

# Massachusetts SIF Best Practices/Data Cleanup

Last Modified on 03/19/2024 2:05 pm CDT

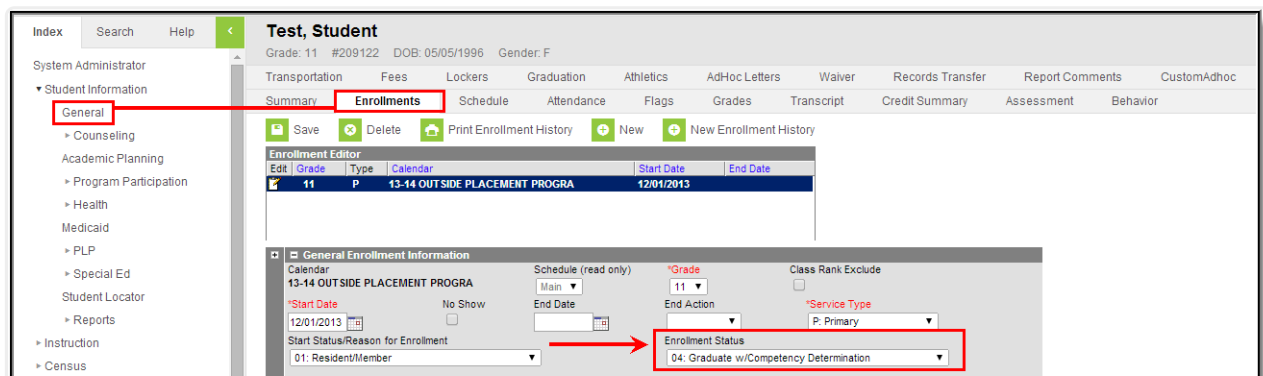
In order for SIF objects to properly report data for Massachusetts schools and districts, the following items must be considered/followed:

- 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

Tool Search: SIF

## Exited Student Must Have Enrollment Status

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

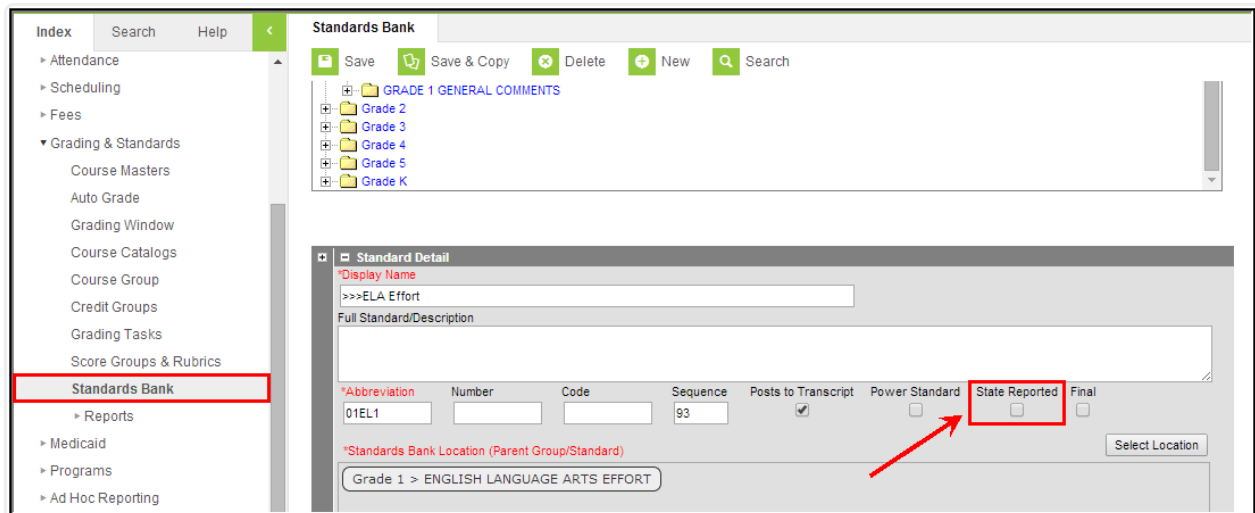


The screenshot shows the 'Test, Student' page in the Infinite Campus system. The 'Enrollments' tab is selected. The 'General Enrollment Information' section is expanded, showing the 'Enrollment Status' dropdown menu. A red box highlights the 'Enrollment Status' dropdown, and a red arrow points to it from the 'Start Status/Reason for Enrollment' dropdown.

