SIF Reporting Guide

Version 3.0

Revision History

Version	Description	Author
1.0	Document Release	Denise Wilke
2.0	Clerical and verbiage changes Problem Resolution section – update EOE contact info. New screen shots for Student Section Enrollment and School Course Information (also new fields listed).	Denise Wilke
2.01	Tips added for Middle Name field and Student Withdraws	Denise Wilke
3.0	Update Best Practices	Denise Wilke

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SIF Overview

The District On-Boarding Project is part of a larger SIF Program 2013 and is chartered by executive management to generate an enhanced on-boarding process with enhanced communication, training and documentation. The District On-Boarding Project includes two key processes: Pre-On-Boarding and On-Boarding. The Pre-On-Boarding process includes a kick off meeting, data cleansing, and connectivity testing. Following the completion of the Pre-On-Boarding process, each district will complete the On-Boarding process which includes an initial iPASS data load, quality assurance, and connection into SIF.

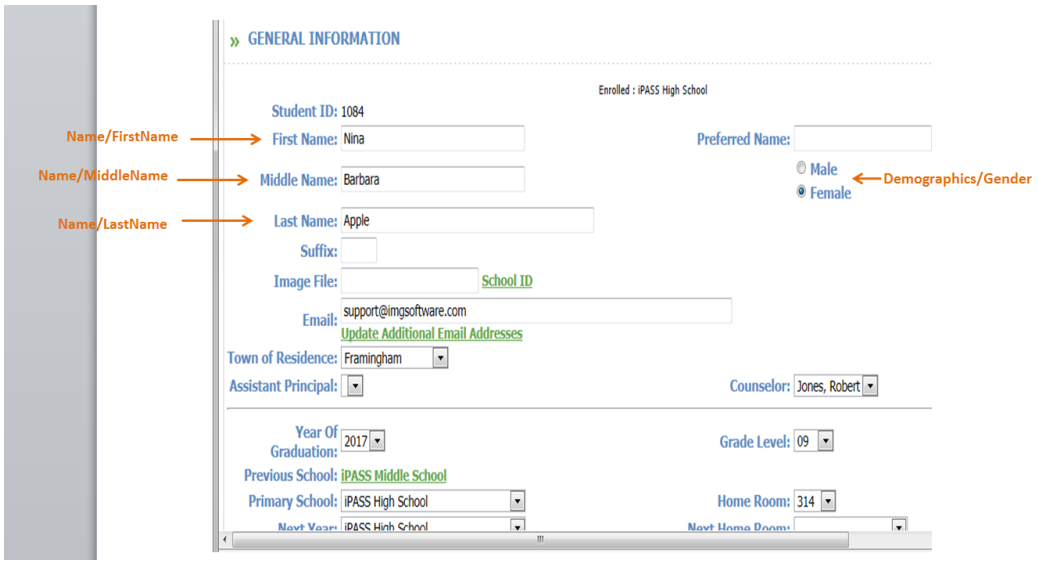
Purpose of this Document

This document is a "map" to guide the district personnel to identify key fields during the pre-on-boarding process and will provide the following information based on the MA SIF Validations document:

- Mapping between the SIF element and the element used in iPASS
- Business rules corresponding to each SIF and iPASS element (which will assist the data entry personnel)
- Screenshots that are tailored to the district-specific iPASS
- Identify the location to view and/or edit SIF data elements within iPASS.
    - Fields that relate to SIF Data elements and are editable through the iPASS user interface are noted in red on the screenshots within each detail of the different SIF Data element categories.
    - If a data element is not indicated in red on an included screenshot and is greyed out in the SIF element, then it is an internally generated element compiled within iPASS based on various factors and configuration.

SIF Elements

Student Personal Information



Name/FirstName-(First Name) A name given to an individual at birth, during a naming ceremony (e.g., baptism), or through legal change.

Name/MiddleName-(Middle Name) A secondary name given to an individual at birth, during a naming ceremony (e.g., baptism), or through legal change. **Tip**: If there is no middle name for the student, leave it blank and the no middle name code "NMN" for this field will be populated by iPASS automatically.

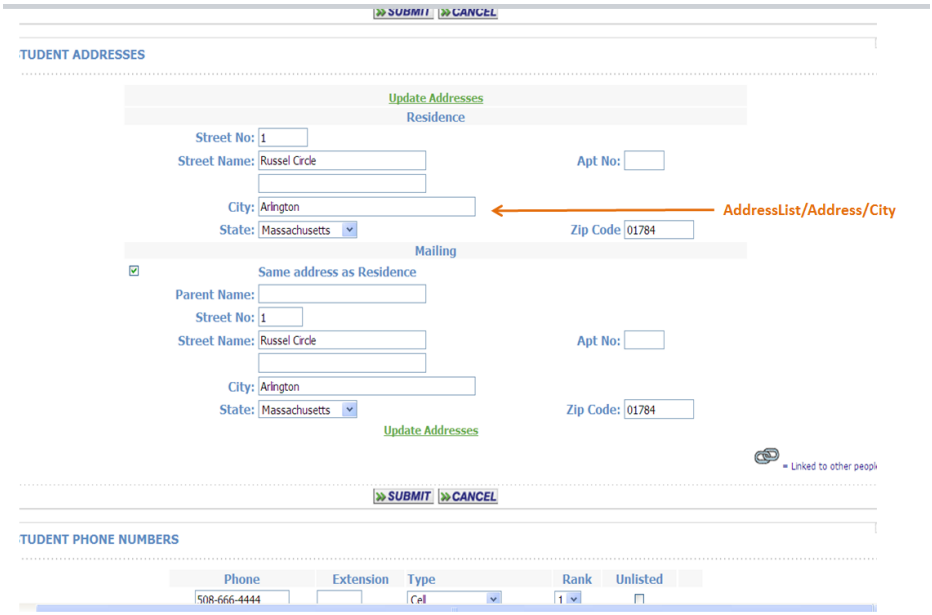
Name/LastName- (Last Name) The name borne in common by members of a family.

Demographics/Gender- (Gender) The classification of a student as male or female.

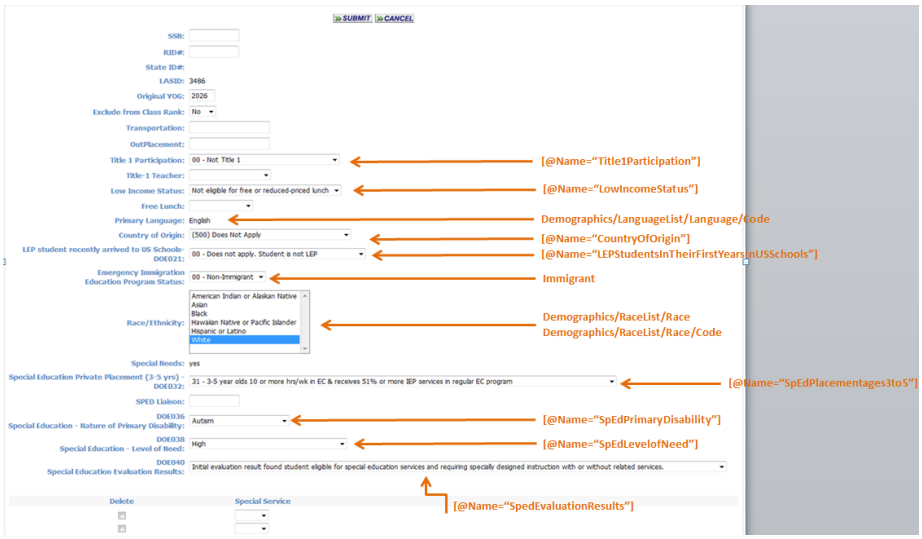
Demographics/BirthDate- (Date of Birth) The month, day, and year on which an individual was born.

Demographics/PlaceOfBirth- (City of Birth) The name of the city in which an individual was born.

Demographics/CountryOfBirth- (Country of Birth) If CountryOfOrigin is not supplied then this value will be used for DOE023.



AddressList/Address/City- (City) Do not put MA town code in this element. Use the extended element Cityofresidence instead**. Tip:** The **Town of Residence** field (see page 5's screen shot) is used in iPASS for the **City** element.



[@Name="Title1Participation"]- (Title 1 Participation) An indication of the type of Title I Services at the specified time of reporting (e.g., October 1).

[@Name="Title1"]- An indication of a student's enrollment in a school after transferring from a Title I school in the district that is identified for improvement, corrective action, or restructuring under Section 1116 of the No Child Left Behind Act of 2001.

[@Name="LowIncomeStatus"]- (Low Income Status) An indication of whether the student meets ANY ONE of the following definitions of low-income: 1.) The student is eligible for free or reduced price lunch, or 2.) The student receives Transitional Aid to Needy families benefit, or 3.) The student is eligible for food stamps.

Demographics/LanguageList/Language/Code- (Primary Language) The code representing the specific language that an individual uses to communicate.

[@Name="CountryOfOrigin"]- (Country of Origin) If CountryOfOrigin is not supplied then CountryOfBirth will be used for DOE023. Country of Origin is the country from which immigrant children have emigrated.

[@Name="LEPStudentsInTheirFirstYearInUSSchools"]- (LEP Student Recently Arrived to US Schools) A student with limited English proficiency in grades K through 12 who has attended schools in the United States for less than twelve months.

Immigrant- (Emergency Immigration Education Program Status) Immigration status is an indication of whether a student is considered to be an immigrant student under the federal definition. The Massachusetts ESE now receives federal funding based on the immigrant student population enrolled in Massachusetts's public schools. To meet the federal definition, a student must: 1.) not have been born in any state, AND 2.) not have completed three full academic years of school in any state.

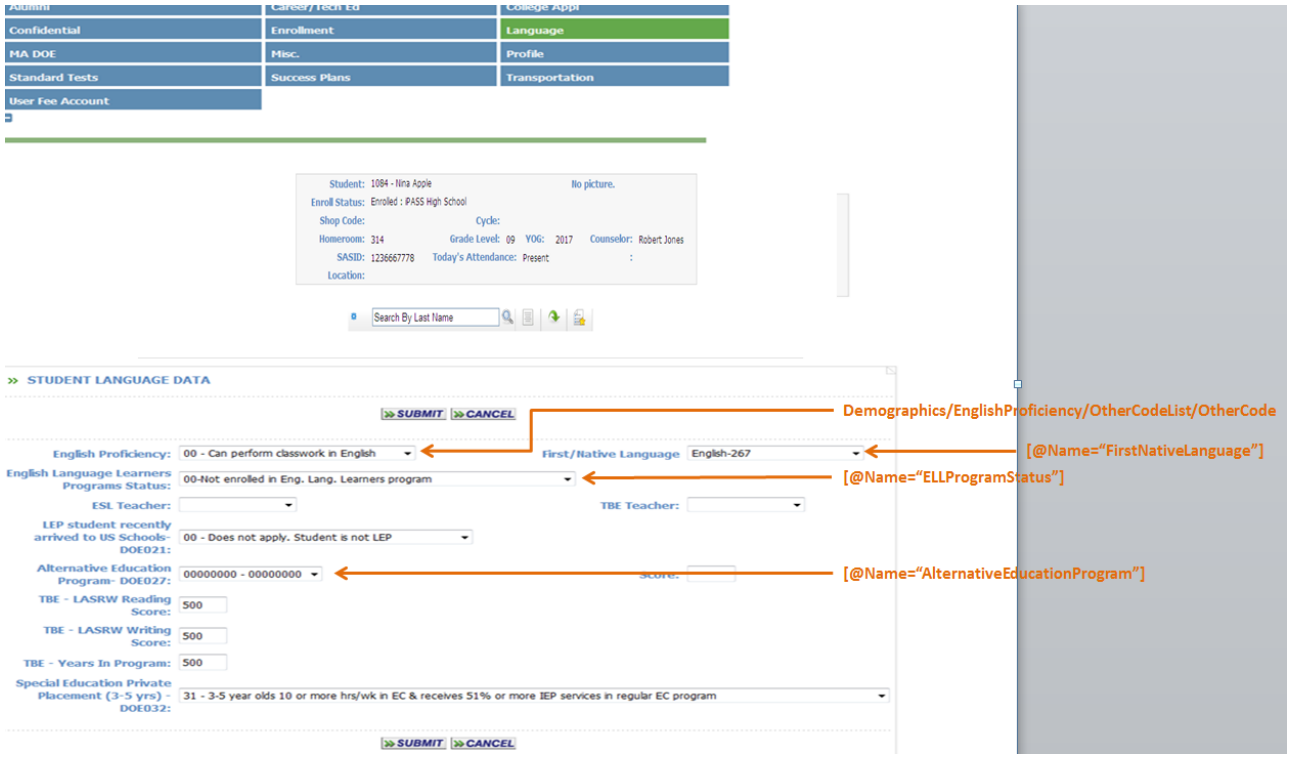
Demographics/RaceList/Race- (Race/Ethnicity) This element contains information related to individual's demographics.

[@Name="SpEdPlacementages3to5"]- (Special Education Private Placement (3-5 yrs)) An indication of the educational environment of a student with disabilities, ages 3–5, at the specific time of reporting (e.g., October 1) (Only Appears if Student is Under 5 Yrs).

[@Name="SpEdPrimaryDisability"]- (Special Education – Nature of Primary Disability) The major overriding disability condition that has been identified by a Team of people pursuant to federal and state special education law. The identified disability is known to be causal to an inability to make effective progress in education and requires special education services in order to access the general curriculum or specially designed curriculum.

[@Name="SpEdLevelofNeed"]- (Special Education – Level of Need) The amount and type of service that a student receives inside and outside of the general education environment as determined by the school district upon review of the student's IEP.

[@Name="SpedEvaluationResults"]- (Special Education Evaluation Results) An indication of the result of a special education evaluation (initial or re-evaluation) that has been done since the end of the last school year (July 1st).

