Helpful Hints for EOY SIMS State Reporting – 2019

The Support Team has prepared a list of helpful tips and recommendations to prepare and report your data for the End-of-Year SIMS Report.

- **The report date for the EOY SIMS collection is the actual last day of school**.

    o Make sure that the **Academic Year Settings Term End Dates** reflect the anticipated/actual last day of school for all Terms (Trimester Term 3/Quarter 4/Full Year) that end on the last day of school. The Academic Year Settings Start/End Dates must be accurate to insure Days in Membership and Days in Attendance are reported accurately. The Academic Year Settings are set by school, so make sure these are set correctly for each school. **Best Practice:** Make sure there are no gaps between the Terms. The start of the next term should be the day immediately after the end of the previous term, even if it is a weekend date or holiday.

    o Update the **Last Transmission Date** from the March 1 SIMS 'As of Date' to the anticipated/actual "day BEFORE the last day of school". If the last day of school is a Monday, set this date to the preceding Friday. This date is needed for SIF SCS EOY submission and for EOY SIMS submission to make sure all students enrolled up to and including this data are included in the SIMS transmission file.

- **Make sure that your school calendars have the correct Start/End Dates for the School Year & Terms and that your day count as of the last day of school is correct.** Check each school calendar to confirm the school year Start/End Dates are accurate and that all holidays, vacation days, and snow/weather days have been entered as a Holiday.

    Helpful Hint! For a guide on how to add snow/weather days go to iPass Help > Attendance > Help > *Guide: How to Enter a Snow/Weather Day or Other Emergency School Closing*. To remove days from the calendar go to iPass Help > Attendance > FAQ > *How do I add or remove days from my calendar.*

- **Make sure that all of the students enrolled since March 1 have a SASID number and are marked as Report to DOE = Yes.** All new students added to iPass default to Report to DOE = No. This is so that students are not reported to the DOE through SIF until a SASID is entered into the student record. Report to DOE must be manually updated to Yes after the SASID is entered. The Report to DOE indicator is located at the top of the Student Biographical > MA DOE screen.

    NOTE: If Report to DOE will not stay set to Yes, check the SASID number. iPass validates on the SASID number, requiring it to begin with a number "1" and be 10 characters long. If there is an extra space before/after the number, iPass will not allow the student to be set to Report to DOE = Yes. Check the SASID number on the DOE ID Manager > LASID/SASID Update screen. Place your cursor before/after the number to see if there is a space. Remove and Submit to update. The student should then be set to Report to DOE = Yes.

    Helpful Hint! You can run the DOE ID Manager > Import/Export > Export for SASIDs report to find students with a blank SASID. This file can be sent to the DOE to have SASIDs assigned. The returned file can then be uploaded to iPass using Import SASIDs.

    NOTE: iPass is working with DESE to implement the new DESE SASID registration via SIF transmission. This is not available yet, so continue to use the above method for requesting SASIDs until we update you to use a new method.

    Helpful Hint! You can download a query from the online Help section to find all enrolled students with Report to DOE = No. The query is titled *Enrolled Students Report DOE NO* and can

be found in iPass Help > My Queries > Query Files for Download. Instructions to import can be found in My Queries > *How do I import a query file into my iPass database?*

Helpful Hint! You can use the Enrollment Reconciliation Report to compare the DOE SIMS enrollment report with the student enrollment records in iPass. The students in the report are those students that are missing in the MA SIMS Transmission file Students that are NOT in the DOE's SIMS Transmission download file will be listed in the report. These students are missing in your SIF transmission. iPass Help > DOE ID Manager > Help > Enrollment Reconciliation Report.

- **Make sure that all of the students enrolled since March 1 have a Race/Ethnicity code.** As part of the enrollment process, the Race/Ethnicity must be selected and submitted on the Student Biographical/Confidential screen. This step is sometimes skipped, particularly when the student's Race/Ethnicity is the same as the default value.