*Enrollment Status*

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

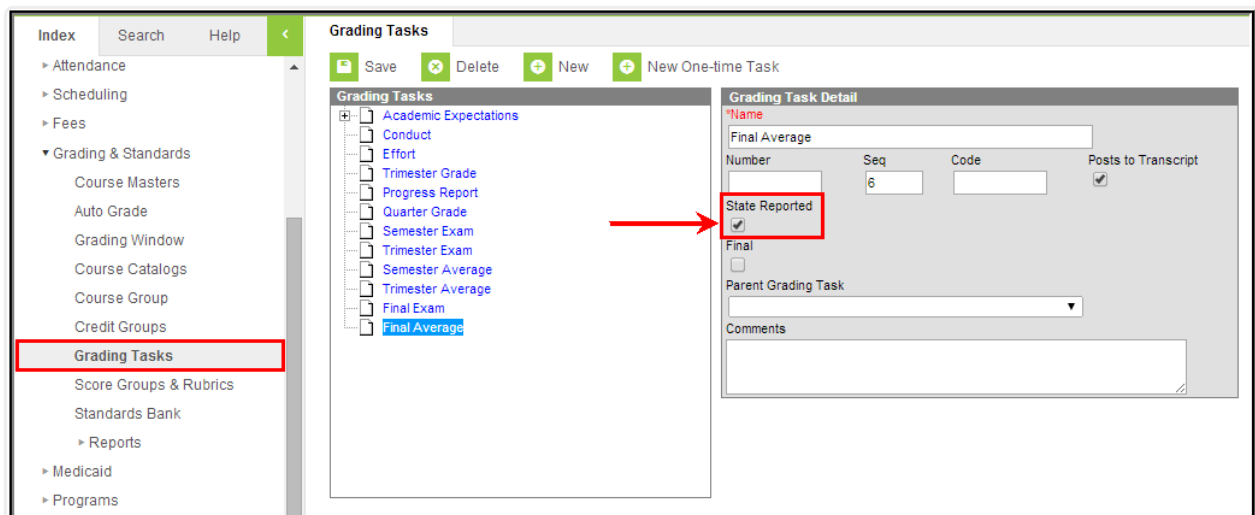
In order for standards-based marks to properly report in the SIF StudentSectionMarks object and in the SCS report, the State Reported checkbox must be marked on only one standard per student/section/term.



State Reported Standard

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

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. The grading task does not need to have the Final checkbox marked.



