

# MA SIF Record Updater (Massachusetts)

Last Modified on 02/24/2026 10:37 am CST

## 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 ☆**

System Settings > Data Interchange Administration > MA SIF Record Updater

Related Tools ^

**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\*** 2025-2026

**SIF Agent\*** sif1

**SIF Zone\*** SIFZone

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:

Submit to Batch

Refresh Show top 50 tasks submitted between 11/12/2025 and 11/19/2025

**Batch Queue List**

Queued Time	Report Title	Status	Download
11/17/2025 10:22:12 AM	SIFRecordUpdater	Completed	<a href="#">Get the report</a>
11/17/2025 10:20:18 AM	SIFRecordUpdater	Completed	<a href="#">Get the report</a>

MA SIF Record Updater

**Read** - Access and send records.

**Write** - Provides no function for this tool

**Add** - Provides no function for this tool

**Delete** - Provides no function for this tool

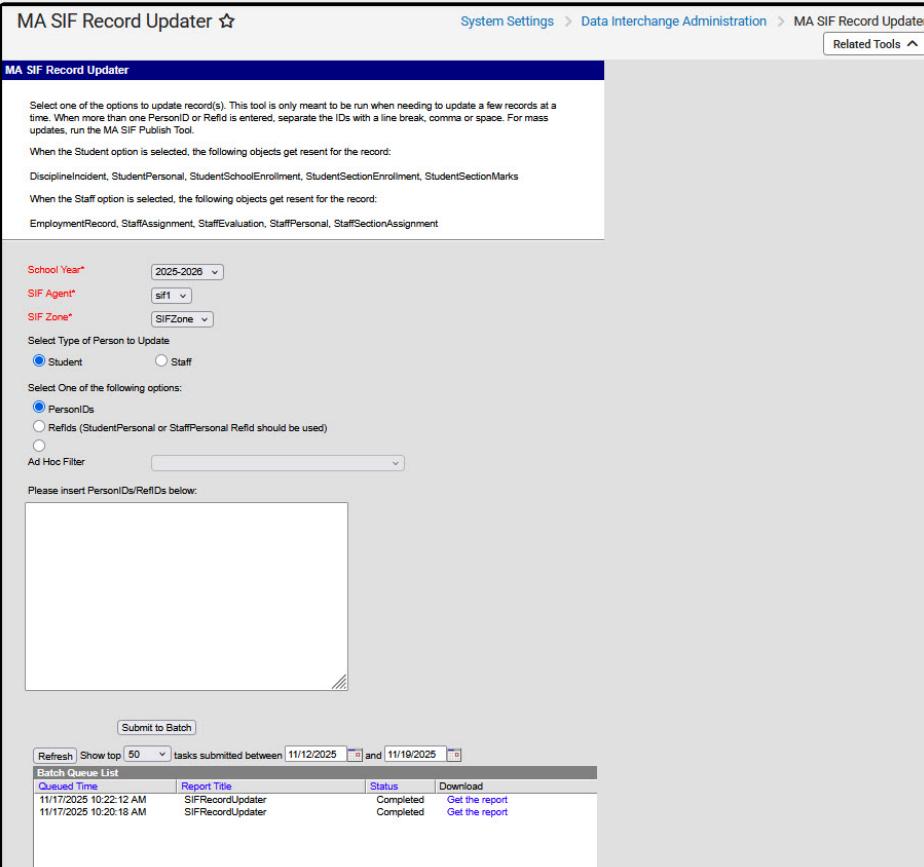
For more information about Tool Rights and how they function, see [this Tool Rights article](#).

