

SIMS Reporting: Understanding Requirements & Finding Data in SchoolBrains

Understand What SIMS Is—and Why It Matters

- SIMS is DESE’s student-level data collection.
- It supports state and federal funding and program accountability.
- Every student record must contain accurate, reportable data.
- There are currently 60 required data elements.

When is SIMS Data Reported?

- Knowing when the state collects SIMS data will help you plan.
- The reporting period is a snapshot of an “as of” date: Oct 1st, March 1st, and the last day of instruction.
- October reporting establishes an important baseline for the school year.
- March and EOY reporting include updated, cumulative information.

SIMS should not simply be a snapshot of whatever information happens to be in the system. Review the reporting data for accuracy before Oct 1st.

SIMS 2026-2027 Schedule

Schedule	All students as of October 1, 2026	All students as of March 1, 2027	All students as of the last day of instruction 2027
Submit window opens	10/1/2026	3/1/2027	6/1/2027
Certification Deadline	10/23/2026	3/27/2027	7/9/2027
Edits & Duplicate students resolved	10/23/2026–10/30/2026	3/26/2027–4/2/2027	7/9/2027–7/16/2027
Recertification Deadline	10/30/2026	4/2/2027	7/16/2027

Start With the Student Record

- Verify student demographics, identifiers, grade, and enrollment information.
- Review student information before focusing on specialized programs.

The student record is the foundation of SIMS. Accurate student identification is essential because SIMS links the reported information to the individual student.

The screenshot displays the 'New Student Registration' form in the SIMS system. The form is divided into two main sections. The left section contains personal information fields: LASID (31533), SASID (6991070899), First Name (Cindy), Middle Name (Loo), Last Name (Hoo), Suffix / Generation Code, Common Name, Previous Name, Preferred Pronouns, Preferred First Name, and Year of Graduation (2032). The right section contains demographic and enrollment information: Previous School (St Joseph), Previous District (Private School), Previous City (Medford), District Entry Date, Grade 9 Entry Date, Early Childhood Experience (Select One), CPPI Funded (checkbox), Sending and Billing Districts (Select a Value ...), Birth and Ethnic Data (Date of Birth: 01/27/2014, Age: 12 years 7 months, Gender: Female, Race/Ethnicity: White, City/Town of Birth: Anytown, State of Birth: MA, Country of Birth: USA).

Verify Enrollment Before the Reporting Period

- When reviewing the student record, pay particular attention to the **enrollment status** and start/end dates. Many errors occur because an end date is entered, but the enrollment status isn't updated. Run enrollment reports to verify summer transfers and withdrawn students.
- Enrollment status is one of the most important data elements in SIMS. For example, DESE uses enrollment information for the October 1 enrollment count, dropout reporting, attendance, and grant allocations.

The screenshot displays the 'Enrollment Status' form in the SIMS system. The form contains fields for School Year (2025-2026), School (Anytown Middle School), Grade (Grade 6), Start Date (8/1/2025), End Date (11/30/2026), District Entry Date (note), Exclude From Com. Portal (checkbox), Attendance Summary, Details, Sections, Advanced Placement, Attendance, Report Card Attendance, Honor Roll / Ineligibility, Comments, Enrollment Status (01-Enrolled), Reason For Reporting (01-RESIDENT/ENROLLED), Reason For Enrollment (01-Resident/Member), Title I Targeted Assistance Service (Select One), Civic Project Completer (Select One), Instruction Mode (Select a Value), Attending School Override, District Entry Date, and Full Time Equivalent (0.01~1.00) (No Value). A red arrow points to the 'Enrollment Status' dropdown menu.

Review Programs and Services for Accuracy

- Verify Special Education, 504, EL, CTE, and other program information.
- Confirm program status reflects the reporting date.
- Main student list can be filtered for EL, 504, Spec Ed.

SIMS includes program-related information, including Special Education, CTE, 504, EL, Title I, Early College, and other program indicators.

