Massachusetts Department of
ELEMENTARY & SECONDARY
EDUCATION

SIF Transmission Reports — Version 1.5
November 30, 2017

Revision history

Version	Date Posted	Date of Change	Description	By
1.0		10/25/17	Initial draft	Sujata
1.1		11/06/17	Re-draft	mGrimes
1.2		11/09/17	Re-draft	mGrimes
1.3		11/14/17	Re-draft	mGrimes
1.4		11/15/17	Added: Browser preference below logon title	Sujata
1.5		11/30/17	New set of reports	mGrimes

Contents

Purpose of transmission reports

This document details 5 transmission reports which are created for data and error diagnostic purposes. Depending on the collection report, whether it is SCS or EPIMS, these reports will display data as provided by the district. These reports are generated before the data gets quick, full and cross validated. There are very few data elements which are either calculated/translated on these reports, but they are specifically mentioned on the report description to eliminate any confusion.

Logon

Preferred browsers to be used for logon are:

- Internet Explorer
- Mozilla
- Chrome

1. Logon to the Production Security Portal by following the below steps:
   a. Enter your EOE/ESE assigned Username and Password
   b. Click on the blue Login button

Instructions outlined below to access the appropriate reports are for SIF districts only.

2. Security Portal
   a. In the Security Portal, select the SIF Reports link

Navigation Features

1. Case of multiple pages:
   - Some reports may return more than a page of record. Use the Page up Page down feature to navigate from one page to the next or to return to the previous page available at the bottom left-hand area of the report window.

2. Run Report button:

- Run report button is available on the upper right side of the parent and child report. Use this feature to refresh the page get back to the prompt page. The earlier selection made will be retained by the prompt page upon return.

Access SIF Transmission Reports

1. After selecting "SIF Error Reports" link above, the SIF folder opens where SIF Transmission Reports link is available. Select the **SIF Transmission Reports**.

2. After selecting the SIF Transmission Reports, the SIF Transmission Reports folders opens on a separate tab where District Reports folder is available. Select the **District Reports**.

EPIMS District Course List

1. After selecting the District Reports folder, the page will get refreshed and display the EPIMS – District Course List link. (Depending on your access, there may be other report links listed as well):

2. After selecting the EPIMS – District Course List, the page will get refreshed and display the District Course List prompt page:

    a. **Please Select a District**:
- If your role provides access to multiple districts, the first district on the alphabetical order of A-Z will be pre-populated on the Please Select a District dropdown.
- If your role provides access to a single district, it will be pre-populated on the dropdown.
- If you would like to select a district other than the selected one, then click on the dropdown arrow and click on the district name from the list. The name of the district will appear after clicking on the district name.

    b. **Please Select a School**:
- Please Select a School is a dropdown where you will be able to enter the School for which you desire to run the report.
- If you would like to select a single school, then click on the dropdown arrow and click on the school name from the list.
- If you would like to run the report for all schools in the district, you can choose the defaulted "Select All" option in the dropdown.

- After making a selection, click on the Finish button to run the report.
  c. **Finish button**:
    - Finish button will always remain active as you can run the report for all (which is the default selection) or individual schools.
  d. **Cancel button**:
    - Cancel button will be active as long as the prompt page is available.
    - Click on the Cancel button to revert back to the District Reports folder where the District Course List link resides.

Executive Office of Education	- EPIMS - District Course List	Log Off About

MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

District Course List

District: French Lick-12120000
Vendor: Sycamore
Report generated: 11/17/2017 11:57:10 AM

School: 12120001 French Lick Elementary   Course Term: Not Provided

Course Title	SCS05 Course	SCS06 Class Section	Student Count	WA01 MEPID	First Name	Last Name	Assignment Start Date	Assignment End Date	Role	Included in EPIMS
Basic Math	52030	9010-115	18	53302398	Bill	Russell	2017-09-05	2018-06-30	LeadTeacher	Yes
Basic Math	52030	9010-116	17	53394806	Don	Nelson	2017-09-05	2018-06-30	LeadTeacher	Yes
Basic Math	52030	9010-145	19	50693052	KC	Jones	2017-09-05	2018-06-30	LeadTeacher	Yes

3. **Details on the District Course List report**:
   a. **Header section**: This section displays the ESE logo, report title, selected district name with district code, vendor name and the report generation date and time.
   b. The following should be displayed below header section and above the generated report:
      - School: The school code and school name should be displayed on left
      - Course Term
   c. The information/column headers to be displayed within this report are:
      - Course Title
      - SCS05 Course
      - SCS06 Class Section
      - Student Count
      - WA01 MEPID (Massachusetts Education Personnel Identification
      - First Name
      - Last Name
      - Assignment Start Date
      - Assignment End Date
      - Role
      - Included in EPIMS
   d. **Footer Section**: This section displays:
      - the user name of the person who ran the report

- the date and timestamp when the report was run
- report name
- (Please ignore the Page 1 of ? information.)

