MA SIF Record Updater (Massachusetts)

Last Modified on 03/11/2024 8:44 am CDT

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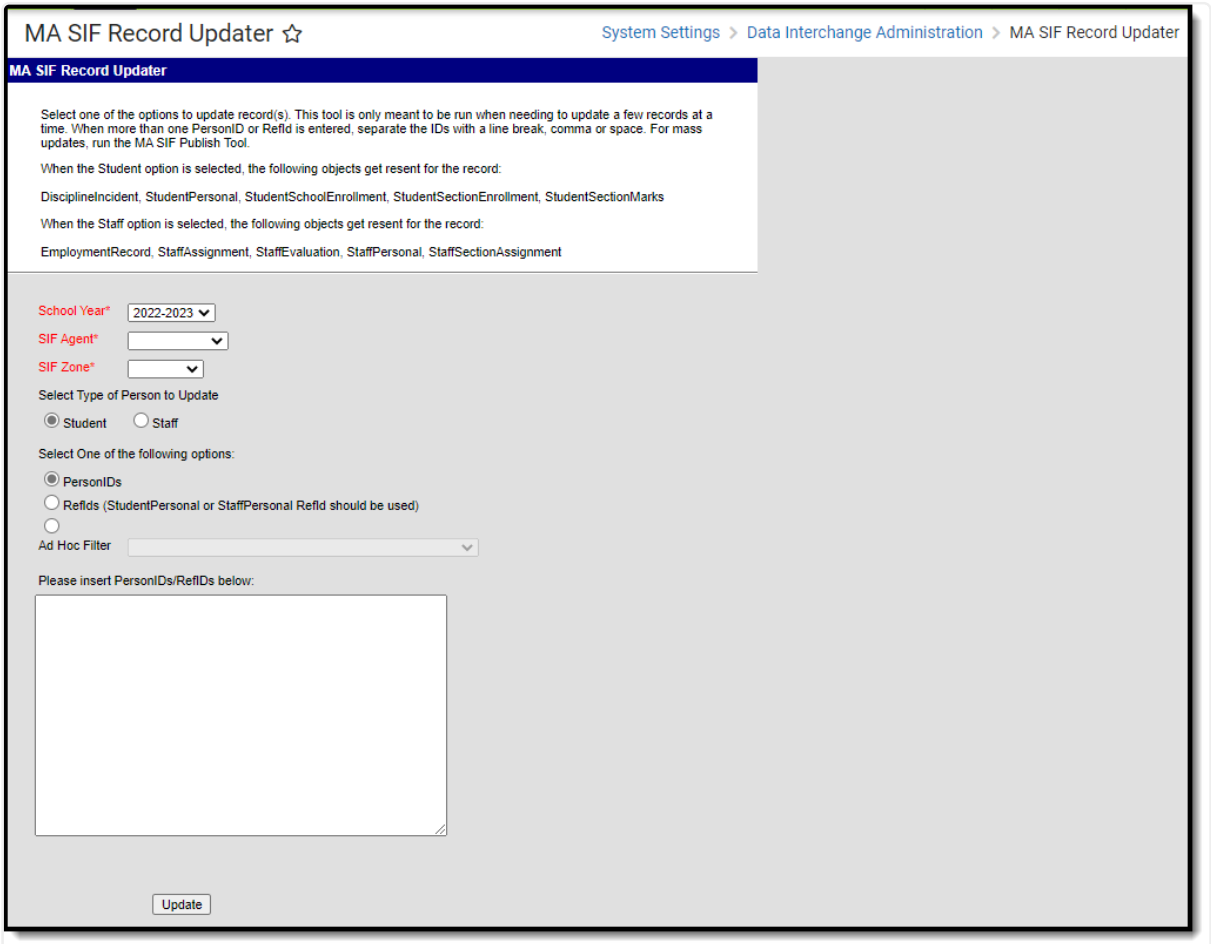
Tool Search: MA SIF Record Updater

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.



