

Helpful Hints for EOY SCS State Reporting

The Support Team has prepared a list of helpful tips and recommendations to prepare and report your data for the End-of-Year SCS (Student Course Schedule) Report.

1. The EOY SCS data collection is run using the day BEFORE the last day of school for your district.

NOTE: Districts with multiple schools that have different last days of school should base their As-of-Date on the day before the last day of school at the school that gets out first.

- **SIF Districts** must set As-of-Date on 2 separate screens:
 - The EPIMS Export As-of-Date must be set to the day BEFORE the last day of school. This is set on the iStaff Biographical > Procedures – iStaff Bio > iStaff Configuration screen.
 - The Last Transmission Date must be set to the day BEFORE the last day of school. This is set on the DOE ID Manager > DOE Maintenance > DOE Parameters screen. DOE Parameters are school specific so this must be done for EACH school.

NOTE: This date will reset to the date used when running a SIMS 13 (SCS) or SIMS 52 export. We recommend that you run these exports using the As-of-Date for the day BEFORE the last day of school. Just be aware that the SIMS 52 export will have Days in Membership value as of the next to the last day of school. If you run the exports with a different date, be sure check the Last Data Transmission screen and make sure the data is set back to the day BEFORE the last day of school.

- **Legacy Districts** – The flat-file MA SIMS 13 exports should be run as of the day BEFORE the last day of school.

2. Make sure that your school calendars and Academic Year Settings have the correct Start/End Dates for the School Year & Terms and that your day count as of the last day of school is correct. Check each school calendar to confirm the school year Start/End Dates are accurate and that all holidays, vacation days, and snow/weather days have been entered as a Holiday.

The Academic Year Settings Start/End Dates for each school must also be accurate for each Term. The Start Date for Term 1/Quarter 1 must match the start date of your school calendar. The End Date for Term3/Quarter 4 must match the last day of school.

NOTE: SIF Districts need to make sure additional SIF SCS terms are turned on. See additional steps for SIF Districts outlined in Step 12 below.

3. Make sure that all of the students enrolled since the March 1st SIMS Report have a SASID number and are marked as Report to DOE = Yes. All new students added to iPASS default to Report to DOE = No. This is so that students are not reported to the DOE through SIF until a SASID is entered into the student record. Report to DOE must be manually updated to Yes after the SASID is entered. The Report to DOE indicator is located at the top of the student's MA DOE screen.

Helpful Hint! You can run the DOE ID Manager > Import/Export > Export for SASIDs report to find students with a blank SASID. This file can be sent to the DOE to have SASIDs assigned. The returned file can then be uploaded to iPASS using Import SASIDs.

Helpful Hint! You can download a query from the online Help section to find all enrolled students with Report to DOE = No. The query is titled Enrolled Students Report DOE NO and can be found in My Queries > Query Files for Download. Instructions to import can be found in My Queries > How do I import a query file into my iPass database?

4. Make sure that all of the students enrolled after October 1st have a schedule.

Helpful Hint! The Course/Terms/Credits Scheduling Report can be used to review the number of courses scheduled. Look for students that have zero (0) courses or less than the number of courses they should have. Go to Scheduling System > Reports – Scheduling > Course/Terms/Credits. Set Sort By = Total Courses.

5. Check to make sure each elementary school student has a schedule for a Core, PE, Art, and Music course. According to the DOE: If an elementary school student has a core classroom teacher and a separate teacher for PE, Art, and Music, then it should be reported that way.

Helpful Hint! The Course/Terms/Credits Scheduling Report can be used to review the number of courses scheduled. Look for students that have less than the number of courses they should have. Go to Scheduling System > Reports – Scheduling > Course/Terms/Credits. Set Sort By = Total Courses.

6. Check to make sure all withdrawn students have had their schedule adjusted to include only the terms they were in attendance. Withdrawn students should only be scheduled for terms they were in attendance for the course. Make sure the terms AFTER the term they withdrew from are removed. For example, if the student withdrew during Q2, then Q3 & Q4 must be removed from the student's course schedule.

To adjust a student's course schedule: Go to Scheduling System > Modify Schedules > select a student; Click on each individual Course ID and modify the course to highlight only the terms the student was enrolled. More details can be found iPASS Help > Scheduling > Help > Addendum to Scheduling for Massachusetts SCS Reporting.

