

Rediker Software's

ADMINISTRATOR'S PLUS

School Administrative Software - By Educators for Educators

Massachusetts SIMS Export Program

Version 3.1

Printed: November 2003

Introduction 1

Preparing the Database 3

Sending Or Receiving Districts..... 3

For Schools with both Full and Part-time Kindergarten..... 4

The 52 Data Elements 4

The "Text - Code" Feature and Field Validation 20

 The "Text-Code" Feature 20

 Field Validation 21

 Creating Validated Fields 22

Running the Massachusetts Sims Export Program 25

Setting the Program Specifications..... 26

 Page 1 26

 Page 2 29

 Page 3 31

 Page 4 32

 Page 5 33

 Page 6 34

Viewing The Current Data..... 35

Performing the Export 35

 MSR Export 36

 Importing SASID Numbers 36

 Full Export (MA52)..... 38

Viewing Previous Exports 38

 Data Locations..... 40

Introduction

The Massachusetts SIMS Export Program generates the MSR and MA52 export files required by the Massachusetts Department of Education (DOE). Many of the data elements required for these exports are gathered from database fields you create in the Data Base “Address” program. The MA SIMS Export Program can also extract information that is stored in the Attendance, Discipline and Report Card modules (see pages 7 and 16). Using the MA SIMS Export Program specifications you identify the location of each DOE element stored in Administrator's Plus so that all of the required data is included in the export.

Prior to generating the export files, first-time users of the Massachusetts SIMS Export Program must prepare Administrator's Plus to store the required information for each student. For some schools, this includes setting up a separate database for Sending and Receiving Students (see page 3) as well and creating database fields in which to store certain required data elements.

Once you have created the necessary fields, you must enter the appropriate DOE codes for each student. Creating “Validated Fields” with drop-down lists of descriptive “Text-Code” formatted entries simplifies the data entry process and ensures consistency of the data entered in each of your DOE fields (see page 20).

When the data entry for all students is complete, use the SIMS Export Program specifications to define the parameters of the export, and identify the location of each data element (see pages 25 through 34).

Before creating the MSR or MA52 export files, use the View Data feature to quickly check the data for errors (see page 35).

Preparing the Database

Before we discuss the operation of the Massachusetts SIMS Export Program, it is important to go over how you will prepare the database and what information should be entered. This section explains how you can set up your database to handle both “Sending” and “Receiving” students, and covers how to prepare your Administrator’s Plus database to store each of the required DOE data elements.

Sending Or Receiving Districts

The Massachusetts Department of Education has defined the “Sending District” as the school district financially responsible for a student. Conversely, the “Receiving District” is the school district in which the student is physically attending school. In most cases, the Sending District and the Receiving District are the same. However, many districts have a number of students for whom they are financially responsible, but who are enrolled in another school district. This manual refers to these students as “Sending Students”.

Administrator’s Plus does not make a distinction between Receiving or Sending Districts at the individual student level, other than the Reason for Reporting field you will create in the database. Therefore, Rediker Software recommends that you separate the Sending Students from the rest of your school population. This is necessary because entering these students into your regular database with the students who are actually attending school in your district would distort attendance and membership statistics.

There are several ways to separate the Sending Students from the rest of your school population:

1. Store the Sending Students in a separate grade level. If this option is used, Rediker Software recommends storing Sending Students in a grade level named “15”. Since grade “15” is not a valid grade level for state reporting purposes, it will not be confused with other valid grade levels. You must make sure to exclude grade "15" from the grade range specifications when exporting your regular (or “Receiving”) students. Likewise, when exporting your Sending Students, the starting and ending grade specifications would both be set to “15”. When storing Sending Students in a grade level, you will need to use a database field (e.g. "Grade Level") to indicate each student's *actual* grade level.
2. Create an alternate school year folder. The Supervisor user can use the Create Year option to create a copy of the 2003-04 year into a folder named 2003-04A. Receiving Students can then be deleted from the 2003-04A year, and Sending Students can be stored in the correct grade levels. If this option is used, you will not need use a database field to store the actual grade level or set the grade range specifications to exclude the other set of students.