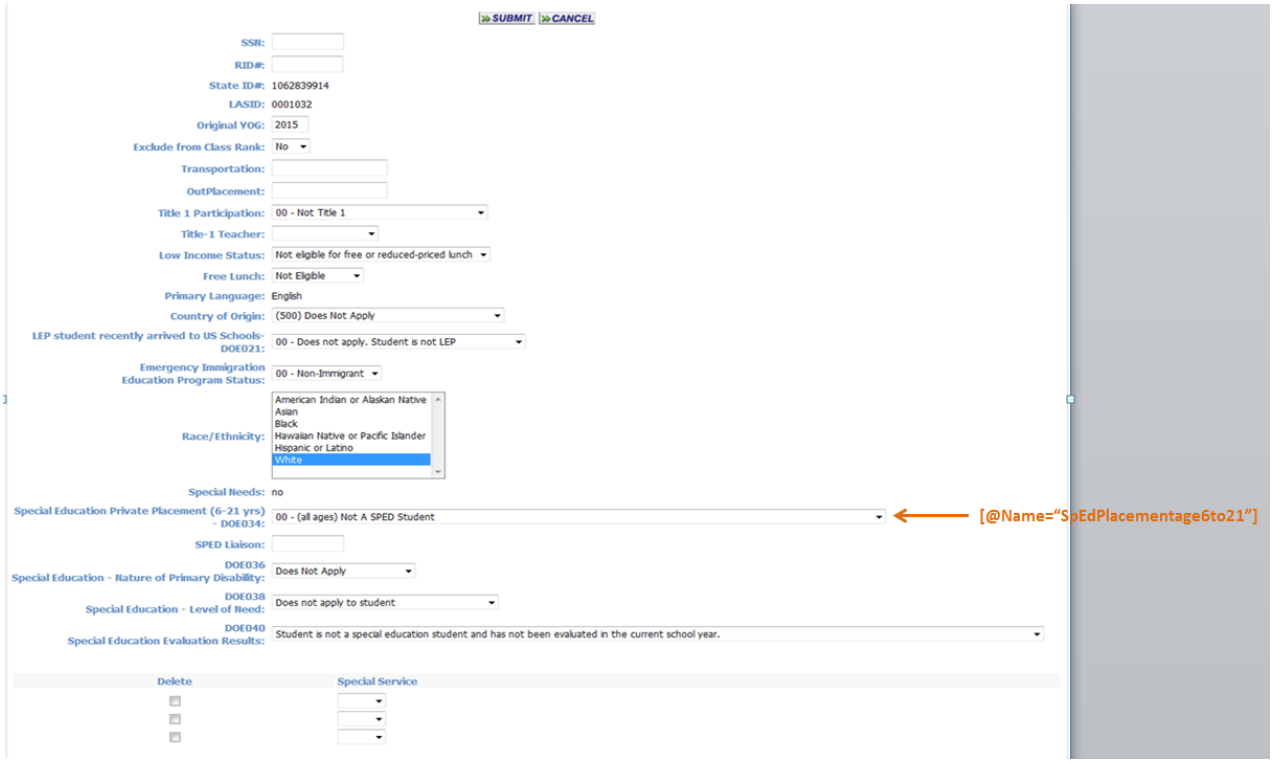


Demographics/EnglishProficiency/OtherCodeList/OtherCode- **(English Proficiency)** Limited English Proficient Students are defined as children who were: 1.) Not born in the US, whose native languages are languages other than English (and who are incapable of performing ordinary classwork in English), OR 2.) Born in the US whose parents' native languages are not English (and who are incapable of performing ordinary classwork in English).

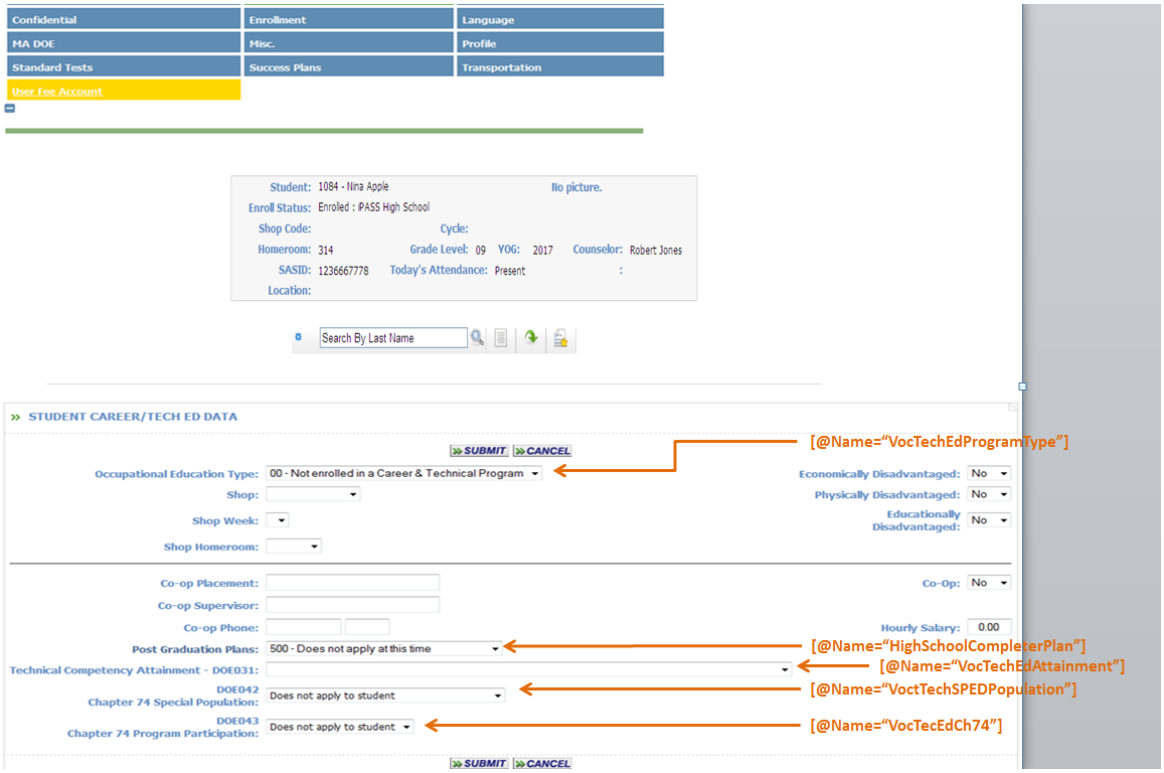
[@Name="FirstNativeLanguage- **(First/Native Language)** Native language is the specific language or dialect first learned by an individual or first used by the parent/guardian with a child. If this element is not supplied then Demographics/LanguageList/Language/OtherCodeList must be used. One or the other must exist.

[@Name="ELLProgramStatus"]- **(English Language Learner Program Status)** An indication of the type of English Language Learners Program in which a student is enrolled on the report date.

[@Name="AlternativeEducationProgram"]- **(Alternative Education Program)** Values are 8 Digit Alternative School Codes. The 8-digit code of the alternative education program in which the student is enrolled at the time of reporting. If the student is not enrolled in an alternative program the value "00000000" should be entered.



[@Name="SpEdPlacementages6to21"]- (Special Education Private Placement (6-21 yrs) An indication of the educational environment of a student with disabilities, ages 6–21, at the specific time of reporting (e.g., October 1).



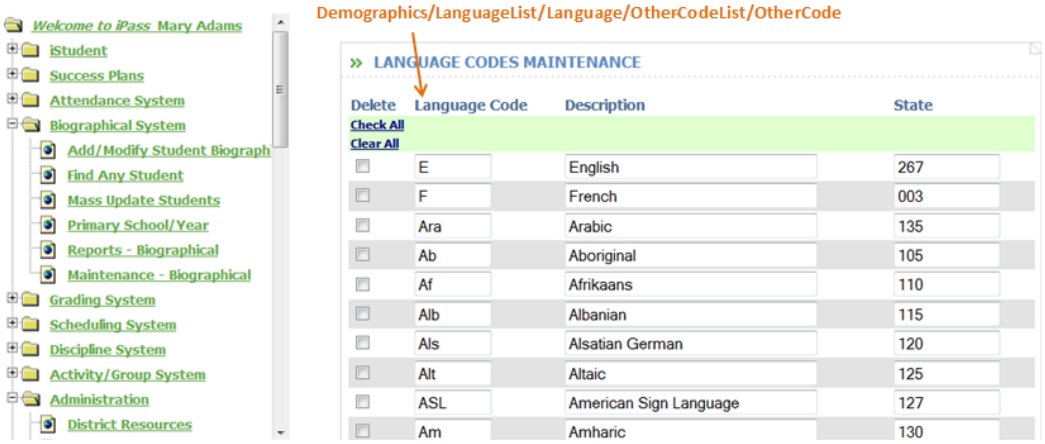
[@Name="VocTechEdProgramType"]- (Occupation Educational Type) An indication of the career/vocational technical education program type in which a student is enrolled at the specified time of reporting (e.g., October 1).

[@Name="HighSchoolCompleterPlans"]- (Post Graduate Plans) An indication of what a student plans to do after completing high school.

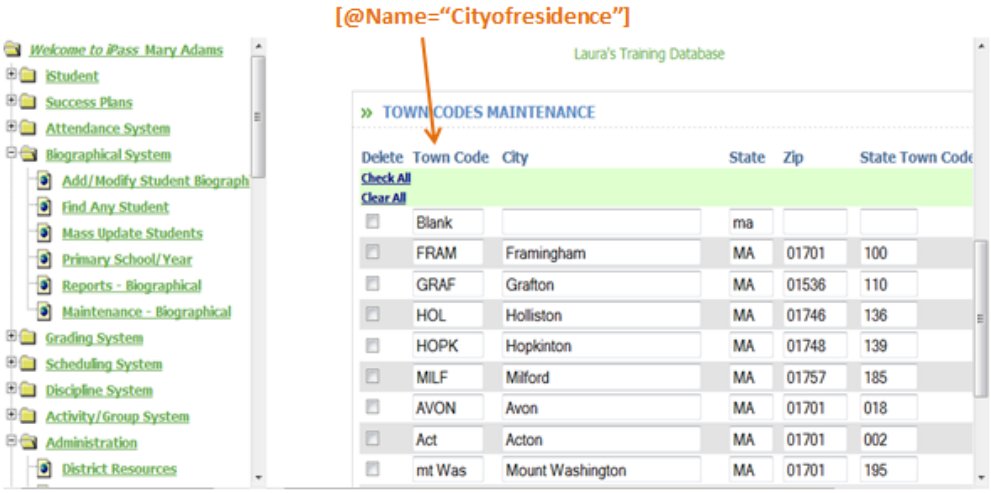
[@Name="VocTechEdAttainment"]- (Technical Competency Attainment) A credential issued to a student enrolled in a specific career/vocational technical education program.

[@Name="VocTecSPEDPopulation"]- (Chapter 74 Special Population) An indication of the status (single parent) of a student enrolled in a career/vocational technical education program (Chapter 74–approved vocational technical or non-Chapter 74 career and technical) that meets the definition for single parent.

[@Name="VocTecEdCh74"]- (Chapter 74 Program Participation) A Chapter 74–approved vocational technical education program is a career/vocational technical education program that meets the approval criteria in Massachusetts General Law Chapter 74 and the Vocational Technical Education Regulations and has been approved by the Department of Elementary and Secondary Education.



Demographics/LanguageList/Language/OtherCodeList/OtherCode- (Language Code) Native language is the specific language or dialect first learned by an individual or first used by the parent/guardian with a child.



[@Name="Cityofresidence"]- (Town Code) (Student Profile- City of Residence will be converted to 3 digit code for SIF/SIMS) MA Town code from SIMS. The three-digit code for the city or town where the student lives at the time of reporting or the student's last known city or town of residence if the reporting district is no longer sending or receiving the student.

StateProvinceId (SASID) A unique number assigned to an individual by the Massachusetts Department of Elementary and Secondary Education.

LocalId (LASID) A code assigned and maintained by the local school district that is unique for each student in the district over time.

Demographics-

Demographics/RaceList/Race/OtherCodeList/OtherCode (N/A in iPASS)- The general racial and ethnic category that most clearly reflects the individual's recognition of his or her community or with which the individual most identifies.

Demographics/RaceList/Race/Code- NCES0849 Race Type.

Demographics/EnglishProficiency/OtherCodeList/OtherCode- NCES 0585 English Proficiency.

Demographics/HispanicLatino- An indication that the individual traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central or South America, or other Spanish cultures, regardless of race. Type Values: Yes or No.

Demographics/LanguageList

Demographics/LanguageList/Language- The code representing the specific language that an individual uses to communicate

Gifted Talented- Indication of/if student is enrolled in a Gifted and Talented program

[@Name="VocTecEdNonCh74"]- A non-Chapter 74 career and technical education program is a career/vocational technical education program that is not a Chapter 74–approved vocational technical education program, but that does meet the new Carl D. Perkins Career and Technical Education Improvement Act of 2006 definition of a career and technical education.

[@Name="Graduate"]- An indication of whether a student has met the graduation requirements of the Massachusetts Core Curriculum, designed to prepare students for college, work, and citizenship.

Section504 – Yes or No. An indication of whether or not a student was in 504 plan at any point during the school year.

[@Name="APC1"]

[@Name="APC2"]

[@Name="APC3"]

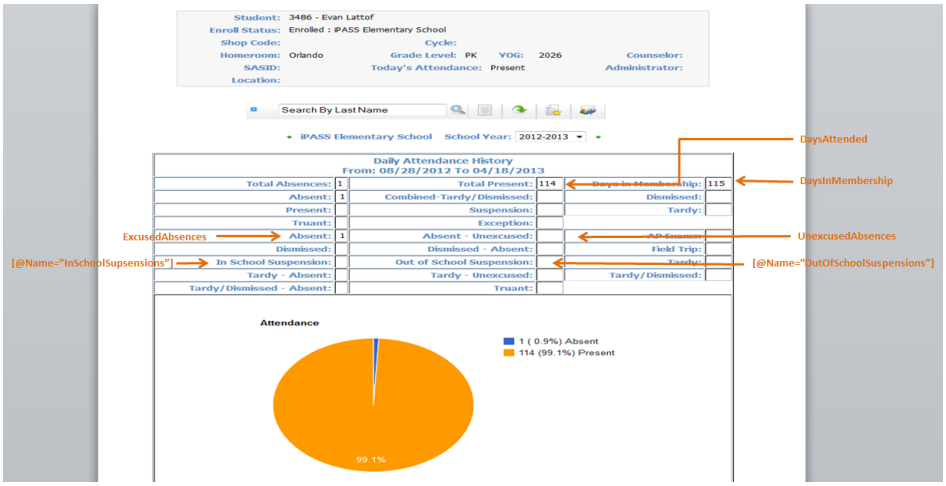
[@Name="APC4"]

[@Name="APC5"]

Student Contact

N/A

Student Attendance Summary



DaysAttended- **(Total Present)** Cumulative number of days a member student has been present in the district from the beginning of the current school year to the time of reporting (e.g., October 1).

DaysInMembership- **(Days in Membership)** Cumulative number of days a student has been enrolled in the district from the beginning of the current school year to the time of reporting (e.g., October 1).

ExcusedAbsences- **(Absent)** The number of days the student was absent from school with a valid excuse when school was in session between the StartDate and EndDate, inclusive. This is not a DOE element.

UnexcusedAbsences- **(Absent – Unexcused)** The number of school days a student was recorded with an unexcused absence.

[@Name="InSchoolSupsensions"]- (In School Suspension) - Discontinued- Use "0" for all students.

[@Name="OutOfSchoolSuspensions"] – (Out of School Suspension) - Discontinued- Use "0" for all students.

Resident- An indication as to whether or not the student's legal residence was within the boundaries of the school during the time between the StartDate and EndDate, inclusive. The values are Yes, No and Unknown. This is not a DOE element.