4. **District Course List rules**:
   a. Cases when no data is available:
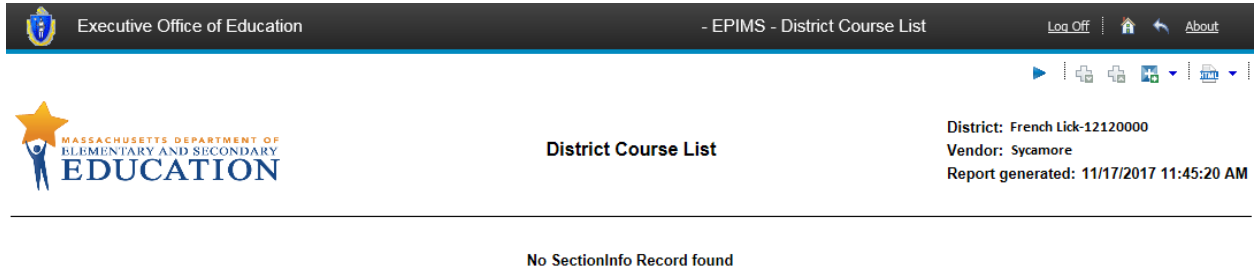
- When there is no data for the selected district/school, then the report will display message "No SectionInfo Record found."

Student SCS Detail

1. After selecting the District Reports folder, the page will get refreshed and display the SCS – Student SCS Detail link. (Depending on your access, there may be other report links listed as well):
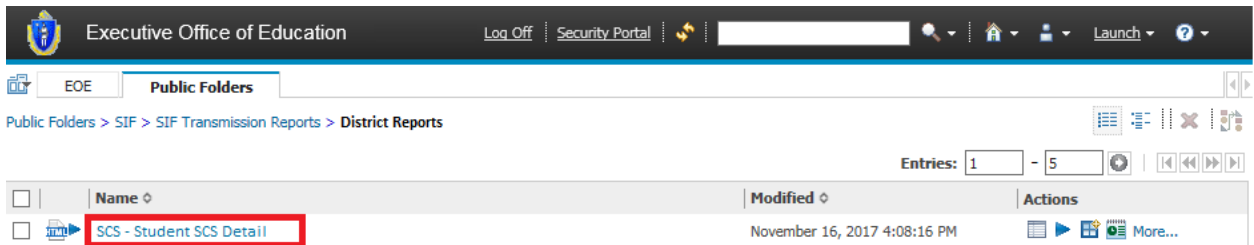
2. After selecting the SCS – Student SCS Detail, the page will get refreshed and display the Student Level Course Data prompt page:
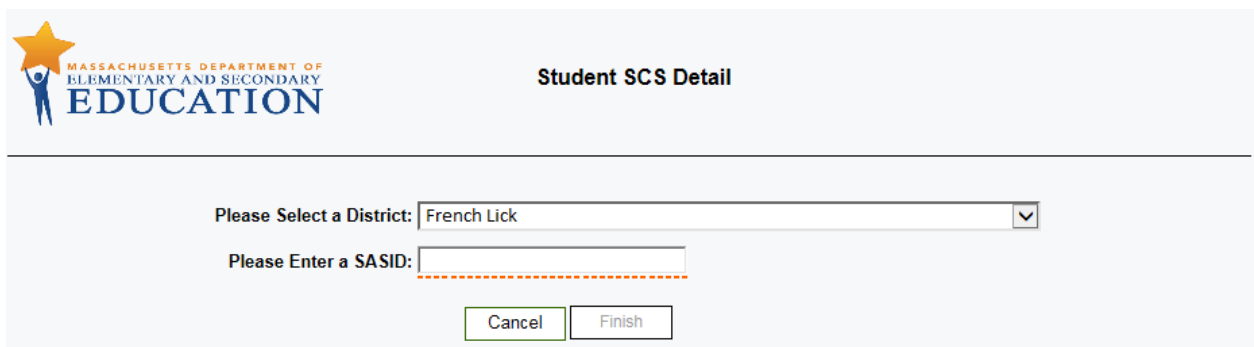
a. **Please Select a District**:
- If your role provides access to multiple districts, the first district on the alphabetical order of A-Z will be pre-populated on the Please Select a District dropdown.
- If your role provides access to a single district, it will be pre-populated on the dropdown.
- If you would like to select a district other than the selected one, then click on the dropdown arrow and click on the district name from the list. The name of the district will appear after clicking on the district name.

b. **Please Enter a SASID** (State Assigned Student Identification):
- Please Enter a SASID is a textbox where you will be able to enter the SASID number that you desire to run the report for.
- After entering the SASID number, click on the Finish button to run the report.

c. **Finish button**:
- Finish button will only become active once you have entered some value on the Please Enter a SASID textbox.

d. **Cancel button**:
- Cancel button will be active as long as the prompt page is available.
- Click on the Cancel button to revert back to the District Reports folder where the Student SCS Detail link resides.