## 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 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.

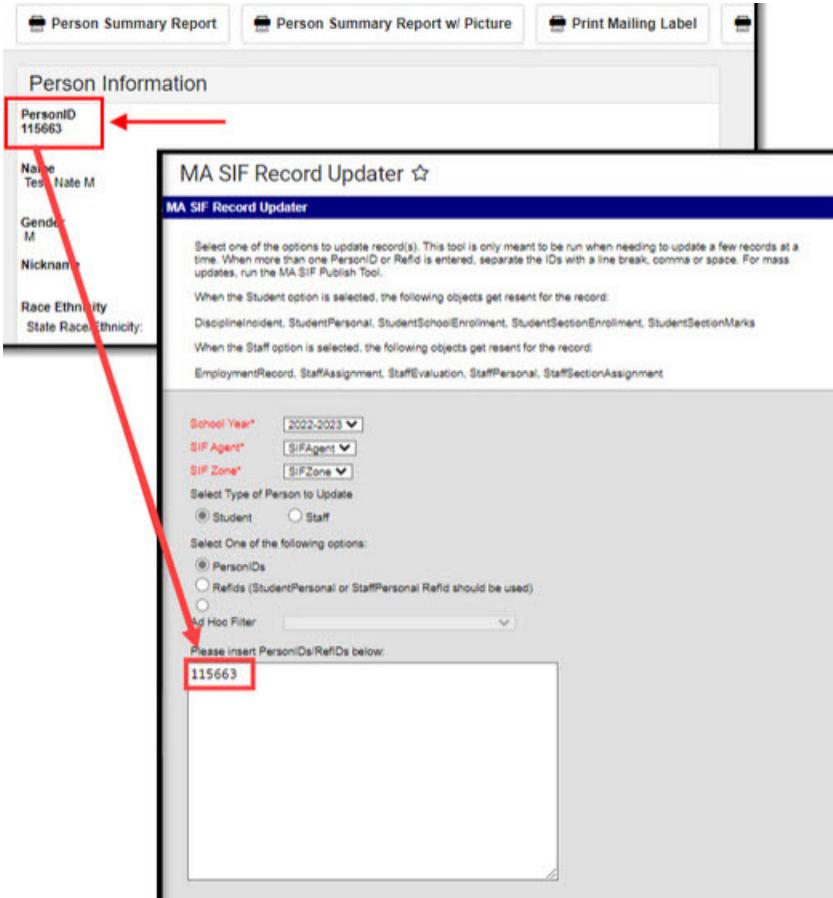


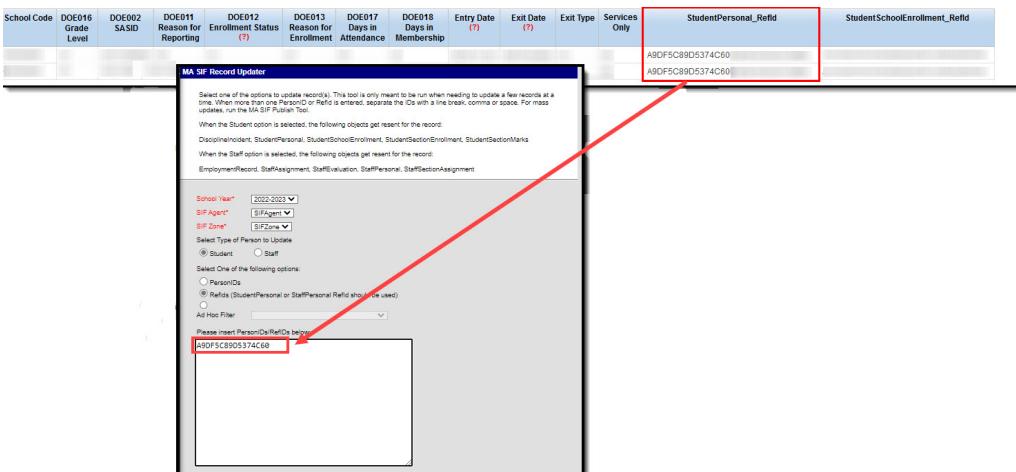
The screenshot shows the 'MA SIF Record Updater' tool window. At the top, the title 'MA SIF Record Updater' is followed by a star icon. To the right are links for 'System Settings', 'Data Interchange Administration', and 'MA SIF Record Updater'. A 'Related Tools' dropdown is also present. The main content area has a dark blue header with the title 'MA SIF Record Updater'. Below this, there are several sections of text and form fields. The first section contains instructions for updating records, mentioning 'School Year\*', 'SIF Agent\*', and 'SIF Zone\*'. It also specifies that when the 'Student' option is selected, objects like 'DisciplineIncident', 'StudentPersonal', 'StudentSchoolEnrollment', 'StudentSectionEnrollment', and 'StudentSectionMarks' are resent. For 'Staff' selection, 'EmploymentRecord', 'StaffAssignment', 'StaffEvaluation', 'StaffPersonal', and 'StaffSectionAssignment' are resent. The next section contains dropdowns for 'School Year\*' (2025-2026), 'SIF Agent\*' (sif1), and 'SIF Zone\*' (SIFZone). Below these are radio buttons for 'Select Type of Person to Update' (Student selected) and 'Select One of the following options' (PersonIDs selected). There is also an 'Ad Hoc Filter' dropdown. A large text area labeled 'Please insert PersonIDs/RefIDs below.' is empty. At the bottom, there is a 'Submit to Batch' button and a 'Batch Queue List' table. The table has columns for 'Queued Time', 'Report Title', 'Status', and 'Download'. It shows two entries: '11/17/2025 10:22:12 AM' for 'SIFRecordUpdater' with 'Completed' status and a 'Get the report' link; and '11/17/2025 10:20:18 AM' for 'SIFRecordUpdater' with 'Completed' status and a 'Get the report' link.