Special Education - IEPs

Back

Students on IEP | Current IEPs | All IEPs | Expired IEPs

Filter ▼

Record count: 142

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Icons	Student	LASID	SASID	Date of Birth	Gender	School	Grade	View Plan
		26893	8521352377	9/26/2012	Female	MMS	07	IEP - Individualiz
		25228	2158824664	6/24/2011	Male	AHS	09	IEP - Individualiz
		11450	6362520136	12/20/2008	Male	Mel*	11	IEP - Individualiz
		29074	2664419191	4/14/2017	Male	AHS	09	IEP - Individualiz
		32339	3297754131	3/1/2018	Male	MSES	02	IEP - Individualiz
		11610	5533442345	4/4/2007	Male	LLEX*	12	IEP - Individualiz
		33303	5626959148	4/4/2011	Male	AHS	09	IEP - Individualiz
		7536	5940029983	6/21/2003	Female	AHS	09	IEP - Individualiz
		33963	2260657480	11/19/2018	Male	AES	01	IEP - Individualiz
		31161	4418447301	3/23/2018	Female	AHS	09	IEP - Individualiz
		13717	7876269235	11/14/2009	Female	AHS	10	IEP - Individualiz
		31711	8394866665	11/29/2018	Female	MSES	01	IEP - Individualiz
		31427	1709775882	8/21/2018	Male	AES	02	IEP - Individualiz
		28949	9143411696	4/20/2006	Female	AHS	09	IEP - Individualiz
		4994	2628471210	3/17/2004	Male	AHS	SP	IEP - Individualiz
		26378	2434942756	8/4/2012	Female	AHS	09	IEP - Individualiz

Icons Like 504

LASID Select One

SASID Select One

School Select One

CTE Select One

YOG Select One To:

HR Code Select One

Next School Select One

Next Home Room Select One

Counselor Select One

Groups Select One

Student Select One

SASID Select One

Grade Select One

Currently In Select One

Home Room Select One

DOB Select One

Next Grade Select One

House Select One

Bus Select One

StudentID Select One

Record count: 343

All A B C D E F G H I J K L M N O P Q R S T U V W

Icons	Student	LASID	SASID	School	Grade	CTE	Current
		30062	4666825478	AES	04		Grade 4
		30633	4238238627	MMS	08		
		28472	3189599400	MSES	05		Grade 5
		32271	5242804864	BES	02		Grade 2
		27777	7462285415	AMS	06		
		25703	827867201	MMS	08		
		32837	2086055018	RES	01		Grade 1

Pay Attention to SIMS Dependencies

- One data element can determine what is valid in another.
- Review errors as data relationships.

SIMS contains numerous dependencies. For example, a student reported as a graduate must meet specific grade and related-data requirements. Other elements have similar relationships. Some errors in your error report are vague. Often, you will need to investigate dependencies to determine the cause of the error.

When a SIMS error is identified, don't just change the value in isolation. Ask: "What other SchoolBrains data is driving this field?"

DOE024 First (Native) Language

Native language is the specific language or dialect first learned by an individual or first used by the parent/guardian with a child.

Type: Alphanumeric

Length: Minimum 3 Maximum 3

Acceptable Values/Code Description:

First Language codes are provided in **Appendix C**.

Notes:

1. First (native) language is collected for purposes of federal and state reporting, educational equity monitoring, and statistical purposes.

Dependencies:

If DOE024=eng, then DOE025 (EL) has to = 00.

Resolving Errors: Use SchoolBrains to Trace the Source

- Start with the SIMS element that needs attention.
- Identify the SchoolBrains field or module supplying the information.
- Correct the source data.

Run a Pre-Submission Data Review

- Review enrollment and demographic exceptions, for example, school choice.

A successful SIMS submission starts with good data maintenance throughout the year. Many of the fields reported to DESE originate from information districts maintain every day. Keeping enrollment, attendance, demographics, and program information current makes the SIMS reporting process much easier.

Review your data before the reporting window rather than waiting for the submission process to identify every issue. Instead, use SIMS errors as a road map to improve source data.

Accurate SchoolBrains data → cleaner SIMS data → fewer reporting issues.

Some helpful reports:

School Admin - Enrollment Status with Homeless data

Student ▼	LA SID	SAS ID	First AIL ID	Grade	School	School Year	Home Address Line 1	Home Address Line 2	Home City	Home Postal Code	Home State	Mailing Address Line 1	Mailing Address Line 2	Mailing City	Mailing State	Mailing
	25228	2158824654	10	AHS	School Year 2026-2027	1034 Main Street		Medford	02155	MA		1034 Main Street		Medford	MA	02155
	33303	562699148	10	AHS	School Year 2026-2027	5402 Main Street		Medford	02155	MA		5402 Main Street		Medford	MA	02155
	14033	6262375226	10	AHS	School Year 2026-2027	2711 Main Street		Medford	02155	MA		2711 Main Street		Medford	MA	02155
	34147	2952852352	KF	BES	School Year 2026-2027	6440 Main Street		Medford	02155	MA		6440 Main Street		Medford	MA	02155
	34194	131152666	KF	RES	School Year 2026-2027	8233 Main Street		Medford	02155	MA		8233 Main Street		Medford	MA	02155
	34135	8953918770	KF	TBD*	School Year 2026-2027	6464 Main Street		Medford	02155	MA		6464 Main Street		Medford	MA	02155
	25574	9721211394	10	AHS	School Year 2026-2027	7453 Main Street		Medford	02155	MA		7453 Main Street		Medford	MA	02155
	34175	1015753259	KF	RES	School Year 2026-2027	8474 Main Street		Medford	02155	MA		8474 Main Street		Medford	MA	02155
	25146	5442259545	10	AHS	School Year 2026-2027	5136 Main Street		Medford	02155	MA		5136 Main Street		Medford	MA	02155
	25252	2319959782	10	AHS	School Year 2026-2027	3035 Main Street		Medford	02155	MA		3035 Main Street		Medford	MA	02155
	32624	8026071493	KF	TBD*	School Year 2026-2027	3251 Main Street		Medford	02155	MA		3251 Main Street		Medford	MA	02155
	31727	4333254580	10	AHS	School Year 2026-2027	2188 Main Street		Medford	02155	MA		2188 Main Street		Medford	MA	02155
	33839	730544289	10	AHS	School Year 2026-2027	6377 Main Street		Medford	02155	MA		6377 Main Street		Medford	MA	02155
	25205	6433705793	10	AHS	School Year 2026-2027	9371 Main Street		Medford	02155	MA		9371 Main Street		Medford	MA	02155
	14041	9836912819	10	AHS	School Year 2026-2027	1947 Main Street		Medford	02155	MA		1947 Main Street		Medford	MA	02155
	25170	3157741103	10	AHS	School Year 2026-2027	402 Main Street		Medford	02155	MA		402 Main Street		Medford	MA	02155
	25109	7817732586	10	AHS	School Year 2026-2027	9355 Main Street		Medford	02155	MA		9355 Main Street		Medford	MA	02155
	34202	879723123	KF	TBD*	School Year 2026-2027	2379 Main Street		Medford	02155	MA		2379 Main Street		Medford	MA	02155
	25159	9907691629	10	AHS	School Year 2026-2027	9545 Main Street		Medford	02155	MA		9545 Main Street		Medford	MA	02155
	25152	6932591789	10	AHS	School Year 2026-2027	3699 Main Street		Medford	02155	MA		3699 Main Street		Medford	MA	02155
	32449	9294897329	10	AHS	School Year 2026-2027	3699 Main Street		Medford	02155	MA		3699 Main Street		Medford	MA	02155
	14031	6113126303	10	AHS	School Year 2026-2027	4538 Main Street		Medford	02155	MA		4538 Main Street		Medford	MA	02155
	25277	7046369329	10	AHS	School Year 2026-2027	3483 Main Street		Medford	02155	MA		3483 Main Street		Medford	MA	02155
	12666	9186552002	10	AHS	School Year 2026-2027	7453 Main Street		Medford	02155	MA		7453 Main Street		Medford	MA	02155