MA SIF Record Updater

Tool Rights

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

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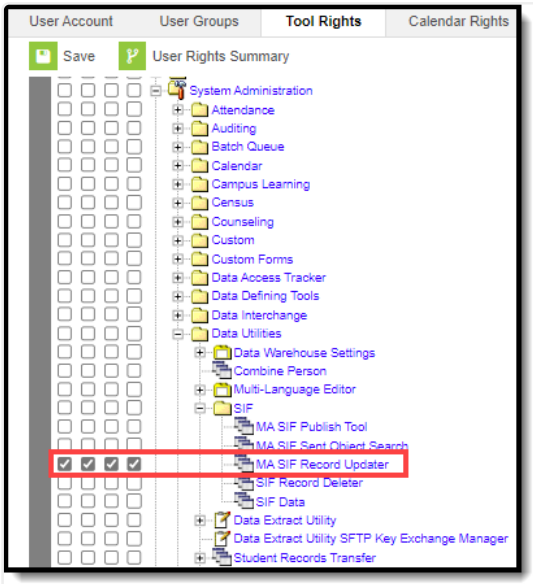

MA SIF Record Updater Tool Rights

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.

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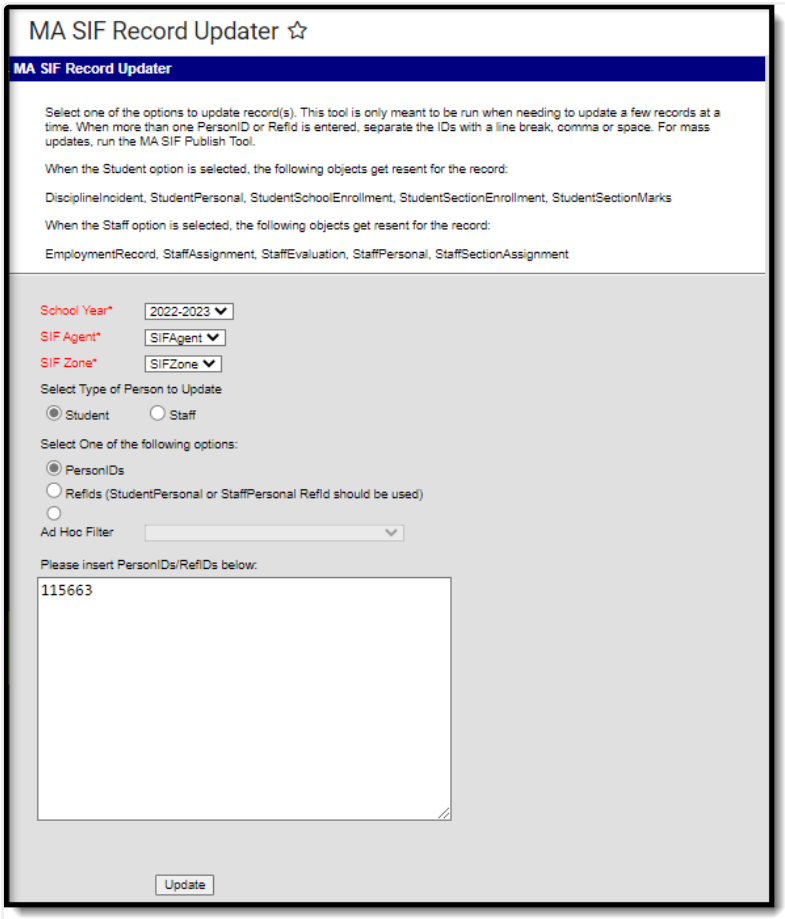

MA SIF Record Updater

To Update a Record:

