

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

Queued Time	Report Title	Status	Download
11/17/2025 10:22:12 AM	SIFRecordUpdater	Completed	Get the report
11/17/2025 10:20:18 AM	SIFRecordUpdater	Completed	Get the report

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

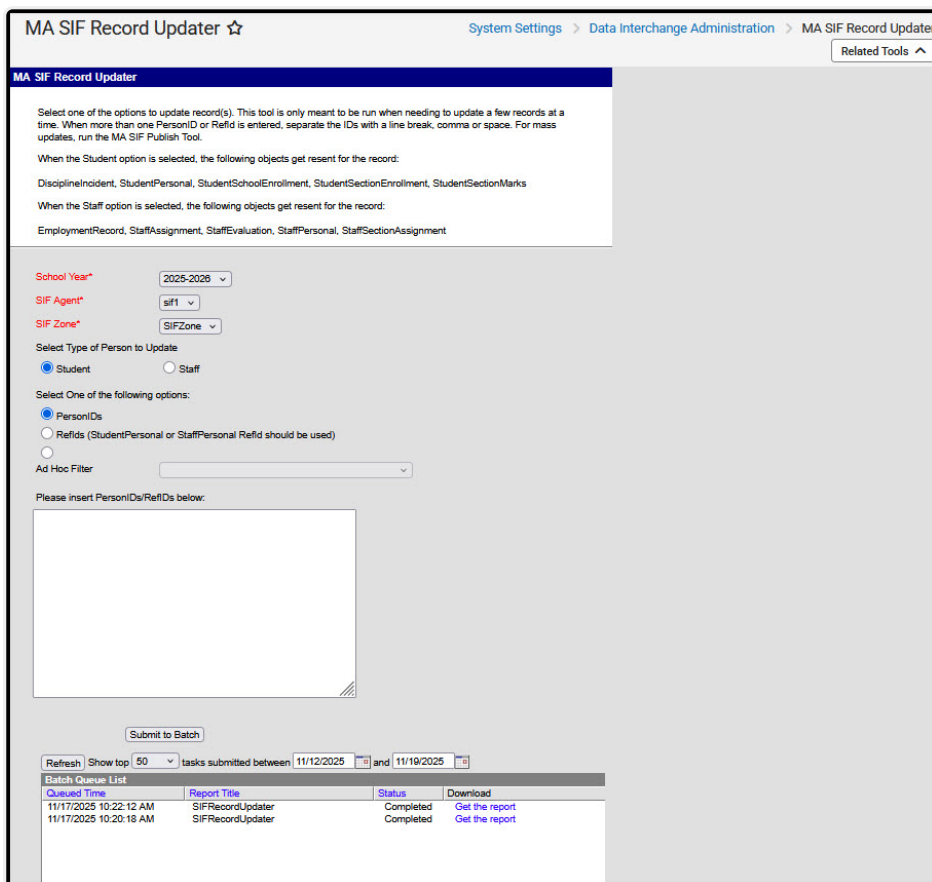
For more information about Tool Rights and how they function, see [this Tool Rights article](#)

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 interface. At the top, there's a breadcrumb trail: System Settings > Data Interchange Administration > MA SIF Record Updater. Below this, the main heading is "MA SIF Record Updater".

The interface includes a "Related Tools" dropdown menu. Below the heading, there's a text box explaining the tool's purpose: "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 this, there are two sections: "When the Student option is selected, the following objects get resent for the record:" and "When the Staff option is selected, the following objects get resent for the record:". The objects listed are DisciplineIncident, StudentPersonal, StudentSchoolEnrollment, StudentSectionEnrollment, StudentSectionMarks, EmploymentRecord, StaffAssignment, StaffEvaluation, StaffPersonal, and StaffSectionAssignment.