Withdrawn students reported in October must have a schedule in the EOY SCS Report. If their schedule was deleted, it must be added back.

Helpful Hint! To find the missing course schedule go to Scheduling System > Modify Schedules > select student; Click on Drop/Add Report and look for the deleted (DEL) courses. If there have been a lot of deleted courses you may need to consult your October SCS submission file for exact course sections reported.

7. Check that all students that have transferred from one school to another within the school district (TRF) have had their schedule adjusted to include only the terms they were in attendance at each school. This includes students transferred to an out-of-district placement. These OOD students need to have their schedule adjusted to include only the terms they were in attendance for the courses at the in-district school.

Helpful Hint! The Entry/Withdrawal report can be run with the TRF Entry/Withdrawal code to find these students.

8. Check to make sure that students that transferred from one course to another have had their course schedule adjusted to show only the terms they were in the dropped course. A student will be identified as Withdrawn in the SCS report only if the student's course schedule is adjusted to remove terms. If the student transferred out of the course during the last term the course is offered, then a W grade will have to be entered in the Final Grade to report them as withdrawn.

Helpful Hint! To adjust a student's course schedule: Go to Scheduling System > Modify Schedules > select a student; Click on each individual Course ID and modify the course to highlight only the terms the student was enrolled in the course. More details can be found iPASS Help > Scheduling > Help > Addendum to Scheduling for Massachusetts SCS Reporting.

NOTE: SCS validates on the Subject Area Course code. The DOE does not require you to keep the original course a student dropped if it has the same Subject Area Course code. This applies to students that move from one section to another in the same course, whether they change teachers or not. Note that any term grades given must be moved to the new course section before deleting the dropped course section. Just be aware that if the student changes teachers, moving the grade to the new course section will mean the grade is no longer associated with the teacher who gave the grade.

9. **Check to make sure all of your courses have Subject Area Course Codes.** Every course reported in SCS must have a Subject Area Course Code. This code is selected and displayed on the Course Details screen in the Subject Area/Course (EPIMS) field. The magnifying glass can be used to search for the appropriate code. Check that codes are appropriate for Secondary and Non-Secondary School level (ie. Secondary = Codes begin with 0-2; Non-Secondary = Codes begin with 5-7).

NOTE: SCS and EPIMS validate on the Subject Area Course code. If you make a change to a course's Subject Area Course code after it was reported in the October 1st SCS and EPIMS reports you will get an error. If you change the Subject Area Course code for a course after you have created your EOY EPIMS Work Assignments, SCS and EPIMS courses will no longer match and you will get an error. If you make a change to the code in the course catalog, be sure to adjust the EPIMS Work Assignment so they will match for cross validation.

Helpful Hint! There are a few ways you search for missing or incorrect Subject Area Course codes:

- Go to Scheduling System > Course Catalog and on the Search/Update Course Catalog screen select Fields to Update = DOE Subjected Area/Course and click Search. Click through all pages, checking for missing codes.
- Go to DOE ID Manager > MA DOE Sims 13 to run the SCS export file. Look for missing Subject Area Course codes and confirm codes are appropriate for Secondary and Non-Secondary school levels. This report will give you the numeric value for the Subject Area Course code.

10. **Check to make sure all AP courses have appropriate AP Subject Area Course code or DOE Instructional Level is set.**

- **SIF Districts** – The DOE Instructional Level must be set to = 03 – Advanced on the Course Details Screen.
- **Legacy Districts** – On the Course Details screen the AP Subject Area Course code must be selected in the Subject Area/Course (EPIMS) field.

NOTE: The DOE State Code is no longer used to report AP courses. This field must remain blank. Use the *Helpful Hint* below to confirm this field is blank.

Helpful Hint! Go to Scheduling System > Course Catalog (*if your AP course begins with AP in the Course Name you can use this to filter your search*) and on the Search/Update Course Catalog screen, select Fields to Update = DOE Subjected Area/Course AND Fields to Update = DOE Instructional Level, Click Search. Confirm selections are updated as needed. Submit to save.