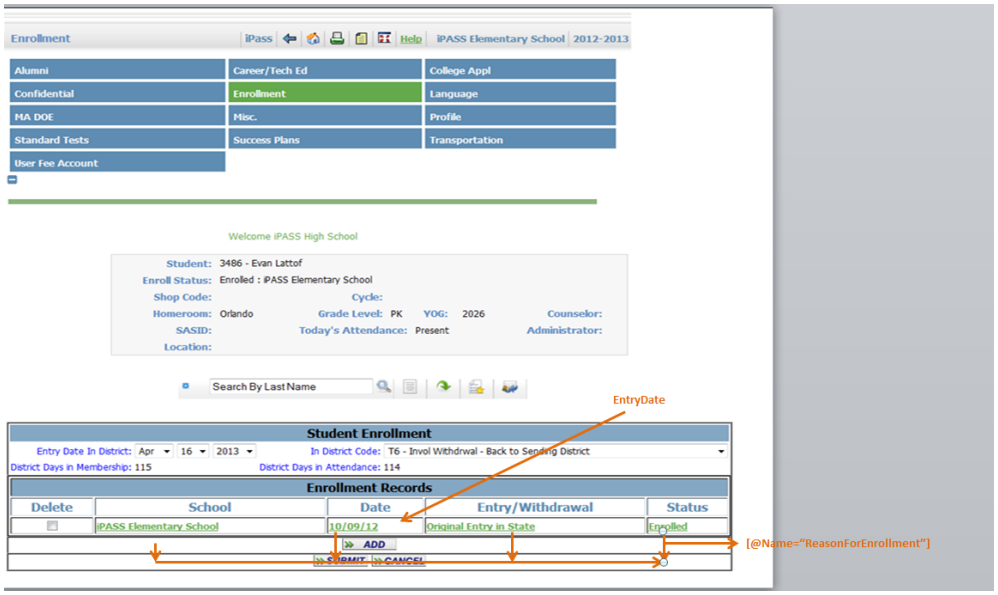
StartDate- Starting date of this attendance reporting period. Must be within reporting period.

EndDate- Ending date of this attendance reporting period. Must be within reporting period.

StartDay- Number of the school day represented in StartDate. This is not a DOE element.

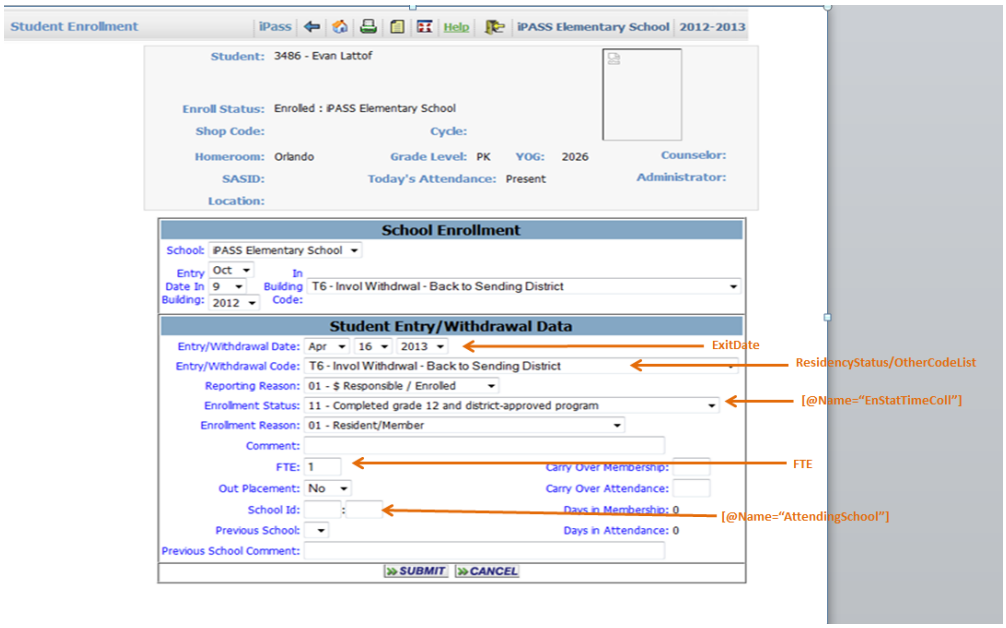
EndDay- Number of the school day represented in EndDate. This is not a DOE element.

Student School Enrollment



EntryDate- (Entry Date in District) The date from when this enrollment is valid.

[@Name="ReasonForEnrollment"]- (In District Code) An indication of the reason for a student's enrollment in the receiving school district. The indication should represent the reason for the most recent enrollment if the student is not enrolled at the time of reporting, or the current Reason for Enrollment if the reason has changed over time.



[@Name="AttendingSchool"]- (School) This is the code of the school from which the student is receiving services. In the case of the student receiving services outside of the district this code would represent the school code providing services.

ExitDate – (Entry/Withdrawal Date) The last school calendar day (membership day) the student was enrolled in the school (inclusive). If the student has exited the school, ExitDate must have a value. Required for exited students.

[@Name="EnStatTimeColl"]- (Enrollment Status) An indication, as of the specified time of data collection (e.g., October 1), of the enrollment status of the student.

ResidencyStatus/OtherCodeList- (Enrollment Reason) "State Code for Reason for Reporting"

FTE- (FTE) The sum of the FTEs for all Current Home and Concurrent enrollments must not exceed 1.00 for an individual student.

FTPTStatus- An indication of whether the student is enrolled full time or part time. Its values are Full time and Part time.

GradeLevel- The grade in which student is enrolled as of the most recent enrollment

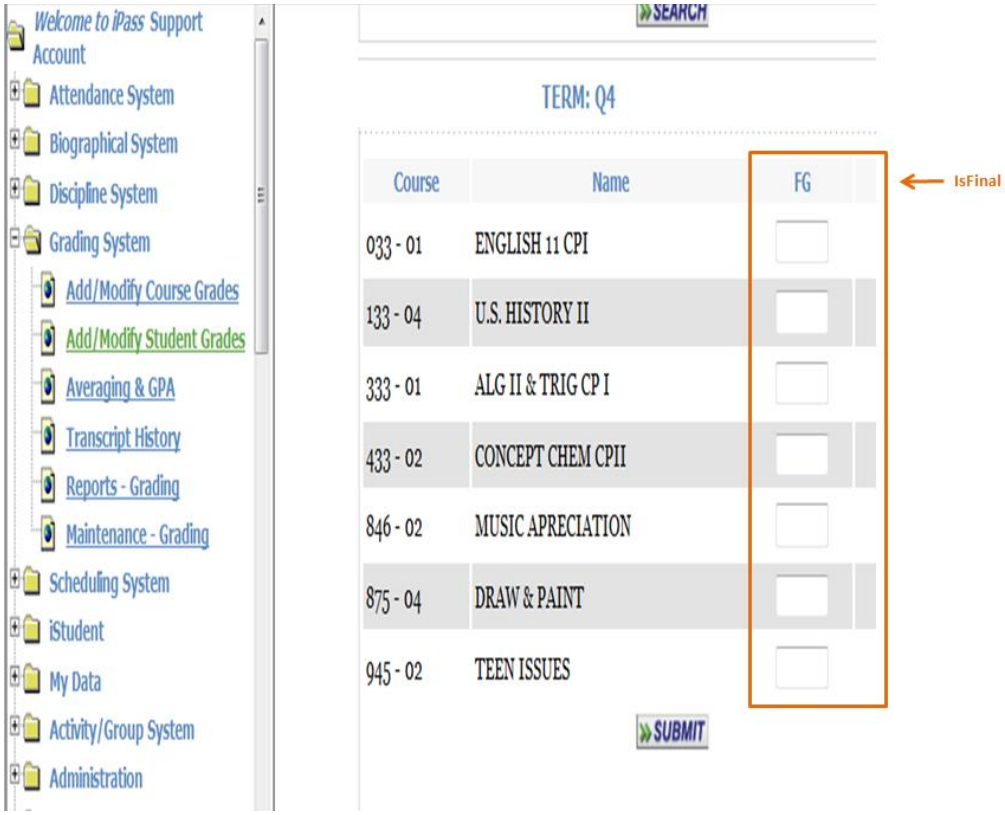
GradeLevel/Code- The grade in which student is enrolled as of the most recent enrollment

GradeLevel/OtherCodeList/OtherCode- The grade in which student is enrolled as of the most recent enrollment

ResidencyStatus- Location of an individual's legal residence relative to (within or outside) the boundaries of the school for this enrollment.

ResidencyStatus/Code- NCES0598 Public School Residence Status. This is not a DOE element.

Student Section Marks



IsFinal- (Is Final Grade) Indicates if the grades are "Final" from the perspective of the teacher or school. Does not mean that change events will not occur for this item.

MarkList- A list of marks received for this student in this section. For each Mark entry, at least one of the sub-elements must be specified. Its type is List.

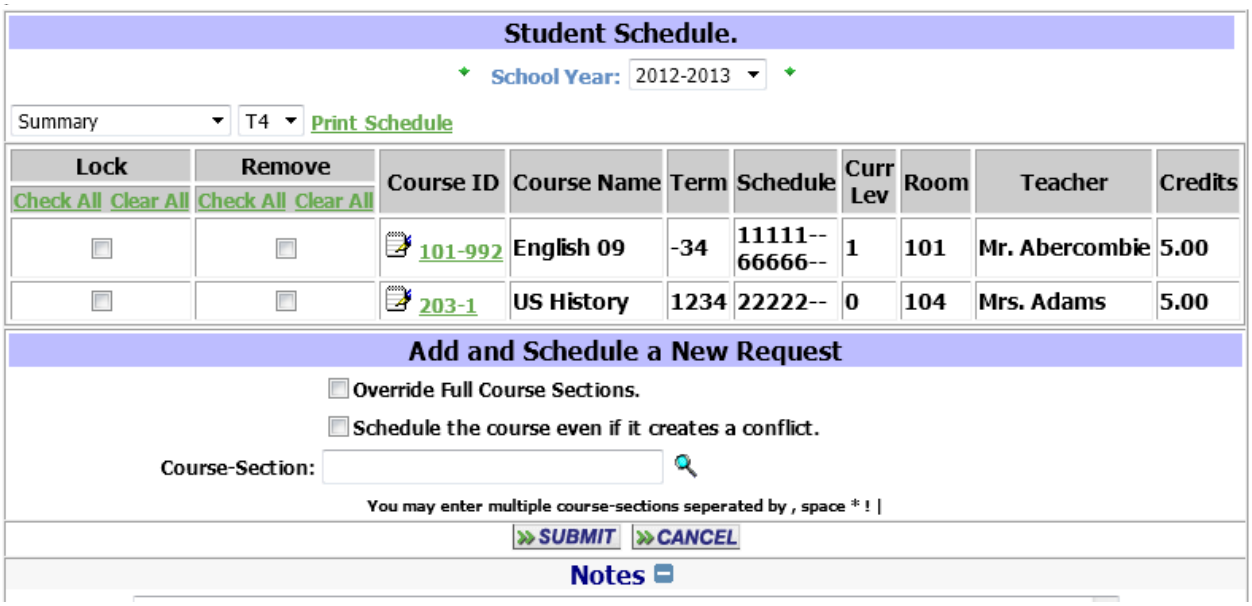
MarkList/Mark/Letter-

MarkList/Mark/Percentage- For special circumstances such as withdrawal, incomplete, audit etc. use the extended element MALetterMark.

[@Name="MACreditsEarned"]- Must be less than or equal to credits attempted.

[@Name="MALetterMark"]-

Student Section Enrollment

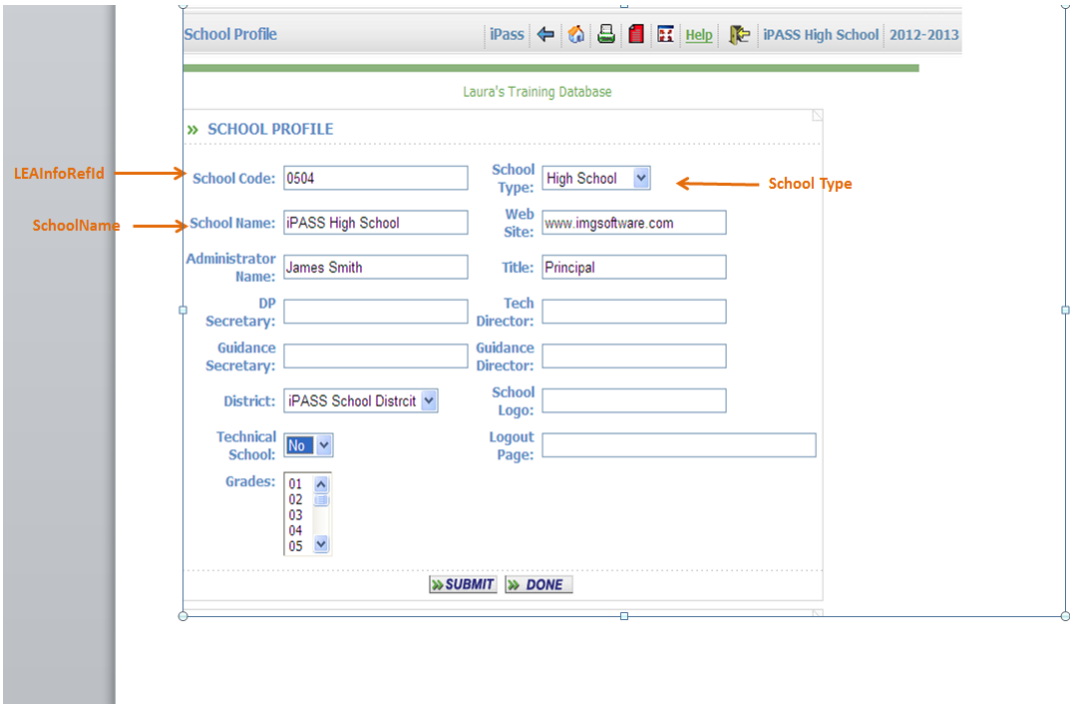


[@Name="CourseEnrollmentStatus"]- (see note below) Indicates a student's status in each course in which they are or were enrolled. This includes any courses that: 1.) Are currently in session, 2.) Were reported in a previous collection, as having students enrolled or 3.) Started and concluded entirely between reporting periods.

Note: These values are automatically generated in iPASS based upon Add/Modify Student Scheduling Screen and the Term Start and End Dates of the School.

- 01 = course is currently in session - this is based upon the start/end dates of the term(s) of the course
- 02 = course was reported in previous collection period - this is based upon the start/end dates of the term(s) of the course
- 03 = Started and concluded entirely between reporting periods. This gets triggered automatically based upon student receiving a "final" grade for the course

School Information



LEAInfoRefId- (School Code) The ID (GUID) that references the school district of which this school is a member. This value is automatically generated in iPASS.

School Type- (School Type) An indication of the level of the educational institution. NCES 0031 SchoolLevelType.

SchoolName- (School Name) Name of school. It is a normalized string.