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Student SCS Detail

District : French Lick-12120000
Vendor : Sycamore
Report generated : 11/17/2017 2:42:26 PM

Class Section (SCS06): MS02446M8-10

SCS_Data	Object_Name	RefId	Create Timestamp	Update Timestamp
SCS01: 1234567	StudentPersonal	A72246E318494765BCD8B97E694FFE39	2017-08-23 13:57:48	2017-11-09 09:46:28
SCS02: 0987654321	StudentPersonal	A72246E318494765BCD8B97E694FFE39	2017-08-23 13:57:48	2017-11-09 09:46:28
SCS03 (SCI): 12120051	SchoolInfo (SCI)	140809180927003D0A4AA49FE32F067B	2016-05-11 15:45:38	2017-08-29 11:59:02
SCS03 (Override ?): Not Provided	SchoolInfo (SMI)	140809180927003D0A4AA49FE32F067B	2016-05-11 15:45:38	2017-08-29 11:59:02
SCS04: MS02446M8	SchoolCourseInfo	51F4AF58ED0E4F1FBEAAF8161C698E22	2017-08-29 12:44:26	2017-09-18 15:38:48
SCS05: 51036	SchoolCourseInfo	51F4AF58ED0E4F1FBEAAF8161C698E22	2017-08-29 12:44:26	2017-09-18 15:38:48
SCS06: MS02446M8-10	SectionInfo	E455BFFF2B8F421CA9CD0BF2BA771136	2017-08-29 12:55:10	2017-09-06 10:30:09
SCS07 (SMI): 01	TermInfo (SMI)	D856ACC1B00444F5AF986D7698C99EDA	2017-08-23 08:42:13	2017-09-11 12:49:52
SCS08: 01	StudentSectionEnrollment	92D3DD7B223043AEAC7D1C63F0F15E4D	2017-08-22 12:52:37	2017-09-01 16:54:30
SCS09: 0571	SchoolCourseInfo	51F4AF58ED0E4F1FBEAAF8161C698E22	2017-08-29 12:44:26	2017-09-18 15:38:48
SCS10: 0	SchoolCourseInfo	51F4AF58ED0E4F1FBEAAF8161C698E22	2017-08-29 12:44:26	2017-09-18 15:38:48
SCS11: 0	StudentSectionMarks	1A9538A7A8D44A66A628B5CF38CF503G	2017-08-22 12:52:37	2017-08-29 15:30:36
SCS12: 88	StudentSectionMarks	1A9538A7A8D44A66A628B5CF38CF503G	2017-08-22 12:52:37	2017-08-29 15:30:36
SCS13: Not Provided	StudentSectionMarks	1A9538A7A8D44A66A628B5CF38CF503G	2017-08-22 12:52:37	2017-08-29 15:30:36

Miscellaneous

Object	RefId	Element	Value
SchoolCourseInfo	51F4AF58ED0E4F1FBEAAF8161C698E22	School Year	2018
		SchoolInfoRefId	140809180927003D0A4AA49FE32F067B
SectionMarkInfo	BAF8D1FC993D4A7C9CB6A0811E1471R	SchoolInfoRefId	140809180927003D0A4AA49FE32F067B
TermInfo	D856ACC1B00444F5AF986D7698C99ED0	School Year	2018
SectionInfo	E455BFFF2B8F421CA9CD0BF2BA771136	School Year	2018
StudentSectionEnrollment	92D3DD7B223043AEAC7D1C63F0F15E38	School Year	2018

3. **Details on the Student SCS Detail report**:
   a. **Header section**: This section displays the ESE logo, report title, selected district name with district code, vendor name and the report generation date and time.
   b. There are 2 sections to this report: **Class Section** and **Miscellaneous**
   c. Above the first section of the generated report, '**Class Section (SCS06)**' should be displayed on the left below the header section. The information/column headers to be displayed within this section of the report are:
      - SCS_Data. The values to be displayed in this column are:
        - SCS01
        - SCS02
        - SCS03 (SCI)
        - SCS03 (Override ?): When the user hovers over the ?, the text display should read 'Attending School Override'
        - SCS04
        - SCS05
        - SCS06 Class Section
        - SCS07 (SMI)
        - SCS08
        - SCS09
        - SCS10
        - SCS11

- SCS12
- SCS13
- Object Name
- RefId
- Create Timestamp: The date and timestamp when the object displayed in the Object_Name column was created.
- Update Timestamp: The date and timestamp when the object displayed in the Object_Name column was last updated.
d. Above the second section of the generated report, '**Miscellaneous'** should be displayed on the left below the header section. The information/column headers to be displayed within this section of the report are:
- Object
- RefId
- Element
- Value
e. **Footer Section**: This section displays:
- the user name of the person who ran the report
- the date and timestamp when the report was run
- report name
- (Please ignore the Page 1 of ? information.)

4. **Student SCS Detail rules**:
a. Cases when no data is available:

- When there is no data for the selected district/MEPID, then the report will display message "No StudentPersonal Record found."