11. **Check to make sure that all Dual Enrollment and Virtual High School courses have a school code.**

- **SIF Districts** – The appropriate school code must be entered on the Course Details screen in the DOE Attending School field. This school code will be used for all course sections.
- **Legacy Districts** – On each Course Section screen enter the appropriate school code in the MA VHS Course ID field.

To report Dual Enrollment courses provided by colleges: The four digit college institution codes used to report degree institutions (EPIMS Appendix C: Degree Institutions) will be preceded by "CLBR" (all uppercase letters only) to form the 8 character code (ie. CLBR3551).

The following two codes will be used to report online Virtual courses: “CLBRVK12” will be used to report online courses for grades K -12; “CLBRVCLG” will be used to report online college-level courses

Additional Steps for SIF Districts:

12. **Set SIF SCS As-of-Date.** As outlined in Step 1 above, SIF districts need to set the As-of-Date to be the day BEFORE the last day of school on 2 separate screens: iStaff Configuration > EPIMS Export As-of-Date field and DOE Parameters > Last Transmission Date field. See details and special *Notes* in Step 1 above. Be sure that you have updated all of your school calendars to reflect the correct Start/End Dates for your terms and for the last day of school as mentioned in Step 2 above.

Additional SIF SCS Terms – SIF transmission of SCS data includes multiple course term records for each student. The DOE expects to receive a record indicating each term the student was scheduled into the course as well as the course term code representing the combination of terms (ie. Full Year, Semester 1, Third Trimester, Multiple Non-consecutive Quarters, etc.). For example, a Full Year course will send 5 term records: Q1, Q2, Q3, Q4 and FY. The FY is what we refer to as an *additional SIF SCS term*. SIF Districts need to have Term Codes set up for all of the course term combinations used in their course catalog. These additional SIF SCS terms are used only for SCS reporting and are not used in Grading or Scheduling.

13. **Make sure you have set up and “turned on” the SIF SCS additional terms.** Many districts decided to hide their additional SIF SCS terms after October SIF SCS reporting was completed. These additional terms need to be added back to each of your school’s Academic Year Settings screen.

NOTE: New terms may need to be created to reflect term combinations not previously reported in October. See section below on creating “new” SIF SCS terms.

“Turn on” existing additional SIF SCS terms:

- a) On the Academic Year Settings screen you need to select/highlight the additional SIF SCS terms that were shut off (ie. FY, S1, S2).
- b) Enter a Start and End Date for these additional SIF SCS terms (ie. FY should start on first day of school and end on last day of school; S1 should start on first day of T1 and end on last day of T2; S2 should start on first day of T3 and end on last day of T4/last day of school)

NOTE: Be sure that your school calendars and Academic Year Setting Start/End Dates have been adjusted for snow days with accurate term start/end dates and last day of school.

- c) Set Term (display) Order of additional SIF SCS terms (ie FY, S1, S2) = 0 (zero). Setting it to zero helps keep the additional SIF SCS terms from defaulting as the current term on some screens.

Creating “New” SIF SCS terms:

You will need to set up new term codes for any additional term combinations not previously reported in the October SCS Report. The October SCS report only includes courses that meet in Term 1 such as T1, Q1, Semester 1, Full Year.

