# 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).
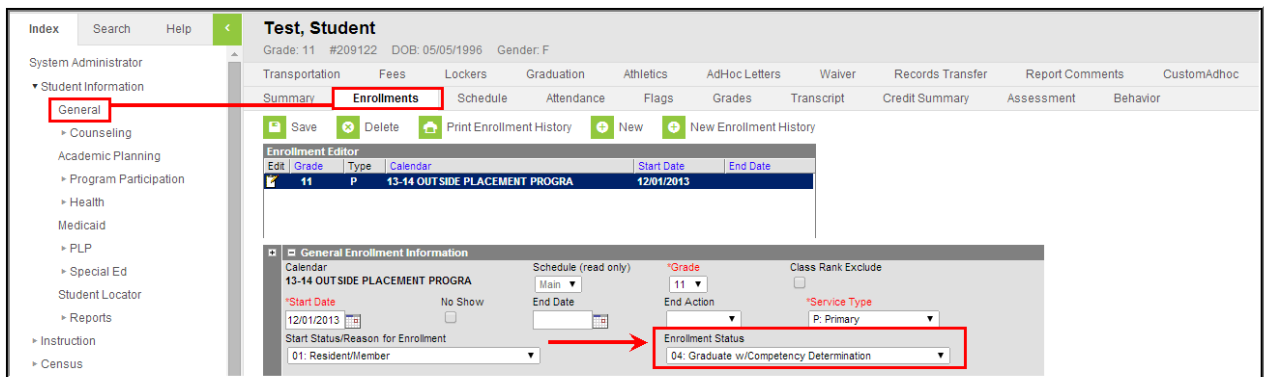


*Image 1: Enrollment Status*

# 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
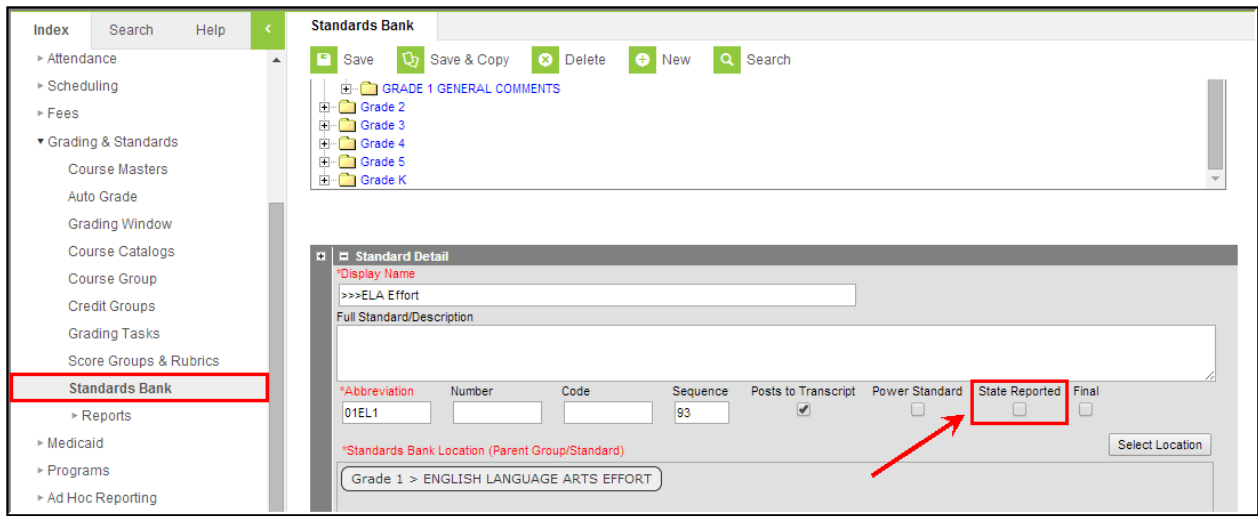
student/section/term (Image 2).



