



## METAA - SIMS



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**October SIMS:** October 27th, 2023, recertify November 3rd, 2023



*1 - StudentPersonal publishing requirements*

- Students are published over the zone of their primary school. A school is associated with a zone through the "skl-sif-district-id" field alias. This field must be present on the student's primary school record. It must contain a value that matches to a SIF zone defined in the District > Setup > Details, SIF Configuration Tab. The "District ID" field on the zone must match to the "skl-sif-district-id" field on the School.
- Students must have a state ID value that is numbers only, and 10 digits long.
- Students must have a valid date of birth. The check for this is rather loose – if the DOB is within the past 100 years we will not filter out the record.
- Students must have a DOE Status value of "Report". DOE status is in a student field with the alias "DOE Status".
- Students must be active, or have been active at some point between the summer start date and the report date.
  1. The summer start date is specified on the SIF configuration record in District > Setup > Details, SIF Configuration Tab.
  2. The report date is considered the current date, unless a date earlier than the current date is specified in the SIF configuration record. We set the report date far into the future to ensure that "today" is considered the report date.



*2 - Student Enrollment*

- E, Y and S records always need to have a status of active
- E records need to be the first enrollment record for the current school they are enrolled in
- If a student withdrew from a school, they need to have a W record to close out the enrollment
- Adjusted Services Only check box sends a 40 when checked on a E, Y or S record
- Adjusted fields are override fields, they can be used if values should be different from school to school



*3 - SpecialEducationSummary Requirements*

A StudentSpecialEducationSummary object is generated for students who meet all of the following criteria:

- The student has a non-empty state ID
- The student's DOE status is set to "Report"
- The student's RefID has a value. (The RefID is populated on the student the first time a StudentPersonal is generated.)

- The student is currently active, or was active at some point during the current school year, based on the district school year start date. (Note that unlike StudentPersonal, the summer start date is not used here.)
- The student is a current/previous/eligible special education student, or a role model, based on the student record's DOE sped values. (If the district uses Aspen special ed, the SIMS Sped Elements report needs to have been run, and student values updated. SIF looks only at the DOE sped fields, not Aspen IEPs.) One of the following must be true:
  1. The student has a state code equivalent of "05" in their DOE 32 field. (05 = 3–5 year olds, General Education students serving as role models in Pre-K classes)
  2. The student has a one of the following state codes equivalent values present in DOE 40 (evaluation results):

01 = Student is a continuing special education student and has not been evaluated in the current school year (or re-evaluation is in process).

02 = Initial evaluation result found student not eligible for special education services.

03 = Re-evaluation result found student no longer eligible for special education services.

04 = Initial evaluation result found student eligible for special education services and requiring specially designed instruction with or without related services.

05 = Initial evaluation result found student eligible for special education services and requiring only related services to access the general curriculum.

06 = Re-evaluation result found student to continue to be eligible for special education services and requiring specially designed instruction with or without related services.

07 = Re-evaluation result found student to continue to be eligible for special education services and requiring only related services to access the general curriculum.

08 = Initial evaluation in process at time of data reporting.

09 = Student evaluated and found eligible for services but parent/guardian declined.

- EXITED SPED: If they were reported with SPED values in October or previous periods during the year, they will need to continue to report those values. After the year has ended, they can change the values to exited as needed.

## **Two Options for Coding Services Only Students (DOE12 of 40 or 41)**

### **Option 1:**

**DOE12 set as "Active" *\*recommended approach\****

a. DOE12 on the Student record should be "Active" (01)

b. Adjusted Status on the Student record should be "Not enrolled services only" (40)

- c. Student must have an enrollment record that spans the current year for their current school
- i. Status on the enrollment E record should be “Active” (01)
- ii. Adjusted Services Only checkbox on the E record should be Y
- iii. A new enrollment record does NOT need to be created every year

\*For withdrawn Services Only students (DOE12 of 41):

