

MA SIF Record Updater (Massachusetts)

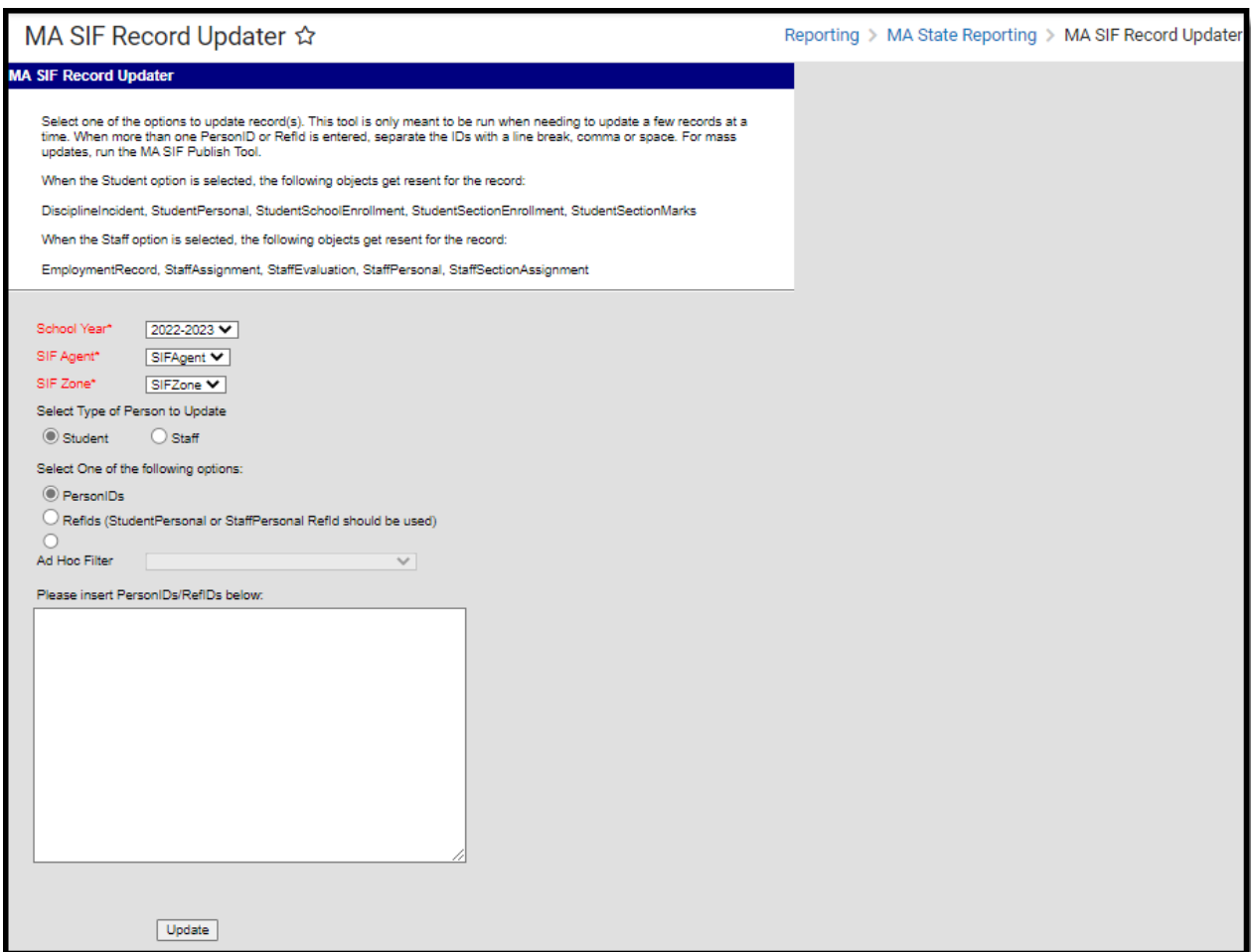
Last Modified on 10/22/2022 10:23 am CDT

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The MA SIF Record Updater allows users to resend SIF records from Campus to the State for a specific student/staff member or set of students/staff. This tool was designed to update a handful of records at a time. If you would like to send a large amount of records to the State, please use the [MA SIF Publish Tool](#).



