

Massachusetts SIF Best Practices/Data Cleanup

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In order for SIF objects to properly report data for Massachusetts schools and districts, the following items must be considered/followed:

- Exited Student Must Have Enrollment Status
- Only One State Reported Standard for SIF per Student/Section/Term
- Only One Grading Task Needs to be Marked State Reported for Final Grade
- Final Standards Need to be Created
- All Students Should have a Student State ID
- All Staff Must have a Staff State ID
- Courses Cannot Have Duplicate Grading Tasks
- Sections Must Have Teacher Assigned or State Code of Exempt
- Calendar Grade Levels Must be Assigned SIF Grade Levels
- Scores in Score Groups Must be Mapped to State Score Values

Exited Student Must Have Enrollment Status

PATH: *Student Information > General > Enrollments > Enrollment Status*

Exited students must have an **Enrollment Status** entered on their most recent enrollment record (Image 1).



Image 1: Enrollment Status

Only One State Reported Standard for SIF per Student/Section/Term

PATH: Grading & Standards > Standards Bank > State Reported

In order for standards-based marks to properly report in the SIF StudentSectionMarks object and in the SCS report, the State Reported checkbox must be marked on only one standard per



student/section/term (Image 2).

Index Search Help	<	Standards Bank
► Attendance	-	🕒 Save 🗘 Save & Copy 🔇 Delete 🕒 New 🔍 Search
► Scheduling		E-C GRADE 1 GENERAL COMMENTS
▶ Fees		E - ☐ Grade 2 E - ☐ Grade 3
 Grading & Standards 		Bring Glade 5 ⊕ Grade 4
Course Masters		
Auto Grade		
Grading Window		
Course Catalogs		□ Standard Detail
Course Group		*Display Name
Credit Groups		>>>ELA Effort Full Standard/Description
Grading Tasks		
Score Groups & Rubrics		
Standards Bank		*Abbreviation Number Code Sequence Posts to Transcript Power Standard State Reported Final
▶ Reports		01EL1 93 🗹 🖓 🛄
► Medicaid		*Standards Bank Location (Parent Group/Standard) Select Location
▶ Programs		Grade 1 > ENGLISH LANGUAGE ARTS EFFORT
Ad Hoc Reporting		

Image 2: State Reported Standard

Only One Grading Task Needs to be Marked State Reported for Final Grade

PATH: Grading & Standards > Grading Tasks > State Reported

For Grading Tasks to be included in both SCS and SIF for a term of 01 for full year when a class meets all terms (T1, T2, T3), the class should only have one grading task that is marked **State Reported** if only the Final grade is being reported (Image 3). The grading task does not need to have the Final checkbox marked.

Index Searc	n Help	<	Grading Tasks						
► Attendance	► Attendance		Save Solution Solution Solution (Section 2014) Solu						
Scheduling			Grading Tasks Grading Task Detail						
▶ Fees			Academic Expectations Name Conduct Final Average						
 Grading & Stand 	ards		Effort Number Seq Code Posts to Transcript						
Course Mas	ers		Trimester Grade Progress Report						
Auto Grade		_	Quarter Grade State Reported						
Grading Win	low		Semester Exam Final						
Course Cata	ogs		Semester Average						
Course Gro	р		Trimester Average Parent Grading Task Final Exam						
Credit Group	S		Final Average Comments						
Grading Tas	(S								
Score Group	s & Rubrics								
Standards E	ank								
► Reports									
► Medicaid									
► Programs									
-		_							

Image 3: State Reported Grading Task

Final Standards Need to be Created

PATH: Grading & Standards > Standards Bank > Final

In order for a final standard to report, you will need to have a standard created that is "final" such as "01MA1A: MATH EFFORT FINAL" seen in the image below (Image 4). This "final" standard is created in order for SIF to report a full year mark for courses that meet all terms in the school year.

This final standard is in addition to the State Reported standards that are reported for SCS. This "final" standard should have the **Final** checkbox marked and should NOT have the State Reported checkbox marked.

For example, SIF will report StudentSectionMarks records for Term 1, Term 2, Term 3 for the State Reported standards and then a Full Year record for the Final standard.

Index Search Help <	Standards Bank
► Attendance	🔺 🕒 Save 🗘 Save & Copy 🛛 Delete 😌 New 🔍 Search
▶ Scheduling	
▶ Fees	01MA1A: MATH EFFORT FINAL
 Grading & Standards 	O1MA1: >>>Math Effort GRADE 1 MATHEMATICS
Course Masters	
Auto Grade	
Grading Window	
-	E- ART EFFORT
Course Catalogs	GRADE 1 ART GRADE 1 ART MUSIC EFFORT
Course Group	
Credit Groups	
Grading Tasks	GRADE 1 WELLNESS GRADE 1 AS A LEARNER
Score Groups & Rubrics	B- C GRADE 1 GENERAL COMMENTS
Standards Bank	Brind Grade 2
► Reports	E Grade 3
▶ Medicaid	
▶ Programs	🖸 🗖 Standard Detail
► Ad Hoc Reporting	"Display Name
► Transcripts	MATH EFFORT FINAL
► User Communication	Full Standard/Description
► Assessment	
System Administration	*Abbreviation Number Code Sequence Posts to Transcript Power Standard State Reported Final
► FRAM	01MA1A FNAL 0 V
► Surveys	*Standards Bank Location (Parent Group/Standard) Select Location
► MA State Reporting	Grade 1 > MATH EFFORT
Account Settings	

Image 4: Final Standard

All Students Should have a Student State ID

PATH: Census > People > Demographics > Student State ID

In order to properly report within SIF, all students should have a **Student State ID** value (Image 5). Otherwise, a StudentPersonal record will be sent to the state requesting a SASID for the student.

