Reporting Guidance for Districts with Students Participating in Early College Promise (ECP) Pilot Program

The following guidance is intended to help districts correctly report Early College Promise (ECP) Pilot Program participants in the Student Information Management System (SIMS). This guidance applies specifically to eligible students in a limited number of districts approved to offer the ECP Pilot Program.

# About the Early College Promise Pilot Program

Massachusetts’ [Early College Promise (ECP) Pilot Program](https://www.doe.mass.edu/ccte/pathways/early-college/ecp-pilot.html) (sometimes referred to as the“13th year” of school or the “5th year” of high school) is a one-year extension of designated [Early College](https://www.doe.mass.edu/ccte/pathways/early-college/) programming in Massachusetts. The ECP Pilot Program deepens the grades 9-12 Early College offerings and expands opportunity for students to earn a full associate degree or 60 transferable credits towards a bachelor’s degree at no cost to the student. Continuation of strong high school supports for students is integral to ECP Pilot Programming. ECP Pilot Programming is intentionally designed to empower students traditionally underserved by higher education. Current ECP programs are located in majority low income districts and intentionally focus on expanding Early College access and success among Black and Latinx students while simultaneously providing proactive support for students whose college prospects are affected by the COVID-19 pandemic. A list of the districts approved to offer ECP Pilot Programming is available on [the Department's website](https://www.doe.mass.edu/ccte/pathways/early-college/ecp-pilot.html).

# SIMS Reporting for ECP Pilot Programming Participants

The Department uses specific elements in SIMS to identify ECP Pilot Program participants in eligible districts. Districts should follow the guidance below to ensure these students are coded correctly in each SIMS period leading up to and throughout their ECP Year (e.g., their “5th year” of high school). Please consult the [SIMS Data Handbook](https://www.doe.mass.edu/infoservices/data/sims/sims-datahandbook.docx) for additional details.

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| **SIMS Reporting**  **Period** | **Relevant SIMS Data Elements and Codes/Values** | **Description** |
| **End of Year (1)**  *The student has completed grade 12 and has met all graduation requirements, but has not yet entered the ECP Pilot Program* | * DOE011 (Reason for Reporting) = ‘01’ * DOE012 (Enrollment Status) = ’04’ * DOE015 (School) = the enrolling high school’s 8-digit org code * DOE016 (Grade) = ‘12’ * DOE045 (High Quality College and Career Pathway) = ‘03’ |  |
| **October**  *The student has returned to school as an ECP Pilot Program participant. The district remains responsible for the student.* | * DOE011 (Reason for Reporting) = ‘01’ * DOE012 (Enrollment Status) = ’01’ * DOE015 (School) = the enrolling high school’s 8-digit org code * DOE016 (Grade) = ‘12’ * DOE045 (High Quality College and Career Pathway) = ‘03’ | Students are again reported as enrolled in grade 12 for this “5th year” of high school. The district will require an exception to SIMS validation 7950 for these students. ECP students will not be counted as retained in grade 12. |
| **March**  *The student remains enrolled in the ECP Pilot Program. The district remains responsible for the student.* | * DOE011 (Reason for Reporting) = ‘01’ * DOE012 (Enrollment Status) = ’01’ * DOE015 (School) = the enrolling high school’s 8-digit org code * DOE016 (Grade) = ‘12’ * DOE045 (High Quality College and Career Pathway) = ‘03’ |  |
| **End of Year (2)**  *The student has completed the ECP Pilot Program. The district remains responsible for the student.* | * DOE011 (Reason for Reporting) = ‘01’ * DOE012 (Enrollment Status) = ’04’ * DOE015 (School) = the enrolling high school’s 8-digit org code * DOE016 (Grade) = ‘12’ * DOE045 (High Quality College and Career Pathway) = ‘03’ | To exit the student in the “5th year,” report them as a graduate again. This will not affect graduation rates, as the student has already been included in the graduation rate for their cohort in the first year they were reported as a graduate. |