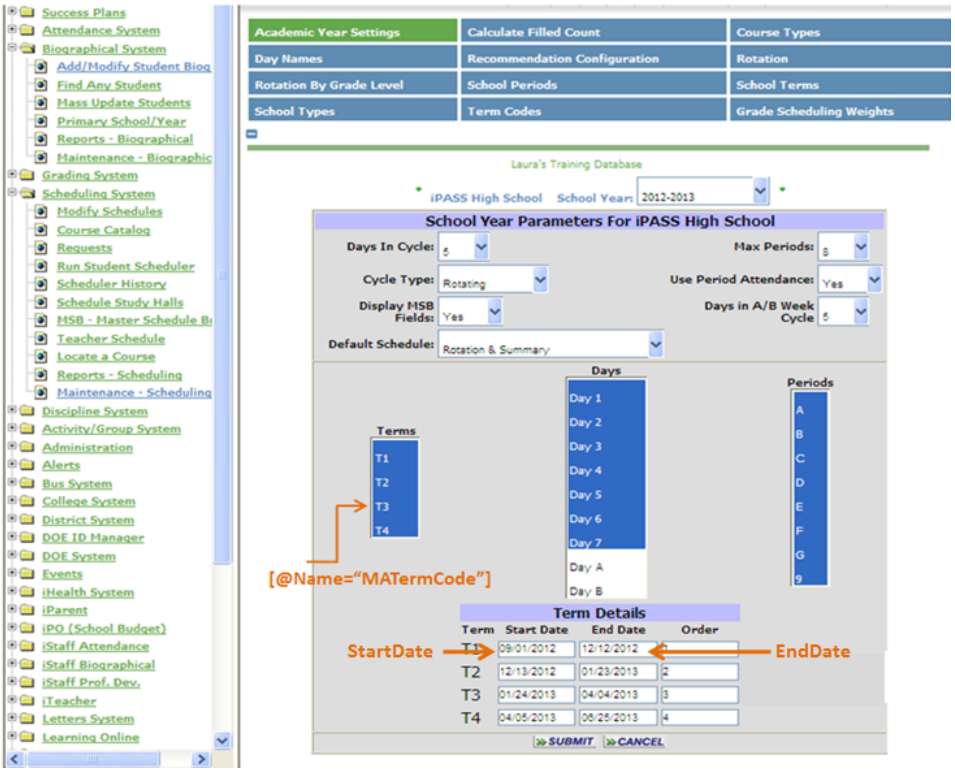
PhoneNumberList/Phone Number- Lists of Phone number associated with the entity. Phone number. Free-form, but typical U.S. formats include: (###) ###-#### or ###-####

StateProvinceId- If no AttendingSchool in StudentSchoolEnrollment, then use this for DOE015.

Calendar Summary

N/A

Term Information

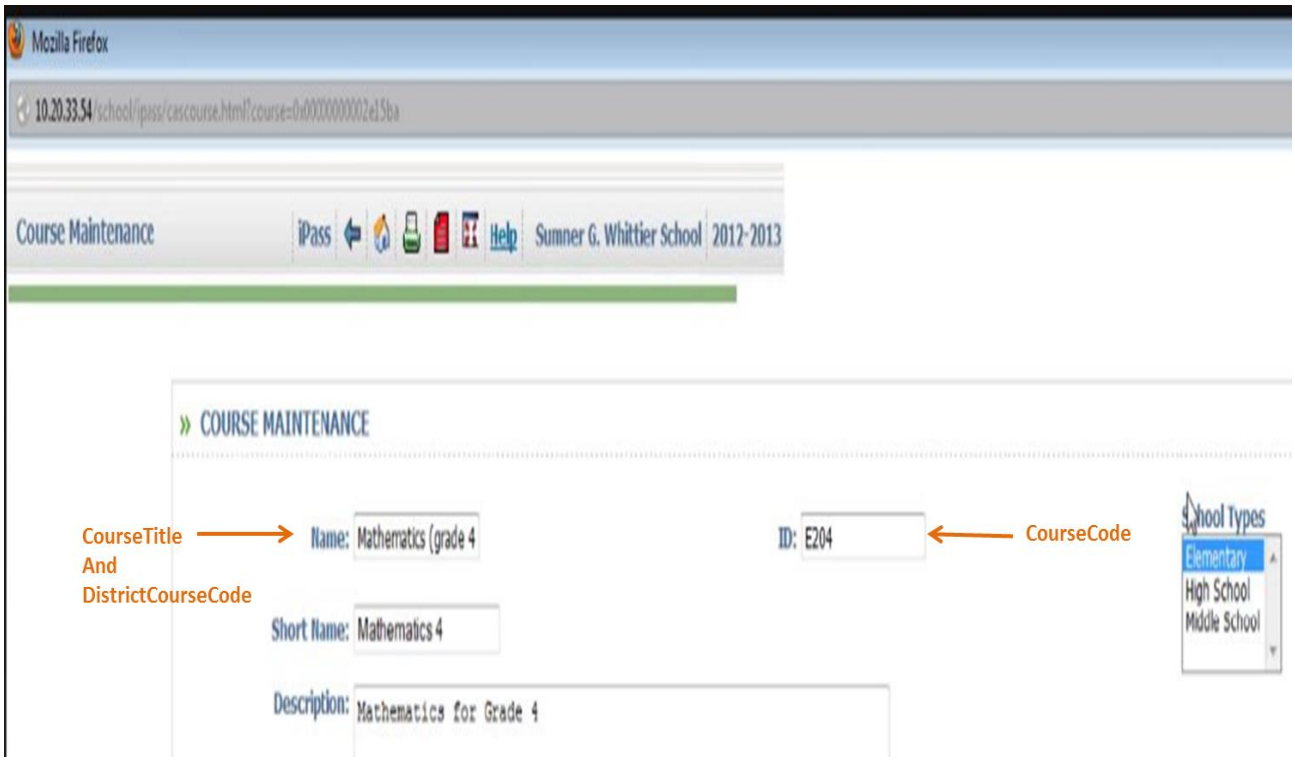


StartDate- (StartDate) If the report date falls between the Startdate & EndDate then the term is considered active (WA17=01).

EndDate- (EndDate) If the report date falls between the Startdate & EndDate then the term is considered active (WA17=01).

[@Name="MATermCode"]- (Terms) Must be one of the Massachusetts term codes.

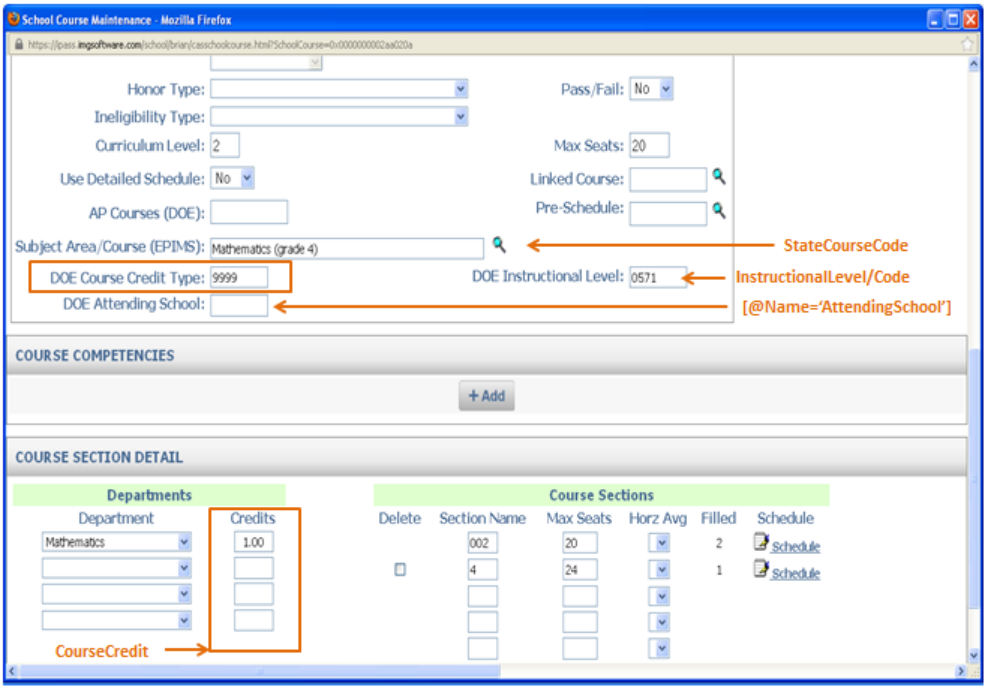
School Course Information



CourseTitle- (Name) Title of the course. It is a normalized string.

DistrictCourseCode- (Name) The locally defined code that identifies the organization of subject matter and related learning experiences provided for the instruction of students. It should have a character string of min 1 and max size 20 and the character is alphanumeric. Acceptable Values/Code Description: Set by LEA. The complete set of printable characters available on a standard, English keyboard are allowed in this field. Notes: EDW Local Data Elements: COURSE_LOCAL_ID Note: Within the EDW, COURSE_LOCAL_ID is the actual ID representing the unique course number.

CourseCode- (ID) School-defined local code for the course. It is a normalized string. This is not a DOE element.



StateCourseCode- (Subject Area/Course (EPIMS)) MA SCED or MA CIP code. The State-defined code that identifies the organization of subject matter and related learning experiences, provided for the instruction of students.

InstructionalLevel/Code- (DOE Instructional Level) An indication of the general nature and difficulty of instruction provided throughout a course.

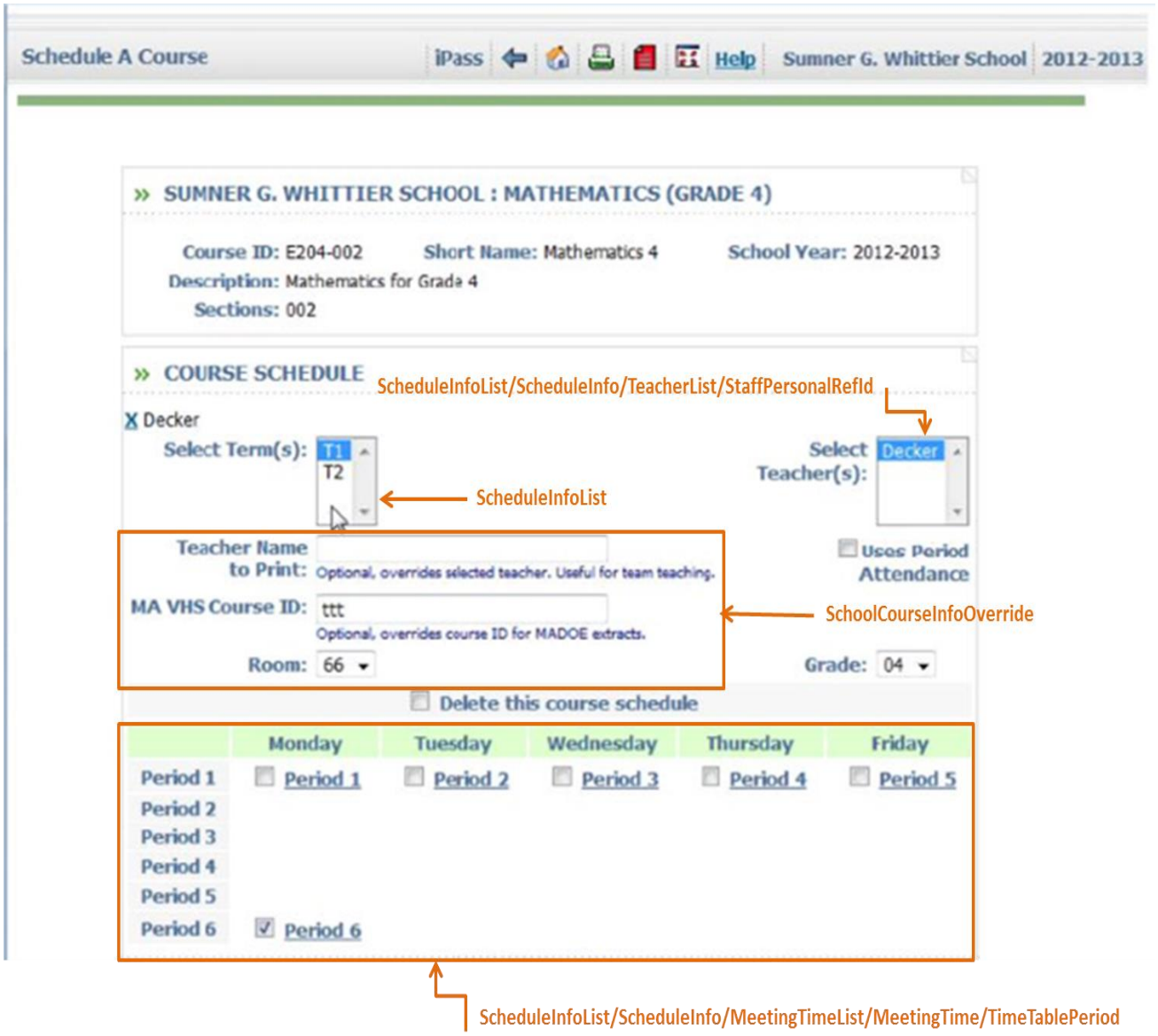
[@Name='AttendingSchool']- (DOE Attending School) If the student is attending a college, out of district traditional or out of district virtual course, then report the school code here, otherwise the StateProvinceID from the SchoolInfoObject will be used.

CourseCredits- (Credits) The number of credits that a student can earn for enrolling in and completing a given course. If course credits are not provided for this course, the "not applicable" code should be used.

Tip: The following are new iPASS fields:

- **DOE Course Credit Type**
- **DOE Attending School**
- **DOE Instructional Level**

Section Information



ScheduleInfoList- (Select Term(s) A SIF element that contains schedule info. Its type is list.

ScheduleInfoList/ScheduleInfo/TeacherList/StaffPersonalRefId- (Select Teacher(s)) The ID (GUID) of the teacher. This value is automatically generated by iPASS.

SchoolCourseInfoOverride- Optional overrides of the course information for this section.

ScheduleInfoList/ScheduleInfo/MeetingTimeList/MeetingTime/TimeTablePeriod- (Course Schedule) The period within the day when this section takes place (e.g., "0" through "7").