3. Purchase an “Out-of-District” school license from Rediker Software to maintain your Sending Students in an entirely separate K-12 School. This option allows you to work with out-of-district students in their proper grade levels. You will use the Change School function on the Administrator's Plus menu bar to access the Sending Students database. For information on obtaining an Out-of-District license, call the Rediker Software Sales Office at (800) 213-9860.

For Schools with both Full and Part-time Kindergarten

For schools with both full and part-time kindergarten, a “Grade Level” field in the Address program must be used to differentiate the full-time students from the part-time students. The code “KF” should be entered for all full-time kindergarteners. The code “KP” should be entered for all part-time kindergarteners. For schools that offer *only one* type of kindergarten program (full-time or part-time), the “Kindergarten <IF APPLICABLE>” specification will tell the Mass SIMS program whether the students are full or part-time (see page 27).

Important: When kindergarteners are promoted to 1st grade, any “KF” or “KP” codes must be deleted from the grade level field in the Address program. The Mass SIMS Export program only looks at the Administrator's Plus grade level if a student's grade level field is blank. Therefore, failure to remove these codes will cause the 1st grade students to be exported as Kindergarteners.

The 52 Data Elements

In order to generate the export reports, the required student information must first be entered into Administrator's Plus. Most of the SIMS data elements will be stored in database fields created in the Data Base “Address” program. The Supervisor can create custom fields inside the “Address” program for the purpose of storing these DOE elements. In some cases, you can leave a field blank and the program will automatically export the most common entry for that field.

Fields for storing certain data elements, such as the first, middle and last names, gender, date of birth and city of residence, are pre-defined fields in Administrator's Plus and therefore do not need to be created. The SIMS Export Program can also retrieve data that is stored in the Attendance, Report Card, Scheduling and Discipline modules. Student information such as In-School and Out-of-School Suspensions, Advanced Placement Courses and Truancy can come either from custom database fields or from other Administrator's Plus modules (see pages 7-19).

Before detailing the export process within the SIMS Export Program, it is important to understand what the 52 DOE fields are and the valid entries is for each field. By taking the time to familiarize yourself with the

fields and codes, you can avoid submitting inaccurate data and losing time correcting errors. On the following pages, each of the 52 fields is described. In addition, a table of valid DOE codes is provided along with the default code the SIMS Export program will use if the related database field is left blank. The table on page 40 identifies each of the 52 required data elements along with the location(s) in which each data element may be stored in Administrator's Plus.

LASID (DOE001)

A LASID (Locally Assigned Student ID) must be assigned to each student. The LASID can be any alphanumeric student ID. However, once a number has been assigned to a student, that number must remain with the student as long as he/she is enrolled in your school district, and it can never be re-assigned to another student. If a student leaves your district and returns, the district must maintain the student's original LASID.

Administrator's Plus automatically assigns a Unique ID to each student. Most schools opt to use this number as the LASID. By requirement, once a Unique ID has been assigned to a student, it cannot be changed. If, however, an incorrect Unique ID number is assigned to a student, Administrator's Plus allows for a user named exactly "IDADMIN" whose only function is to edit an incorrect Unique ID. Administrator's Plus can also be configured to allow users to manually enter a previously assigned Unique ID (such as one assigned by another school) at the time a student is added to the database. To enable this option, you must call Rediker Software Technical Support at 1-800-882-2994.

If your school is maintaining its own LASID, you can establish a non-duplicate database field for it. A non-duplicate field will not allow the same LASID to be erroneously assigned to more than one student.

SASID (DOE002)

A SASID (State Assigned Student ID number) will be assigned to each student by the Massachusetts Department of Education. Initially, students will not have an entry in this field, but you must establish a database field for it. At the beginning of the school year, you will submit the MSR export to the Department of Education so that they can assign a SASID to those students who do not already have one. Following the submission of your MSR export, the DOE will provide you with an ASCII export containing a SASID for each student included in the export. You can use the "Import Fields from ASCII File" option in the Address program to import these SASID numbers into the database field you created for it.

