



EOY State Reporting

School year 2023-24

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01

EOY submissions and report date

EOY submissions

- All EOY submissions will be done in the new “DESE State Reporting” application
- We are still wrapping up March SIMS, but will be rolling to the EOY window in the next couple of weeks
- Weekly Office Hours will be held during the EOY collection window, to allow for districts to bring their questions and get collection updates from DESE



EOY submissions

- EOY reporting period is a culmination of the data for the school year
- SIMS, SCS, EPIMS and SSSDR are all submitted in the EOY reporting window
- Certification deadlines for each collection are posted online on the reporting schedule page:

[Reporting Schedule and Documentation - Data Collection/Information Services \(mass.edu\)](#)

SIMS deadlines are 7/5 (initial) and 7/12 (final)

EPIMS, SCS, SSSDR deadline is 8/16



EOY report date = last day of school

- Last day of school can be updated in DA, on district characteristic tab
- School year end date in DA is published on Profiles

The screenshot shows the 'DIRECTORY ADMINISTRATION' interface. On the left, a sidebar menu lists various options: Introduction, Organizations, Test District (selected), Head of Organization, Functions, Security Roles/Privileges, Description, Contact Information, Characteristics (highlighted in yellow), Members, and Sub-Organizations. The main content area displays two input fields: 'School Year Start Date (MM/DD)' with the value '9/1' and 'School Year End Date (MM/DD)' with the value '6/22'. Both fields have a small icon in the bottom right corner, likely for clearing the input.

COMING SOON: There will be a place to update the last day of school directly in the new “DESE State Reporting” application, in order to have the validations and business rules pointed at the correct date

02

SIMS

Initial certification deadline July 5th

Final certification deadline July 12th

*The week gap between the deadlines is for duplicate student conflict resolution and edits if necessary

Graduates – common error

- Graduates enrollment exit date should be the graduation date
- Be sure to code your graduates in your SIS in DOE012, along with DOE033 (High School Completer Plans) and DOE037 (MassCore completion)
- Once we roll to EOY reporting window, SIMS7930 means that graduating students haven't been identified as "04" in DOE012 yet

Validation Id	Error Message	Error Count
7930	Graduate percentage too low	1

03

SCS

Certification deadline August 16th

Common SCS Errors

SCS9350	SCS9350 - Course Enrollment Status (SCS08) not valid for Course Credit Earned (SCS11)
SCS9360	SCS9360 - A course with a passing letter mark (SCS12) and credit available (SCS10) should have credits awarded (SCS11).
SCS9370	SCS9370 - A course with a passing numeric mark (SCS13) and credit available (SCS10) should have credits awarded (SCS11).

The dependency between course enrollment status (SCS08) and the marks and credits fields is the driver of the most errors in end of year SCS

If final marks and credits earned are populated, course enrollment status should be 03 completed. And vice versa.

If you have instances where course enrollment status is completed but student didn't earn credits, please reach out to your support specialist for exception to the error for missing credits.

04

EPIMS

Certification deadline August 16th

Educator Evaluation

- Common errors on evaluation fields

EPIMS7270	Invalid Evaluation Rating (SR29). Check that evaluation date is in current calendar year.
EPIMS7400	Educator Evaluation Data Missing

- Make sure evaluation date is after January 1 of current year
- Job classifications that evaluations are required for must have ratings or 00 (not evaluated)
- 99 only applies to those job classifications where evaluation is not required or does not apply
- Ratings values should match job classification – admin ratings for admins, teacher ratings for teachers

- Evaluation data will be accepted in October collection as well, if some are not ready to report in this EOY collection
- List of job classifications where evaluation is required is posted on EPIMS webpage here: [evaljobclass.docx \(live.com\)](#)