District Student Roster

1. After selecting the District Reports folder, the page will get refreshed and display the SIMS – District Student Roster link. (Depending on your access, there may be other report links listed as well):

2. After selecting the SIMS – District Student Roster, the page will get refreshed and display the District Student Roster prompt page:
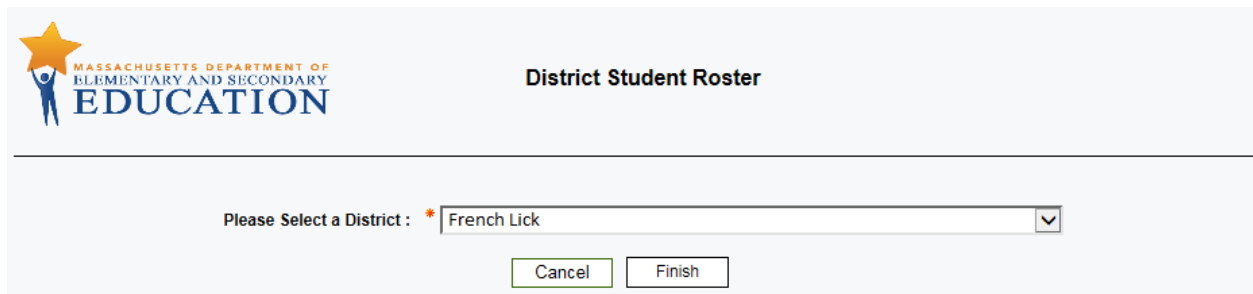
a. **Please Select a District**:
   - If your role provides access to multiple districts, the first district on the alphabetical order of A-Z will be pre-populated on the Please Select a District dropdown.
   - If your role provides access to a single district, it will be pre-populated on the dropdown.
   - If you would like to select a district other than the selected one, then click on the dropdown arrow and click on the district name from the list. The name of the district will appear after clicking on the district name.

b. **Finish button**:
   - Finish button will always remain active as the dropdown is pre-populated with a district.

c. **Cancel button**:
   - Cancel button will be active as long as the prompt page is available.
   - Click on the Cancel button to revert back to the District Reports folder where the District Student Roster link resides.

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District Student Roster

District: French Lick-12120000
Vendor: Sycamore
Report generated: 11/20/2017 4:36:44 PM

School: 12120000 Happytown Elementary   Grade: PK

School Code	DOE016 Grade Level	DOE002 SASID	DOE011 Reason for Reporting	DOE012 Enrollment Status (?)	DOE013 Reason for Enrollment	DOE017 Days in Attendance	DOE018 Days in Membership	Entry Date (?)	Exit Date (?)	Exit Type	Services Only	StudentPersonal_RefId	StudentSchoolEnrollment_RefId
00140000	PK	1026485976	01	20	01	Not Provided	Not Provided	2016-10-07	2017-07-07	20	Yes	00140BFF8C74DCF0B66A6792BA436023	0014544A1342010FD7859B4818B7EF9S
00140000	PK	1036495950	01	Enrolled	01	1	1	2017-10-02	Not Provided	Not Provided	Yes	001435382B46C6A08E9A9FE6A315O38G	001442D659031FBCFE547DFE86E46C5H
00140000	PK	1025028067	02	Enrolled	07	9	9	2017-09-19	Not Provided	Not Provided	No	0014A0E0C244FA16502EB71527DBC067	00149CC516E3007267F53C4440E569A8
00140000	PK	1036497820	01	Enrolled	01	21	21	2017-08-30	Not Provided	Not Provided	Yes	001411FFD1C9C57F9B251F8E41F6BFDK	00144C40BA57368E9A28164BA4D95F3A

School: 00140000 Outplacement School   Grade: KG

School Code	DOE016 Grade Level	DOE002 SASID	DOE011 Reason for Reporting	DOE012 Enrollment Status (?)	DOE013 Reason for Enrollment	DOE017 Days in Attendance	DOE018 Days in Membership	Entry Date (?)	Exit Date (?)	Exit Type	Services Only	StudentPersonal_RefId	StudentSchoolEnrollment_RefId
00140000	KG	1054949630	01	Enrolled	01	21	21	2017-08-30	Not Provided	Not Provided	Yes	001401E31C9EEAE7927A991C52AA1F62	001421C48A9110F266E86C98885101F9
00140000	KG	1036784908	01	Enrolled	01	21	21	2017-08-30	Not Provided	Not Provided	Yes	001468902023CEF1AA816FFCDD9AAC3Y	0014088748E5328FFF68E49F23CD5E9D

3. **Details on the District Student Roster report**:
   a. **Header section**: This section displays the ESE logo, report title, selected district name with district code, vendor name and the report generation date and time.
   b. Below the header and to the left, the following should be displayed prior to each new school/grade level:
      - **School**: The school code and school name should be displayed
      - **Grade**: Students are grouped into their grade level for each school (from PK through grade 12)
   c. The column headers to be displayed within this section of the report are:
      - School Code
      - DOE016 Grade Level
      - DOE002 SASID: The State Assigned Student Identification
      - DOE011 Reason for Reporting
      - DOE012 Enrollment Status **(?)**: When hovered over the (?) symbol/icon, the following message gets displayed:
         - If no exit date, status will be enrolled. If exit date, status will be the code provided in exit type.
      - DOE013 Reason for Enrollment
      - DOE017 Days in Attendance
      - DOE018 Days in Membership
      - Entry Date **(?)**: When hovered over the (?) symbol/icon, the following message gets displayed:
         - If enrollment entry date is on or before report date, then the record will be included in the data submission.
         - If enrollment entry date is after report date, then the record will not be included in the data submission.
      - Exit Date **(?)**: When hovered over the (?) symbol/icon, the following message gets displayed:
         - If enrollment exit date is before report date, then DOE012 will not be enrolled.
         - If enrollment exit date is on or after report date, then DOE012 will be enrolled.