The screenshot shows the MA SIF Record Updater web interface. At the top, there is a breadcrumb trail: Reporting > MA State Reporting > MA SIF Record Updater. Below this is a blue header bar with the title "MA SIF Record Updater" and a star icon. The main content area contains a text box with instructions: "Select one of the options to update record(s). This tool is only meant to be run when needing to update a few records at a time. When more than one PersonID or Refid is entered, separate the IDs with a line break, comma or space. For mass updates, run the MA SIF Publish Tool." Below the instructions are two paragraphs listing objects that get resent for the record based on the selected type of person (Student or Staff). The form includes several dropdown menus for "School Year" (set to 2022-2023), "SIF Agent" (set to SIFAgent), and "SIF Zone" (set to SIFZone). There are radio buttons for "Select Type of Person to Update" (Student selected) and "Select One of the following options:" (PersonIDs selected). An "Ad Hoc Filter" dropdown is also present. A large text area is provided for entering PersonIDs or RefIDs. At the bottom, there is an "Update" button.

Image 1: MA SIF Record Updater

Tool Rights

PATH: [System Administration](#) > [User Security](#) > [Users](#) > [Tool Rights](#)

In order to use this tool, users must be granted at least **R**(ead) tool rights to the MA SIF Record Updater.

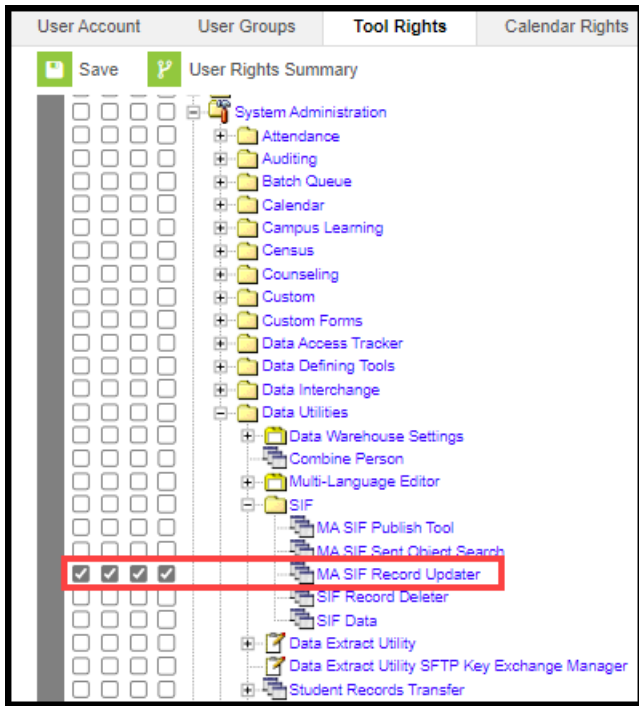


Image 2: MA SIF Record Updater Tool Rights

Prerequisites

- The [SIF Agent](#) must be installed and properly configured prior to using this tool.
- [SIF Zone Options](#) should be established
- [Data Access Rights](#) are configured for the Zone and Agent selected in the editor.

Updating SIF Records

The process for updating individual SIF records is simple and intuitive.

MA SIF Record Updater ☆

MA SIF Record Updater

Select one of the options to update record(s). This tool is only meant to be run when needing to update a few records at a time. When more than one PersonID or Refid is entered, separate the IDs with a line break, comma or space. For mass updates, run the MA SIF Publish Tool.

When the Student option is selected, the following objects get resent for the record:
DisciplineIncident, StudentPersonal, StudentSchoolEnrollment, StudentSectionEnrollment, StudentSectionMarks

When the Staff option is selected, the following objects get resent for the record:
EmploymentRecord, StaffAssignment, StaffEvaluation, StaffPersonal, StaffSectionAssignment

School Year*

SIF Agent*

SIF Zone*

Select Type of Person to Update
 Student Staff

Select One of the following options:
 PersonIDs
 Refids (StudentPersonal or StaffPersonal Refid should be used)
 Ad Hoc Filter

Please insert PersonIDs/RefIDs below:

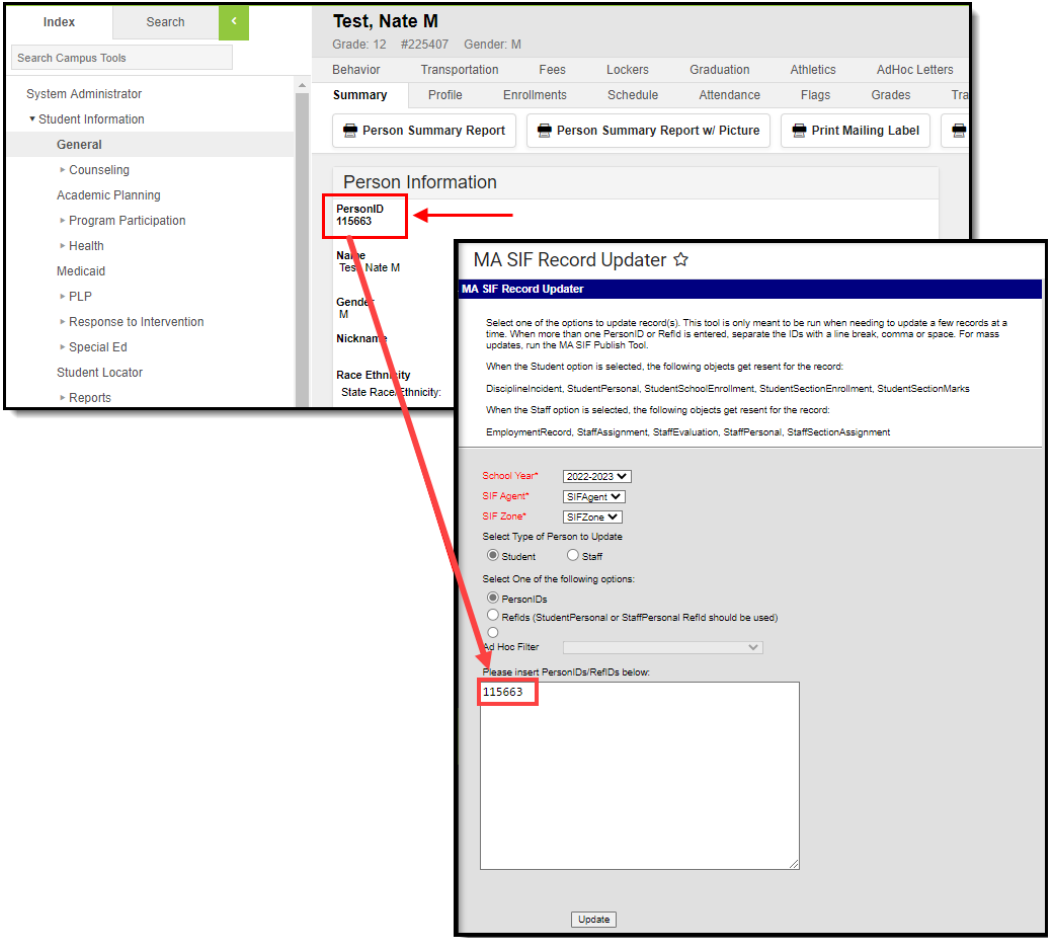
115663

Image 3: MA SIF Record Updater

To Update a Record:

1. Select the **School Year** of the record(s) being updated.
2. Select the **SIF Agent**.
3. Select the **SIF Zone**.
4. Select the type of person to update: **Student** or **Staff**
5. Select how the student or staff member will be identified by the system for submission to the state:

Option	Description
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Option	Description
<p>Person IDs</p>	<p>Person IDs are found on a person's Summary tab listed in the Person ID field (see image below).</p>  <p>The image shows two overlapping screenshots from the Infinite Campus system. The top screenshot is a person's profile for 'Test, Nate M', with the 'Summary' tab selected. The 'Person Information' section is visible, and the 'PersonID 115663' is highlighted with a red box. The bottom screenshot is the 'MA SIF Record Updater' tool. It has several dropdown menus for 'School Year' (2022-2023), 'SIF Agent' (SIFAgent), and 'SIF Zone' (SIFZone). There are radio buttons for 'Student' and 'Staff', and another set for 'PersonIDs' (selected), 'Refids', and 'Ad Hoc Filter'. A text area labeled 'Please insert PersonIDs/RefIDs below:' contains the ID '115663', which is also highlighted with a red box. A red arrow points from the 'PersonID 115663' in the profile to the '115663' in the tool's input field.</p>

Option	Description
Ref IDs	<p>Ref IDs are found in the SIF XML message generated by Campus or the State.</p>
Ad Hoc Filter	<p>Mark this radio button and select an a filter from the dropdown list. Only students or staff members which meet the criteria entered in the Ad hoc filter will send SIF records to the State.</p> <p>Ad hoc filters are created and managed in the Filter Designer tool.</p>

6. If **Person IDs** or **Ref IDs** is selected, enter their Person ID or Ref ID in the available text box.

Multiple Person IDs or Ref IDs must be separated by a comma.