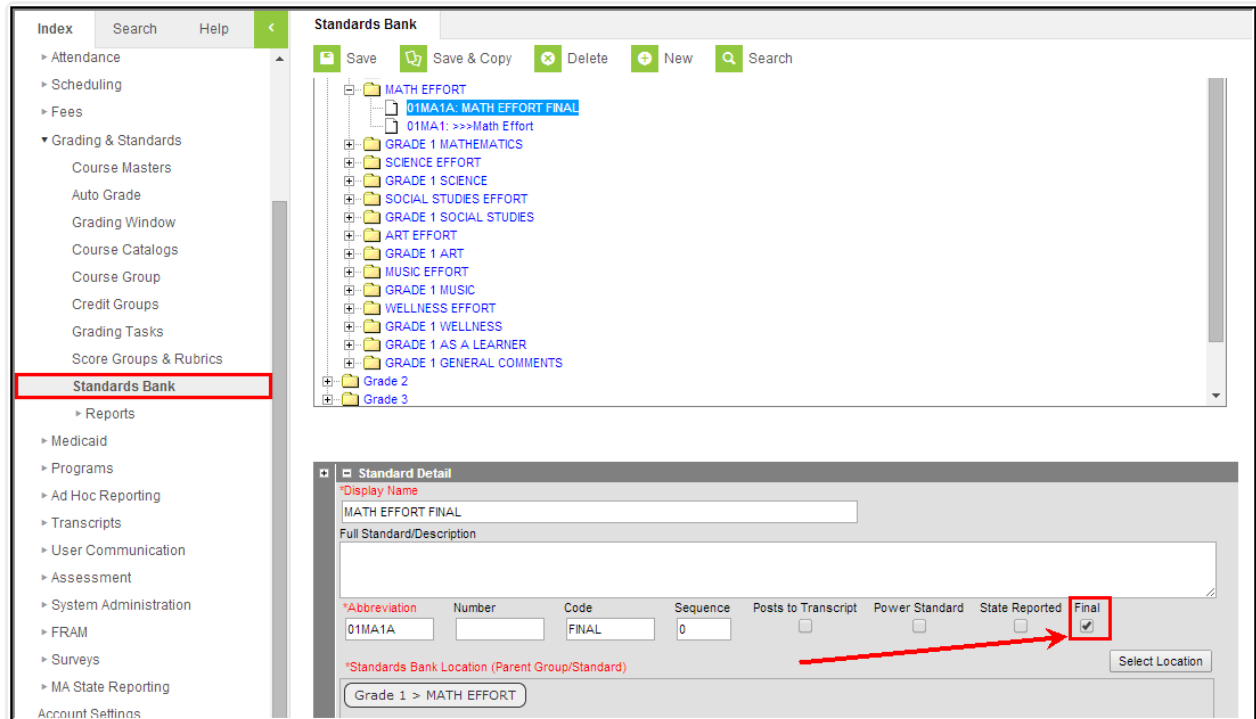
State Reported Grading Task

## Final Standards Need to be Created

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. 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.

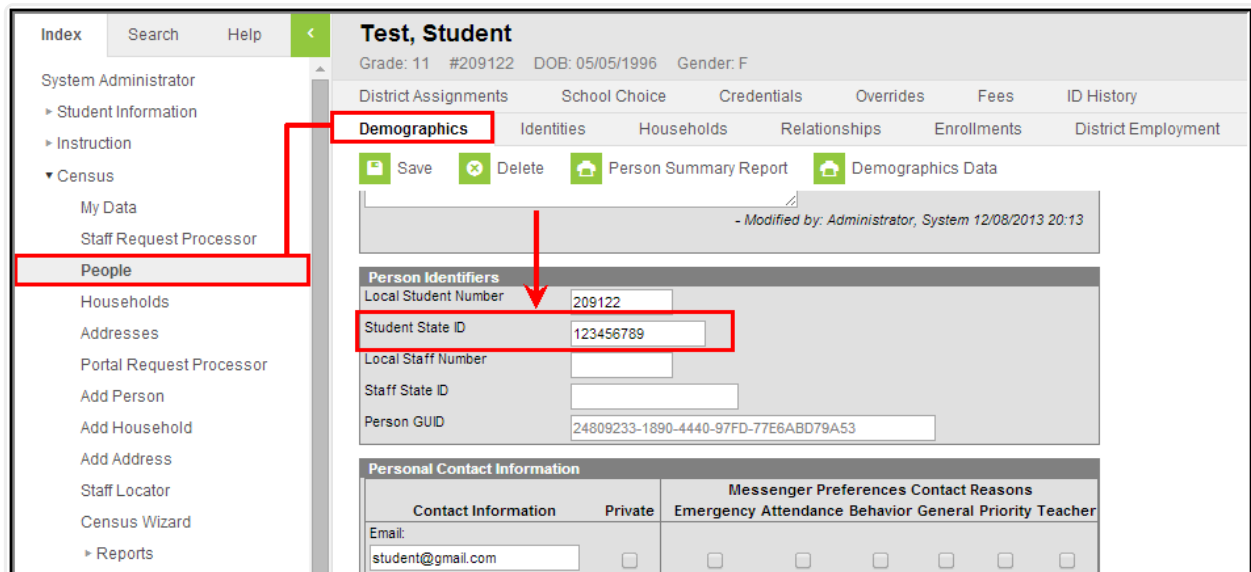


The screenshot shows the Infinite Campus Standards Bank interface. On the left, the 'Standards Bank' menu item is highlighted. The main area displays a tree view of standards, with '01MA1A: MATH EFFORT FINAL' selected. Below this, the 'Standard Detail' form is visible. In the 'Standard Detail' form, the 'Final' checkbox is checked, and the 'State Reported' checkbox is unchecked. A red arrow points to the 'Final' checkbox.