   Helpful Hint! To find students missing this code, go to the DOE ID Manager > Export 52 Elements report and run the report. ***(SIF Districts see Note below.)*** Then, go to DOE ID Manager > Import/Export Viewer and select the file to view. All 52 SIMS fields are viewable for each student. Look in the DOE010 Race column for any fields highlighted in red. This will indicate there is a missing Race/Ethnicity code in iPass. You can click on the missing data field and get to the student's MA DOE screen. Go to the Confidential screen to enter the Race/Ethnicity. If the student is the same Race/Ethnicity as the default screen value (ie. 01 –White, Non-Hispanic), the screen still must be submitted to save the student's Race/Ethnicity.

   NOTE: **SIF Districts:** The date used to run the SIMS 52 export will reset the Last Transmission Date used for SIF SIMS and SCS. We recommend SIF districts run this exports using the "day <u>BEFORE</u> the last day of school." Just be aware that the SIMS 52 export will have a Days in Membership value that is one day less than actual since the export was run for the day before the last day of school. If you run the export with a different date, be sure check the DOE Parameters screen to make sure the Last Transmission Date is set back to the "day BEFORE the last day of school."

- **Identify the students that turned 6 years old between March 1 SIMS and the End-of-Year to update their DOE034 Special Education Placement code to the age category of 6-21 year olds.** Students that turned 6 after the March SIMS Report may still have Special Education Placement codes for the age category of 3-5 year olds.

   Helpful Hint! To find these students, use the Birthday List report: Select Months = March, April, May, June; Set Older Than = 6 and Younger Than = 6; Set Sort By = Month of Birth. This will give you a list of all 6 year olds with a birthdate between March 1 and June 30. Run the report for each school that contains 6 year old students. You want to make sure that students who turned 6 between March and EOY are updated to the appropriate 6-21 year old code.

- **Identify students that are <u>no longer a Special Education</u> student since the March 1 SIMS Report.** These students must be updated to report them with the <u>age-specific</u> DOE034 code *(3-5 or 6-21 year old)* of "01 – Not currently a special education student, but was previously a special education student during the current school year."

   SIF Districts: In order for current and past Special Education students to be included in DESE's nightly pull of the StudentSpecialEducationSummary data, the <u>DOE036 field must be populated</u> with the student's Primary Disability code. If a student is no longer a Special Education student but was during the current school year, change the DOE034 (Sped Placement) and DOE040 (Reason for Exit) fields only. Leave the DOE036 and DOE038 fields alone.

   NOTE: **Special Education students that changed to a 504 Plan** after March 1 must be coded in DOE039 as an active 504 Plan student. If the student also has the DOE034 field set to *"504 –*

Special Services – No IEP" to flag the student as "504" for class rosters and reports, be aware that DESE will expect these former Special Education students to be reported with a code of *"01 – Not currently a special education student, but was previously a special education student during the current school year."* The DOE034 field will need to report a state code of "01".

- **Identify students that are no longer on a 504 Plan since the March 1 SIMS Report.** These students must be updated to report them as 02 – Student was on a 504 plan earlier this year, but is not currently on a 504 plan.

- **Make sure that students that have transferred from one school to another <u>within</u> the school district, including out of district placements, are coded properly.** The student must be withdrawn from the school they are leaving with an Entry/Withdrawal code of "TRF - Transferred Out - within the District" and then enrolled in the new school with an Entry/Withdrawal code of "Re-Enrolled Same District" on the <u>exact same date</u>. The student maintains an Enrollment Status of "01 – Enrolled" even in the withdrawal record.

    NOTE: This process is also used to change student enrollment status from Resident to School Choice or vice versa.

    Helpful Hint! This process has been outlined in iPass Help > Biographical > FAQ > *How do I transfer a student to another school within the same school district?* and iPass Help > Biographical > FAQ > *What do you need to do in iPass when a student enrolled as School Choice changes mid-year to Resident (or vice versa)?*

- **Make sure your Outplacement students have attendance as of the last day of school entered in to the Enrollment Record**. The Days in Attendance should be entered as a negative number in the Carry Over Attendance field so that they will be subtracted from the Days in Membership.