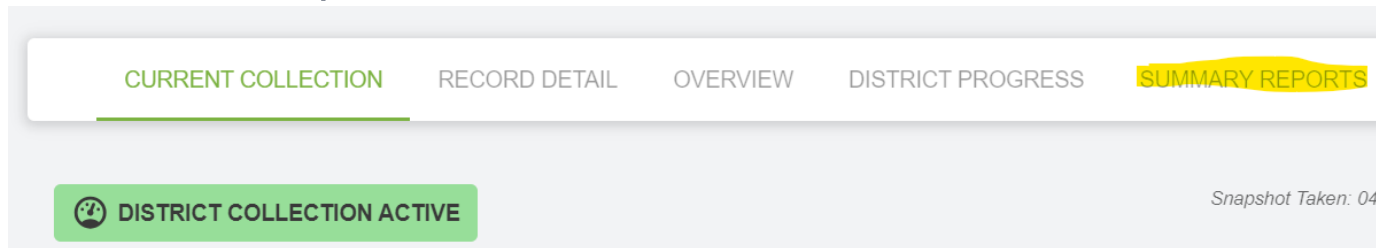
Staff Attendance

- Common errors on staff attendance

EPIMS6600 Days of Attendance must be between 0 and 261.

EPIMS6610 Expected Days of Attendance must be less than 261 days.

- These validations are currently firing on the placeholder value of '999'. Once we roll forward from the March period to the official EOY window, the staff attendance values will be recognized



The screenshot shows a navigation menu with five items: 'CURRENT COLLECTION' (underlined), 'RECORD DETAIL', 'OVERVIEW', 'DISTRICT PROGRESS', and 'SUMMARY REPORTS' (highlighted in yellow). Below the menu is a green button with a question mark icon and the text 'DISTRICT COLLECTION ACTIVE'. To the right of the button, the text 'Snapshot Taken: 04/...' is partially visible.

EPIMS Summary Reports 9 and 10 summarize staff attendance data

EPIMS Report 9
Staff Attendance Rates (District Summary)

EPIMS Report 10
Staff Attendance Rates (School Summary)

Beginner Educator Mentor

- SR34 should be the MEPID of a beginner educator's mentor or 99
- EPIMS7410 is a validation that checks for a MEPID in SR34 for staff who are reported as beginner educators in SR38. If the staff member does not have a mentor, so there's no MEPID to report, please reach out to your support specialist for exception

SR34 Beginner Educator Mentor

For any staff reported as beginner educator, this element will identify the MEPID of their mentoring teacher

Type:	Numeric	Length:	Minimum 2 Maximum 8
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Acceptable Values/Code Description:

Eight-digit state-assigned identification number

OR

99 = Not Applicable

Dependencies:

If SR38 is 01, MEPID is required in SR34 for the below licensed administrative and instructional job classifications

District level administrators: 1200, 1201, 1202, 1205, 1210, 1211, 1212, 1213, 1214, 1215, 1215, 1216, 1217, 1218, 1219, 1220, 1221, 1222, 1223, 1224, 1225

School level administrators: 1305, 1310, 1312, 1320

Instructional staff: 2305, 2306, 2307, 2308, 2310

Instructional Support staff: 3330



05

SSDR

Certification deadline August 16th

Common errors

- There are validation checks on the quality and completeness of the data set as a whole. If at the end of the school year, the data is complete and correct, ask your support specialist for an exception to these validations
 - SSDR4740 checks for incidents of bullying
 - SSDR9940 checks for school-based arrests

SSDR4740

Having no incidents that involve bullying is unlikely.

SSDR9940

There are no school-based arrests reported for your district.




Allegations of bullying screen in SSDR application

Counts of allegations (reports) of bullying by school are collected for the year. This is a separate count from the substantiated incidents of bullying that are included in the SSDR data that comes from your SIS via SIF.

ALLEGATIONS OF BULLYING

Abington (00010000) - Bullying Allegations

i Please enter the counts of bullying allegations for each school in your district. The count should be cumulative and reflect the total number of allegations for the entire school year for each school. If none, please enter 0 (zero).

EXPORT TO CSV 

School ↑	# of Bullying Allegations Against Students	# of Bullying Allegations Against Staff	...
Filter...	Filter...	Filter...	...
Abington Early Education Program (00010001)	_____	_____	
Abington High (00010505)	_____	_____	
Abington Middle School (00010405)	_____	_____	

Enter aggregate counts of bullying allegations for the current school year. How many allegations against students, and how many against staff, per school. If zero, please enter zero.

THANK YOU

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 [Data Collection - Information Services \(mass.edu\)](https://mass.edu/DataCollection)

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