- a. DOE12 on the Student record should be “Transferred no longer services only” (41)
- b. Adjusted Status on the Student record should be blank (remove before withdrawing student)
- c. Student must have an enrollment record that spans the current year for their current school
- i. Status on the enrollment E record should be “Active” (01)
- ii. Adjusted Services Only checkbox on the E record should be Y
- iii. Status on the enrollment W record should be “Transferred no longer services only” (41)

**Option 2:**

**DOE12 set as “Not enrolled services only” (40)**

- a. DOE12 on the Student record should be “Not enrolled services only” (40)
- b. Adjusted Status on the Student record should be blank
- c. Student must have an enrollment record with a date ON OR AFTER the start date of the school year
- i. Status on the enrollment E or S record should be “Active” (40)
- ii. Adjusted Services Only checkbox does not need to be Y, but it will need to be set if the student becomes withdrawn (see below)
- iii. A new enrollment record (E or S) MUST be created at the beginning of every year to reconfirm that the student is still active within the district \*

For withdrawn Services Only students (DOE12 of 41):

- a. DOE12 on the Student record should be “Transferred no longer services only” (41)
- b. Adjusted Status on the Student record should be blank
- c. Student must have an enrollment record that spans the current year for their current school
- i. Status on the enrollment E record should be “Active” (01)
- ii. Adjusted Services Only checkbox on the E or S record should be Y

iii. Status on the enrollment W record should be “Transferred no longer services only” (41)



4 - Calculated fields

### **How Attendance and Membership values are calculated**

If the student has W membership records for the current school year, the following fields are looked at: Previous Calendar, Previous Adjusted Days in Membership, Previous Adjusted Days in Attendance. If a value exists in the Previous Adjusted Days in Membership or Previous Adjusted Days in Attendance, then that value(s) will be sent for that school. If the Previous Calendar is populated, then Aspen will use that calendar to calculate the attendance (using the calculation below).

If the student doesn't have a W enrollment record or if the Previous fields on the W record aren't populated, then SIF will look to see if there's an Adjusted Days in Membership or Adjusted Days in Attendance on the Student record. If a value(s) exists in those fields, then that value(s) will be sent for that school.

If the Adjusted Days in Membership/Attendance aren't populated, then SIF will calculate the attendance for the student using the following calculation:

1. Using the calendar assigned to the student, SIF will identify the number of in-session days for the student. If the student enrolled in the school after the first in-session day, SIF will only count the in-session days that occurred after the student enrolled in the school. This number is sent as the Days in Membership.
2. The Days in Attendance is calculated using the number derived for the Days in Membership minus the number of attendance records that are flagged as Absent.
3. Excused/Unexcused absences are also sent for SIF - determined by the Excused flag on the attendance record.
4. We consider both the portion absent and excused indicator on the attendance record in our calculation of excused and un-excused absences.

### **How Race is calculated**

1. Race is calculated based on the "Hispanic or Latino" checkbox and the Race codes entered.

2. It is sent via StudentPersonal
3. If "Hispanic or Latino" is empty and no race codes are added, SIF will look at the value in DOE 10
4. Note: The MA SIMS Export will calculate race and populate DOE 10 with the value, if empty, it needs to be populated.

### **How DOE039 504 Plan Status is calculated**

For Districts managing 504 plans in Aspen.

