

Massachusetts SIF Best Practices/Data Cleanup

Last Modified on 12/14/2025 8:45 pm CST

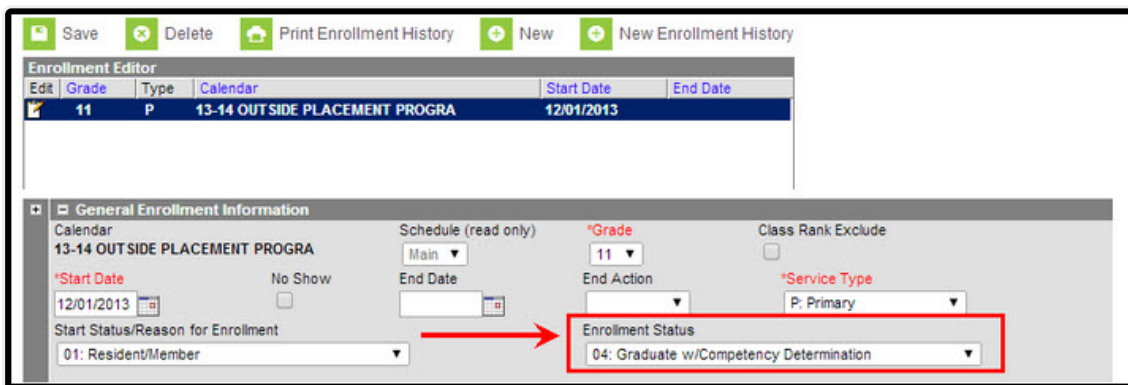
In order for SIF objects to properly report data for Massachusetts schools and districts, the following items must be considered/followed:

- [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.

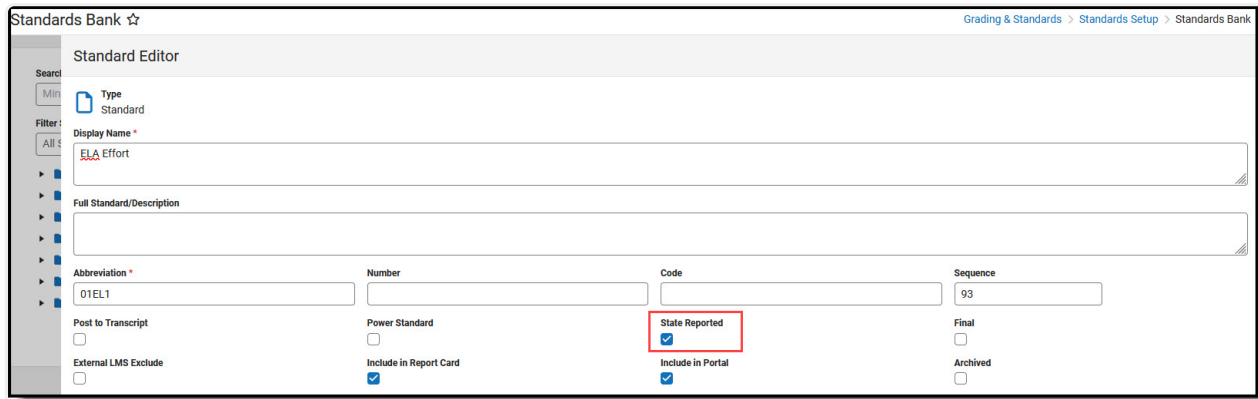


The screenshot shows the 'Enrollment Editor' window. At the top, there are buttons for Save, Delete, Print Enrollment History, New, and New Enrollment History. Below these is a table with columns for Edit, Grade, Type, Calendar, Start Date, and End Date. The first row shows a record for grade 11, type P, calendar 13-14 OUTSIDE PLACEMENT PROGRA, starting on 12/01/2013. Below the table is the 'General Enrollment Information' section. It contains fields for Calendar (13-14 OUTSIDE PLACEMENT PROGRA), Schedule (Main), Grade (11), Class Rank Exclude (unchecked), Start Date (12/01/2013), End Date, End Action, Service Type (P: Primary), and Start Status/Reason for Enrollment (01: Resident/Member). A red box highlights the 'Enrollment Status' dropdown menu, which is currently set to '04: Graduate w/Competency Determination'. A red arrow points from the 'Start Status/Reason for Enrollment' dropdown to the 'Enrollment Status' dropdown.

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.