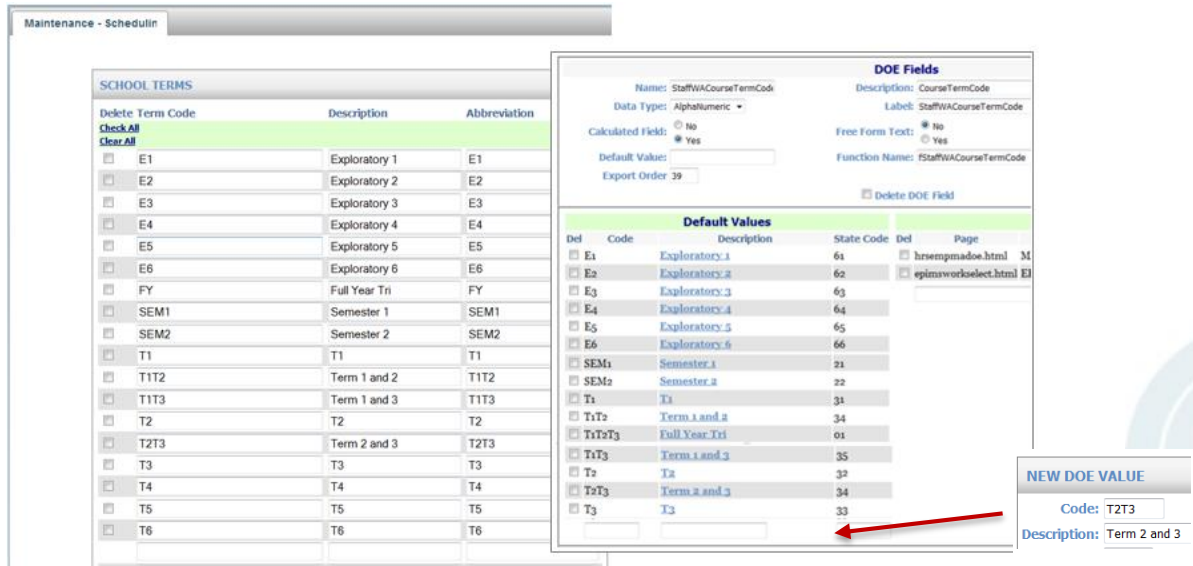
Helpful Hint! To check to see what combinations you need to create, run your Master Schedule (Narrow) report. Look in the Term column for different term combinations. For example: 234 is a course that meets in Term 2, 3 and 4; 23 is a course that meets in Term 2 and 3.

To set up new additional SIF SCS terms:

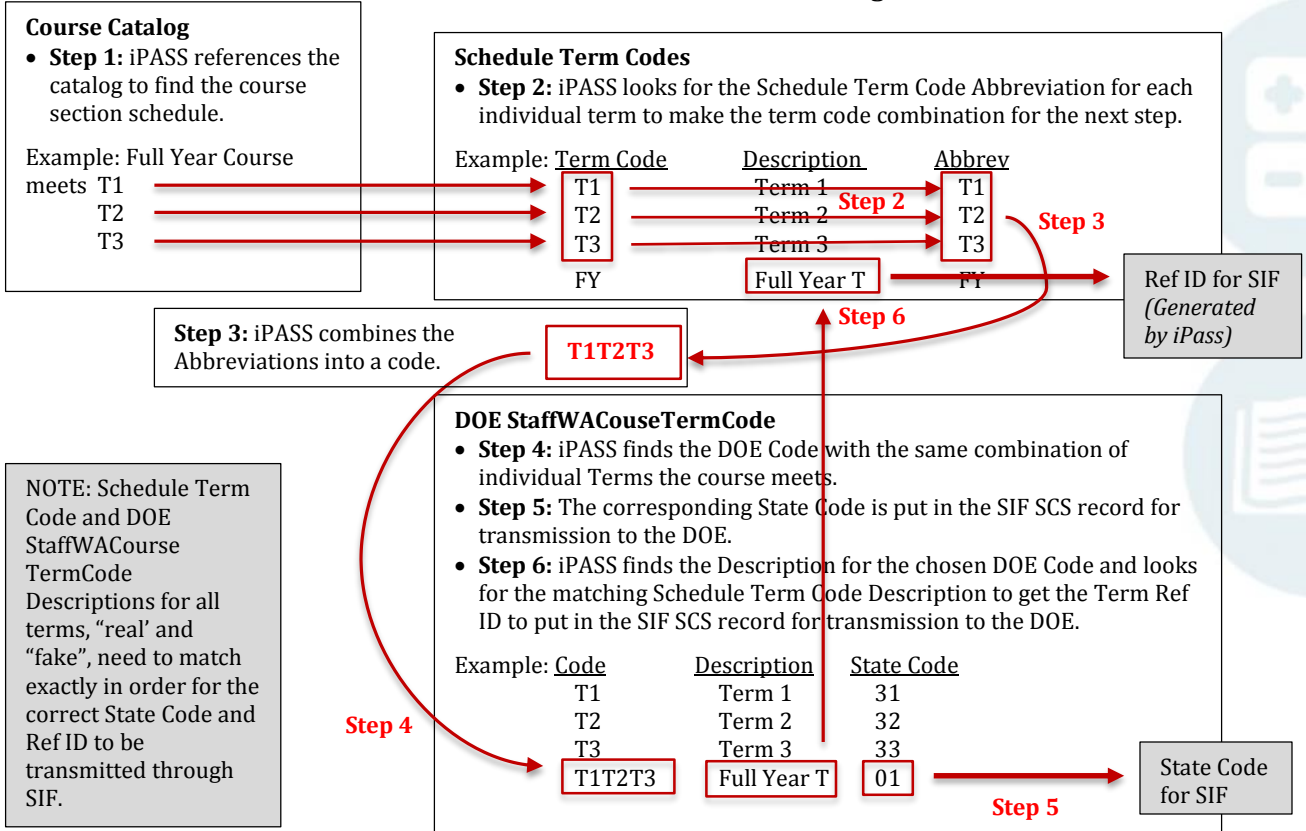
1. **Create new DOE StaffWACourseTermCode:** Go to DOE ID Manager > MA School Parameters > DOE Fields > StaffWACourseTermCode and add new Code, Description, and State Code for the additional SIF SCS terms needed.
 - a) **Code** – The new Code should use the Schedule Term Code Abbreviation (*refer to 2c below*) used for each of the “real” Term Codes used in the term combination. For example, the term combination of T2 and T3 would use the Abbreviation of T2 and T3 to make a new Code = T2T3.
 - b) **Description** – This Description must be UNIQUE to describe each term combination used in your district. For example, a district could have T1T2T3 to represent Full Year at one school and Q1Q2Q3Q4 to represent Full Year at another school. These are 2 different Full Year code combinations. Both would have the same State Code (ie. 01 - Full School Year), but each must have a UNIQUE Description to differentiate them. This Description must be copied exactly when creating the new Schedule Term Code in the Scheduling System (*refer to 2b below*). For example, T1T2T3 Full Year could have a Description = Full Year T and Q1Q2Q3Q4 could have a Description = Full Year Q.
 Try to keep the Description as short in length as possible. Do not use any special characters. This Description must be the exact same Description used in creating the Schedule Term Code (*referenced below*).
Helpful Hint! Click on the underlined code Description to get to the New DOE Value screen where it is easier to see if there are any hidden spaces in the Description. Spacing must match exactly.
 - c) **State Code** – Enter the State Code for the term combination. Reference the SCS07 Available Terms table in the SCS Handbook for available course term codes.
2. **Create new Schedule Term Code:** Go to Maintenance – Scheduling > Term Codes > and add new Term Code, Description, and Abbreviation for the additional SIF SCS terms needed.
 - a) **Term Code** – This code is visible to iPass users. Create a Term Code that best represents the term combination. For example, the term combination of T2 and T3 would have a Term Code = T2T3. You can match the codes used in the DOE Parameters > StaffWACourseTermCode DOE Field but this is not required.
 - b) **Description** – Must be the exact same Description used in the corresponding term combination Code in the StaffWACourseTermCode DOE Field. Make sure to match upper/lower case and spacing. The Description entered for the StaffWACourseTermCode must be UNIQUE for the entire district. No two descriptions can be the same (*Refer to 1b above*).
 - c) **Abbreviation** – The Abbreviation for additional SIF SCS terms can be set to anything that best represents the term combination. For example, Full Year could be set to FY, Semester 1 can be set to S1 and Semester 2 can be set to S2.

NOTE: Schedule Term Codes for the additional SIF SCS terms must be set up for EACH school in the district. Your reportable Out-of-District School must have at least one Term Code, such as FY, set up even though students have not schedules.

To check your Schedule Term Codes against your DOE Field StaffWACourseTermCodes you can open the DOE field pop up and minimize it to overlap with the Scheduling – Maintenance > Term Codes screen and click on the Description to check for hidden spaces:



How does this all work in iPASS to transmit schedule information through SIF?