*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.
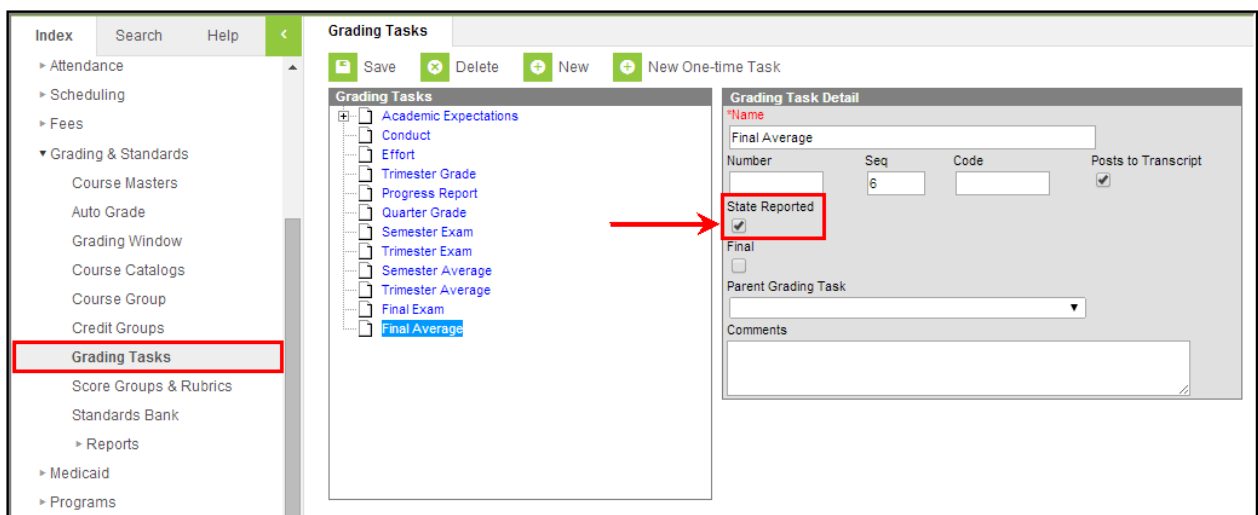