Standards Bank ☆

Grading & Standards > Standards Setup > Standards Bank

Standard Editor

Search

Min

Filter

All

Type
Standard

Display Name *

ELA Effort

Full Standard/Description

Abbreviation *

01EL1

Number

Code

Sequence

93

Post to Transcript

Power Standard

State Reported

Final

External LMS Exclude

Include in Report Card

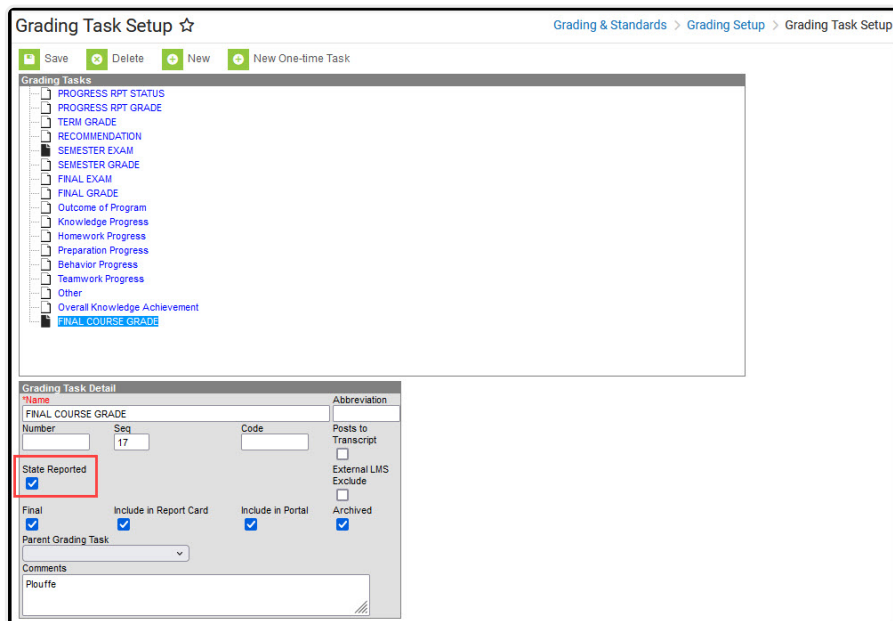
Include in Portal

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 ☆

Grading & Standards > Grading Setup > 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

Seq

17

Code

Posts to Transcript

State Reported

Final

Include in Report Card

Include in Portal

Archived

Parent Grading Task

Comments

Plouffe

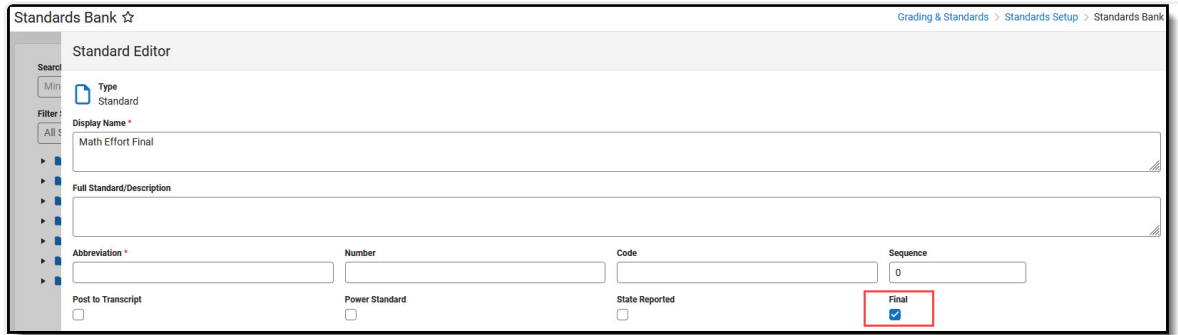
State-Reported Grading Task

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.



Standards Bank ☆ Grading & Standards > Standards Setup > Standards Bank

Standard Editor

Search: [Type: Standard]

Filter: [Display Name * Math Effort Final]

Full Standard/Description

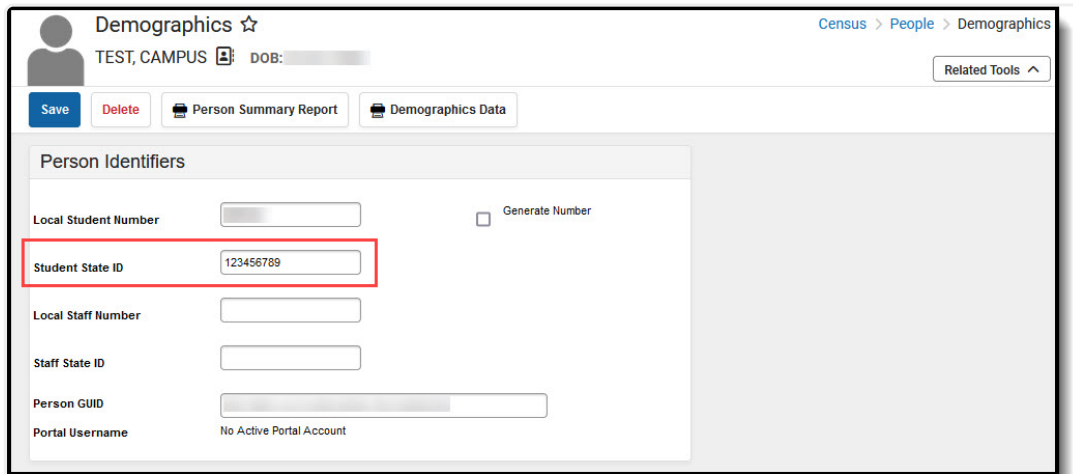
Abbreviation * [] Number [] Code [] Sequence [0]

Post to Transcript [] Power Standard [] State Reported [] **Final [x]**

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.