13. Courses in the Course Catalog must have only “real” terms selected. To find courses that may have an additional SIF SCS “fake” term selected in error, run the Master Schedule (Narrow) report. Select the additional “fake” terms only. The report will show courses that have one of these additional terms selected in the Course Section in error. Look for a “0” in the Term column. *(This is based your additional SIF SCS Terms having a Display Order of “0” on the Academic Year Setting Screen.)*

Helpful Hint! A “real” term is any term used to schedule a course. Additional SIF SCS terms are “fake” terms set up to represent term combinations that must be reported in SCS (ie T1T2T3 real term combination would be a fake term of Full Year T). Remember, “fake” terms should not be used when scheduling courses.

14. Make sure the new terms are mapped. Go to SIF Agent > SIF Data Mapping > Select SIF Table = SCS06-Term Codes. Make sure all terms, including the SIF SCS additional terms, are selected for each school in the iPass Value box for the correct corresponding SIF Description.

15. Make sure your SIF Processors are sending events and are set to “SIF Integration is Enabled.” To check this, Go to SIF Agent > SIF Processors > check under the header “SIF Processes.” Some districts Disable the SIF Integration during scheduling time to cut down on the number of events being sent due to scheduling changes.

16. Last step – If you have not already worked with us to have your SCS data checked and determine if your SCS data needs to be re-pulled, create a Harris eSupport ticket to ask us to check your SIF set up and we will contact the DOE to have her SCS data re-pulled.

If “No Data Available” – If you see “No Data Available” in the SIF Error Report for a school or a large amount of records are missing, check for missing additional SIF SCS terms and make sure your SIF mapping is set up. If changes are made to your terms or mapping you will need to have your SCS data re-pulled by the DOE. Enter a Harris eSupport ticket to ask us to check your SIF set up and we will contact the DOE to have her SCS data re-pulled.

Helpful Reports:

- **DOE ID Manager > DOE Import/Export > MA DOE SIMS 13** – This creates an export file with the 13 SCS elements. This is used to create the SCS files for Legacy flat-file submission. The file can also be used to identify the SCS codes in iPass to compare to the SIF SCS data reported. These export files are run by School (Set Default School). You can filter the report by Grade Level or Sped Status and Include Summer Transfers. You can run the report for the entire school or filter for just one student or group of students. In the Students field you can enter a single Student ID # or a series of Student ID #'s separated by comma and no space (ie. 1234,3456,5678).

NOTE: SIF Districts – The DOE Parameter > Last Transmission Date will reset to the date used when running a SIMS 13 (SCS) or SIMS 52 export. We recommend that you run these exports using the As-of-Date for the day BEFORE the last day of school. Just be aware that the SIMS 52 export will have Days in Membership value as of the next to the last day of school. If you run the exports with a different date, be sure check the Last Data Transmission screen and make sure the data is set back to the day BEFORE the last day of school.

- **Scheduling System > Reports – Scheduling > Course/Terms/Credits** (Set Sort By = Total Courses) – Can be used to review the number of courses scheduled.
 - Look for students that have no courses or less than the number of courses expected
 - Look for students that have less than the number of courses they should have.

- **Scheduling System > Reports – Scheduling > Master Schedule (Narrow)**
 - **SIF Districts** can check to see what combinations of terms are used in your course catalog. This will help determine what additional SIF SCS terms need to be created. Look in the Term column for different term combinations For example: 234 is a course that meets in Term 2, 3 and 4; 23 is a course that meets in Term 2 and 3.
 - **SIF Districts** can check to see if there were any SIF SCS additional “fake” terms selected for a course in the course catalog in error. When running the report, select the additional “fake” terms only. The report will show any courses that have one of these additional terms selected in the Course Section in error. Look for a “0” in the Term column. *(This is based your additional SIF SCS Terms having a Display Order of “0” on the Academic Year Setting Screen.)*

- **SCS Data Elements Reference Table (aka SIMS 13)**

SCS Data Elements	
SCS01	Locally Assigned Student Identifier (LASID)
SCS02	State-Assigned Student Identifier (SASID)
SCS03	School/Program ID Number
SCS04	Local Course Code
SCS05	Subject Area–Course Code
SCS06	Class Section
SCS07	Course Term
SCS08	Course Enrollment Status
SCS09	Course Level
SCS10	Course Credit Available
SCS11	Course Credit Earned
SCS12	Course Letter Mark
SCS13	Course Numeric Mark