*Image 3: State Reported Grading Task*

# 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.
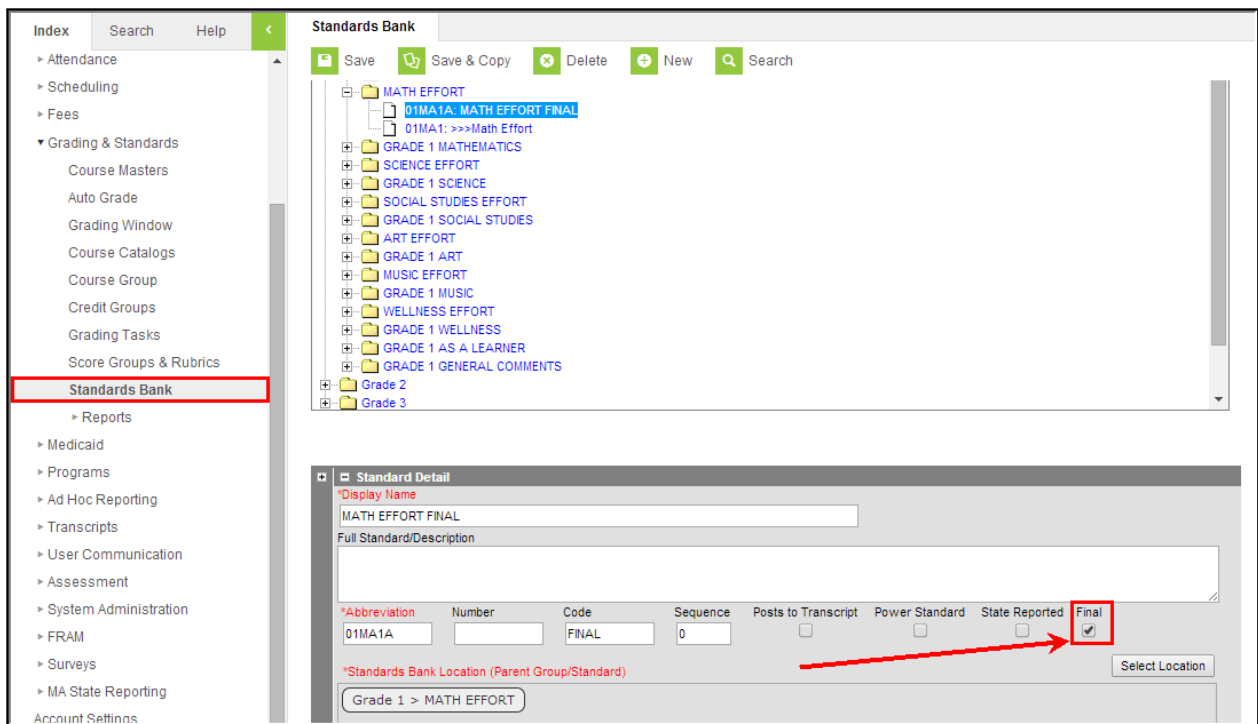


*Image 4: Final Standard*

# 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.
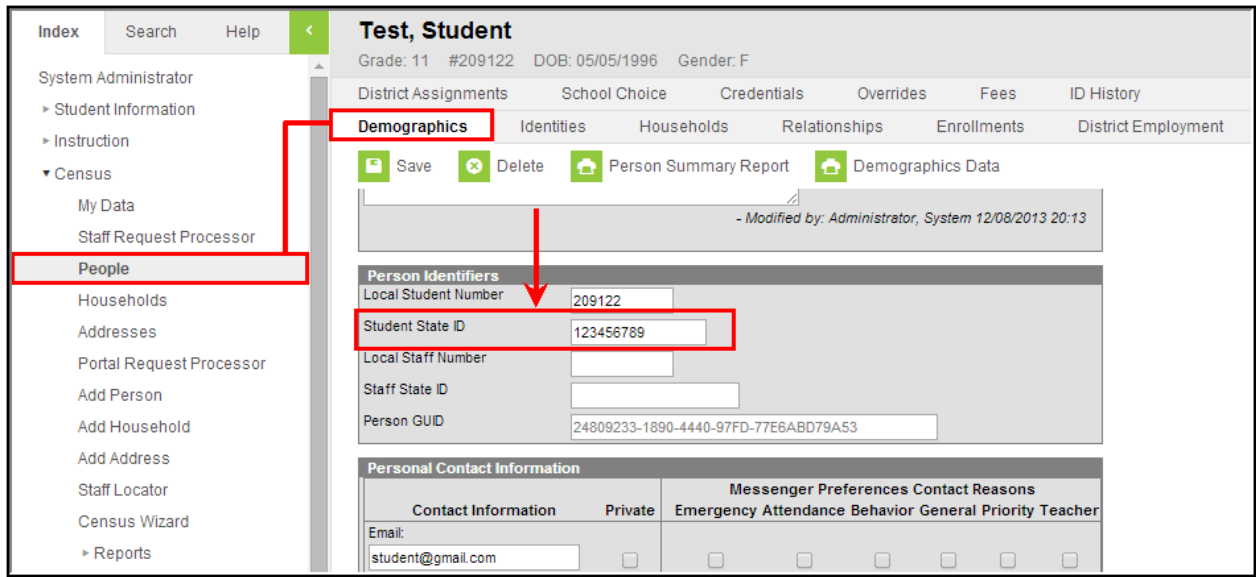
*Image 5: Student State ID*

