

Massachusetts SIF Best Practices/Data Cleanup

Last Modified on 06/12/2024 11:00 am CDT

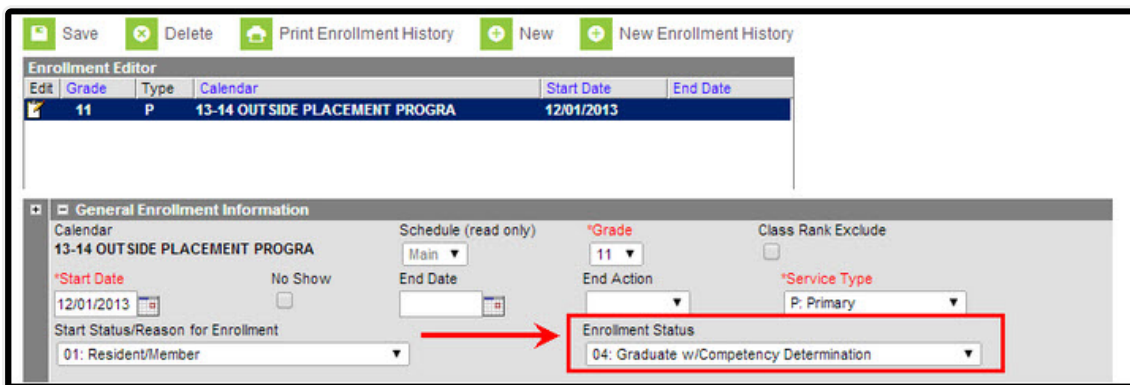
In order for SIF objects to properly report data for Massachusetts schools and districts, the following items must be considered/followed:

- 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.



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.

Standard Editor

Search: Type Standard

Filter: Display Name * ELA Effort

Full Standard/Description

Abbreviation * 01EL1

Number

Code

Sequence 93

Post to Transcript

Power Standard

External LMS Exclude

Include in Report Card

State Reported

Include in Portal

Final

Archived

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.

Grading Task Setup

Save Delete New New One-time Task

Grading Tasks

- PROGRESS RPT STATUS
- PROGRESS RPT GRADE
- TERM GRADE
- RECOMMENDATION
- SEMESTER EXAM
- SEMESTER GRADE
- FINAL EXAM
- FINAL GRADE
- Outcome of Program
- Knowledge Progress
- Homework Progress
- Preparation Progress
- Behavior Progress
- Teamwork Progress
- Other
- Overall Knowledge Achievement
- FINAL COURSE GRADE**

Grading Task Detail

Name: FINAL COURSE GRADE

Abbreviation

Number: 17

Seq: 17

Code

Posts to Transcript

External LMS Exclude

Archived

State Reported

Final

Include in Report Card

Include in Portal

Parent Grading Task: [dropdown]

Comments: Plouffe

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 'Standard Editor' interface in the Standards Bank. The 'Display Name' is 'Math Effort Final'. The 'Final' checkbox is checked and highlighted with a red box. Other fields include 'Abbreviation', 'Number', 'Code', 'Sequence' (set to 0), 'Post to Transcript', 'Power Standard', and 'State Reported'.

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.

The screenshot shows the 'Demographics' form for a student named 'TEST, CAMPUS'. The 'Student State ID' field is highlighted with a red box and contains the value '123456789'. Other fields include 'Local Student Number', 'Local Staff Number', 'Staff State ID', 'Person GUID', and 'Portal Username'.

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.

Demographics ☆ Census > People > Demographics

Staff #: DOB: 10/05/1986 Related Tools ^

[Save](#) [Delete](#) [Person Summary Report](#) [Demographics Data](#)

Person Identifiers

Local Student Number Generate Number

Student State ID

Local Staff Number

Staff State ID

Person GUID

Portal Username No Active Portal Account

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.

Course Grading Tasks ☆ Scheduling & Courses > Courses > Course Grading Tasks

405 ALGEBRA II/MATHEMATICS III CP Related Tools ^

[Add](#) [Copy](#)

Grading Task	Credit Group	Credit Type	Score Group	Credit	Term GPA	Post-only
PROGRESS RPT STATUS			PROGRESS RPT STATUS			
PROGRESS RPT GRADE			PROGRESS RPT GRADE			
TERM GRADE			College Prep New		1.000	
FINAL EXAM			College Prep New			
FINAL EXAM			College Prep New			

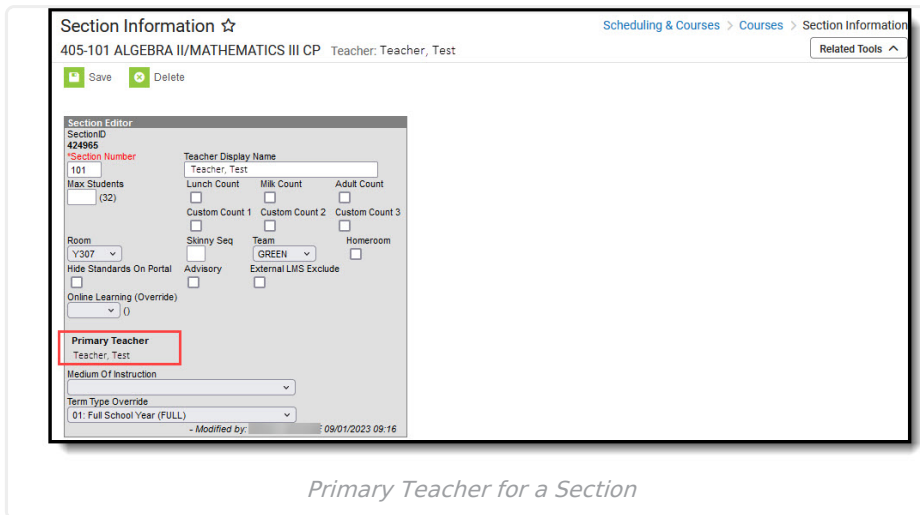
Icon Legend: Locked to Course Master Linked Course Catalog Unlocked Course Master Unlinked Course Managed

