

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:

Grade Level Setup ☆

+ New

Grade Level Editor	
Name	Seq
EX1	0
PK	0
KG	1
01	10
02	10
03	10
04	10
05	10

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:

Grade Level Setup ☆ Scheduling & Courses > Calendar Setup > Grade Level Setup Related Tools ^

New Save Delete

Grade Level Editor	
Name	Seq
EX1	0
PK	0
KG	1
01	10
02	10
03	10
04	10
05	10

Grade Level Detail

Name (locked)
EX1

*Sequence Number
0

*State Grade Level Code
01: First Grade

Standard Day

Maximum Membership Days

Whole Day Absence (minutes)

Half Day Absence (minutes)

Maximum Approved School Choice Applications
0

Kindergarten Schedule

Exclude from cumulative GPA/Rank calculations

Exclude from state reporting

Exclude from Enrollment

Exempt from Assignment

Standard Code (SIF code)
01

Exclude from SIF reporting

Exclude from Grade/Age Validation

External LMS Exclude

Exclude from Online Registration Calculations

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.