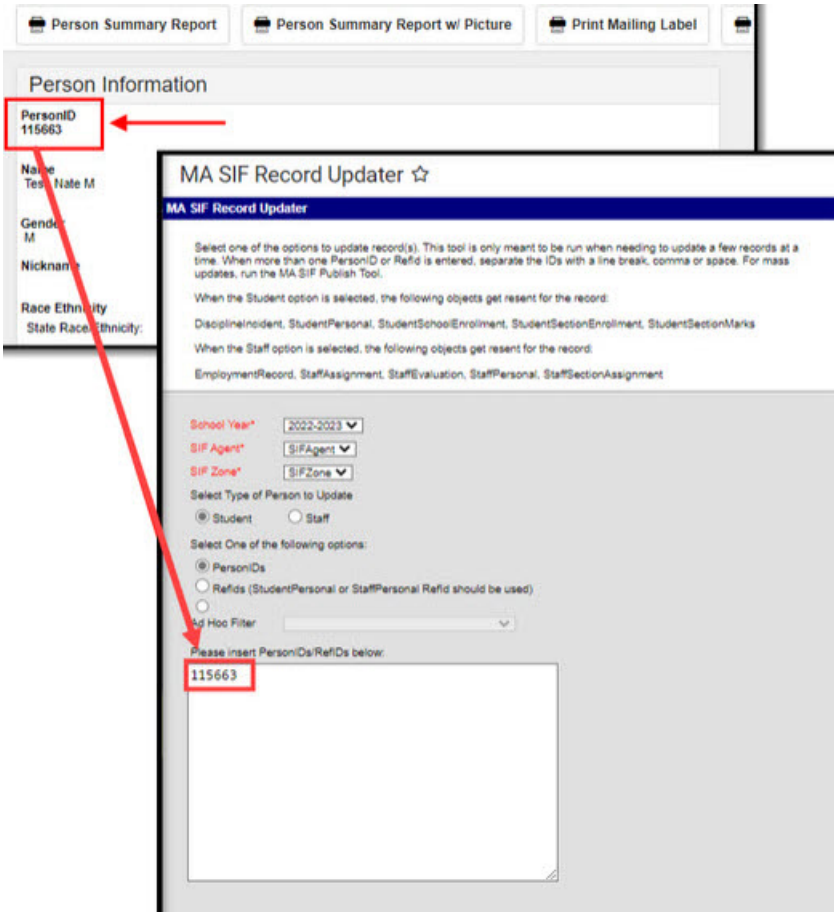
The form includes several dropdown menus: "School Year*" (set to 2025-2026), "SIF Agent*" (set to sif1), and "SIF Zone*" (set to SIFZone). There are also radio buttons for "Select Type of Person to Update" (Student is selected) and "Select One of the following options:" (PersonIDs is selected). There are also checkboxes for "Refids (StudentPersonal or StaffPersonal Refid should be used)" and "Ad Hoc Filter".

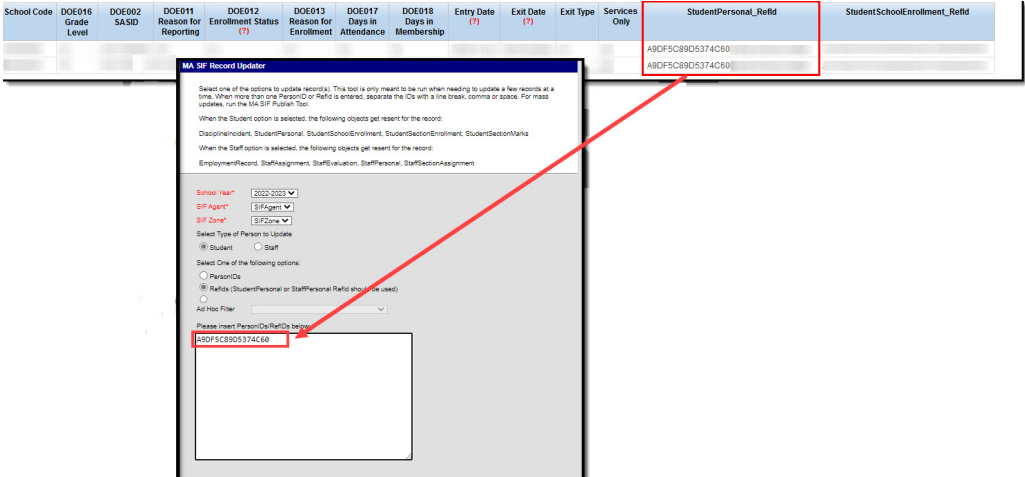
Below the form, there's a "Submit to Batch" button. At the bottom, there's a "Batch Queue List" table with columns: "Queue Time", "Report Title", "Status", and "Download". The table shows two entries: "11/17/2025 10:22:12 AM SIFRecordUpdater Completed Get the report" and "11/17/2025 10:20:18 AM SIFRecordUpdater Completed Get the report".

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
Person IDs	<p>Person IDs are found on a person's Summary tool in the Person ID field (see image below).</p>  <p>The screenshot shows the 'MA SIF Record Updater' tool. On the left, the 'Person Information' section displays 'PersonID 115663'. A red box highlights this ID, and a red arrow points to the 'MA SIF Record Updater' form on the right. In the form, the 'Please insert PersonIDs/RefIDs below:' field also contains '115663', which is highlighted with a red box.</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 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>

- 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.

- Click the **Submit to Batch** button. SIF records matching the Person ID/Ref ID(s) entered will be sent from Campus to the State.
- 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
Record Updated Requested	How many individual PersonIDs come from what is entered in the UI, whether it is by PersonIDs, RefIDs or Ad Hoc Filter.

Field	Description
Record Updates Successfully Sent	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.
There were no updates requested...	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"> • 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.

MA SIF Sent Object Search ☆
Reporting > MA State Reporting > 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

Start Date*

07/25/2022

End Date*

07/25/2022

SIF Agent*

SIFAgent

SIF Zone*

SIFZone

SIF Object*

SchoolCourseInfo

RefID(s)

Person ID(s)

Course ID(s)

Section ID(s)

Generate Audits

Submit to Batch

Refresh

Show top 50

tasks submitted between

07/18/2022

and

07/25/2022

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 \(Massachusetts\)](#)