1. Select the **School Year** of the record(s) being updated.
2. Select the **SIF Agent**. If only one Agent exists, this field will default to this value.
3. Select the **SIF Zone**. If only one Zone exists, this field will default to this value.
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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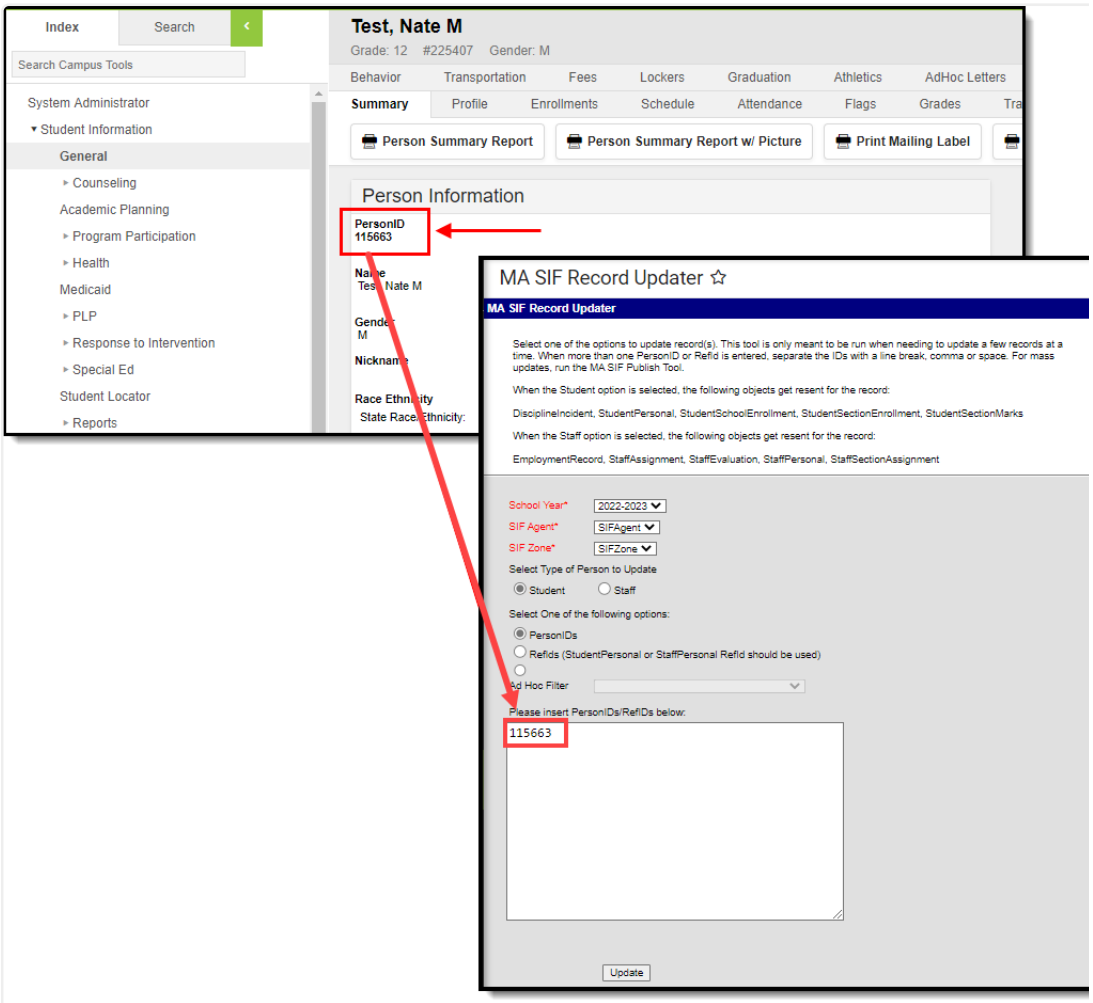
Option	Description
Person IDs	are found on a person's Summary tab listed in the Person ID field (see image below).



Person IDs

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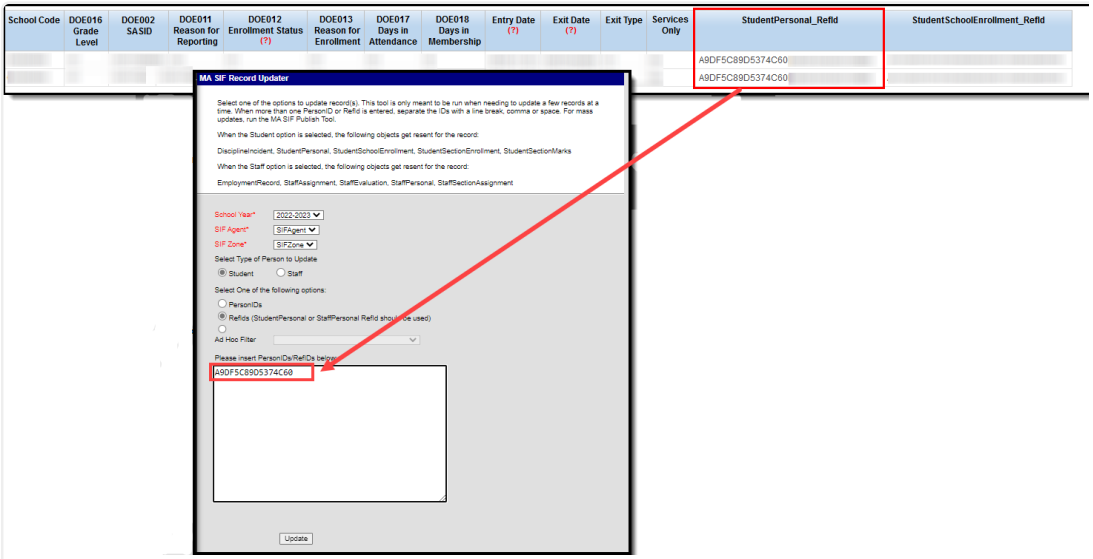
Option	Description
Ref IDs	Ref IDs are found in the SIF XML message generated by Campus or the State.  *Ref IDs*
Ad Hoc Filter	Mark this radio button and select an a filter from the dropdown list. Only students or staff members which meet the criteria entered in the Ad hoc filter will send SIF records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