- **Make sure that students are NOT marked absent on a non-school day or on the day they are withdrawn.** If you get the error "Unexcused Days + Days Attendance Greater than Days in Membership", check the number of days they are marked absent and check *which* days the student was marked absent.

    Students may have been marked absent on a day that was removed from the calendar (ie. Snow Day). If this is the case, you will need to put the non-school day back into the calendar and update the attendance code. To do this, delete the Holiday/Snow Day from the Enter/Modify Holiday screen, adjust the student's attendance from Absent to Present, and then re-enter the Holiday/Snow Day.

    Students should not be marked absent on the same date they are withdrawn. The withdrawal date should be <u>the first school day AFTER the last day they were in attendance</u>. If the withdrawal record date is correct, the *Absent* code needs to be changed to *Present*. To protect the integrity of student enrollment records, the <u>Entry/Withdrawal code in an existing enrollment record can no longer be updated from a "withdrawn" to "enrolled" code</u>.

    New Method: **To update attendance for a withdrawn student**, go to the student's Enrollment records screen, click into the student's Withdrawal record, scroll to the bottom of the screen and click on **Adjust Student Attendance**. This will bring you to a screen where the attendance codes can be modified or deleted

- **Check Special Education, LEP, 504 (DOE039), Title I, Low Income (Free/Reduced Lunch), Voc/Tech, Military Family Status, etc., codes to make sure the students are accurately coded as of the last day of school.** Student status may have changed since the March 1 SIMS Report and the associated codes may need to be updated. See the section below on *Data*

Reports, Viewing & Update Options for recommendations on how to get a report of students currently coded in the various SIMS data categories. These lists can be shared with the program administrators for review.

Helpful Hint! Use DOE ID Manager > Mass Update to set default values for students (ie. Does not apply).

- **First (Native) Language (DOE024):** Beginning in 2017-2018, the DESE began collecting the NCES codes for language instead of the MA Legacy numeric codes. All districts require SIF mapping for all Languages. If you have an error related to language it is possible that it needs to be mapped. Go to SIF Agent > Data Mapping in the drop down look for Z39.53 Language Codes, make sure your iPass Language codes are mapped.

- **Military Family Status (DOE029):** Districts are responsible for reporting whether or not a student is a member of a military family. Beginning in 2017-2018, new values were added. Values are 01 – Yes, child of active duty member, 02 – Yes, child of members or veterans who are medically discharged or retired for 1 year, 03 – Yes, child of member who died on active duty. iPass will default all students to "00" – No. This field is available on the DOE Mass update screen.

- **Non-Instructional Title I Targeted Assistance Services (DOE030):** Districts who have Title I targeted assistance services must select the appropriate codes for each student. Districts that are non-Title I or are school-wide Title I can report this element as "00 – Not Receiving Non-Instructional Title I Targeted Assistance Services."

Helpful Hint Districts that want to set all students to the same code of "00 – Not Receiving Non-Instructional Title I Targeted Assistance Services" can use DOE ID Manager > Mass Update. The first time you do this select "Blank" in the DOE030 field in the Student Selection Filter section to find all the students. Select the code of "00 – Not Receiving Non-Instructional Title I Targeted Assistance Services" in the DOE030 field in the Update Criteria section. Schools designated with DESE as Schoolwide Target 1 need to go to Administration > School Resources > School Profile > and check off the box for Schoolwide Title 1

- **Student Last Name/Suffix:** Beginning in 2017-2018, DESE began collecting the student name and suffix in separate fields in the Security Portal SASID Registration. In iPass the student's suffix (ie. Jr, II) needs to be entered into the Suffix field on the Student Biographical Profile screen. If you want the Suffix to be used in iPass reports such as Report Cards and Transcripts, the suffix also needs to be entered in to the Last Name field. iPass has been updated so that it will not send in the SIF SIMS transmission a suffix if it is found in the Last Name field. You can run an Advanced Export Report to get a list of students with a Suffix.