Duplicate Grading Tasks

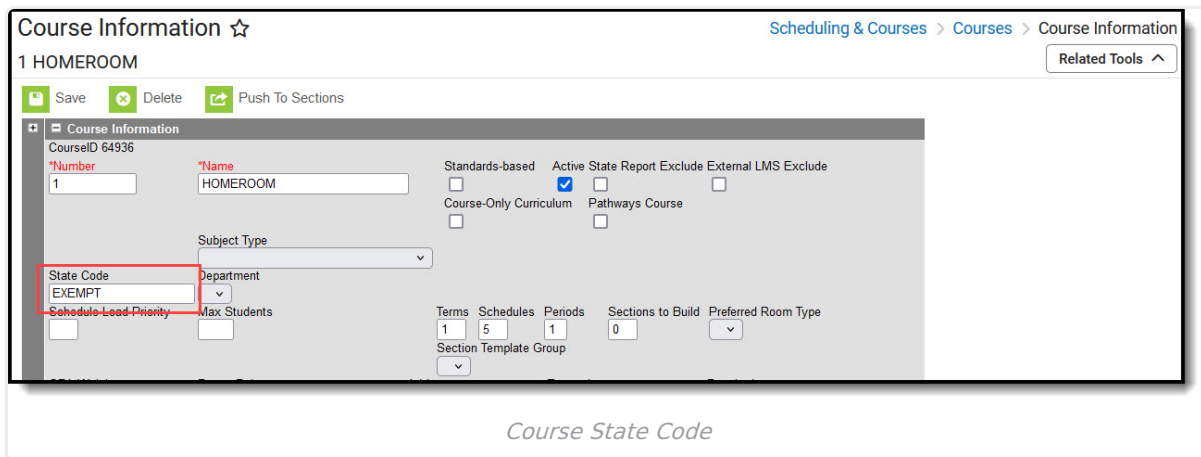
Sections Must Have Teacher Assigned or State Code of Exempt

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

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



If a section does not have a teacher assigned, it must be a section within a course with a **State Code** of EXEMPT.



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).

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

New Save Delete

Grade Level Editor		Grade Level Detail
Name	Seq	Name (locked)
PK	1	PK
KF	2	*Sequence Number
01	3	1
02	4	*State Grade Level Code
03	5	PK: Pre-Kindergarten
04	6	Standard Day
05	7	
06	8	Maximum Membership Days
07	9	
08	10	Whole Day Absence (minutes)
09	11	
10	12	Half Day Absence (minutes)
11	13	
12	14	Maximum Approved School Choice Applications
13	15	0
14		Exclude from cumulative GPA/Rank calculations
15		<input type="checkbox"/>
		Exclude from state reporting
		<input type="checkbox"/>
		Exclude from Enrollment
		<input type="checkbox"/>
		Exempt from Assignment
		<input type="checkbox"/>
		Standard Code (SIF code)
		PK
		Exclude from SIF reporting
		<input type="checkbox"/>
		Exclude from Grade/Age Validation
		<input type="checkbox"/>
		External LMS Exclude
		<input type="checkbox"/>
		Exclude from Online Registration Calculations
		<input type="checkbox"/>

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.

Score Group & Rubric Setup ☆

Grading & Standards > Grading Setup > Score Group & Rubric Setup

Save Delete New Score Group New Rubric

Score Groups & Rubrics Editor

Name	Type
ACADEMIC PREP	Score Group
ADV PLACEMENT	Score Group
ADVANCED	Score Group
ALPHA A	Score Group
ALPHA AP	Score Group
ALPHA CP	Score Group
ALPHA P	Score Group
AP & IB	Score Group
B Scale 0-10	Rubric
BHS Pass Fail	Score Group
Champion	Score Group
COLLEGE PREP	Score Group
College Prep Adv	Score Group
College Prep Advanced New	Score Group
College Prep New	Score Group

Score Group Detail

Name
ACADEMIC PREP

Score Group List Items Detail

Sequence Name	Score	State Score	Passing Score	Credit Coeff.	Minimum Value	GPA Value	GPA Unweighted Value	GPA Bonus Points
X 1	A+	A+	1: A+	1	97	5	4	0
X 2	A	A	2: A	1	93	4.6	3.6	0
X 3	A-	A-	3: A-	1	90	4.3	3.3	0
X 4	B+	B+	4: B+	1	87	3.9	2.9	0
X 5	B	B	5: B	1	83	3.5	2.5	0
X 6	B-	B-	6: B-	1	80	3.2	2.2	0
X 7	C+	C+	7: C+	1	77	2.9	1.9	0

Score Group State Score