Setup SIF Grade Levels

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Accepted SIF Grade Levels | Mapping Local Grade Levels to SIF Grade Levels

This article is designed for advanced technical users only and is relevant to districts using SIF Data Exchange.

This article is part of an ordered SIF Configuration **process and applies to both configuration methods** (Horizontal and Vertical).

Before beginning, please consider this setup step with the ordered setup steps of the SIF Configuration process:

- Setup School SIF Codes
- Setup SIF Grade Levels
- Setup SIF Zone
- Setup SIF Agent
- Setup SIF Data Access Rights
- Register Agent
- Request Data Sync

Local school grade levels not entered in SIF-approved format must be mapped to a SIF grade level if they should be included in SIF reporting and data exchange.

Accepted SIF Grade Levels

Tool Search: Grade Level Setup

If a school/district has a grade level intended for inclusion in SIF reporting and data exchange that does not match a SIF grade level, the local school grade level must be manually mapped to the appropriate SIF grade level.

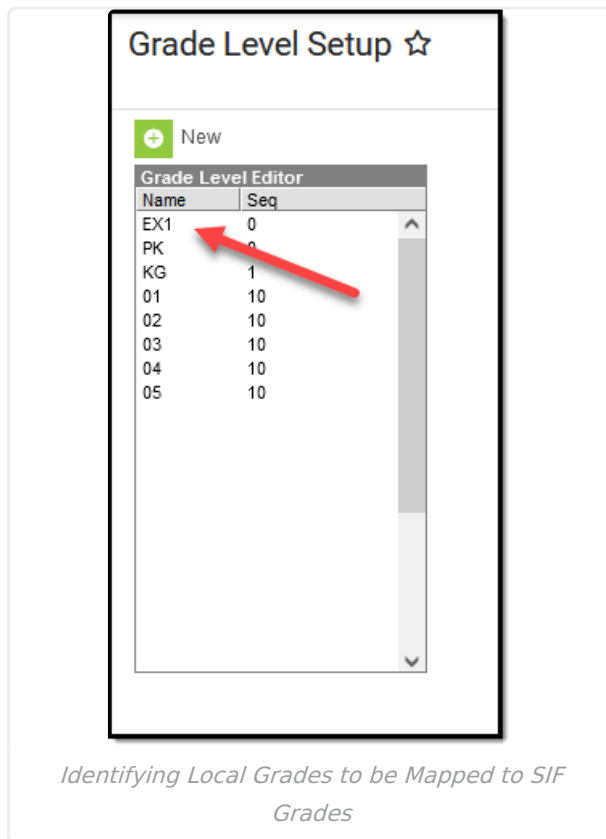The SIF-approved grade level values are: **PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, Other,** and **Unknown**.

The value entered in the **Name** column/field of the Grade Levels tool must exactly match one of the SIF grades listed above or be mapped through the **Standard Code (SIF Code)** field as instructed below, or it will not be included in the SIF data exchange.

Grade levels with a **Name** value that matches a SIF-approved grade level do not need to be mapped.

Example

For example, the following screenshot shows a school with three grade levels that do not match

the SIF-approved grade levels and must, therefore, be manually mapped:

Identifying Local Grades to be Mapped to SIF Grades

Grade level "EX1" must be manually mapped to a SIF grade level. The other grade levels do not need to be mapped because they match SIF grade levels.

Mapping Local Grade Levels to SIF Grade Levels

Mapping a local grade level to a SIF grade level by entering a SIF-approved grade level in the **Standard Code (SIF Code)** field of the Grade Level Detail editor:

Mapping Local Grades to SIF Grades

1. Navigate to the Grade Levels Setup tool.
2. Select a grade level listed in the Grade Level Editor that should be included in SIF data exchange/reporting but does NOT have one of the following **Name** values: PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11 or 12.
3. Map the grade level to a SIF grade level by entering one of the SIF-approved values in the **Standard Code (SIF Code)** field.
4. Click **Save**.
5. Repeat steps 2 through 4 for other local grade levels that should be mapped to SIF grade levels.

To continue SIF setup, proceed to Setup SIF Zone or return to the SIF Configuration page.