Demographics ☆ Census > People > Demographics

TEST, CAMPUS [] DOB: []

Save Delete Person Summary Report Demographics Data

Person Identifiers

Local Student Number [] Generate Number []

Student State ID [123456789]

Local Staff Number []

Staff State ID []

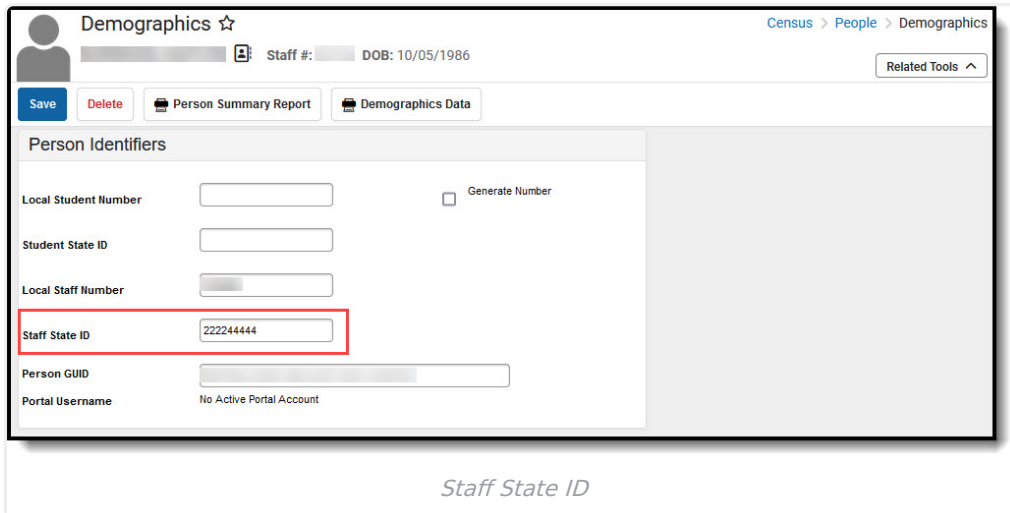
Person GUID []