Home Phone	Cell Phone	Other Phone	Other Phone Ext	Start Date	End Date	Days in Attendance	Days in Membership	Current Home Room	Enrollment Status	Gender	Date of Birth	Place of Birth	Is Homeless	Current Living Arrangements	Current Cost Share
				12/1/2026	7/31/2027	0	0	Homeroom Advisory [C201]	01-Enrolled		6/24/2011	Winchester	No		
				12/1/2026	7/31/2027	0	0	Homeroom Advisory [A210]	01-Enrolled		4/4/2011	Boston	No		
				12/1/2026	7/31/2027	0	0	Homeroom Advisory [C206]	01-Enrolled		8/23/2011	Boston	No		
				12/1/2026	7/31/2027	0	0		01-Enrolled		7/23/2021	Lansing	No		
				12/1/2026	7/31/2027	0	0		01-Enrolled		12/6/2020	Boston	No		
				12/1/2026	7/31/2027	0	0		01-Enrolled		8/8/2021	Cambridge	No		
				12/1/2026	7/31/2027	0	0	Homeroom Advisory [C112]	01-Enrolled		12/28/2010	Cambridge	No		
				12/1/2026	7/31/2027	0	0		01-Enrolled		3/19/2021	Winchester	No		
				12/1/2026	7/31/2027	0	0	Homeroom Advisory [C310]	01-Enrolled		9/3/2010	Cambridge	No		
				12/1/2026	7/31/2027	0	0	Homeroom Advisory [C309]	01-Enrolled		5/10/2011	Winchester	No		
				12/1/2026	7/31/2027	0	0	PreK 107	01-Enrolled		10/26/2020	Boston	No		
				12/1/2026	7/31/2027	0	0	Homeroom Advisory [C112]	01-Enrolled		4/11/2011	Jauru	No		
				12/1/2026	7/31/2027	0	0	Homeroom Advisory [C112]	01-Enrolled		9/22/2011	Port-Margo	No		
				12/1/2026	7/31/2027	0	0	Homeroom Advisory [C117]	01-Enrolled		4/1/2011	Boston	No		
				12/1/2026	7/31/2027	0	0	Homeroom Advisory [C310]	01-Enrolled		10/10/2010	CAMBRIDGE	No		
				12/1/2026	7/31/2027	0	0	Homeroom Advisory [LIB]	01-Enrolled		2/25/2011	Boston	No		
				12/1/2026	7/31/2027	0	0	Homeroom Advisory [LIB]	01-Enrolled		5/30/2011	Cambridge	No		
				12/1/2026	7/31/2027	0	0		01-Enrolled		7/8/2021	Boston	No		
				12/1/2026	7/31/2027	0	0	Homeroom Advisory [C111]	01-Enrolled		7/7/2011	Boston	No		
				12/1/2026	7/31/2027	0	0	Homeroom Advisory [C212]	01-Enrolled		2/23/2011	Boston	No		
				12/1/2026	7/31/2027	0	0	Homeroom Advisory [C212]	01-Enrolled		5/7/2011	Cambridge	No		
				12/1/2026	7/31/2027	0	0	Homeroom Advisory [C201]	01-Enrolled		2/8/2011	CAMBRIDGE	No		
				12/1/2026	7/31/2027	0	0	Homeroom Advisory [C213]	01-Enrolled		4/15/2011	Boston	No		
				12/1/2026	7/31/2027	0	0	Homeroom Advisory [C213]	01-Enrolled		8/29/2010	Cambridge	No		

Special Ed - Special Education IEP Data, Student 504 plans

Student ▼	DOB	School	Grade	School Year	Education Plan	Current 504
☐	6/18/2015	MSES	05	School Year 2025-2026	Accommodation Plan (504)	Yes
☐	3/9/2014	AMS	06	School Year 2025-2026	Accommodation Plan (504)	Yes
☐	6/21/2013	AMS	07	School Year 2025-2026	Accommodation Plan (504)	Yes
☐	8/10/2019	BES	01	School Year 2025-2026	Accommodation Plan (504)	Yes
☐	7/13/2009	AHS	11	School Year 2025-2026	Accommodation Plan (504)	Yes
☐	2/23/2013	AMS	07	School Year 2025-2026	Accommodation Plan (504)	Yes
☐	6/19/2014	AMS	06	School Year 2025-2026	Accommodation Plan (504)	Yes
☐	5/3/2009	AHS	11	School Year 2025-2026	Accommodation Plan (504)	Yes
☐	3/8/2016	MSES	04	School Year 2025-2026	Accommodation Plan (504)	Yes
☐	6/20/2008	AHS	12	School Year 2025-2026	Accommodation Plan (504)	Yes
☐	3/19/2009			School Year 2025-2026	Accommodation Plan (504)	Yes
☐	8/5/2013			School Year 2025-2026	Accommodation Plan (504)	Yes
☐	4/7/2008			School Year 2025-2026	Accommodation Plan (504)	No
☐	12/8/2015	RES	04	School Year 2025-2026	Accommodation Plan (504)	Yes
☐	7/25/2011	AHS	09	School Year 2025-2026	Accommodation Plan (504)	Yes
☐	2/12/2007	AHS	12	School Year 2025-2026	Accommodation Plan (504)	Yes
☐	9/10/2008	AHS	12	School Year 2025-2026	Accommodation Plan (504)	Yes
☐	1/5/2018			School Year 2025-2026	Accommodation Plan (504)	No
☐	11/6/2014	BES	05	School Year 2025-2026	Accommodation Plan (504)	Yes
☐	1/20/2011	AHS	09	School Year 2025-2026	Accommodation Plan (504)	Yes
☐	10/8/2008	AHS	11	School Year 2025-2026	Accommodation Plan (504)	Yes
☐	2/25/2000	AHS	11	School Year 2025-2026	Accommodation Plan (504)	Yes

DOE060 My Career and Academic Plan (My CAP) Participation - Student record - Additional Info tab - located in the Career Technical Information section. When mass updating, this field has no drop-down options because it is not a code value. You must enter the text exactly as it appears in the dropdown.

The available values are:

- **00 - Student Does Not Have a My CAP**
- **01 - Student Has a My CAP**

If the field is left blank, **500** will be sent as the default value.