*Final Standard*

## All Students Should have a Student State ID

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



Index Search Help <

System Administrator

- Student Information
- Instruction
- Census
  - My Data
  - Staff Request Processor
  - People**
  - Households
  - Addresses
  - Portal Request Processor
  - Add Person
  - Add Household
  - Add Address
  - Staff Locator
  - Census Wizard
  - Reports

**Test, Student**

Grade: 11 #209122 DOB: 05/05/1996 Gender: F

District Assignments School Choice Credentials Overrides Fees ID History

Demographics Identities Households Relationships Enrollments District Employment

Save Delete Person Summary Report Demographics Data

- Modified by: Administrator, System 12/08/2013 20:13

**Person Identifiers**

Local Student Number 209122

**Student State ID** 123456789

Local Staff Number

Staff State ID

Person GUID 24809233-1890-4440-97FD-77E6ABD79A53

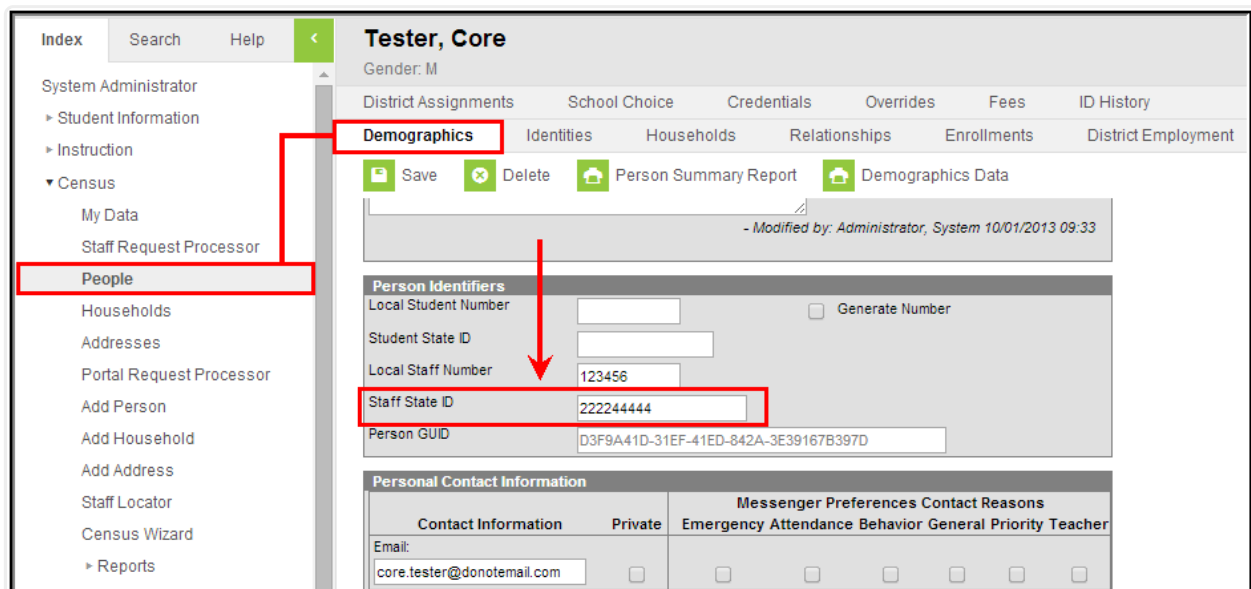
**Personal Contact Information**

Contact Information	Private	Messenger Preferences	Contact Reasons
		Emergency Attendance Behavior General Priority Teacher	
Email: student@gmail.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.