- Exit Type
- Services Only
- StudentPersonalRefId
- StudentSchoolEnrollmentRefId

d. **Footer Section**: This section displays:
- the user name of the person who ran the report
- the date and timestamp when the report was run
- report name
- (Please ignore the Page 1 of ? information.)

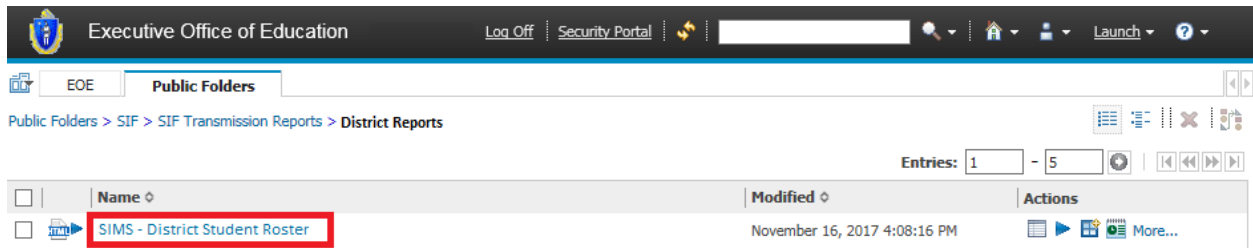4. **District Student Roster rules**:
   a. Cases when no data is available:

- When there is no data for the selected district, then the report will display message "No StudentPersonal Record found."

SIMS - Individual SIMS Record

1. After selecting the District Reports folder, the page will get refreshed and display the SIMS – Individual SIMS Record link. (Depending on your access, there may be other report links listed as well.)

2. After selecting the SIMS – Individual SIMS Record, the page will get refreshed and display the Individual SIMS Record prompt page:

a. **Please Select a District**:
   - If your role provides access to multiple districts, the first district on the alphabetical order of A-Z will be prepopulated on the Please Select a District dropdown.
   - If your role provides access to a single district, it will be prepopulated on the dropdown.
   - If you would like to select a district other than the selected one, then click on the dropdown arrow and click on the district name from the list. The name of the district will appear after clicking on the district name.

b. **Please Enter a SASID**:
   - Please Enter a SASID is a textbox where you will be able to enter the SASID number that you desire to run the report for.
   - After entering the SASID number, click on the Finish button to run the report.

c. **Finish button**:
   - Finish button will only become active once you have entered some value on the Please Enter a SASID textbox.
   - After clicking on the Finish button, the prompt page will get refreshed and display the Individual SIMS Record report.

d. **Cancel button**:
   - Cancel button will be active as long as the prompt page is available.
   - Click on the Cancel button to revert back to the District Reports folder where the SIMS – Individual SIMS Record link resides.

Individual SIMS Record (Parent report)

3. **Condition for Individual SIMS Record (Parent report) generation**:
   a. If the number of StudentSchoolEnrollment record associated with the SASID entered on the prompt page is more than one, then the parent "Individual SIMS Record" report gets displayed.

b. **Note**: This report should only be generated when there are multiple StudentSchoolEnrollment records, for multiple of other objects the user should be taken directly to the child report.

4. **Details on the Individual SIMS Record (Parent report)**:
   a. **Header section**: This section displays the ESE logo, report title, selected district name with district code, vendor name and the report generated date and timestamp.
   b. **Enrollment RefId**: This column displays the StudentSchoolEnrollment RefIds associated with the SASID entered on the prompt page.
   c. **Entry Date (?)**: The entry date associated with the StudentSchoolEnrollment gets displayed. This column will be blank for the associated RefId if the entry date was not provided. When hovered over the question mark icon (?), below text will get displayed.
      a. If enrollment entry date is on or before report date, then the record will be included in the data submission.
      b. If enrollment entry date is after report date, then the record will not be included in the data submission.
   d. **Exit Date(?)**: The exit date associated with the StudentSchoolEnrollment gets displayed. This column will be blank for the associated RefId if the exit date is not available. When hovered over the question mark icon (?), below text will get displayed.
      a. If enrollment exit date is before report date, then DOE012 will not be enrolled.
      b. If enrollment exit date is on or after report date, then DOE012 will be enrolled.
   e. **DOE012 Enrollment Status**: This column displays the enrollment status that belongs to the SASID entered, that belongs to the StudentSchoolEnrollment RefId displayed on the same row. This column will be blank for the associated RefId if the data is not provided.
   f. **DOE015 School Identification Number**: This column displays the school/district code that the SASID belongs to. This column will be blank for the associated RefId if the data is not provided.

g. **Enrollment Timestamp**: This column should display the latest create/update timestamp of the StudentSchoolEnrollment. If the StudentSchoolEnrollment was created but not updated, then the create timestamp will get displayed but if it was updated then the latest update timestamp will get displayed.

h. **Details**: There is no name for this column. For each row that has Enrollment RefId, a link named "Details" will be available which when clicked, the Individual SIMS Record child report will open on a separate tab.

i. **Footer Section**: This section displays:
- the user name of the person who ran the report
- the date and timestamp when the report was run
- report name
- (Please ignore the Page 1 of ? information.)