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.

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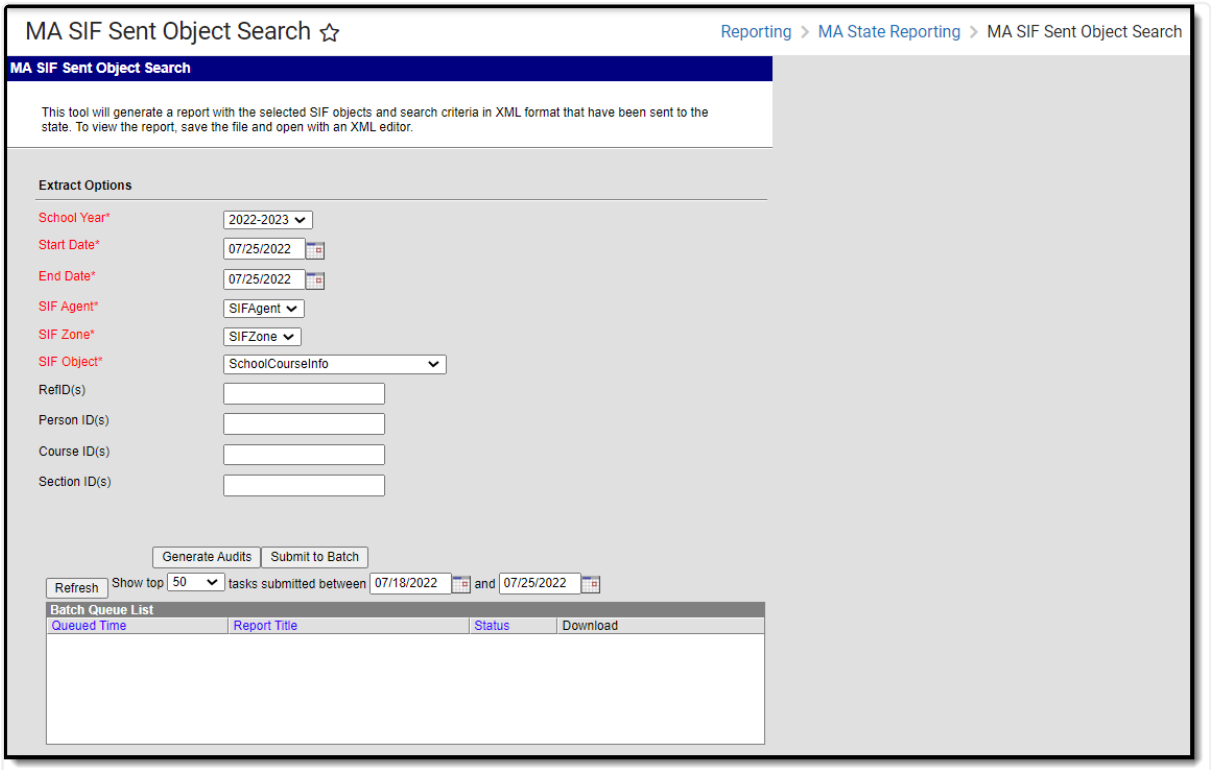
Students	Staff
The following SIF objects are resent for students: • DiscplineIncident • StudentPersonal • StudentSchoolEnrollment • StudentSectionEnrollment • StudentSectionMarks	The following SIF objects are resent for staff members: • EmploymentRecord • StaffAssignment • Staff Evaluation • StaffPersonal • 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.



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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