FIRST NAME (DOE03)

The Massachusetts SIMS Export Program assumes each student's First Name has been entered in the pre-defined "FIRST NAME" field located in New Files.

MIDDLE NAME (DOE004)

All students with a middle name must have that name entered in the Middle Name field (located in Data Base "New Files"). In order for the information to be correctly reported, the middle name cannot be included in the First Name field.

LAST NAME (DOE005)

The Massachusetts SIMS Export Program assumes each student's Last Name has been entered in the pre-defined "LAST NAME" field located in New Files.

DATE OF BIRTH (DOE006)

The Massachusetts SIMS Export Program assumes each student's date of birth has been entered in the Administrator's Plus pre-defined "BIRTH DATE" field.

DATE OF BIRTH FORMAT (DOE007)

The Massachusetts SIMS Export Program automatically calculates the appropriate code for this field.

CITY / TOWN OF BIRTH (DOE008)

The city/town of birth is used by the DOE to help further identify students. This field should contain the city (or comparable unit) where the student was born. If it exceeds 50 characters (which is the maximum length of an Administrator's Plus database field), truncate the extra letters. This field must not contain any abbreviations, punctuation, or extra information like a state or country. For example, "Saint Louis" is valid, but "St Louis" and "Saint Louis MO" are not.

GENDER (DOE009)

The Massachusetts SIMS Export Program assumes each student's gender has been entered in the Administrator's Plus pre-defined "SEX" field.

RACE (DOE010)

You must create a custom database field in which to store the appropriate Race code for each student. You can enter either the designated number OR the text in bold below. The valid codes are:

Code	Description
01	American Indian or Alaskan Native —A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community attachment.
02	Asian or Pacific Islander —A person having origins in any of the original peoples of the Far East, Southeast Asia or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands and Samoa.
03	Black —A person having origins in any of the black racial groups of Africa.
05	White —A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
99	Hispanic —A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture origin, regardless of race.

REASON FOR REPORTING (DOE011)

You must create a custom database field in which to store the appropriate Reason For Reporting code for each student. The Reason For Reporting is an indication of the basis on which a district is reporting a student, whether it has financial responsibility, whether the student is currently enrolled or both. If the reason changes, the database should reflect the most recent change. The valid codes are:

Code	Description
01	District is/has been financially responsible for the student and the student is/has been enrolled in the district during the current school year. (RESIDENT/ENROLLED)
02	District is/has been financially responsible for the student and the student is not/has not been enrolled in the district during the current school year. (SENDING TO PRIVATE)
03	District is not/has not been financially responsible for the student and the student is/has been enrolled in the district during the current school year. (RESIDENT/ENROLLED)

ENROLLMENT STATUS AT TIME OF DATA COLLECTION (DOE012)

For your Receiving Students, the Enrollment Status is automatically calculated by the Massachusetts SIMS Export Program. The program first checks whether a student is Active or Inactive. If a student is Active, the Enrollment Status is reported as "01 Enrolled". If a student is Inactive, the program examines the student's Withdrawal Code. This code is compared to the Withdrawal Codes set on page 2 of the specifications. When the student's Withdrawal Code matches one of the settings, the appropriate Enrollment Status code is sent. If a student's Withdrawal Code does *not* match any of the settings, the program assumes the student was transferred *within* the district and does not include the student in the export.

In order for Enrollment Status calculation to work properly, you must define Withdrawal Codes in the Administrator's Plus Attendance module for each of the specific situations as defined by the state. At present these are:

1. Transferred out of the district
2. Dropped out
3. Graduated with Competency Determination
4. Permanent exclusion from the district
5. Deceased
6. Reached maximum age, did not graduate or receive Certificate of Attainment
7. Certificate of Attainment

Of course, your data entry personnel must also assign the appropriate Withdrawal Code when inactivating students in these specific situations.