Individual SIMS Record (Child report)

Individual SIMS Record

Vendor: Sycamore
Report generated: 11/10/2017 9:17:03 AM

StudentPersonal	
SDH729THGSDNE73F6VGAK7F8S6J2H	
Create TimeStamp	09/14/2017 10:30:50
Update TimeStamp	09/20/2017 09:22:36
Homeless	
MA FosterCare	
homelessUnaccompanied	
DOE001 LASID	54915
DOE002 SASID	6498521367
DOE003 First Name	Reggie
DOE004 Middle Name	NMN
DOE005 Last Name	Lewis
DOE006 Date of Birth	1965-11-21
DOE008 City/Town of Birth	Waltham
DOE009 Gender	M
DOE010 Race/Ethnicity	01
DOE014 City/Town of Residence	308
DOE019 Low-Income Status	01
DOE021 ELL Students in their First Year in U.S. Schools	00
DOE022 Immigrant Status	No
DOE023 Country of Origin	US
DOE024 First (Native Language)	
DOE025 English Language Learner	1633
DOE029 Member of Military Family	00
DOE031 CVTE – Competency Attainment	500
DOE033 High School Completer Plans	500
DOE037 Graduate, Completed Massachusetts Core Curriculum	00
DOE039 504 Plan Status	No
DOE041 SLIFE	00
DOE042 CVTE – Special Populations	500

StudentSchoolEnrollment	
SHFF637BFJAGWT5CDA29KHTVBNVD6W	
Gil Hodges Academy	
Create Timestamp	09/14/2017 11:17:19
Update Timestamp	
School Focus	
Attending School	02480014
SchoolInfo School	02480014
School Year	2018
Membership Type	Home
TimeFrame	Current
Entry Date (?)	2017-08-28
Exit Date (?)	
Services Only	No
DOE011 Reason for Reporting	01
DOE012 Enrollment Status	Enrolled
DOE013 Reason for Enrollment	01
DOE015 School Identification Number	02480014
DOE016 Grade Level	07
DOE020 Title I Participation	01
DOE026 English Language Learners Program Status	00
DOE027 Program Code	00000000
DOE030 Non-Instructional Title I Targeted Assistance Services	00
DOE035 CVTE – Type of Program	00
DOE043 Career/Vocational Technical Education – Chapter 74 – Approved Vocational Technical Education Program Participation	500
DOE044 Career/Vocational Technical Education – Non-Chapter 74 Career and Technical Education Program Participation	500

TermInfo	
School Start Date	2017-08-28
School End Date	2018-06-29

Student Special Education Summary	
SY7JE8JB5AND75SGDFTBH3NGYD72NFG	
Gil Hodges Academy	
Create Timestamp	11/10/2017 07:50:18 AM
DOE032 Special Education Placement, ages 3-5	10
DOE034 Special Education Placement, ages 6-21	10
DOE036 Special Education – Nature of Primary Disability	2128
DOE038 Special Education – Level of Need	02
DOE040 Special Education – Evaluation Results	06

StudentAttendance Summary RefId	CreateTimestamp	ExcusedAbsences	SAS Start Date	SAS End Date	DOE017 Days in Attendance	DOE018 Days in Membership	DOE052 Unexcused Student Absences
JH8GWN63CDB92BG74NKB7YD37FN	Nov 10, 2017 7:48:37 AM	0	2017-08-28	2017-10-02	22	22	0

5. **Details on the Individual SIMS Record (Child Report)**:
   a. **Header section**: ESE logo, report title, vendor name and the report ran date and time are displayed on the header section.
   b. **StudentPersonal**: This report is based off of StudentPersonal object.
   c. The information/row header to be displayed under this object:
      - RefId: The StudentPersonal RefId should exists in order for the report to get generated.
      - Create Timestamp: The date and timestamp when the StudentPersonal object was created.
      - Update Timestamp: The date and timestamp when the StudentPersonal object was last updated.
      - Homeless
      - MAFosterCare
      - HomelessUnaccompanied
      - DOE001 LASID
      - DOE002 SASID
      - DOE003 First Name
      - DOE004 Middle Name
      - DOE005 Last Name
      - DOE006 Date of Birth
      - DOE008 City/Town of Birth
      - DOE009 Gender
      - DOE010 Race/Ethnicity
      - DOE014 City/Town of Residence
      - DOE019 Low-Income Status
      - DOE021 ELL Students in their First Year in U.S. Schools
      - DOE022 Immigrant Status
      - DOE023 Country of Origin
      - DOE024 First (Native Language)
      - DOE025 English Language Learner
      - DOE029 Member of Military Family
      - DOE031 CVTE - Competency Attainment
      - DOE033 High School Completer Plans
      - DOE037 Graduate, Completed Massachusetts Core Curriculum