- **SIF Homeless and Foster Care:** Although not part of the SIMS submission, DESE would like SIF districts to transmit their Homeless and Foster Care data in their SIMS transmission. There are three elements that are transmitted in the StudentPersonal SIF Object in addition to the Homeless status. These elements can be found on the Student's MA DOE and Confidential screens. These include: Foster Care, Dwelling Arrangement, Homeless Youth Unaccompanied by Parents or Legal Guardian.

Helpful Hint You can download a query from iPass Help to create a report which shows the status of the Homeless, Foster Care, Dwelling Arrangement, and Unaccompanied Youth fields. The query is titled Homeless and Foster Care Query and can be found in My Queries > Query Files for Download and also in DOE ID Manager > Help > Homeless and Foster Care Query.

Helpful Hint These fields are available on the Biographical System > Mass Update Students screen for mass updating students to default values.

More information can be found at iPass Help > SIF > Help > MA DESE Guidance for Entering Homeless and Foster Care Student Data.

- *NEW for 2018-2019* **– Seal of Biliteracy (DOE028):** This element applies to Graduates only and is used to indicate that a graduate has attained the Seal of Biliteracy. Applies to Graduates only. For October & March SIMS all students should be reported as 00 – Student does not have a Seal of Biliteracy. Use DOE ID Manager > Mass Update to set all students. SealofBiliteracy SIF element is sent in the StudentSchoolEnrollment Object.

- *NEW for 2018-2019* **– Quality Career Pathways Program Type (DOE045)** and **Quality Career Pathways Program Participation (DOE046):** These two elements apply to the High Quality Career Pathway and Program in which a Vocational/Technical School student is enrolled. Non-Voc/Tech schools will set all students to 500 – Does not apply. Use DOE ID Manager > Mass Update to set all students. The HQPCType and HQPCParticipation SIF elements are sent in the StudentSchoolEnrollment Object.

- *NEW for 2018-2019* **– Industry Recognized Credential (DOE047, DOE048, DOE049):** These elements identify up to three specific Industry Recognized Credential (IRC) that a Vocational/Technical School student earned. Non-Voc/Tech schools will set all students to 500 – Does not apply. Use DOE ID Manager > Mass Update to set all students. The IndustryRecognizedCredentials SIF element is sent in the StudentPersonal Object.

- *NEW for 2018-2019* **– Early Childhood Education Experience (DOE050):** This element is an indicator of the student's early childhood education experience. A Center Based Program is defined as an EEC licensed child care center, Head Start program, or public preschool program. This element must be reported for students in grade levels KP, KF, and KT. Students in grade level PK must be reported as 99 (Not Applicable). Once an applicable value is reported, it should continue to be reported in subsequent collections. Grade levels 01-SP may be reported with any value. If unknown, report student as 99 (Not Applicable). Use DOE ID Manager > Mass Update to set all students. The EarlyChildhoodExperience SIF element is sent in the StudentPersonal Object.

- *CHANGE for 2018-2019* **– English Language Education Program Status (DOE026):** DESE has added a new code value of 05 - Transitional Bilingual Education. (Reference DESE SIMS Handbook for details.) If you did not already add this for October SIMS, go to Biographical System > Maintenance - Biographical > Bilingual Ed Status *or* English Language Learners Program Status Tab > Add new Status Code, Description, and State Code. The ELLProgramStatus SIF element is sent in the StudentSchoolEnrollment Object.

  Helpful Hint! There have been changes over the years to these codes. You may want to take this time to update the iPass code descriptions to reflect the current code descriptions referenced in the SIMS Handbook. Do not delete old codes, just add "Discontinued" to the front of the Description so you do not remove from historical records.