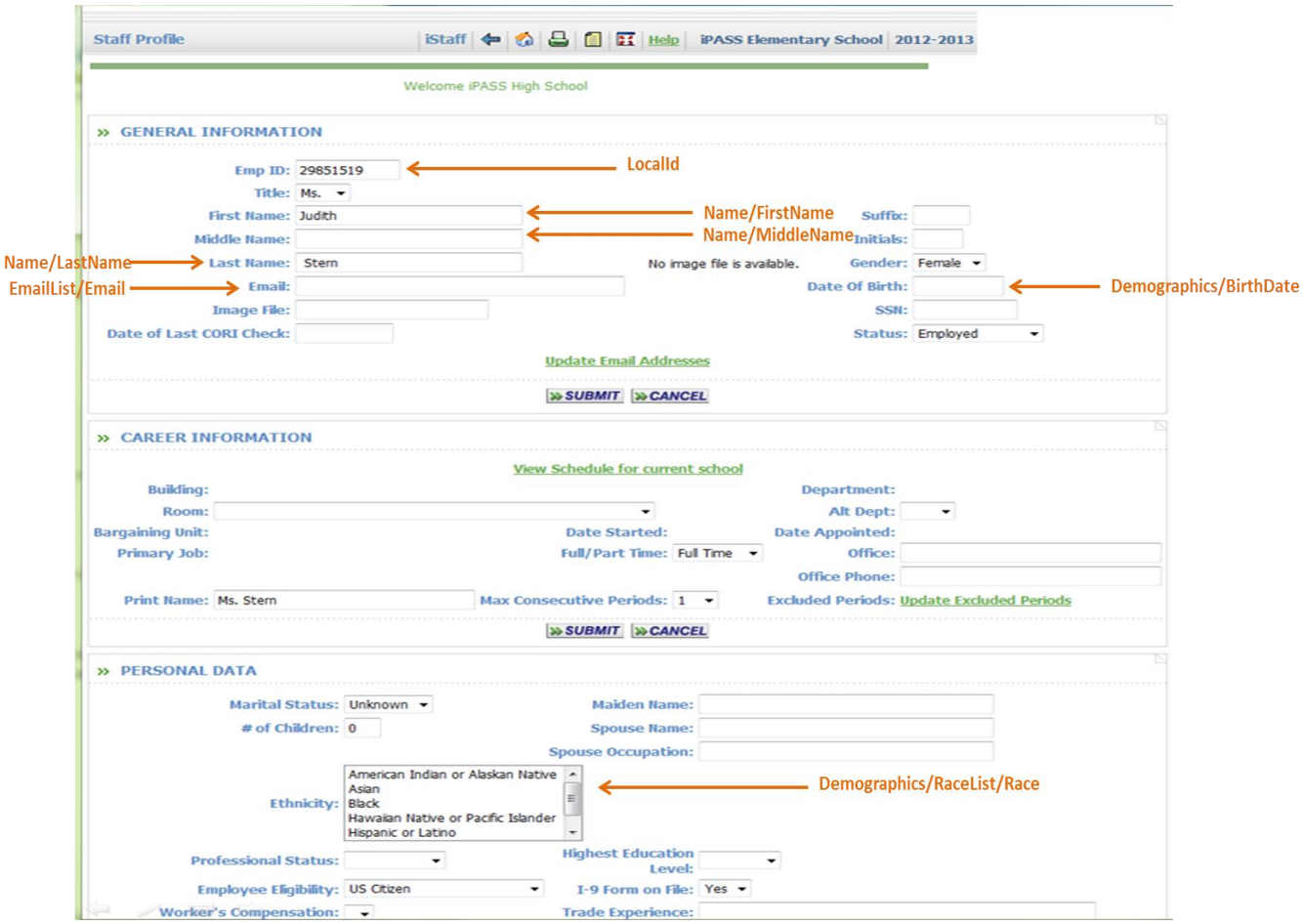
SchoolCourseInfoOverride/InstructionalLevel/Code- Override of the instructional level for this section.

LocalId- The locally-assigned identifier for this course section. The LocalId code will be a value provided by the school district. The class section code will identify the class assigned for that subject area-course and will be unique for the data collection within a school. This data element is not applicable for all staff.

ScheduleInfoList/ScheduleInfo- The schedule-related information for a section repeating for each term in which the section is scheduled. The TermInfoRefId attribute value should not repeat within an instance of the object (ScheduleInfo nodes should not have duplicate terms).

[@Name="ClassBlock"]- User Defined.

Staff Personal Information



LocalId- **(Emp ID)** This is a unique identification number. It may be the same as MEPID (Mass Employee Identification Number) or it may be different. Go to iStaff <MA DOE EPIMS> tab to verify.

Name/FirstName- (First Name) A name given to an individual at birth, during a naming ceremony, or through legal change.

Name/MiddleName- (Middle Name) A secondary name given to an individual at birth, during a naming ceremony, or through legal change. If none exists, the code "NMN" (No Middle Name) should be entered in the field. **Tip:** If there is no middle name for the student, leave it blank and the no middle name code "NMN" for this field will be populated by iPASS automatically.

Name/LastName- (Last Name) The name borne in common by members of a family.

EmailList/Email (Email)

Demographics/BirthDate- (Date of Birth) The month, day, and year in which an individual was born.

Demographics/RaceList - (Ethnicity) This element contains information related to individual's demographics.

Demographics

Demographics/RaceList/Race/Code-SIF element that contains information related to the staff member's demographics.

Demographics/RaceList/Race/OtherCodeList- The general racial category or categories that most clearly reflect the individual's recognition of his or her community or with which the individual most identifies—1 of 62 possible choices.

Demographics/RaceList/Race/OtherCodeList/OtherCode-

OtherList/OtherID- The number assigned by the Massachusetts Department of Elementary and Secondary Education at the time the individual received their license. This data element is used to match certified staff to their licensure information maintained in the Educator Licensure and Recruitment (ELAR) database. The value of this field is "Not Applicable" for staff not licensed by the ESE.

StateProvinceId- A unique number assigned to an individual by the Massachusetts Department of Education.

Staff Assignment

N/A

Employment Record

N/A

Best Practices

Days of Attendance & Membership

Introduction: Experience has shown that dealing with Massachusetts' SIMS Days of Attendance & Membership (DOE017, DOE018 & DOE052) requirements within SIF present some unique challenges. What follows is an attempt to offer some solutions to those challenges from a standpoint of letting SIF be SIF and SIMS be SIMS, not letting either disturb the design of the other.

There are two types of reporting situations which will be discussed here: students with attendance and summer exits. It is perfectly possible for a district to legitimately report a single student with one or more StudentAttendanceSummary (SAS) records in each of these categories. For example a student may exit during the summer, then return midyear to an in-district school, transfer to another in-district school and then outplace him. In this case the student would have at least four valid SAS records of which the values in three would need to be summed to get complete DOE017, DOE018 & DOE052 values.

To make this work properly, the TermInfo objects for each school are required. The minimum StartDate and maximum EndDate for the school year will be used where bounding dates are required.

Because students may be concurrently enrolled in two schools in the same district, only those SAS records that refer to a student's "Home"[1] school will be included in computing DOE017, DOE018 & DOE052 values. DESE will request a SAS for each student based on the parameters described below.

Element/@Attribute	Description
@SchoolYear	The value for the current year.
StartDate	For all periods: The value will equal the Minimum TermInfo.StartDate for that school **Tip**: Set in Scheduling System>Academic Year Settings>First Term start date.
EndDate	For Oct & March: The value will be equal to the "report date" For EOY: The value will be equal to the maximum TermInfo.EndDate for that school. **Tip**: Set in Scheduling System>Academic Year Settings>last term end date.

For each Current or Historical Home StudentSchoolEnrollment object, and for each student in the district the following will occur:

- DaysAttended is summed to get DOE017
- DaysInMembership is summed to get DOE018
- UnexcusedAbsences is summed to get DOE52

[1] Membership Type in the StudentSchoolEnrollment object

What elements are returned in StartDate & EndDate from a SAS request is defined below:

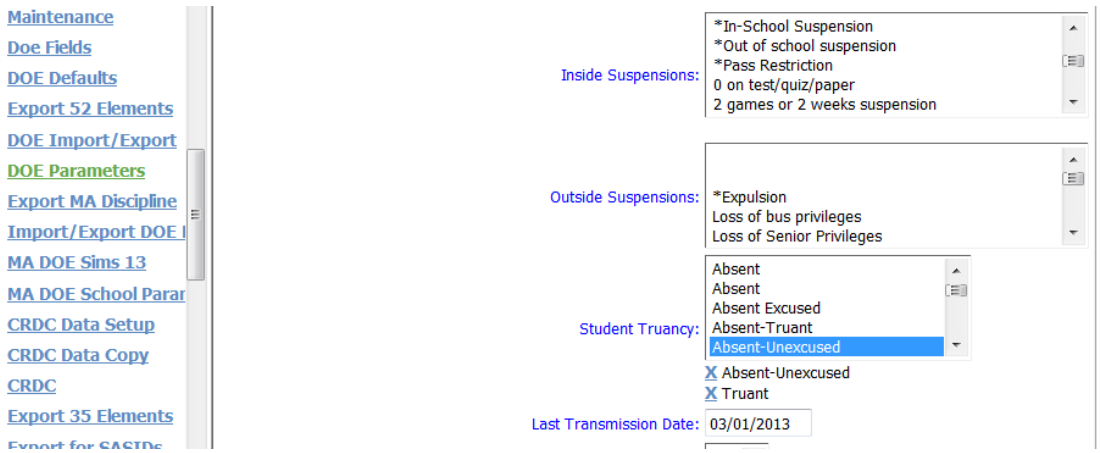
SAS Request	StudentSchoolEnrollment	Condition	Return in SAS
StartDate	EntryDate	EntryDate<=StartDate	StartDate
StartDate	EntryDate	EntryDate>StartDate	EntryDate
EndDate	ExitDate	ExitDate<EndDate	ExitDate
EndDate	ExitDate	ExitDate=>EndDate or ExitDate is null	EndDate

NOTE: Before a student is transferred/withdrawn, ensure that there are no absences equal to or greater than the withdrawal date.

Tip: Days in Membership is calculated in iPASS based on enroll date. Enroll date must be within the start and end dates of the current calendar year dates set for each school in Attendance>Maintenance>Calendar Maintenance. Schools must also have term start and end dates defined in Scheduling System>Maintenance>Academic Year Settings.

Days Attended is calculated based upon the start date of the schools calendar minus the number of days absent for the student to-date.

Unexcused absences is calculated based on the number of days entered as absent unexcused as defined in Attendance>Maintenance>Attendance Codes. Individual codes may be set to excused or unexcused. Once defined, the Unexcused Absences must be linked in DOE ID Manager>DOE Parameters:



Summer Exits

ESE requires that all students reported as enrolled or receiving services be accounted for in the current collection. Students who were present in the EOY collection, but are not present in the following October collection are considered Summer Exits and must be reported with an exit code in DOE012. The StudentAttendanceSummary is ignored for summer exits. All such exits are to be reported in a StudentSchoolEnrollment object with a valid exit code and an ExitDate which falls between the end of the

prior school year (maximum TermInfo.EndDate for that school and year) and the beginning of the current year (Minimum TermInfo.StartDate for that school inclusive).

NOTES:

- Summer exits must be done at any time after the last day of the school year. Ensure that the withdrawal date is not equal to the last day of school or the first day of school.
- Previously, some districts used a '555' code to represent a summer exit. This code is no longer being used. The exit date and attendance records will be used to determine a summer exit.

  Tip: Summer exits must be an enrollment record that contains a withdrawal date after the last day of school as set in Attendance Maintenance>Calendar Maintenance for the previous school year and prior to the first day of school as set in Calendar Maintenance for the upcoming school year.

StudentSchoolEnrollment

The StudentSchoolEnrollment (SSE) object is the cornerstone of the SIMS collection report. The internal parameters that affect the object are SchoolYear, MembershipType, TimeFrame, EntryDate and ExitDate. The external elements are the current date (SysDate) and the Report Date (RD) and other SSE records for the same student and year.

FTE Guidelines

1. Ignore FTE for services only primary SSEs (DOE012 in (40, 41)). All of these students are reportable.
2. For non-services only primary SSEs with less than .5 FTE.
   a. Find Concurrent enrollments within whose time span the primary SSE's ExitDate resides.
   b. If the sum of FTE(s) from all these objects (the primary and the concurrent) is less than .5 then the student should not be reported.
   c. If an outplaced student is in a full time tuition program, their FTE should be 1.0
   d. If a student has exited the district, maintain the previous FTE value for the student.

NOTE: An FTE .5 or higher is considered full time and will be reported in SIMS and SCS. For pre-K students: If they attend school for two days per week in accordance with their StudentSchoolEnrollment parameters, they would be considered to have an FTE of 1.0.

Tip: Student enrollment is reported accurately by the creation of enrollment records for students in Biographical System>Add/Modify Student>Enrollment. Entry and withdrawal records must be within the defined calendar year in Attendance>Maintenance>Calendar Maintenance as well as term start and end dates in Scheduling Maintenance>Academic Year Settings. The only exception would be Summer exits as defined above.

Issues with SCS and StudentSectionMarks

Massachusetts DESE requires reporting of courses and marks given to students within its SCS collection. The final cumulative mark for a course is all that is to be reported within the SCS collection. However to be SIF compliant and to serve other applications such as Edwin we should expect to receive marks for component terms as well.

To accommodate DESE's SCS requirements the following will need to be implemented:

- **Vendor's** software will need to accommodate the MALetterMark and MACreditsEarned extended elements in the StudentSectionMarks object, MALetterMark may be fed by a translation table within the software. As noted in the profile, when there are special circumstances in a course whose marks are normally reported as a percentage (incomplete, pass, withdrawn, etc.) then report those in the MALetterMark element. MALetterMark will follow the format described in the SCS manual.
- **Districts** will need to submit at least one StudentSectionMarks object with a valid MALetterMark for each current or completed StudentSectionEnrollment regardless of whether the class is finished or not. Future section enrollment objects need not have a companion StudentSectionmarks object. StudentSectionMarks objects with a MALetterMark value must not represent overlapping terms. E.g. for the same student and section, there must not be a full year MA mark and a semester MA mark.
- **DESE** will need to populate SCS13 based on values in MALetterMark when no percentage mark is reported.

Examples

1. A student is taking a year-long course for which quarterly marks are given; however a yearlong final mark is the basis for passing.
    a. In October, DESE would expect to receive a SectionInfo object which would indicate the four quarters in which the class meets. Each student enrolled in the section would have a StudentSectionEnrollment object pointing to the SectionInfo object. For each of those enrollment records, DESE wants a StudentSectionMarks object pointing to a full year TermInfo object and with the MALetterMark set to "88" (Course in Progress)
    b. During the course of the school year DESE would expect to receive quarterly StudentSectionMarks with no value in MALetterMark, but valid marks in the MarkList.
    c. At the end of the year in the full year marks object, we would expect to receive a valid letter mark code and a percentage mark in the mark list if one was given.
2. A student is taking a year-long course for which semester marks are given; no yearlong final mark is awarded.
    a. In October, DESE would expect to receive a SectionInfo object which would indicate the two semesters in which the class meets. Each student enrolled in the section would have a StudentSectionEnrollment object pointing to the SectionInfo object. For each of those enrollment records, DESE wants a StudentSectionMarks object pointing to the first semester TermInfo object and with the MALetterMark set to "88" (Course in Progress)

b. During the course of the school year DESE would expect to receive a change to the first semester StudentSectionMarks with final values in MALetterMark, and valid marks in the MarkList.
c. When the second semester starts, if the student has continued their enrollment in the course, DESE would expect to receive a StudentSectionMarks object pointing to the second semester TermInfo object and with the MALetterMark set to "88" (Course in Progress)
d. At the end of the year in the second semester marks object, we would expect to receive a valid letter mark code and a percentage mark in the mark list if one was given.

SCS Data Extraction

To determine what data is to be extracted to SCS, one must look at the intersection of two sets. The first set is the set of those students reported in SIMS and the second set is those course sections that are either in session or completed during the collection period. The good news is that there is one object that can serve as the central focus of any SCS pull. The bad news is that this object is StudentSectionMarks (SSM). But because we consistently require SSM for any reportable course we should get everything we need.