Index Search Help	Test, Student
index Search Help	Grade: 11 #209122 DOB: 05/05/1996 Gender: F
System Administrator	District Assignments School Choice Credentials Overrides Fees ID History
Student Information	
▶ Instruction	Demographics Identities Households Relationships Enrollments District Employmen
▼ Census	🕒 🧧 Save 😣 Delete 🕂 Person Summary Report 🔂 Demographics Data
My Data	
Staff Request Processor	- Modified by: Administrator, System 12/08/2013 20:13
People	
Households	Person Identifiers Local Student Number 209122
Addresses	Student State ID 123456789
Portal Request Processor	Local Staff Number
Add Person	Staff State ID
Add Household	Person GUID 24809233-1890-4440-97FD-77E6ABD79A53
Add Address	Personal Contact Information
Staff Locator	Messenger Preferences Contact Reasons
Census Wizard	Contact Information Private Emergency Attendance Behavior General Priority Teacher
▶ Reports	Email: student@gmail.com

Image 5: Student State ID

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All Staff Must have a Staff State ID

In order to properly report within SIF, all staff must have a **Staff State ID** value (Image 6).

Index Search Help	Tester, Core Gender: M						
System Administrator Student Information	District Assignments School Choice Credentials Overrides Fees ID History						
► Instruction	Demographics Identities Households Relationships Enrollments District Employment						
▼ Census	🕒 Save 🗴 Delete 📅 Person Summary Report 📅 Demographics Data						
My Data Staff Request Processor	- Modified by: Administrator, System 10/01/2013 09:33						
People	Person Identifiers						
Households	Local Student Number Generate Number						
Addresses	Student State ID						
Portal Request Processor	Local Staff Number 123456						
Add Person	Staff State ID 222244444						
Add Household	Person GUID D3F9A41D-31EF-41ED-842A-3E39167B397D						
Add Address	Personal Contact Information						
Staff Locator	Messenger Preferences Contact Reasons						
Census Wizard	Contact Information Private Emergency Attendance Behavior General Priority Teacher						
► Reports	core.tester@donotemail.com						

Image 6: Staff State ID

Courses Cannot Have Duplicate Grading Tasks

PATH: Search Tab > Course/Section > Course > Grading Tasks

In order for grading tasks to properly report for a course within SIF, the course cannot have



duplicate grading tasks (Image 7).

Cou	irse Sections	Grading Tasks	Standards	Composite G	rading	Course Rules	Fees	Build Constraints	Assessment
Ð	Add								
Grs	ading Task Editor								
	Grading Task	Credit Group	Credit Type	Score Group	Credit	Term GPA			
	Trimester Grade			Middle School					
	Trimester Grade			Middle School					
	Progress Report			Middle School	-				
	Final Average			Middle School					

Image 7: Duplicate Grading Tasks

Sections Must Have Teacher Assigned or State Code of Exempt

PATH: Search Tab > Course/Section > Course > Section > Primary Teacher; Search Tab > Course/Section > Course > State Code

In order to report properly, course sections MUST have a teacher assigned (Image 8).

elete Geacher Display Miller, Dana R. Lunch Count							
Miller, Dana R.							
Miller, Dana R.							
	Milk Count						
Lunch Count	Milk Count						
		Adult Count					
Skinny Seq	Ho	meroom					
Online Learning (Override)							
		7					

Courses with a State Code = Exempt or marked Inactive are not reported.

Image 8: Primary Teacher for a Section

If a section does not have a teacher assigned, it must be a section within a course with a **State Code** of EXEMPT (Image 9).

finite Campus							
56 Lu	Inch 1						
Course	Sections	Grading Tasks	Standards	Comp	osite Grading	Course Rules	Fees
🕒 Sa	ve 😣 Delete						
Cour *Nur 56	Course Information rseID 9159 nber	*Name Lunch 1 Subject Type Not Applicable (NA)	_]		Standards-base	d Active
	e Code EMPT	Department	•				
Sch	edule Load Priority	Max Students 0		Terms 3	Schedules Periods	Sections to Build	
GPA 0	Weight	Bonus Points		ranscript 🖌	Rec	quired	

Image 9: Course State Code

Calendar Grade Levels Must be Assigned SIF Grade Levels

PATH: *System Administration > Calendar > Calendar > Grade Levels > Standard Code (SIF code)*

In order to report properly in SIF, all reporting calendar grade levels MUST be mapped to a **Standard Code** (the SIF grade level) (Image 10).



Image 10: Grade Level SIF Code

Scores in Score Groups Must be Mapped to State Score Values

PATH: Grading & Standards > Score Groups & Rubrics > State Score

In order for score groups to properly report data within SIF, each score group score MUST be assigned a **State Score** value (Image 11).





Image 11: Score Group State Score