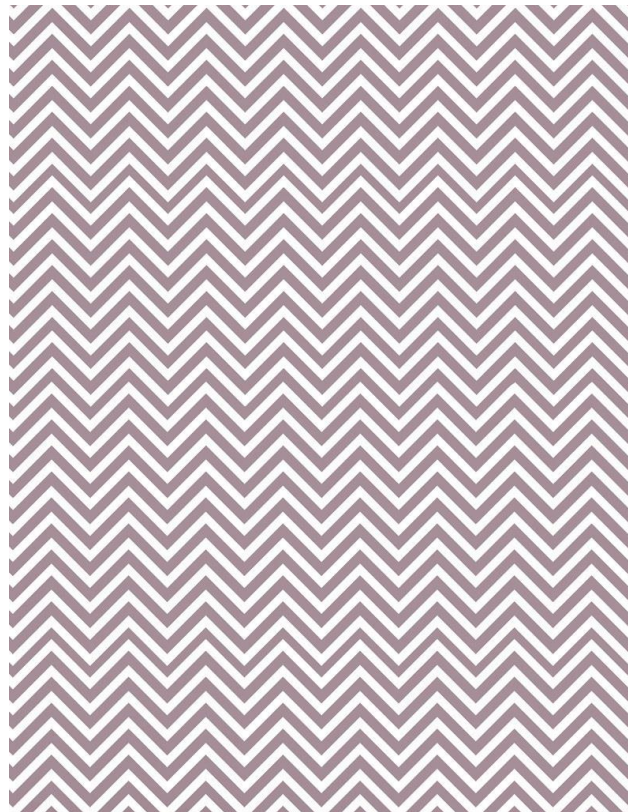
Student 504 status: if Active => StudentPersonal.Section504=Yes

Student 504 status: if Exited with alias [DOE 504 End Date] this year (after the beginning of the year), MAFormerSection504=Yes

This value is calculated automatically when the StudentPersonal object is sent. It does not automatically update the DOE SIMS Template.

Note: If a district doesn't manage 504 plans in Aspen, they will need to manually update DOE 39.

Update May 2018: If the DOE 39 is populated, it acts as an override to the calculation.



*5 - Templates*

- DOE SIMS Template
- MA DOE Error Assistant



*6 - Publishing*

- SIF Publish All
- SIF Publish SELECT Student Objects
- SIF Outbox



*7 - SASID Request*

The SIF SASID Request process was updated with the last SIF Bundle.

**Updates:**

- The Request StateId box will stay checked until a SASID comes back
- If a SASID doesn't come back, there is a report on the DESE side that will provide the reason why
- If the Request StateId box is checked and the student has a SASID, there is a fail-safe that prevents the student from being published.

**Please note that the student must still meet the other requirements to publish before the SASID request will be sent:**

- The student has a DOE Status of "Report"
- The student has a primary school assigned that has a State ID assigned
- The student has a valid Date of Birth



- The student needs to have DOE 08 - City/Town of Birth populated
- The student must be Active or had been active at some point between the summer start date and today's date. This is determined by the student's enrollment records.



*8 - BOY Reminders*

**SIMS:**

- All schools with students enrolled must have an active schedule and a schedule term with start and end dates to match the first and last in-session dates
- Every student should have a valid calendar assigned.
- Students that should be reported as summer withdrawals must have a withdrawal date prior to the first in-session date, but after the SIF summer start date.
- The SIMS Sped Data Elements report job should have the report date changed to 10/01/2023
- If you are using Aspen Aspen Special Education: Reminder that students age 5 enrolled in K required a PL2 (6-21) form to be completed
- If you have attendance errors for students who have been absent the entire school year, you will need to request an exception



*9 - SIF Bundle*

**An updated SIF bundle will be deployed today (10/3/2023)**

The date format for Leave Start Date needed to be updated.

**EPIMS:**

New Element: Leave Start DATE

This is a SIF Profile only element. It will not be extracted as part of the certified EPIMS data. It will be used for validation purposes, to determine accurate employment status on report date. Leave Start Date will be required for staff reported with SR09 employment status of 02 or 03.

Examples:

If "Leave Start Date" is after report date, employment status SR09 should be extracted as 01 (working).

If "Leave Start Date" is before report date, employment status SR09 should be 02 or 03 (on leave).



Don't hesitate to contact Technical Support with any questions or further assistance on remaining errors.

When you create a Pando ticket and select SIF as the module, the ticket gets routed to the SIF queue