- DOE039 504 Plan Status
- DOE041 SLIFE
- DOE042 CVTE - Special Populations

d. **StudentSchoolEnrollment**: The information to be displayed under this object:
- RefId
- School Name
- Create Timestamp: The date and timestamp when the StudentPersonal object was created.
- Update Timestamp: The date and timestamp when the StudentPersonal object was last updated.
- School Focus
- Attending School
- SchoolInfo School
- School Year
- Membership Type
- TimeFrame
- Entry Date (?)
    i. When hovered over the (?) symbol/icon, the following message gets displayed.
        - If enrollment entry date is on or before report date, then the record will be included in the data submission.
        - If enrollment entry date is after report date, then the record will not be included in the data submission.
- Exit Date (?)
    i. When hovered over the (?) symbol/icon, the following message gets displayed.
        - If enrollment exit date is before report date, then DOE012 will not be enrolled.
        - If enrollment exit date is on or after report date, then DOE012 will be enrolled.
- Services Only
- DOE011 Reason for Reporting
- DOE012 Enrollment Status:
    i. If there a value provided for DOE012, the provided value will be displayed.
    ii. If there is a null value in DOE012 and there is no exit date, then DOE012 Enrollment Status will display value as "Enrolled". If there is a null value in DOE012 with exit date, then DOE012 Enrollment status will display value as "Not Enrolled".
- DOE013 Reason for Enrollment
- DOE015 School Identification Number
- DOE016 Grade Level
- DOE020 Title I Participation
- DOE026 English Language Learners Program Status

- DOE027 Program Code
- DOE030 Non-Instructional Title I Targeted Assistance Services
- DOE035 CVTE - Type of Program
- DOE043 Career/Vocational Technical Education - Chapter 74 - Approved Vocational Technical Education Program Participation
- DOE044 Career/Vocational Technical Education – Non-Chapter 74 Career and Technical Education Program Participation

e. **StudentSpecialEducationSummary**: The information to be displayed under this object:
  - RefId
  - School Name: The school name will not be displayed when "Not Provided" is displayed in place of RefId.
  - Create Timestamp: The date and timestamp when the StudentPersonal object was created.
  - DOE032 Special Education Placement, ages 3-5
  - DOE034 Special Education Placement, ages 6-21
  - DOE036 Special Education - Nature of Primary Disability
  - DOE038 Special Education - Level of Need
  - DOE040 Special Education - Evaluation Results

f. **TermInfo**: The information to be displayed under this object:
  - School Start Date: Min terminfo start date which is the School start date.
  - School End Date: Max terminfo end date is the school end date

g. **StudentAttendanceSummary**: The information to be displayed under this object:
  - StudentAttendanceSummary RefId
  - Create Timestamp: The date and timestamp when the StudentPersonal object was created.
  - Excused Absences
  - SAS Start Date
  - SAS End Date
  - DOE017 Days in Attendance
  - DOE018 Days in Membership
  - DOE052 Unexcused Student Absences

6. **Individual SIMS Record report rules**:
   a. All the elements displayed on the report are populated with the data sent by the district except for DOE012 Enrollment status in certain conditions explained on the StudentSchoolEnrollment DOE012 Enrollment status bullet. If a bad/incorrect data is sent for any element, the incorrect data sent as is, will get displayed on the cell adjacent to the element name. If nothing/null/blank value is sent for any element, then the cell adjacent to the element name will be displayed blank.
   b. If there is no other related object provided to the StudentPersonal object, then the RefId space will read "Not Provided" is displayed below the column header name. This applies to all the objects listed on the report except StudentPersonal.
   c. If there is no RefId displayed for a particular object where the School Name is to be displayed, then the School name space will read "Not Provided". This applies to all

the objects listed on the report where the School name is expected on the object name header.

    d.   If there are multiple objects associated with a SASID, there will be an indication of the total number of that object next to its RefId along with the current sequence number that is being displayed. For example: If there are four StudentSchoolEnrollment record and the user is looking at the first one then next to the RefId, it will be mentioned as (1 of 4). This applies to all the object except StudentAttendanceSummary and TermInfo.

    e.   Cases when no data is available:

- When bad SASID is entered on the prompt page (SASID does not belong to the district selected on the district dropdown.) then the report will display message "No StudentPersonal Record found."
- When agent is off/no data, then the report will display the same message.
- (Note: If you have created a record with incorrect SASID (e.g., SASID <> 10 digits) the report will get generated.)