Selecting StudentSectionMarks Objects

1. The broad range of SSM objects that we want to report in SCS are characterized by their having a MALetterMark value (and whose IsFinal value is set to true).
2. This selection is limited by those students whose @StudentPersonalRefId was submitted in SIMS for the Report date.
3. This selection is further limited by those @TermInfoRefId's whose StartDate or EndDate fall within the reporting period.

Code		Object	Element	Business Rules
SCS01	M	StudentPersonal	LocalId	
SCS02	M	StudentPersonal	StateProvinceId	
SCS03	C		[@Name="AttendingSchool"]	If the student is attending a college, out of district traditional or out of district virtual course, then report the school code here, otherwise the StateProvinceId from the SchoolInfoObject will SchoolCourseInfol be used. This might not be equal to DOE015, see SCS data handbook
SCS03	M	SchoolInfo	StateProvinceId	SIMS – If no AttendingSchool in StudentSchoolEnrollment, then use this for DOE015
SCS04	M	SchoolCourseInfo	DistrictCourseCode	1-20 characters.
SCS05	M	SchoolCourseInfo	StateCourseCode	MA SCED or MA CIP code. See appendix G of EPIMS Handbook.
SCS06	M	SectionInfo	LocalId	
SCS07	M	TermInfo	[@Name="MATermCode"]	Must be one of the Massachusetts term codes

Code		Object	Element	Business Rules
SCS08	C	StudentSectionEnrollment	[@Name="CourseEnrollmentStatus"]	Indicates a student's enrollment status in a section. This element is optional for a future enrollment but mandatory for current and historical ones.
SCS09	C	SectionInfo	SchoolCourseInfoOverride/InstructionalLevel/Code	**Use of this element should be discouraged**; however, if present it overrides the value in SchoolCourseInfo. See Instructional Level Map
SCS09	M	SchoolCourseInfo	InstructionalLevel/Code	NCES0437 Code - See Instructional Level Map to convert to MA codes
SCS10	M	SchoolCourseInfo	CourseCredits	If @Type=9998 then return '9999'
SCS11	M	StudentSectionMarks	[@Name="MACreditsEarned"]	Must be less than or equal to credits attempted, or if SCS10='9999' then return '9999'
SCS12	M	StudentSectionMarks	[@Name="MALetterMark"]	Must conform to specifications for SCS12 in the SCS Data Manual.
SCS13	C	StudentSectionMarks	MarkList/Mark/Percentage	Truncate to rightmost 5 characters. See special discussion of SCS13 below.

Instructional Level Map (SCS09)

NCES Code	NCES 0437 Description	MA Code
0568	Remedial	01
0569	Special education course	01
0570	Basic	01
0571	General	02
0572	Honors level	03
0573	Gifted and talented level	03
0574	International Baccalaureate program	03
0575	Advanced placement	03
0576	College level	04
0577	Untracked	02
0578	English Language Learner (ELL)	01
0579	Accepted as a high school equivalent	02
9999	Other	02

SCS13 Course Numeric Mark

Return values for SCS13 are dependent on values in SCS12.

SCS12 (MALetterMark) Value & SCS13 return value		
Code	**Value**	**SCS13**
01	A+	If MarkList/Mark/Percentage is 0 or null then return 99999, otherwise, return value
02	A	
03	A-	
04	B+	
05	B	
06	B-	
07	C+	
08	C	
09	C-	
10	D+	
11	D	
12	D-	
13	F	If MarkList/Mark/Percentage is null then return 99999, otherwise, return value
14	Pass	If MarkList/Mark/Percentage is 0 or null then return 99999, otherwise, return value
15	Fail	
16	Failing (Very poor performance)	
17	Minimally Acceptable (Lowest passing grade)	
18	Acceptable (Meets some of the basic standards for the course)	
19	Good (Meets standards for the assignment or course)	
20	Outstanding (Meets the highest standards for the assignment or course)	
21	Withdrawn	21111
22	Withdrawn - Pass	22222
23	Withdrawn - Fail	23333
40	Incomplete	40000
50	Excused	50000
55	Mark is not required	55555
66	Ungraded Course	66666
77	Audit	77777
88	Course In Progress	88888
99	Numeric Mark (only) provided for this course	If MarkList/Mark/Percentage is null then return 99999, otherwise, return value

School Type (SchoolInfo/SchoolType)

The SchoolType element was added to accommodate Edwin whose specification calls for "Elementary, Middle, High School, Multi-Types or Other". The NCES codes for SchoolType are much broader than that and ESE standards are even more restrictive.

The ESE standards are described below with the NCES codes in parentheses following.

Elementary School (0789, 1304, 1981, 2397)

1. grades starting at lowest levels, such as PK, KG or 01;
2. grade span of successive grades, such as PK, KG, 01, 02, and 03; and
3. grades ending at either grade 05, 06, 07 and/or 08.

Middle/Junior High School (2399, 2400, 2602)

1. grades starting at either grades 04, 05, 06, 07 and/or 08;
2. grade span may also include pre-kindergarten grade combined with middle/junior high school grades, for example, PK, 06-08;
3. grades ending at or before grade 09; and
4. school administered as a separate entity between the elementary and secondary levels.

Secondary High School (2402, 2403)

1. grades starting at either grades as 05, 06, 07, 08, 09, and/or 11;
2. grade span of successive grades, such as 05, 06, 07, 08, 09, 10, 11 and 12;
3. grade span may also include pre-kindergarten grade combined with secondary grades, for example, PK, 09-12; and
4. ability to graduate students upon completion of final years of school work from grades 10, 11 and/or 12.

ESE has no official "Multi-Type" definition, however if a school can award a HS diploma and accommodate all grade levels, then it is not covered by any of the definitions above, so that s/b reported as 1302 ("All levels"). Any left-over NCES codes (0013,0787) will be considered "Other".

REFIDs

We have made a decision to standardize the District REFID calculation. The preferred calculation is a universal standard based on the NIC GUID method. Any substitute REFID calculation standard must prove uniqueness within or between districts where multiple vendor product deployments may cause duplicates to be generated. If this is an issue for a particular vendor product our recommendation is to either:

- Utilize a SIFA recommended alternative method
- Start the REFID with the four digits District code to insure cross district uniqueness.

NOTE: The REFID is auto-generated by the Student Information System (SIS). This REFID is unique to each student in a particular district. If the student is exited from the district, and enrolls at another, their REFID will change.

> **Tip:** iPASS is designed to be unique between districts.

Do not Report

Do not send any data to the State for information you do not want to report via SIF. Students who need to be reported in Edwin T&L but not in SIMS, for example a part time student, should be reported with an accurate FTE in the StudentSchoolEnrollment object.

> **Tip:** iPASS will automatically be creating the 1.00 for FTE if the field is blank or has a zero. You will only be responsible for creating any value different than 1.0.

School within School

A school location with a single school state code and two embedded levels such as High School with Pre-K classes may be reported with two separate SchoolInfo objects in order to accommodate separate calendars.

Outplacement schools & services only

Create SchoolInfo record(s) for outplacement school and/or services only using the eight character district code in StateProvinceID. This will be the school in which these categories of students will be enrolled. The instructional location (DOE015) for these students will be reported in the StudentSchoolEnrollment object in the AttendingSchool extended element. A student attendance summary for each of these students must be provided when requested. In most cases this will have to be a manual override since there may not be calculate-able attendance records for outplaced students.

NOTES:

- If the district has multiple outplacement schools, all of which are coded the same, ensure the org code in LEA info is unique to each school to avoid a data error.

- If the outplacement schools have a different schedule than the district, ensure that the schedule dates are properly reflected in the TermInfo.

  Tip: Outplaced schools are created in iPASS and students are enrolled into the OutPlaced school. Individual student enrollment records must contain the MA State Code for the School ID that the individual student is attending. This record may also contain the manual override for the attendance records. Outplaced schools must have a school year calendar created in Attendance>Maintenance>Calendar Maintenance. Outplaced schools must also have term start and end dates defined in Scheduling System>Maintenance>Academic Year Settings.

Attendance Summary

The district SIF agent must properly respond to a standard State request message for their attendance summary information on demand. This is a SIF requirement. State SIF requests will be based on beginning and ending dates. A StudentAttendanceSummary with non-zero valid DaysInMembership must be returned for all students who are not summer exits.

Support Content Instructors (2310)

For Edwin T&L, report support content instructors as teaching a different section than the lead teacher of the class. Report any students for whom the support teacher supplies services both in that section and the lead teacher's section.

Tip: In iPASS, assign the 2310 Support Content teacher to a specific section of the course with the students in the course list that are assigned specifically to the 2310 teacher.

StudentSchoolEnrollment EXITDates

In most cases, the ExitDate of an SSE object should reflect the last day of enrollment in that school. However, if it is known at EOY that a student will be transferring to another school district, it is preferable to report that student as enrolled for that report date and report them as exited after the last day of school. This will cause them to be reported as summer exits in the following October SIMS report. Saving known summer exits for entry after the beginning of the next school year is discouraged.

NOTE: If a student graduates from high school, for example, ensure that the exit date is equal to the graduation date (not the last day of the school year).

Tip: Summer exits must be an enrollment record that contains a withdrawal date after the last day of school as set in Attendance Maintenance>Calendar Maintenance for the previous school year and prior to the first day of school as set in Calendar Maintenance for the upcoming school year.

Other Tips:

How to Make Changes to your DOE SIMS 52 Elements from One Screen.

Tip: Making changes to your DOE SIMS 52 elements can all be done (with the exception of LASID,SASID, DOE 10,17.18 and 32) directly from the Tab MA DOE which can be found in the add/modify student biographical tab set.

It is important that students are properly "withdrawn" in a timely manner.

Tip: At most schools, teachers enter daily/period attendance directly into IPASS. If a student withdraws from school, the person responsible (often times school secretary) is the person creating the withdrawal record. It is important that this withdrawal step is done in a timely manner so teachers do not inadvertently mark these students as being absent because they are still appearing as "enrolled" on respective class lists.

Connectivity

iPASS Connectivity

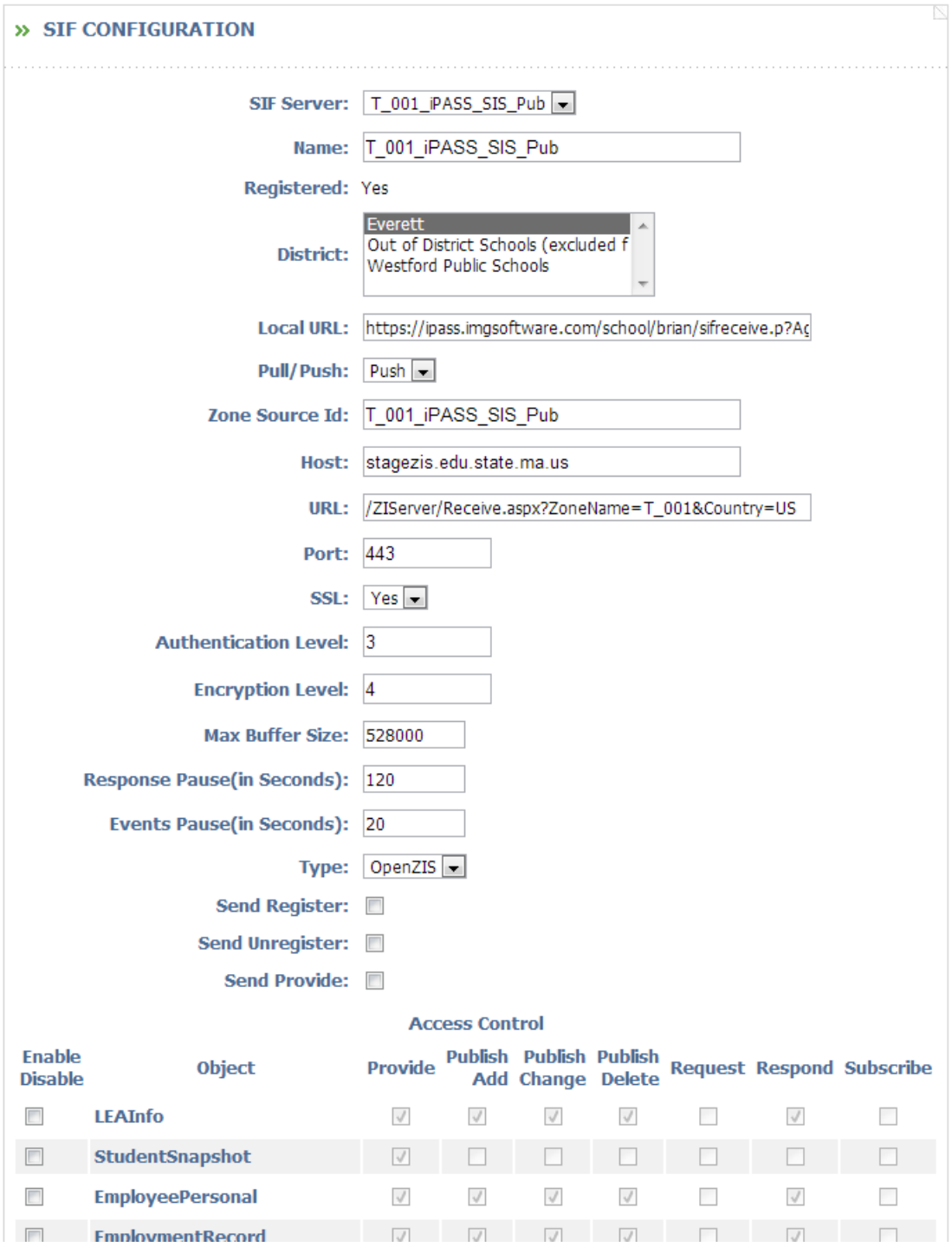
The **iPASS/iStaff SIF Agent** has been developed native to our application environment and is an additional menu option within your system. You may need to adjust your security options to gain access to the <SIF Agent> folder. Please note:

1. No additional hardware or 3rd party software required to communicate with a ZIS (zone integration server)
2. Support for Horizontal & Vertical Implementations
3. Designed to support student and personnel objects and is easily expandable to meet additional objects
4. Support for multiple districts within a district
5. Pre-configured to work with the Massachusetts DESE data requirements.

iPASS SIF Agent (currently 4 menu options)

SIF Configuration Screen:

This screen allows you to register your Agent with a ZIS (Zone Integration Server). Your Agent will come with a pre-configured option of "**State**" in the drop-down box.



The agent is capable of being registered with multiple Zones, simultaneously.

SIF Server:

- When Registering with MA DESE select <State> from the drop down menu. Upon selecting <State> all of the fields on this screen will automatically populate based upon iPASS values and pre-configured default values.
- When Registering to a different Zone, select <New Zone> and move to next field

Name:

- When Registering with MA DESE this value will automatically populate to a value of <State>

- When creating a "New Zone" enter a meaningful description of the zone

Registered:

- This is a display only value. A value of <Yes> indicates that the Agent is registered with the selected SIF Server. A value of <No> indicates that the Agent is not registered with the Zone.

District:

- This table is based upon the values defined in your iPASS District Profile tab. Only select your official district. Do not select out-of-district and/or other districts that you may have defined for other non SIF purposes.