Portal Username No Active Portal Account

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

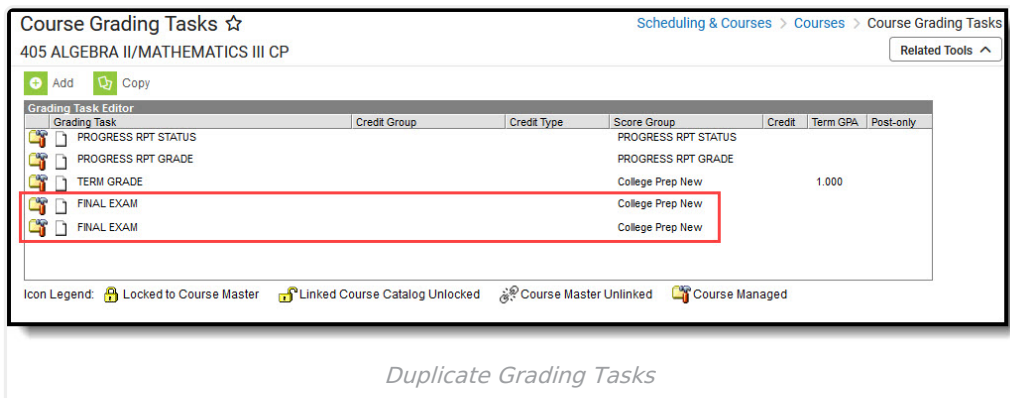
Person GUID

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			

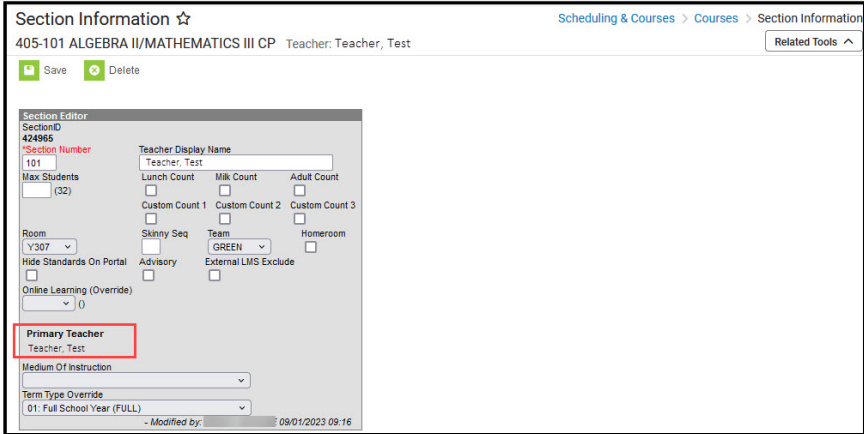
Icon Legend: Locked to Course Master Linked Course Catalog Unlocked Course Master Unlinked Course Managed

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.



Section Information ☆

405-101 ALGEBRA II/MATHEMATICS III CP Teacher: Teacher, Test

Save Delete

Section Editor

SectionID 424965

Section Number 101

Max Students (32)

Room Y307

Hide Standards On Portal

Online Learning (Override)

Primary Teacher Teacher, Test

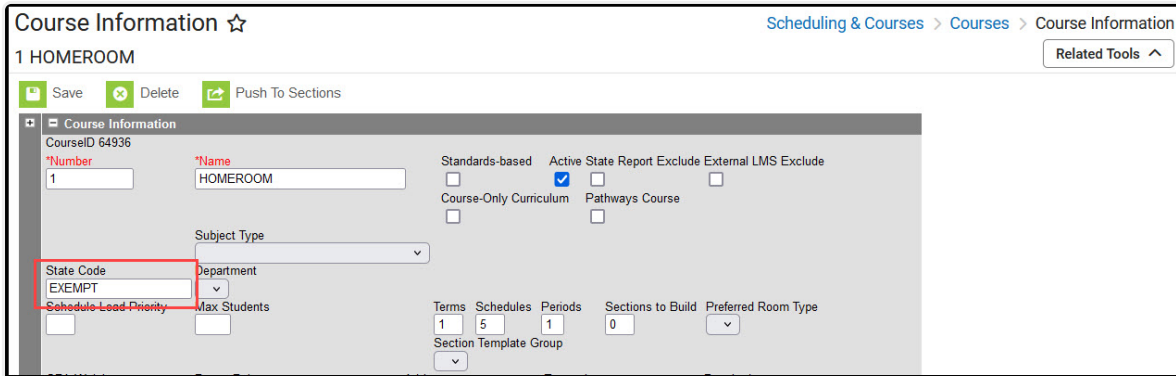
Medium Of Instruction

Term Type Override 01: Full School Year (FULL)

Modified by: 09/01/2023 09:16

Primary Teacher for a Section

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



Course Information ☆

1 HOMEROOM

Save Delete Push To Sections

Course Information

CourseID 64936

Number 1

Name HOMEROOM

Standards-based

Active

State Report Exclude

External LMS Exclude

Course-Only Curriculum

Pathways Course

Subject Type

State Code EXEMPT

Department

Max Students

Terms 1

Schedules 5

Periods 1

Sections to Build 0

Preferred Room Type

Section Template Group

Course State Code

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

Name	Seq
PK	1
KF	2
01	3
02	4
03	5
04	6
05	7
06	8
07	9
08	10
09	11
10	12
11	13
12	14
SP	15

Grade Level Detail

Name (locked)
PK

*Sequence Number
1

*State Grade Level Code
PK: Pre-Kindergarten

Standard Day

Maximum Membership Days

Whole Day Absence (minutes)

Half Day Absence (minutes)

Maximum Approved School Choice Applications
0

Exclude from cumulative GPA/Rank calculations
☐

Exclude from state reporting
☐

Exclude from Enrollment
☐

Exempt from Assignment
☐

Standard Code (SIF code)
PK

Exclude from SIF reporting
☐

Exclude from Grade/Age Validation
☐

External LMS Exclude
☐

Exclude from Online Registration Calculations
☐

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+	<input checked="" type="checkbox"/>	1	97	5	4	0
X 2	A	A	2: A	<input checked="" type="checkbox"/>	1	93	4.6	3.6	0
X 3	A-	A-	3: A-	<input checked="" type="checkbox"/>	1	90	4.3	3.3	0
X 4	B+	B+	4: B+	<input checked="" type="checkbox"/>	1	87	3.9	2.9	0
X 5	B	B	5: B	<input checked="" type="checkbox"/>	1	83	3.5	2.5	0
X 6	B-	B-	6: B-	<input checked="" type="checkbox"/>	1	80	3.2	2.2	0
X 7	C+	C+	7: C+	<input checked="" type="checkbox"/>	1	77	2.9	1.9	0

Score Group State Score