Discipline Incidents

1. After selecting the District Reports folder, the page will get refreshed and display the SSDR – Discpline Incidents link. (Depending on your access, there may be other report links listed as well):

2. After selecting the SSDR – Discipline Incidents, the page will get refreshed and display the Student Level Course Data prompt page:

DisciplineIncidents

Please Select a District: French Lick
Please Select a School: Select All
Reported by: Select All

Cancel   Finish

a. **Please Select a District**:
- If your role provides access to multiple districts, the first district on the alphabetical order of A-Z will be pre-populated on the Please Select a District dropdown.
- If your role provides access to a single district, it will be pre-populated on the dropdown.
- If you would like to select a district other than the selected one, then click on the dropdown arrow and click on the district name from the list. The name of the district will appear after clicking on the district name.

b. **Please Select a School**:
- Please Select a School is a dropdown where you will be able to select a specific school for which you desire to run the report.
- The dropdown will be pre-populated with a Select All option, with which the report can be run for all schools in the selected district.

c. **Reported by**:
- Reported by is a dropdown where you can select results based on a specific reporter.
- This dropdown is pre-populated with a Select All option, with which the report can be run for all reporters in the selected school/district.

d. **Finish button:**
- After making the above selections, click on the Finish button to run the report.
- Finish button will always be active as the dropdowns are pre-populated with selections to run the report.

e. **Cancel button**:
- Cancel button will be active as long as the prompt page is available.
- Click on the Cancel button to revert back to the District Reports folder where the Discipline Incidents link resides.

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DisciplineIncidents

District: French Lick-12120000
Vendor: Sycamore
Report generated: 11/24/2017 04:39:40 PM

Incident ID: [   ]   Incident Date: [   ]   [Filter]

Incident ID	Incident Date	Incident Description	Student Offender Count	Reported by	RefId	Included in SSDR
589762	2018-06-22	See signed contract or past year for date of signed BIP	3	Not Provided	GE17HF82GHF723G6DF8JV836987DFY6G	Yes
523464	2018-07-02	Michael and Dad met with Mr. Mackey , reviewed and signed IP in order to facilitate return to FLH after serving FDA suspension for selling edibles at FLH in past.	1	Not Provided	BHS84JG937FVB7849BHB63HN286VBYD6	Yes
516914	2017-09-06	dress code violation, brought to the office by Mr. Martin for his pants being too low, spoken to already by the secretary Gloria O'Day , Mrs.Smith told Michael that next time she would call home, first day of school	1	Not Provided	MA74DNVU26V4SMV65CFWV374EHT5HY	Yes

3. **Details on the Discipline Incident report**:
   a. **Header section**: This section displays the ESE logo, report title, selected district name with district code, vendor name and the report generation date and time.
   b. Below the header section, there are two text boxes displayed:
      - **Incident ID:** If the user enters an Incident ID in the textbox and clicks Filter, the report should refresh and display only the Incident record entered and its associated details in the given columns.
      - **Incident Date:** If the user enters an Incident Date in the textbox and clicks Filter, the report should refresh and display the Incident records from the date entered and its associated details in the given columns.
   c. The information/column headers to be displayed within this report are:
      - Incident ID:
      - Incident Date
      - Incident Description: displays the NCES code description provided for the incident.
      - Student Offender Count: shows the number of students involved in the given incident.
      - Reported by
      - RefId for the DisciplineIncident object
      - Included in SSDR: indicates whether the incident is reportable/included in SSDR or not
        - If the incident is drug, violent or criminal offense or involves a reportable discipline then the value displayed should be "Yes"
        - If the incident has reportable offense but not reportable discipline then the value displayed should be "Yes".
        - If the incident is not nondrug, nonviolent or noncriminal and does not have a reportable incident then the value displayed should be 'No".
   d. **Footer Section**: This section displays:
      - the user name of the person who ran the report
      - the date and timestamp when the report was run

- report name
- (Please ignore the Page 1 of ? information.)

4. **Discipline Incident rules**:
   a. Cases when no data is available:

- When there is no data for the values (district, school, reported by) selected, then the report will display message "No DisciplineIncident Record found."
- If the user enters a number on the Incident ID textbox which is not an incident id number then, the message "No DisciplineIncident Record found." gets displayed.
- If the user enters a number on the Incident Date textbox which is not an incident date then, the message "No DisciplineIncident Record found." gets displayed.

Exporting, Printing, and Saving a Report

All reports can be exported and viewed in other formats like HTML, PDF, Excel and the familiar CSV format. Run the error report and when the results display, click the down arrow beside the icon located in the top right of the report window under the EDW header. Select an option from the list to view the report in the selected format in a separate browser window.

ESE recommends using the PDF format for printing error reports. Select the **View in PDF Format** option. When the report displays, use the Print icon to print the report.

You can always save a report to the **My Folders** tab, but there may be times when you want to keep a copy of a report locally on your system. Export the report to either the Excel, PDF, or CSV options shown in the screenshot above and save the file to your local computer.

References

Please use the below links as reference:

- EPIMS Data Handbook
- SCS Data Handbook
- SIMS Data Handbook
- SSDR Data Handbook
- SIF Profile (this will direct you to the Mass DESE Info Services site where the profile resides)