- *CHANGE for 2018-2019* **– Career/Vocational Technical Education (CVTE): Competency Attainments (DOE031):** DESE has discontinued codes 02-07 and 12-14 for this field. (Reference DESE SIMS Handbook for details.) If you did not already make updates for October SIMS, go to DOE ID Manager > Maintenance - DOE > Fields > scroll to very bottom to Technical Competency Attainment field ** (DO NOT RENAME THIS FIELD) ** and add "Do Not Use" or "Discontinued" to the Description for codes 02-07, 12-14. Leave 01-Completed Chapter 74 Program, 11-Completed Non-Chapter 74 Program and,

500-Does not apply codes alone since these are still active codes. VocTechEdAttainment SIF element is sent in the StudentPersonal object.

- **Update senior student codes for Post Graduate Plan (DOE033), Graduated - Completed Mass Core Curriculum (DOE037), and Technical Competency Attainment (DOE031).**

- **Graduate your seniors** – All seniors need to have an enrollment record added with DOE012 Enrollment Status = 04 - Graduated.

   IMPORTANT NOTE: **There are steps that must occur BEFORE creating a Graduated enrollment record**. Follow recommended steps found in iPass Help > Administration > FAQ > *What are the recommended steps to follow before graduating the seniors from iPass?*

   Step-by Step instructions on how to Graduate the seniors can be found in iPass Help > Administration > Help > EOY Procedures Help. Be sure to use the actual date of graduation. This date will print on the transcript.

   Note from DESE (June 2014): All students should be reported at the time of the occurrence as graduated, receiving a certificate or completing grade 12. When the student comes back into the district the following school year, you will code them as a "services only" student, DOE012 = 40. We (DESE) have expanded our validations to now accept services only students in grade SP with the school code of: 00000001 (school code 00000001 allows "services only" grade levels of PK and SP). (This is not for your out-placed students this only applies to those students returning to the public school district for special education services only after completing grade 12.)

Additional Notes for SIF Districts:

- Make sure your SIF Events and Response Processors are running and that there are SIF Events in the Events Logs. This is found at the top of the SIF Processor screen under the header "SIF Processers." It is recommended that you keep the daily Logs throughout the reporting period in case they are needed for reference. Previous reporting period logs may be purged.

- The DOE "pulls" the Attendance data nightly (approx. 2:00am) and the Special Education data twice daily (approx. Noon and 3:00am). This can be confirmed by checking your SIF Agent > SIF Transaction Viewer. You can confirm the student attendance values and Special Education codes pulled for each student by clicking on the Object file. The Status is a good indicator that it was pulled successfully (ie. Status = 100). The Packet Count is NOT the number of students, just an indicator of how many "packets" of data were transmitted.

- To identify the data transmitted for a specific student you will need to know the Student Refid. This can be found using the SIF Agent > Refid Locator. Enter the Student ID (option for SASID) from iPass, Submit, and you will get the SIF Refid for that student. This Refid can be used to search (Find Ctr-F) the SIF Events Log, Student Attendance Summary, and Student Special Education Summary.

- The Support Team has provided several resources to educate you on the SIF transmission process. The following is available in iPass Help > SIF folder:
   o Video 1: SIF Objects and How to Send Them
   o Video 2: How to Set Up SIF
   o Video 3: Reading SIF Logs and Transaction Viewer
   o How do I send SIF data objects to the DOE and which objects do I send for each state report?

   More information is available for SIF reporting in iPass Help > SIF.

SIF – June/EOY SIMS

Helpful Resource: [Quick Guide: Preparing for Massachusetts March and EOY State Reporting](#)

- In order to report SIMS as of the last day of school, SIF districts need to make sure the Last Transmission Date is set to the "day BEFORE the last day of school." This is set on the DOE ID Manager > DOE Maintenance > DOE Parameters screen. DOE Parameters are school specific so this must be done for EACH school. If the last day of school is a Monday, enter the date for the preceding Friday.

  NOTE: The Last Transmission Date will reset to the date used when running a SIMS 52 export or SIMS 13 (SCS) export. We recommend that you run these exports using the "day BEFORE the last day of school" no matter when you are running the report (before/after the last day of school). If you run the exports with a different date, be sure to check the DOE Parameters screen to make sure the Last Transmission Date is set back to the "day BEFORE the last day of school."