Enrollment Status is *not* automatically calculated by the program for Sending Students. You must create a database field in which to store the Enrollment Status of your Sending Students. This field must be identified by Specification A on Page 2 under the heading "FOR SENDING STUDENTS ONLY".

By default, all Sending Students are assumed to be code 01 ENROLLED. For most of your Sending Students, you do not need to enter anything into the database field. For Sending Students who have dropped out, transferred, etc., you must enter the appropriate DOE code into the database field.

REASON FOR ENROLLMENT (DOE013)

You must create a database field in which to store the Reason For Enrollment. The Reason for Enrollment is an indication of the reason for a student's enrollment in the Receiving District. If the Reason for Enrollment changes, the database should reflect the most recent value. The valid codes are:

Code	Description
01	Resident/ Member
02	School Choice (DOE-School Choice Program)
03	Charter School
04	METCO
05	Tuitioned - Chapter 74
06	Tuitioned - Out-of-State
07	Tuitioned - Private School or Collaborative School Program
08	Tuitioned in - Paid by parent/guardian
09	Tuitioned in - Waived by local agreement
10	Tuitioned in - Agreement with another in-state district
11	Foreign Exchange Student

A blank field defaults to 01

CITY / TOWN OF RESIDENCE (DOE014)

The city/town of residence is where the student lives at the time of reporting or the student's last known city or town of residence. This field must contain either the three-digit code or the exact city name as listed in the DOE's "Codes for Massachusetts Cities and Towns". Please note that this list contains only about 350 "official" cities and towns, so the town in which the student resides may not be on this list. For example, suburbs of Boston such as Dorchester or Hyde Park are not on the list. In such cases, you must enter the name of the "official" city or town that these communities are a part of. For a complete listing of the "official" cities and towns, and the communities that comprise them, visit www.state.ma.us/cc/index.html.

SCHOOL IDENTIFICATION NUMBER (DOE015)

You must create a database field in which to store the School Identification Number in each student's record. Each school in Massachusetts has a 4-digit code assigned by the DOE. This school code combined with 4-digit district code, comprises the unique 8-digit School ID number. Each student's record must contain the 8-digit code of the school in which the student is enrolled at the time of reporting or the code for the student's last known school of enrollment if the reporting district is no longer sending or receiving the student.

GRADE LEVEL (DOE016)

The Massachusetts IMS Export Program assumes that students have been entered into the appropriate Administrator's Plus grade levels. If Sending Students are stored in a grade level (such as grade "15"), you must create a custom field in the database in which to store student's actual grade level.

DAYS IN ATTENDANCE & DAYS IN MEMBERSHIP (DOE017 & DOE018)

In Administrator's Plus, you must create database fields representing *Other Attendance Before Cutoff Date* and *Other Membership Before Cutoff Date*. You need a separate database field for each of these quantities. These fields are used in two situations:

1. When a student transfers into your school from another school ***in your school district***. Use these fields to enter in the days in attendance (days present) and days in membership accrued at the other school(s) during the current school year. The Massachusetts SIMS Export Program will add these quantities to the calculated attendance and membership from the Administrator's Plus Attendance module. The reason for using this system is that one, and only one, school in a district can report each student. Thus the most current school becomes responsible for previous attendance information.
2. The second situation involves your Sending Students. You will not be taking daily attendance for these students, but you still need to report their membership and attendance numbers to the state. So before generating the export, you must obtain the membership and attendance values from the various

schools these students are actually attending. Enter these values into the fields you created for Other Attendance Before Cutoff Date and Other Membership Before Cutoff Date. The Massachusetts SIMS Export Program will report these numbers in the export.

You will indicate these fields on Specifications Page 3 of the Massachusetts SIMS Export Program (see page 31).

NOTE: These values must reflect other attendance and membership *only up to and including the cutoff date*.