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## 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
<b>Person IDs</b>	<p>Person IDs are found on a person's <a href="#">Summary</a> tool in the Person ID field (see image below).</p> 

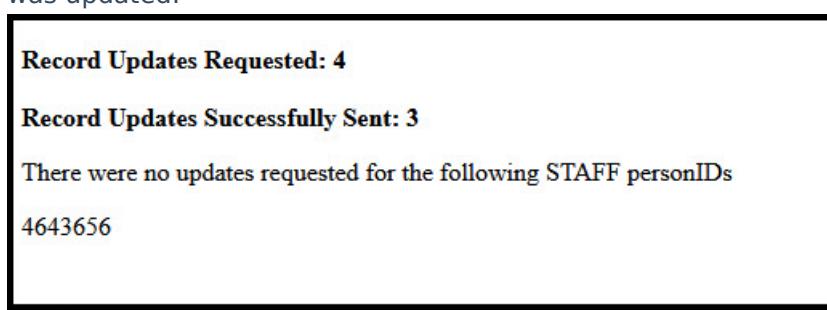
Option	Description
<b>Ref IDs</b>	Ref IDs are found in the SIF XML message generated by Campus or the State.
	

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

8. The '**Get the report**' link in the Batch Queue list can be used to view the information that was updated:



**Record Updates Requested: 4**

**Record Updates Successfully Sent: 3**

There were no updates requested for the following STAFF personIDs

4643656

Field	Description
<b>Record Updated Requested</b>	How many individual PersonIDs come from what is entered in the UI, whether it is by PersonIDs, RefIDs or Ad Hoc Filter.

Field	Description
<b>Record Updates Successfully Sent</b>	Indicates the number of PersonIDs that have at least a StudentSchoolEnrollment or StaffAssignment record. If it does, then that personID is added to the 'successful' count and then continues on with the remainder of the objects and then proceeds to the next PersonID.
<b>There were no updates requested...</b>	Lists the PersonID(s) that did not produce any results (no StudentSchoolEnrollment/StaffAssignment).

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

## 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 ☆

Reporting &gt; MA State Reporting &gt; MA SIF Sent Object Search

## MA SIF Sent Object Search

This tool will generate a report with the selected SIF objects and search criteria in XML format that have been sent to the state. To view the report, save the file and open with an XML editor.

## Extract Options

School Year*	2022-2023 <input type="button" value="▼"/>
Start Date*	07/25/2022 <input type="button" value="▼"/>
End Date*	07/25/2022 <input type="button" value="▼"/>
SIF Agent*	SIFAgent <input type="button" value="▼"/>
SIF Zone*	SIFZone <input type="button" value="▼"/>
SIF Object*	SchoolCourseInfo <input type="button" value="▼"/>
RefID(s)	<input type="text"/>
Person ID(s)	<input type="text"/>
Course ID(s)	<input type="text"/>
Section ID(s)	<input type="text"/>

  Show top  tasks submitted between  and **Batch Queue List**  

Queued Time	Report Title	Status	Download

MA SIF Sent Object Search

## Related Tools

The following SIF-related tools are also available:

- [SIF Publish Tool](#)
- [SIF Zone Options](#)
- [SIF \(Massachusetts\)](#)