Index Search Help <

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  - Staff Locator
  - Census Wizard
  - Reports

**Tester, Core**

Gender: M

District Assignments School Choice Credentials Overrides Fees ID History

Demographics Identities Households Relationships Enrollments District Employment

Save Delete Person Summary Report Demographics Data

- Modified by: Administrator, System 10/01/2013 09:33

**Person Identifiers**

Local Student Number  ☐ Generate Number

Student State ID

Local Staff Number 123456

**Staff State ID** 222244444

Person GUID D3F9A41D-31EF-41ED-842A-3E39167B397D

**Personal Contact Information**

Contact Information	Private	Messenger Preferences	Contact Reasons
		Emergency Attendance Behavior General Priority Teacher	
Email: core.test@donotemail.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Staff State ID

## Courses Cannot Have Duplicate Grading Tasks

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

622 Math 6

Course

Sections

Grading Tasks

Standards

Composite Grading

Course Rules

Fees

Build Constraints

Assessments

Add

Grading 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		

Duplicate Grading Tasks

## Sections Must Have Teacher Assigned or State Code of Exempt

In order to report properly, course sections **MUST** have a teacher assigned.

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

Section

Staff History

Roster

Attendance

Save

Delete

Section Editor

SectionID

53280

\*Section Number

21

Teacher Display Name

Miller, Dana R.

Max Students

19 (25)

Lunch Count

☐

Milk Count

☐

Adult Count

☐

Room

WHW- 111

Skinny Seq

☐

Homeroom

☐

Online Learning (Override)

☐ 0

Primary Teacher

Miller, Dana R

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.

56 Lunch 1

Course

Sections

Grading Tasks

Standards

Composite Grading

Course Rules

Fees

Save

Delete

Course Information

CourseID 9159

\*Number

56

\*Name

Lunch 1

Standards-based

☐

Active

☒

Subject Type

Not Applicable (NA)