Local URL:

- This is the URL to your iPASS application

Push/Pull:

- These are the two methods used to deliver SIF Messages. An Agent specifies which mode it wants to use when it registers with the ZIS. An Agent and ZIS must communicate in the same mode**.** The DESE ZIS requires the Agent to operate in a "Push" Mode

Zone Source ID:

- When Registering with MA DESE, this needs to an 8 digit numeric value. The first four digits is your State defined code, as defined in your iPASS District Profile tab, plus four zero's appended.

  For example, if your district State assigned code is 0107, you would enter a value of **01070000** into this field.

Host:

- When Registering with MA DESE this value is **zis1.doemass.org**

URL:

- When Registering with MA DESE the format is;
  /Zis5-ervice/Receive.aspx?ZoneSourceId=01070000
  Note that the number at the end is your Zone Source ID (see above)

Port:

- When Registering with MA DESE this value will automatically populate to a value of 443. This is a secure port.

SSL:

- Select value of <Yes> to communicate securely using **https.** This requires SSL (Secure Socket Layer). If you have an "**s**" in your iPASS URL, you are operating securely (data is encrypted) between a users browser and your iPASS server.
  Example: https://ipass.imgosftware/school/ipass/syslogin.html

Authentication Level:

- There are four valid levels. The MA DESE requires level 3.
- 0 = No Authentication Required
- 1 = A valid certificate must be presented
- 2 = A valid certificate from a trusted authority must be presented
- 3 = A valid certificate from a trusted authority must be presented and the certificates subject entry must match the host sending the certificate.

Encryption Level:

- There are five valid levels. The MA DESE requires level 4
- 0 = No Encryption required
- 1 = Symmetric key length of at least 40 bits – very weak, not recommended
- 2 = Symmetric key length of at least 56 bits – weak, especially for sensitive data
- 3 = Symmetric key length of at least 80 bits – moderate
- 4 = Symmetric key length of at least 128 bits – strong, recommended for internet

Max Buffer Size:

- Please use default value of 64000

Response Pause (in seconds):

- This is the amount of time it may take the agent to respond Please use default value of 120

Events Pause (in seconds):

- Please use default value of 20

Response Pause (in seconds):

- The amount of time the Response routine checks for new requests to honor.
- We recommend a value of 120

Events Pause (in seconds):

- The amount of time the Event routine checks to process events that are in the queue. All Events are automatically triggered within the application/database.
- We recommend a value of 20

Type:

- This is for future purposes. Please accept default value of OpenZis

Send Register:

- During initial registration process. Checking this box and clicking <Submit> will send a register request to the ZIS indicating the Objects enabled and the Access Control

Send Unregister:

- Checking this box and clicking <Submit> will send a request to unregister the agent from the ZIS indicating to the ZIS the objects have been disabled.

Send Provide:

- During the initial registration process. Checking this box and clicking <Submit> will send a provide request to the ZIS indicating the Objects enabled and the Access Control

SIF Data Mapping Screen:

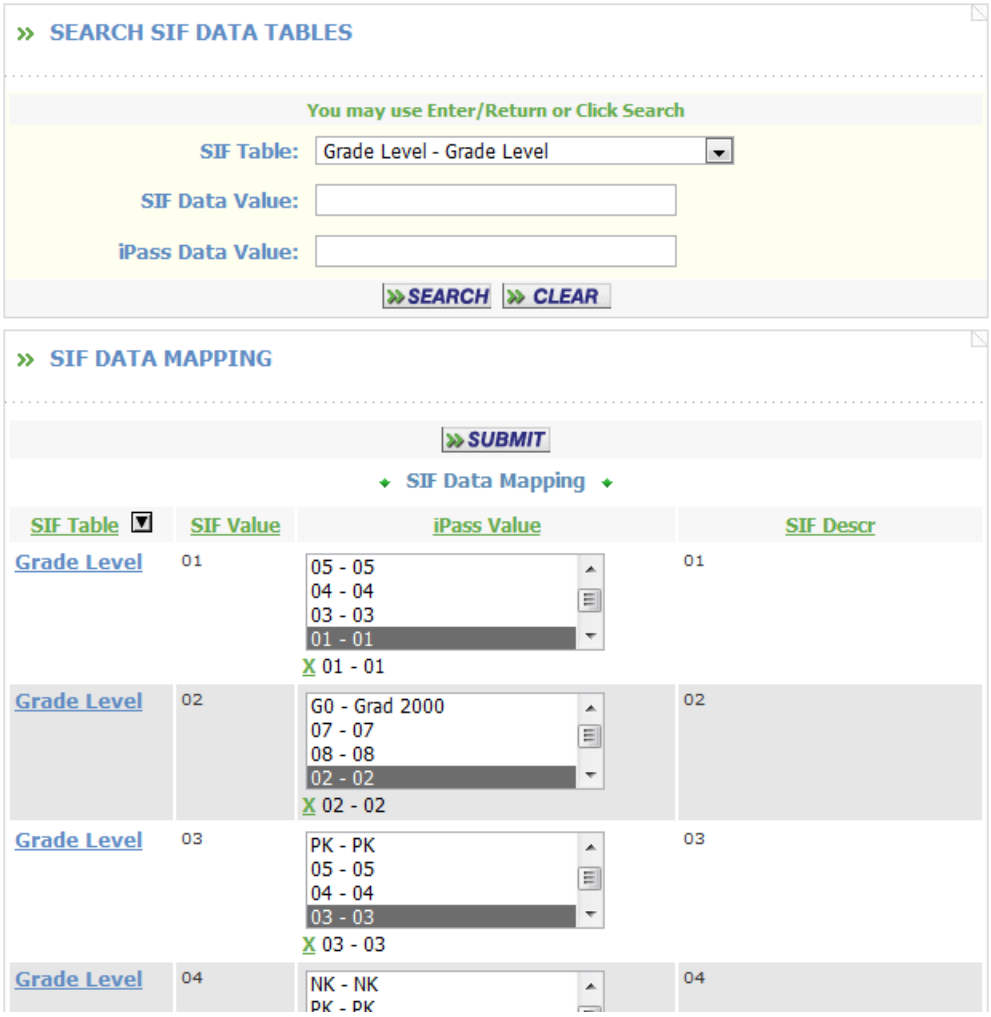
This screen allows you to map iPASS/iStaff tables to SIF tables where and when appropriate.

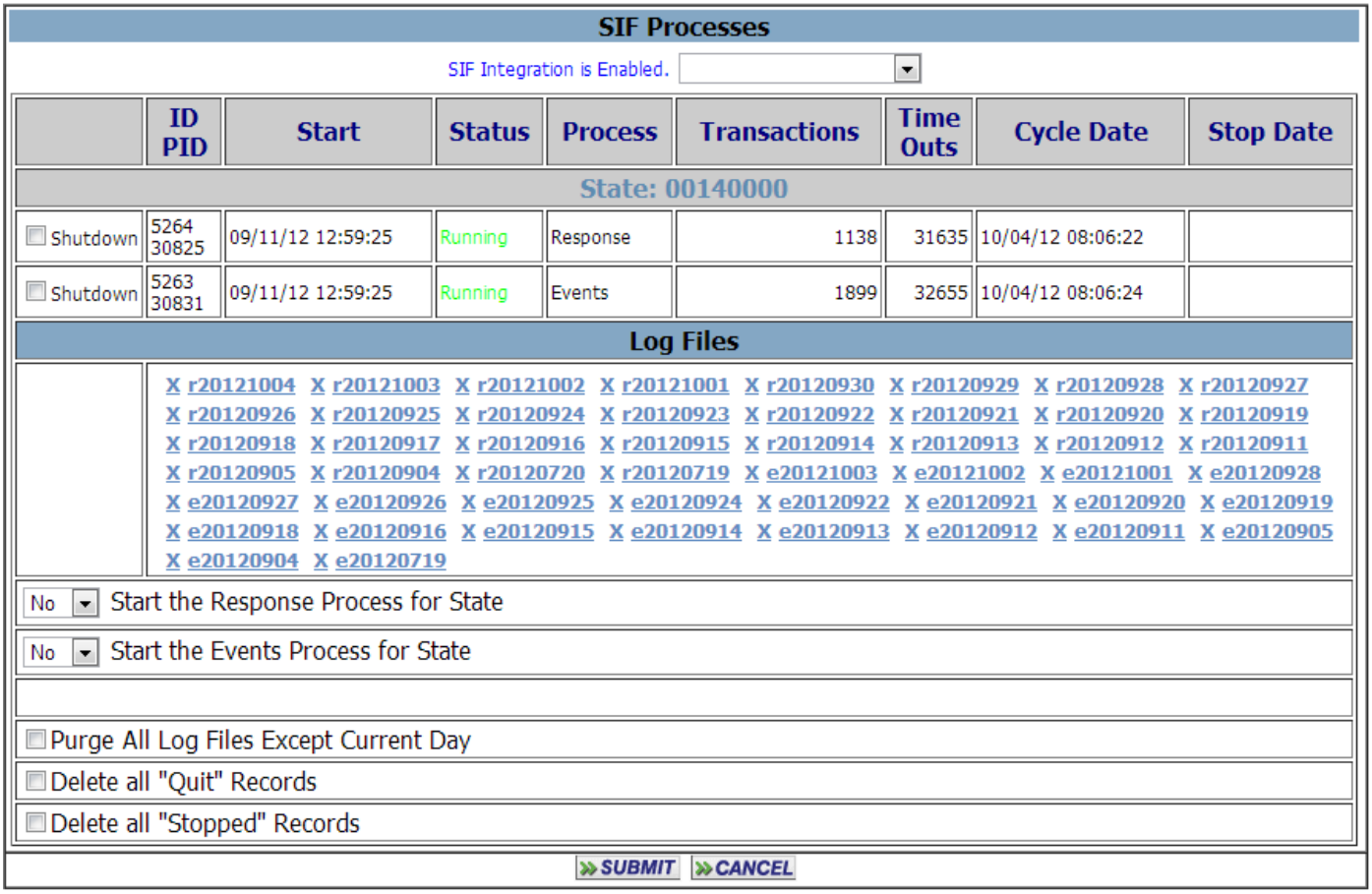
Generally, it is pre-configured to meet DESE ZIS requirements.

If you need to adjust a table mapping, click on the SIF Table drop down to find the appropriate table, press your <control key>, click on your selection(s), and click <Submit> to save your changes.

SIF Processors Screen:

You need to start and maintain and Event and Response background process for each Zone. In the example below, this screen is showing that there is a supporting process running for Events and Response (see below for explanation) for the State: 0107000 Zone.


» SEARCH SIF DATA TABLES
You may use Enter/Return or Click Search
SIF Table: Grade Level - Grade Level
SIF Data Value:
iPass Data Value:
»SEARCH
» CLEAR
» SIF DATA MAPPING
»SUBMIT
SIF Data Mapping
SIF Table
SIF Value
iPass Value
SIF Descr
Grade Level
01
05 - 05
04 - 04
03 - 03
01 - 01
X 01 - 01
01
Grade Level
02
G0 - Grad 2000
07 - 07
08 - 08
02 - 02
X 02 - 02
02
Grade Level
03
PK - PK
05 - 05
04 - 04
03 - 03
X 03 - 03
03
Grade Level
04
NK - NK
04



SIF Integration is Enabled:

- Select Disable SIF Integration option from the drop down if you want to quickly stop the agent.

Responses - an Agent can request or query data from Agents in a Zone.

Example, DESE can request data about your district, such as school information or enrollment, etc

Events - a notification to subscribing agents that a data object has been added, changed, or deleted in the publishing application's database.
Example, you enter a new student or modify a student's data.

No - Start the Response Process – Click Yes in the drop down to start a Response process
No - Start the Event Process – Click Yes in the drop down to start an Event process

(Please Note: there should only be one Event and Response process running for each Zone)

X 20111221 – This is a log file that automatically gets created when starting Event and/or Response processes. A new log file will be automatically created each day.

Clicking the **X** will delete the log file. Clicking the **20111221** hyperlink will open the log file and display the xml communications of that day.

From time to time it may be necessary for you to stop and restart your SIF Agent.

Steps to clear and restart Agent

To Stop and Clear

1. Click on the "Shutdown" flag for both **Response** and **Events**
2. Click on the "Purge all log files except current day"
3. Click <Submit> - this will complete above steps and you will see your Event and Response Process go into a "Quit state and all of your log files (except current day) will be gone.
4. You will then need to click on the "Delete" flag for your Response and Event process and click <Submit>
5. Click the "X" to the left of your Response and Event log files to delete the current days log files

To Start

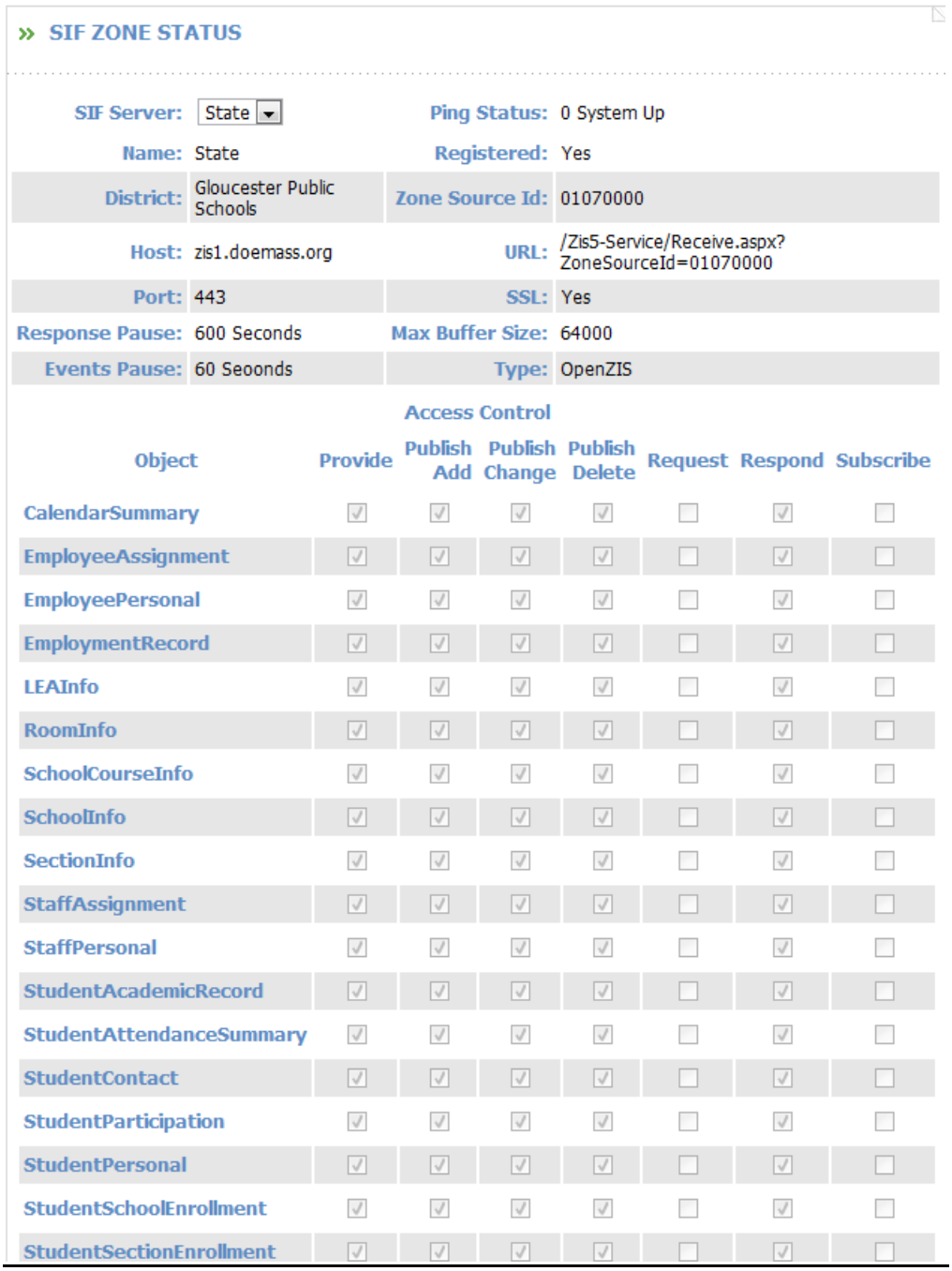
1. Select "Yes" in the drop-down for Event and Response.
2. Click <Submit>
3. Click <Submit> a second time and you should see a green "**Running**" in the status column

SIF Zone Status Screen:

This is a view only screen designed to provide a summary of the configuration settings, objects, and actual the status of the agent via a ping function.