7. Click the **Update** button. SIF records matching the Person ID/Ref ID(s) entered will be sent from Campus to the State.

What Information is Sent to the State?

Different SIF objects are sent to the state based on the type of person sending the update.

Students	Staff
<p>The following SIF objects are resent for students:</p> <ul style="list-style-type: none"> • DisciplineIncident • StudentPersonal • StudentSchoolEnrollment • StudentSectionEnrollment • StudentSectionMarks 	<p>The following SIF objects are resent for staff members:</p> <ul style="list-style-type: none"> • EmploymentRecord • StaffAssignment • Staff Evaluation • StaffPersonal • StaffSectionAssignment.

Reviewing SIF Data Sent to the State

If you need to review or audit SIF data sent to the state, use the [MA SIF Sent Object Search](#) tool. This tool will allow you to view sent SIF data based on a defined date range, SIF object, and/or keywords. You can also view data for all SIF objects sent as well as all errors which occurred during a defined date range.

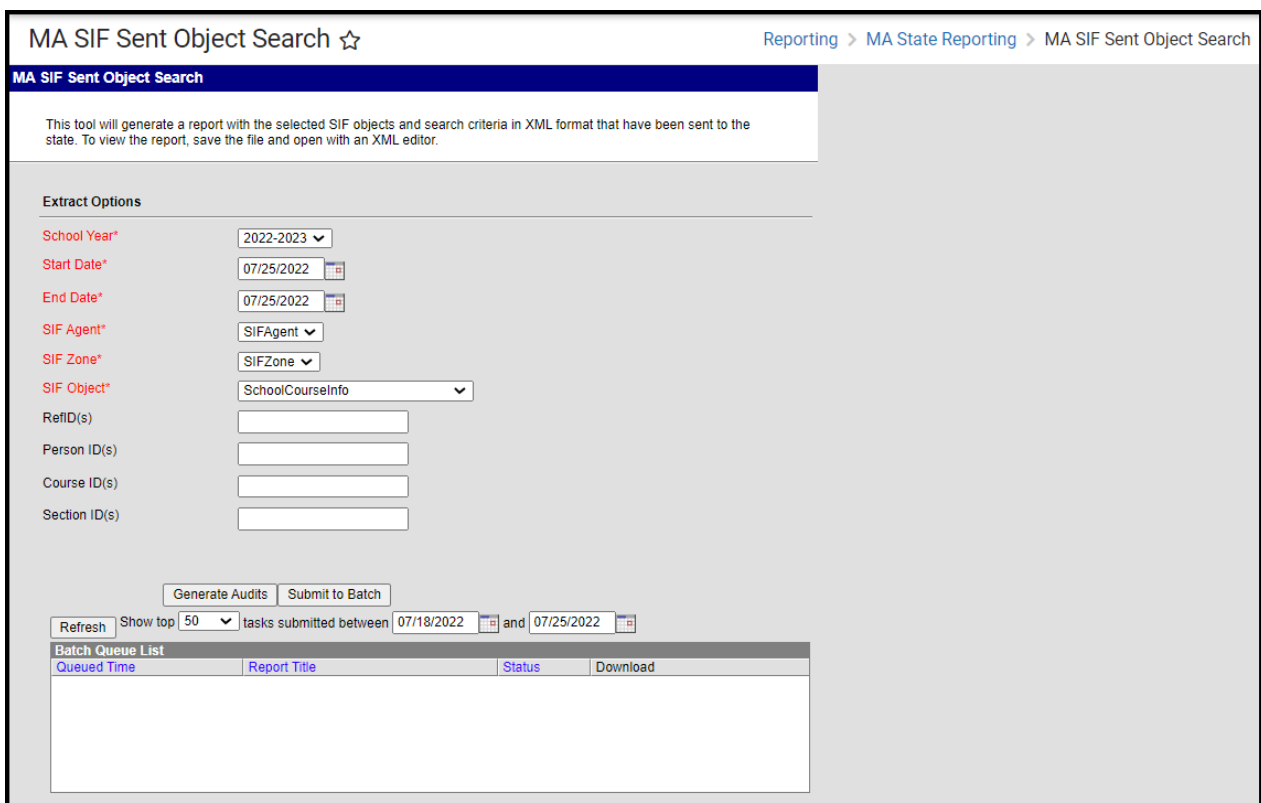


Image 4: MA SIF Sent Object Search

Related Tools

The following SIF-related tools are also available:

- [SIF Publish Tool](#)

- SIF Zone Options
 - SIF (Massachusetts)
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