on SIF object Added reference to object usage Clarified use of PrimaryAssignment element and extended elements in StaffAssignment</td>
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<tr>
<td>2.07</td>
<td>12/23/2014</td>
<td></td>
<td>Clarified extraction of SR28 from EmploymentRecord object to the EPIMS report</td>
</tr>
<tr>
<td>2.06</td>
<td>12/10/2014</td>
<td></td>
<td>StaffAssignment – clarified reporting staff attendance. SectionMarkInfo and SCS – Expanded and clarified The DisciplineIncident object and the SSDR – Expanded extraction description Revised method for collecting FTE for teaching assignments</td>
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<tr>
<td>2.05</td>
<td>09/23/2014</td>
<td></td>
<td>Added section on Extended Element Lists Issues with StudentSchoolEnrollment – Allowed 40 in ExitType OtherCode in certain circumstances.</td>
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<tr>
<td>2.04</td>
<td>05/16/2014</td>
<td></td>
<td>Updated StaffEvaluation object to reflect the return to using the standard evaluation codes (00-20).</td>
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<tr>
<td>2.03</td>
<td>05/2/2014</td>
<td></td>
<td>Added StudentSpecialEducationSummary to SSDR Object Hierarchy Added section on extracting DOE012 to Issues with StudentSchoolEnrollment</td>
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<tr>
<td>2.02</td>
<td>03/25/2014</td>
<td></td>
<td>Correction of typos Remove Draft watermark</td>
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<tr>
<td>2.01</td>
<td>03/24/2014</td>
<td></td>
<td>Updated 1a in Selecting Reportable SSE Objects for SiMS to account for new ServicesOnly extended element in SSE Added discussion of StudentSpecialEducationSummary Added StudentSpecialEducationSummary to object hierarchy</td>
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<td>2.00</td>
<td>01/30/2014</td>
<td></td>
<td>Changed SIF version in hierarchy diagrams Updated Date</td>
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<tr>
<td>1.07</td>
<td>12/18/13</td>
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<td>Added DisciplineIncident documentation. Updated Issues with SCS and StudentSectionMarks Updated SCS Data Extraction</td>
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<tr>
<td>1.06</td>
<td>11/6/13</td>
<td></td>
<td>Added explanation of the use of 00000 code in SCS (page 7)</td>
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<tr>
<td>1.05</td>
<td>07/8/2013</td>
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<td>Updated StudentAttendanceSummry</td>
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<tr>
<td>1.04</td>
<td>04/17/2013</td>
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<td>Added SchoolType discussion</td>
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<td>1.04</td>
<td>04/12/2013</td>
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<td>Page 5 – In the District bullet, added instructions for dealing with future StudentSectionEnrollments and StudentSectionMarks</td>
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<td>Added section on SCS &amp; StudentSectionMarks</td>
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<td>1.03</td>
<td></td>
<td>2/8/2013</td>
<td>Tweaked Summer Exit language to include an exit date that is equal to the start date. Tweaked SSE selection description to reflect summer exit criteria (1bi &amp; ii)</td>
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<td>1.02</td>
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<td>2/6/2013</td>
<td>Issues with Days of Attendance &amp; Membership: Changed LEA to school when referencing the ExitDate and StartDate. Summer Exits: Removed MembershipType from requirement. Simplified to require ExitDate positioning between two dates. Selecting the reportable SSE object for SIMS: Changed selection criteria to reflect revised thinking for Summer Exits.</td>
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<td>1.01</td>
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<td>1/31/2013</td>
<td>Best Practices: Added StudentSchoolEnrollment ExitDates Cleaned up grammar Summer Exits: Changed method Updated hierarchy chart Added Issues with SSE Expunged CalendarSummary references</td>
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<td>1.00</td>
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<td>1/25/2013</td>
<td>Moved profile to separate MS Excel spreadsheet Renamed to MA SIF Guide Expanded Best Practices</td>
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</tbody>
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