Ping Status:

0 = System Up and running
4 = Connection Issue
8 = Receiver Sleeping Condition



» SIF ZONE STATUS

SIF Server:	State	Ping Status:	0 System Up
Name:	State	Registered:	Yes
District:	Gloucester Public Schools	Zone Source Id:	01070000
Host:	zis1.doemass.org	URL:	/Zis5-Service/Receive.aspx?ZoneSourceId=01070000
Port:	443	SSL:	Yes
Response Pause:	600 Seconds	Max Buffer Size:	64000
Events Pause:	60 Seoonds	Type:	OpenZIS

		Access Control					
Object	Provide	Publish Add	Publish Change	Publish Delete	Request	Respond	Subscribe
CalendarSummary	☑	☑	☑	☑	☐	☑	☐
EmployeeAssignment	☑	☑	☑	☑	☐	☑	☐
EmployeePersonal	☑	☑	☑	☑	☐	☑	☐
EmploymentRecord	☑	☑	☑	☑	☐	☑	☐
LEAInfo	☑	☑	☑	☑	☐	☑	☐
RoomInfo	☑	☑	☑	☑	☐	☑	☐
SchoolCourseInfo	☑	☑	☑	☑	☐	☑	☐
SchoolInfo	☑	☑	☑	☑	☐	☑	☐
SectionInfo	☑	☑	☑	☑	☐	☑	☐
StaffAssignment	☑	☑	☑	☑	☐	☑	☐
StaffPersonal	☑	☑	☑	☑	☐	☑	☐
StudentAcademicRecord	☑	☑	☑	☑	☐	☑	☐
StudentAttendanceSummary	☑	☑	☑	☑	☐	☑	☐
StudentContact	☑	☑	☑	☑	☐	☑	☐
StudentParticipation	☑	☑	☑	☑	☐	☑	☐
StudentPersonal	☑	☑	☑	☑	☐	☑	☐
StudentSchoolEnrollment	☑	☑	☑	☑	☐	☑	☐
StudentSectionEnrollment	☑	☑	☑	☑	☐	☑	☐

Connectivity from iPASS to EOE SIF:

EOE will work with District IT staff and IMG to configure connectivity from District iPASS to EOE SIF network.

1. EOE to create a connection URL specific to District – This is done at EOE Office.
2. EOE will work with IT staff and IMG; configuring District iPASS (IMG agent) with the above connection URL
3. EOE helps performing connectivity test to ensure traffic flow from District iPASS to EOE SIF network over secure network protocol (HTTPS).

Problem Resolution

For Technical Support contact:

Information Marketing Group, Inc.
1-800-475-8109; 1-508-626-8682
support@imgsoftware.com.

Customer Care Portal users should create a ticket for support at http://imoodle.imgsoftware.com/vtigercrm/customerportal/login.php or visit the IMG Resource Center by clicking on HELP at the top of any screen in iPASS and locating the SIF folder for support documentation.

Or

Paul Vlamis
On-boarding Technical Lead
Executive Office of Education
pvlamis@doe.mass.edu

References

Ref No	Related reference
1	*Validation Checklist*
2	*SCS Data Handbook*
3	*SIMS Data HandBook*
4	*EPIMs Data Handbook*

Table 1- References

Glossary

DESE – Massachusetts Department of Elementary and Secondary Education

EOE- Executive Office of Education

EOY- End Of Year

HTTP- Hypertext Transfer Protocol

HTTPS- Hypertext Transfer Protocol Secure

IT- Information Technology

MA- Massachusetts

Report Date – The final day of the reporting period

Reporting Period – Time spans for which SIMS, SCS & EPIMS data are reported. Massachusetts currently collects data for three reporting periods defined below:

Period	Start	End (Report Date)
October	Terminfo.StartDate	First weekday in October of the SchoolYear
March	Terminfo.StartDate	First weekday in March of the SchoolYear
EOY	Terminfo.StartDate	Terminfo.EndDate

RTTT- Race To The Top

SCS - Student Course Schedule: A reporting system for the DESE which collects student course data from time to time during the course of the school year.

SIF- School Interoperability Framework

SIMS - Student Information Management: A reporting system for the DESE which collects student data from time to time during the course of the school year.

SIS- Student Information System

SPED- Special Education

Summer Exit – ESE requires that all students reported as enrolled or receiving services be accounted for in the current collection. Students who were present in the EOY collection, but are not present in the following October collection are considered Summer Exits and must be reported with an exit code in DOE012.

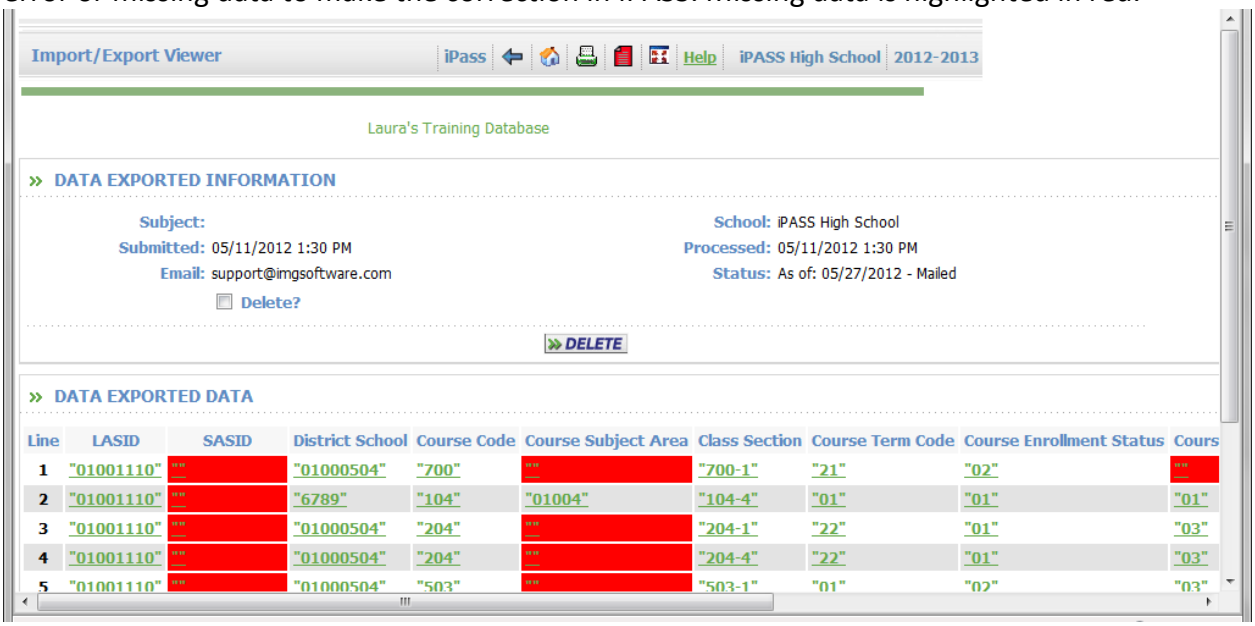
T&L- Teaching and Learning

URL- Uniform Resource Locator

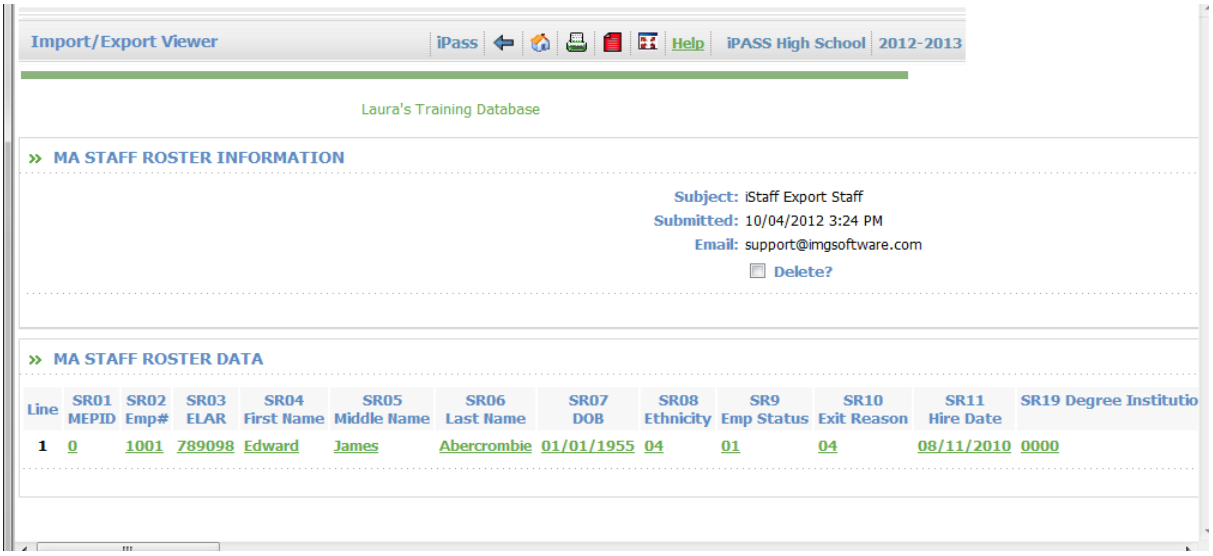
Addendum

Data Cleansing

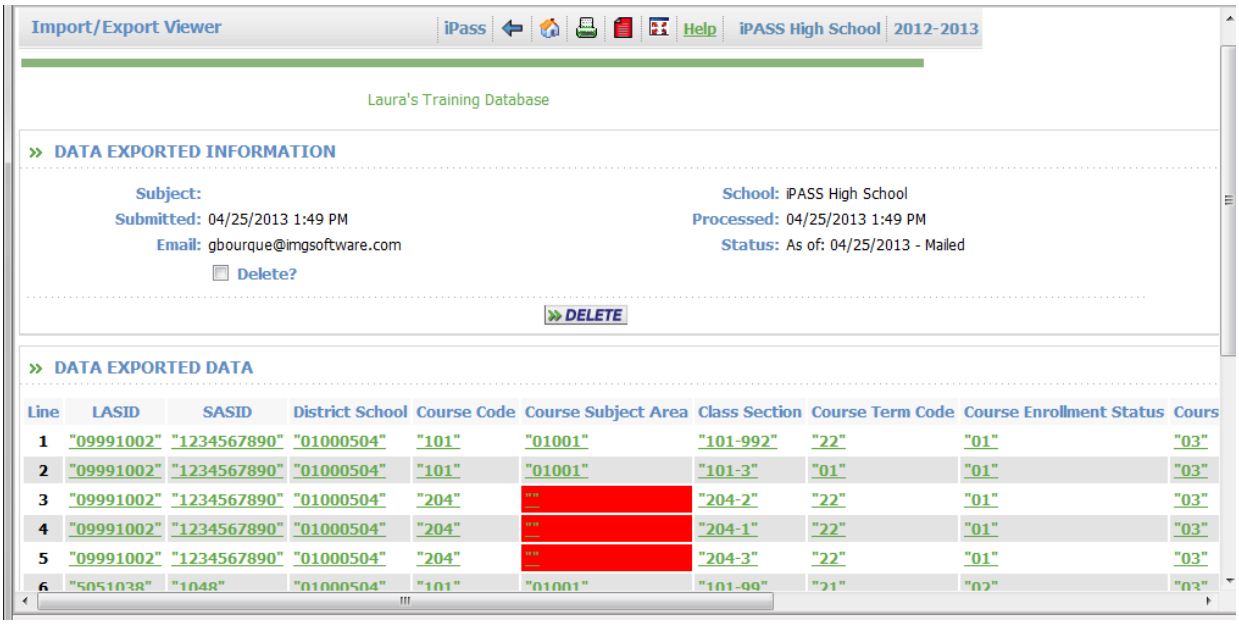
The simplest way to confirm that your data is "clean" is to go to DOE ID Manager>Import/Export and run an export for the SIMS 52 data elements. Use the Import/Export Viewer to review the data and link to the error or missing data to make the correction in iPASS. Missing data is highlighted in red.



Verify EPIMS Data by going to iStaff Biographical>iStaff Procedures>Export DOE EPIMS Data and run the export report. Two data files will be produced; one for the Staff Roster and the other for the Work Assignments. Use the Import/Export Viewer to view missing data highlighted in red. Use the links to connect to the record to make corrections.



For SCS corrections, go to DOE ID Manager, and select MA DOE SIMS 13 and run the export. Use the Import/Export Viewer to review the data and utilize the links to make corrections in the database.


Import/Export Viewer
iPass
Help
iPASS High School
2012-2013
Laura's Training Database
» DATA EXPORTED INFORMATION
Subject:
Submitted: 04/25/2013 1:49 PM
Email: gbourque@imgsoftware.com
Delete?
School: iPASS High School
Processed: 04/25/2013 1:49 PM
Status: As of: 04/25/2013 - Mailed
» DELETE
» DATA EXPORTED DATA
Line LASID SASID District School Course Code Course Subject Area Class Section Course Term Code Course Enrollment Status Cours
1 "09991002" "1234567890" "01000504" "101" "01001" "101-992" "22" "01" "03"
2 "09991002" "1234567890" "01000504" "101" "01001" "101-3" "01" "01" "03"
3 "09991002" "1234567890" "01000504" "204" "" "204-2" "22" "01" "03"
4 "09991002" "1234567890" "01000504" "204" "" "204-1" "22" "01" "03"
5 "09991002" "1234567890" "01000504" "204" "" "204-3" "22" "01" "03"
6 "5051038" "1048" "01000504" "101" "01001" "101-99" "21" "02" "03"