- Recycle the SIF Processors – At the start of each new reporting period it is recommended to [shut down and restart the SIF Processors](#) and to purge the old log files.

- The data being validated is based on the data transmitted to the DESE since the October SIMS Report.

  NOTE: For June/EOY transmission you will need to send the SIMS SIF Objects to the DESE. It is recommended that you go through the check list above first to get your data as accurate and clean as possible and then send the Objects. Prior to sending the object, use SIF Delete Temp Table to clear the SIF Temp Table. Information on how to send SIF Objects can be found in iPass Help > SIF > [How do I send SIF data objects to the DOE and which objects do I send for each state report?](#)

- If you were required to make any changes after October 1 reporting to any "summer transfer" student records you will need to [send the SIMS Summer Transfers SIF Objects](#).

- The DOE "pulls" the Attendance and Special Education data nightly. This can be confirmed by checking your SIF Agent > SIF Transaction Viewer. You can check the data pulled for student attendance values by clicking on the StudentAttendanceSummary Object file and the Special Education values by clicking on the StudentSpecialEducationSummary Object file. The Status is a good indicator that it was pulled successfully (ie. Status = 100). The Packet Count is NOT the number of students, just an indicator of how many "packets" of data were transmitted.

- To identify the data transmitted for a specific student you will need to know the Student Refid. This can be found using the SIF Agent > Refid Locator. Enter the Student ID# from iPass (option to use SASID#), Submit, and you will get the SIF Refid for that student. This Refid can be used to search the SIF Events Log, StudentAttendanceSummary, and StudentSpecialEducationSummary. Use the Control Key short cut of Ctrl-key + F to use the Find field to search for the Refid.

Data Reports, Viewing & Update Options:

- **DOE ID Manager > DOE Import/Export > Import/Export – Select any one of the 52 DOE fields to export.** This is helpful to create files for review with just specific SIMS data elements such as LEP, 504 (DOE039), Special Education, Title I, Free/Reduced Lunch, Race/Ethnicity, etc. This export file is run by School (Set Default School). You can filter the report by Grade Level or Sped Status. You can run the report for the entire school or filter for just one student or group of students. In the Students field you can enter a single Student ID # or a series of Student ID #'s separated by comma and no space (ie. 1234,3456,5678).

- **DOE ID Manager > DOE Import/Export > DOE Export 52 Elements – This creates an export file with all 52 SIMS elements.** This is used to create the SIMS file for Legacy

submission. The file can also be used to identify the SIMS codes in iPass to compare to the [SIF SIMS data transmission file]. These export files are run by School (Set Default School). You can filter the report by Grade Level or Sped Status and Include Summer Transfers in desired. You can run the report for the entire school or filter for just one student or group of students. In the Students field you can enter a single Student ID # or a series of Student ID #'s separated by comma and no space (ie. 1234,3456,5678).

NOTE: **SIF Districts** – The Last Transmission Date will reset to the date used when running a SIMS 52 export or SIMS 13 (SCS) export. We recommend that you run these exports using the "day BEFORE the last day of school". If you run the exports with a different date, be sure to check the DOE Parameters screen to make sure the Last Transmission Date is set back to the "day BEFORE the last day of school".

- **DOE Import/Export Viewer – This viewing tool lets you view the data in the SIMS DOE Export 52 file (aka MA DOE 35 Field CSV) and look for missing codes.** Any of the DOE fields that are missing data will be highlighted in red. You can click-through from this screen to the student's MA DOE screen and have access to the Biographical System Tabs. This Viewer is especially helpful when looking for missing SASID numbers or Race/Ethnicity codes. The missing Race/Ethnicity code can be entered on the Confidential screen by clicking through right from the Viewer. Note, missing SASID numbers can only be entered on the DOE ID Manager > LASID/SASID Update screen. Reminder: All students with a SASID number must be manually updated to Report to DOE = Yes.

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