LOW INCOME STATUS (DOE019)

The Low Income Status is an indication of whether the student meets ANY ONE of the following definitions of low income:

- The student is eligible for free or reduced price lunch
- The student receives Transitional Aid to Families benefits
- The student is eligible for food stamps

The valid codes are:

Code	Description
00	Student is not eligible for free or reduced price lunch
01	Student is eligible for free lunch
02	Student is eligible for reduced price lunch

A blank field defaults to 00

TITLE 1 PARTICIPATION (DOE020)

A custom database field must be used to store the appropriate Title 1 Participation code. Title 1 participation provides an indication of the type of Title I Services in which a student is enrolled at the specified time of reporting (e.g. October 1)

The valid codes are:

Code	Description	Code	Description
00	Not Title 1	14	Targeted assistance/science and social studies
01	School-wide	15	Targeted assistance/science and vocational career
02	Targeted assistance/reading	16	Targeted assistance/social studies and vocational career
03	Targeted assistance/math	17	Targeted assistance/reading math and science

Code	Description	Code	Description
04	Targeted assistance/reading and math	18	Targeted assistance/reading, math and social studies
05	Targeted assistance/science	19	Targeted assistance/reading, math and vocational career
06	Targeted assistance/social studies	20	Targeted assistance/reading, science and social studies
07	Targeted assistance/vocational career	21	Targeted assistance/reading, science and vocational career
08	Targeted assistance/reading and science	22	Targeted assistance/reading, math, science and social studies
09	Targeted assistance/reading and social studies	23	Targeted assistance/reading, math science and vocational career
10	Targeted assistance/reading and vocational career	24	Targeted assistance/math, science and social studies
11	Targeted assistance/math and science	25	Targeted assistance/math, science and vocational career
12	Targeted assistance/math and social studies	26	Targeted assistance/science, social studies and vocational career
13	Targeted assistance/math and vocational career	27	Other

A blank field defaults to 00

MIGRANT STATUS (DOE021)

A custom database field must be used to store the appropriate Migrant Status code. The Migrant Status is an indication of whether an individual or a parent/guardian accompanying an individual maintains primary employment in one or more agricultural or fishing activities on a seasonal or other temporary basis and establishes a temporary residence for the purposes of such employment.

The valid codes are:

Code	Description
00	Not a migratory child - A child whose parents/guardians are not migrant workers
01	Currently a migratory child: A child "who is, or whose parent, spouse, or guardian is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding 36 months, in order to obtain, or accompany such parent, spouse, or guardian in order to obtain, temporary or seasonal employment in agricultural or fishing work A. Has moved from one school district to another; B. In a state that is comprised of a single school district, has moved from one administrative area to another within such district; C. Resides in a school district of more than 15,000 square miles, and migrates a distance of 20 miles or more to a temporary residence to engage in a fishing activity.

A blank field defaults to 00

EMERGENCY IMMIGRATION EDUCATION PROGRAM STATUS (DOE022)

An indication of whether a student is eligible for the Emergency Immigrant Education Program. To be eligible for this program, a student must:

- Not have been born in any State*; AND
- Not have completed 3 full academic years of school in any state

If a student is eligible, Data Element DOE023, Country of Origin must be provided. The valid codes are:

Code	Description
00	Student is not eligible for the Emergency Immigrant Education Program
01	Student is eligible for the Emergency Immigrant Education Program

* State means "any of the 50 states, the Commonwealth of Puerto Rico, the District of Columbia, Guam, American Samoa, the Virgin Islands, the Northern Mariana Islands, or the Trust territory of the Pacific Islands." (34CFR Part 58.11) Report the last known Immigrant Status for students who are not enrolled in the district at the time of reporting or whose Immigrant Status has changed over time.