# 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).
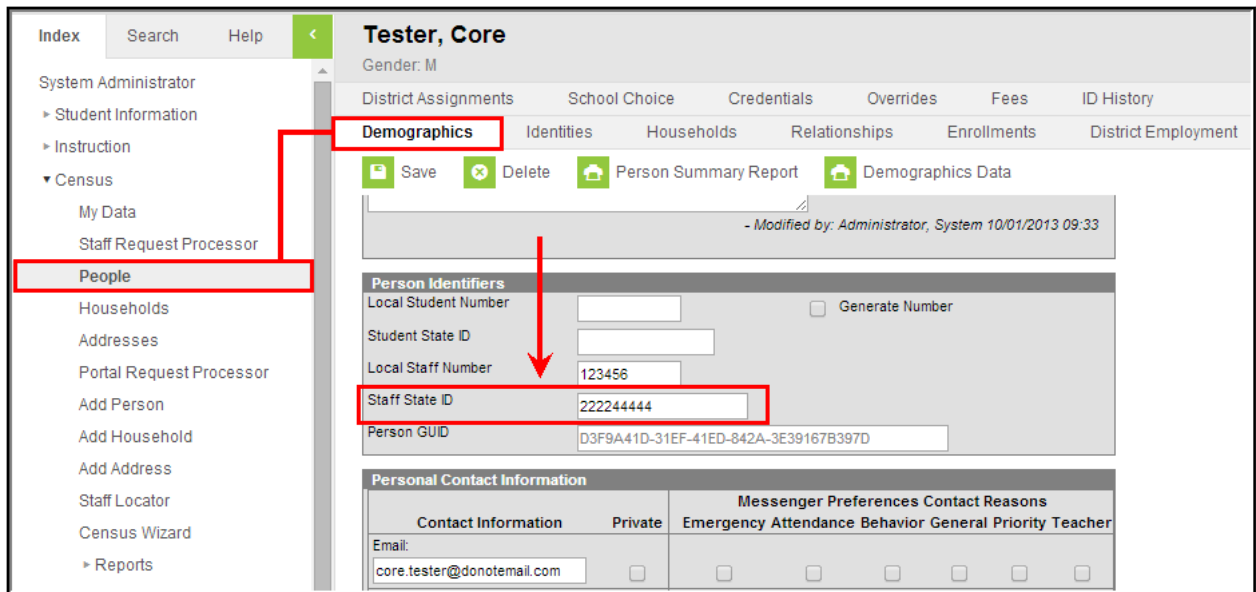


*Image 6: Staff State ID*

# 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
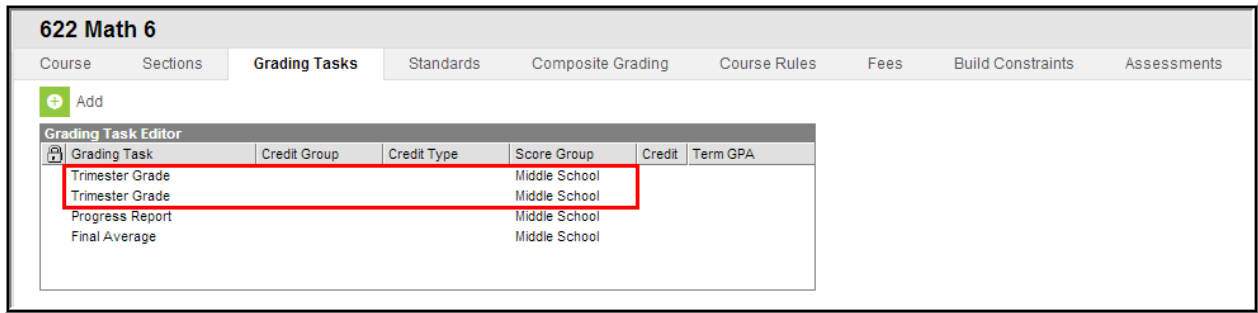
duplicate grading tasks (Image 7).



*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).

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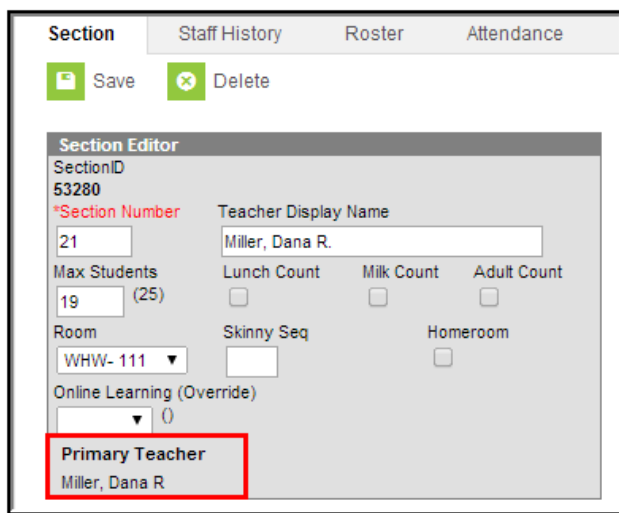


*Image 8: Primary Teacher for a Section*

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).