State Code

EXEMPT

Department

Schedule Load Priority

Max Students

0

Terms

3

Schedules

1

Periods

1

Sections to Build

0

GPA Weight

0

Bonus Points

☐

Transcript

☒

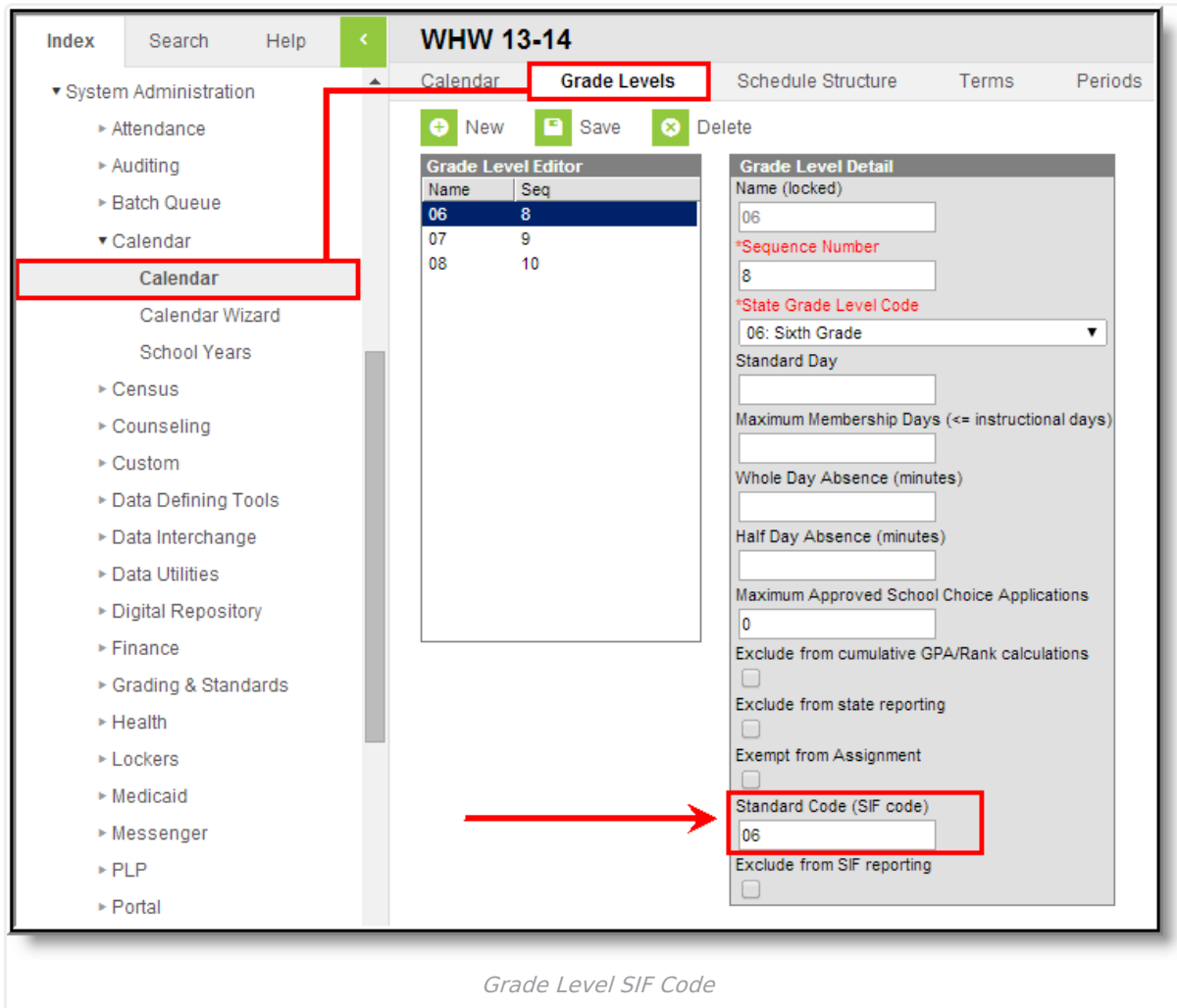
Required

☐

Course State Code

# Calendar Grade Levels Must be Assigned SIF Grade Levels

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



Index Search Help < WHW 13-14

Calendar **Grade Levels** Schedule Structure Terms Periods

+ New Save Delete

Grade Level Editor	
Name	Seq
06	8
07	9
08	10

**Grade Level Detail**

Name (locked)  
06

\*Sequence Number  
8

\*State Grade Level Code  
06: Sixth Grade

Standard Day  
Maximum Membership Days (<= instructional days)  
Whole Day Absence (minutes)  
Half Day Absence (minutes)  
Maximum Approved School Choice Applications  
0  
Exclude from cumulative GPA/Rank calculations  
Exclude from state reporting  
Exempt from Assignment  
Standard Code (SIF code)  
06  
Exclude from SIF reporting

Grade Level SIF Code

## Scores in Score Groups Must be Mapped to State Score Values

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

Index
Search
Help

- Behavior
- Health
- Attendance
- Scheduling
- Fees
- Grading & Standards
  - Course Masters
  - Auto Grade
  - Grading Window
  - Course Catalogs
  - Course Group
  - Credit Groups
  - Grading Tasks
  - Score Groups & Rubrics**
  - Standards Bank
    - Reports
  - Medicaid
  - Programs
  - Ad Hoc Reporting
  - Transcripts
  - User Communication
  - Assessment
  - System Administration

Score Groups & Rubrics

Save
Delete
New Score Group
New Rubric

Score Groups & Rubrics Editor

Name	Type
Conduct and Effort	Score Group
Effort/As A Learner	Rubric
Gr 3-5 Academic Subjects	Rubric
Gr K-2 Academic Subjects	Rubric
<b>High School Acad Standards</b>	<b>Score Group</b>
HS- AP	Score Group
HS- GPA: Both	Score Group
HS- Honor	Score Group
HS- Not Incl GPA	Score Group
HS- Unweight Only	Score Group
HS-Academic Expectations	Rubric
Middle School	Score Group

Score Group Detail

Name

High School Acad Standards

Score Group List Items Detail

Del Name	Score	State Score	Credit Coeff.	Min Percent	GPA Value	Unweighted GPA Value	Bonus Points	Sequence	Passing Score
<input checked="" type="checkbox"/> Deficient	1	15: Fail	0	0			0	1	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Needs Improvement	2	17: Minimally Accept	0	0			0	2	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Proficient	3	18: Acceptable	0	0			0	3	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Advanced	4	19: Good	0	0			0	4	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Unscorable	US	55: Mark is not requi	0	0			0	5	<input type="checkbox"/>

Add ScoreListItem

Score Group State Score