A blank field defaults to 00

COUNTRY OF ORIGIN (DOE023)

A custom database field must be used to store the appropriate Country of Origin code. Country of Origin is the country from which immigrant children have emigrated. If a "00" is entered in the field for DOE022 (Emergency Immigration Education Program Status), the Mass IMS Export program will automatically send a "500" for Country of Origin. Otherwise, the Country of Origin field must contain a valid entry. Valid Country Codes are provided in Appendix C of the SIMS Version 2.0 Data Standards Handbook

Code	Description
500	Receiving District - Country of Origin does not apply to this student at this time

A blank field defaults to 500

FIRST (NATIVE) LANGUAGE (DOE024)

A custom database field must be used to store the appropriate First (Native) Language code. The First (Native) Language is the specific language or dialect first learned by an individual or first used by the parent/guardian with a child. This term is often referred to as the primary language. A list of valid codes for this field is provided in Appendix B of the SIMS Version 2.0 Data Standards Handbook. If you want to use the actual language instead of the language code, the Massachusetts IMS Export Program will make the conversion. In order for the conversion to work properly, however, the language must exactly match the language in Appendix B of the SIMS Version 2.0 Data Standards Handbook. If a language is not being converted properly, consult this list for the correct name.

A blank field defaults to 267 (English)

LIMITED ENGLISH PROFICIENCY (DOE025)

The Limited English Proficient students are defined as children who were

Not born in the United States, whose native tongue is a language other than English, and who are incapable of performing ordinary class work in English; OR Born in the United States of non-English speaking parents and who are incapable of performing ordinary class work in English. The valid codes are:

Code	Description
00	Student is capable of performing ordinary class work in English
01	Student is not capable of performing ordinary class work in English

A blank field defaults to 00

ENGLISH LANGUAGE LEARNERS PROGRAM STATUS (DOE026)

A custom database field must be used to store the appropriate English Language Learners Program code. This field indicates the type of English Language Learners Program a student is enrolled in at the time of reporting. The valid codes are:

Code	Description
00	Not enrolled in an English language learner program
01	Enrolled in sheltered English immersion
02	Enrolled in two-way bilingual education
03	Enrolled in transitional bilingual education (for waived students only)
04	Receiving English as a second language service (for waived students only)

A blank field defaults to 00

DOE027-DOE031—DISCONTINUED

SPECIAL EDUCATION - PRIVATE PLACEMENT (DOE032)

A custom database field must be used to store the appropriate Special Education – Private Placement code. The Enrolled in Private Schools Not Placed or Referred by Public Agency is defined as those students "who have been enrolled by their parents or guardians in regular parochial or other private schools and whose basic education is paid through private resources and who receive special education and related services at public expense from a local educational agency or intermediate educational unit under a service plan." "A private institution or school is a school NOT under Federal or public supervision or control and may be non-profit or proprietary." The valid codes are:

Code	Description
00	Child with disabilities enrolled in a private school placed by public agency
01	Child with disabilities enrolled in a private school placed by parent or guardian

Code	Description
500	Does not apply to student

A blank field defaults to 500

POSTGRADUATE PLANS (DOE033)

A custom database field must be used to store the appropriate Post Graduate Plans code. The Post - Graduate Plans is an indication of what a student plans to do after graduation from high school. The SIMS Export program will first look at students' Withdrawal code to determine if the student is graduating. If the student is graduating, a code between 01 and 09 must be entered into the Postgraduate Plans field. If the withdrawal code does not exist or if the withdrawal code indicates that the student is not graduating, the code "500" must be used. The valid codes are:

Code	Description
01	Four-Year Public College
02	Two-Year Public College
03	Four-Year Private College
04	Two-Year Private College
05	Other Post Secondary (Trade School)
06	Work
07	Military
08	Other (e.g. travel, family)
09	Plans Unknown
500	Receiving District - Post - Graduate Plans does not apply to this student at this time.

