



METAA - Aspen EOY State Reporting -
04/4/2024



- Reminders for EOY
- Common Issues for EOY
- Cross Validation
- Publishing Data
- MA DOE Error Assistant
- Who to Call?

End of Year Submission Deadlines:

EOY SIMS: July 5th, 2024, recertify July 12th, 2024

SSDR: August 16th, 2024

EPIMS: August 16th, 2024

SCS: August 16th, 2024



1 - Reminders for EOY

SIF SASID Request

- Districts have the ability to request a SASID form DESE directly. There is a check box on the DOE SIMS Template "Request Sasid".
- Criteria the student must meet: DOE status = Report, primary school assigned has a State Id, DOB populated and must be Active between the summer start date and the current date.
- DESE will send back a SASID and the student record will be updated in Aspen.

SIMS:

- If students were reported in March, they will need to be reported for EOY.
- If a student was reported as 504 in March, they will need to continue to report a 504.
- SPED Students need to be reported the entire year.
- On the SIMS Sped Data Elements report, the report date should be the last day of school. It is recommended to update the nightly job with this date.
- Graduate Seniors after the date they actually graduated so that membership records get sent correctly.

EPIMS:

- Evaluation date needs to be populated with a date within the current school year in order to send the evaluation data.
- Long Term Subs should be coded like the staff they are replacing. SIF MTC START DATE and SIF MTC END DATE come into play and dates should not be overlapping.

SCS:

- Final Grades need to be populated to send the class as completed
- For Standards based grading, the create transcript via schedule can be used to create transcript records based on the schedule

SSDR:

- All incidents send now, be sure your references tables for Conduct Action and Conduct Incident have valid codes according to the State Profile



2 - Common issues EOY

SIMS:

- When attendance or membership values are doubled, check enrollment spans. Confirm that the pattern is E W E W and there aren't any open enrollment spans meaning there is a W for any E they are no longer enrolled in.
- For other attendance and membership errors, check enrollment records for adjusted days in membership and adjusted days in attendance.

EPIMS:

- If a teaching staff member isn't working the entire school year. Dates on the staff position record need to align with the SIF MTC START DATE and SIF MTC END DATE on the schedule records.
- Exited staff that were working on the last day of school should not have their SR09, exit date, exit reason updated until after the EOY is certified.

SCS:

- Courses won't send as completed if they don't have a final grade. There is setup required to automatically send a 55 or 66 without populating final grade. Typically used for standards based grading.

- To send a 55 - No grade reported for standards based grading: Final Grade column is required on the transcript definition, final grade scale on the final grade must be blank and a transcript record is required.
- To send a 66 - ungraded course: Transcript definition required, course grade term map checkboxes must be unchecked, transcript record is optional.

SSDR:

- Physical fight incidents need to have an incident record for each student involved in the fight. The incident ID on both records should be identical.



3 - Cross validation

Cross validation is done with SIMS and SCS and SCS and EPIMS to make sure everything is included in the collection.

With the updated DESE portal, you are able to see the cross validation errors prior to freezing your data.



5 - MA DOE Error assistant

SIMS:

DOE SIMS Template

MA DOE Error Assistant

EPIMS:

EPIMS SIF Template

MA EPIMS Error Assistant

SCS:

District Courses: District View > Schedule > Courses

School Schedules/Teacher Schedules: School View > Schedule > Master

Student Schedule/Student Schedule Change History: School View > Student > Schedule, Change History

Student Transcript - Student > Transcript

SSDR:

SIF SSDR



6 - Who to Call?

Aspen Tech Support:

Troubleshoot the error to see if its data related.

Confirm data has been sent.

Confirm Attendance and Special Ed have been pulled successfully.

DESE:

Data is correct, but not being seen by DESE

Objects missing on the DESE side



7 - Questions

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