*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).
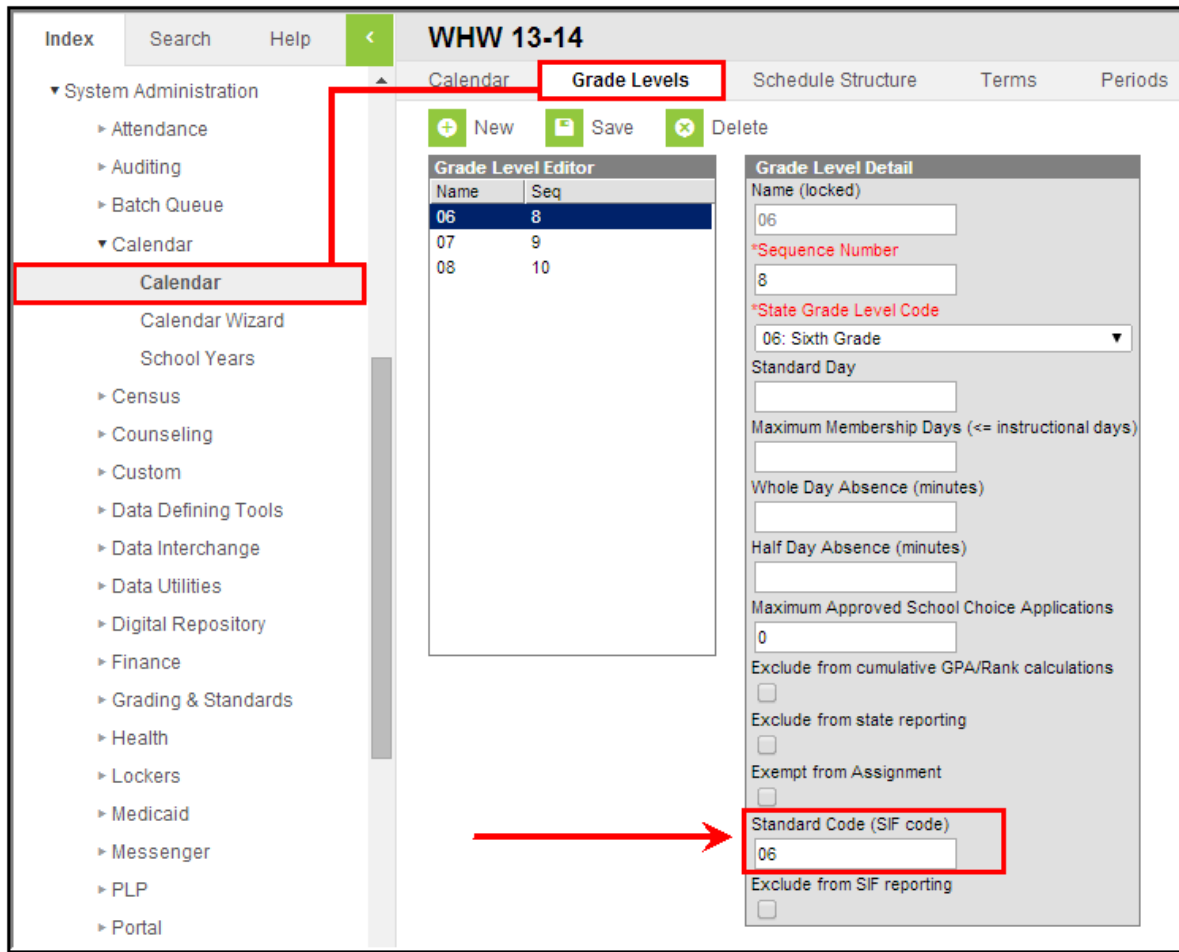
*Image 10: Grade Level SIF Code*

# 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*