



Massachusetts SCS-EPIMS Training

15 November 2023



Map Terms to State Codes

- Must map terms at all schools, including OOD
- Map **ANY** term that has a class taught in that term
- School > School setup > Years and Terms > Edit Terms
- Edit each term and choose the State Course Term Code

Courses

- **ALL** Courses that need to be published **MUST** have an NCES ID.

SCS For October

- SIF Agent will default all SCS08 as 01 if their class enrollment exit date is after 10/1. Same with SCS12 being 88.
- If class was dropped before 10/1, SCS08 will be 02 and SCS12 will be 21.
- Can override these values if needed on the All Enrollments page, editing an enrollment record.
 - *Not recommended to override to be enrolled.*

Missing Data Report – Staff Personal

- SIF Dashboard > Review next to Staff Personal > Missing Data

	School Name	Users Name	Teacher Number	MEPID	MEPID Valid	Gender	DOB	Race Checked	MA Race	Hire Date	Included in Reporting
1			bart		No	Yes	No	No	No	No	Yes
2			7855		Yes	Yes	Yes	Yes	Yes	No	Yes

Staff's Publishing Page

Category	Status	Description
▼ Employment Record (1)		
Employment Record ✓	Published	School WRHS (District) 0775 (HireDate) 20190820 (ExitDate)
▼ Staff Assignment (2)		
Staff Assignment ✓	Published	School WRHS (District) 0775 (JobCode) 2306 (FTE) 0.133
Staff Assignment ✓	Published	School WRHS (District) 0775 (JobCode) 2305 (FTE) 0.867
▼ Staff Personal (1)		
Staff Personal ✓	Published	School WRHS (Stateld) (District)
▼ Staff Section Assignment (16)		
Staff Section Assignment ✓	Published	School WRHS (District) 0775 (Section) 40333011-26 (JobCode) LeadTeacher
Staff Section Assignment ✓	Published	School WRHS (District) 0775 (Section) 40333012-78 (JobCode) LeadTeacher
Staff Section Assignment ✓	Published	School WRHS (District) 0775 (Section) 137010-15 (JobCode) TeamTeacher
Staff Section Assignment ✓	Published	School WRHS (District) 0775 (Section) 40333011-25 (JobCode) LeadTeacher

Dynamic WAR Records

- Generated for each staff that has a mapped role and assigned to a class with that role
- Can override values, but it should be necessary.
 - Only values that can be overridden are WA07 and WA08
 - All other changes requiring making an update on the Course or Section

Static WAR Records

- Mainly for Administrative Staff
 - Fields that are required: Start Date, End Date (Can be years in the future), WA06, WA07, WA12.
- Can be used for year long 2310 and 4100
 - MUST include WA08-WA10
- **NEVER** include WA11
- **MUST** be assigned to school/District Office on Security Settings > Teachers and Affiliations

WA08 Calculation

- If the Course NCES ID = 00000 or 99999, then 000 is published.
- If the Core Academic Indicator is checked on the Course and the NCES ID is five or more digits, then 001 is published.
- If the Core Academic Indicator is checked on the Course and the NCES ID starts with C or is less than five digits, then 002 is published.
- If the Core Academic Indicator is NOT checked on the Course and the NCES ID is five or more digits, then 212 is published.
- If the Core Academic Indicator is NOT checked on the Course and the NCES ID starts with C or is less than five digits, then 213 is published.

- You will know if its a core course from your state appendices
<https://www.doe.mass.edu/infoservices/data/epims/appendices.xlsx>

FTE Calculation

- FTE is role-based when publishing in SIF and is calculated for dynamic records based on the following:
 - The Max FTE from the Information page is gathered.
 - Any Static Record FTE's that apply are subtracted from the Max FTE.
 - The total number of classes are calculated per job role (2305, 2306), and the remaining FTE is divided per job role based on the number of classes.

Co Teachers

- When there is more than 1 teacher publishing, ALL teachers must be 2306.
 - Agent should handle this for you.
 - Can override dynamic records if needed, should only need to if excluding a teacher, or dates are off
 - Cannot have more than 4 teachers

Documentation

- ? In top right corner
- State Reporting Help
- PowerSchool SIF Agent > SCS Reporting in SIF
- PowerSchool SIF Agent > EPIMS Reporting in SIF

Thank You!