A blank field defaults to 500

SPED PLACEMENT INFORMATION (DOE034)

The SPED Placement Information is an indication of the Special Education status of a student at the specified time or reporting. The valid codes are:

Code	Description
00	Not a Special Education Student
01	Not currently a Special Education student, but was previously a Special Education student during the current school year
05	3-5 year olds, General Education student serving as a role model student in preK classes
08	3-5 year olds, 100% services in the general education classroom
09	3-5 year olds, 100% Separate Classroom
10	All ages, Full Inclusion Program-services outside the general education classroom less than 21% of the time
20	All ages, Partial Inclusion Program - services outside the general education classroom 21% to 60% of the time Note: The old 20 and 30 have been combined in 20.
40	All ages, Substantially Separate Classroom - services outside the general education classroom more than 60% of the time
41	(Formerly 4i) All ages, Public Separate Day School

Code	Description
50	All ages, Private Separate Day School
60	All ages, Residential School
70	All ages, Homebound/Hospital Environments
90	All ages, Public Residential Institutional Facilities

A blank field defaults to 00

CAREER & TECHNICAL-TYPE OF PROGRAM (DOE035)

This field is an indication of the category of Chapter 74 Career & Technical Program in which a student is enrolled at the specified time of reporting (e.g. October 1). A custom database field must be used to store the appropriate Career & Technical-Type Of Program code. The valid codes are:

Code	Description
00	Not enrolled in an Career & Technical Program
01	Not currently enrolled in an Career & Technical Program but was previously enrolled during the current school year
02	Chapter 74-Secondary Coop
03	Chapter 74-Secondary Tech Prep
04	Chapter 74-Secondary Regular
05	Chapter 74-Secondary-Coop and Tech Prep
06	Chapter 74-Post Secondary Coop
07	Chapter 74-Post Secondary Regular
08	Chapter 74-Post Secondary-Tech Prep
09	Chapter 74-Post Secondary-Coop and Tech Prep
10	Chapter 74-Post Graduate- Coop
11	Chapter 74-Post Graduate Regular
13	Non-Chapter 74-Post Secondary Tech Prep
14	Non-Chapter 74-Secondary Regular

A blank field defaults to 00

SPECIAL EDUCATION - NATURE OF PRIMARY DISABILITY (DOE036)

A custom database field must be used to store the appropriate Special Education - Nature Of Primary Disability code. The major or 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.

Code	Description
01	Intellectual
02	Sensory/Hearing
03	Communication
04	Sensory/Vision
05	Emotional
06	Physical

Code	Description
07	Health
08	Specific Learning Disabilities
09	Sensory/Deaf-Blindness
10	Multiple Disabilities
11	Autism
12	Neurological
13	Developmental Delay
500	Does not apply to student

A blank field defaults to 500

SPECIAL EDUCATION - NATURE OF SERVICES (DOE037)

A custom database field must be used to store the appropriate Special Education - Nature Of Services code. An indication of the service needs of the student, e.g. whether the student requires only related service(s) to access the general curriculum or specially designed instruction and services.

Code	Description
01	Related services only (student has an IEP and is not educated in the district)
02	All other special education students
500	Does not apply to student

A blank field defaults to 500

SPECIAL EDUCATION – LEVEL OF NEED (DOE038)

A custom database field must be used to store the appropriate Special Education – Level Of Need code. An indication of the service needs of the student, e.g. whether the student requires only related service(s) to access the general curriculum or specially designed instruction and services.

Code	Description
01	Low -- Less than 2 hours of services per week
02	Low -- 2 hours or more services per week
03	Moderate
04	High
500	Does not apply to student

A blank field defaults to 500

SPECIAL EDUCATION – COST SHARE PLACEMENT (DOE039)

A custom database field must be used to store the appropriate Special Education – Cost Share Placement code. This field provides an indication of the source of funding for special education students receiving special education services.

Code	Description
00	District shares cost with one or more districts
01	District(s) shares cost with DOE
02	District(s) shares cost with DSS
03	District(s) shares cost with DMH
04	District(s) shares cost with DMR
05	District(s) shares cost with another agency, not DOE, DSS, or DMH or DMR
06	District(s) shares cost with two or more agencies
500	Does not apply to student

A blank field defaults to 500

SPECIAL EDUCATION – IEP GOALS-REASON FOR EXIT FROM SPECIAL EDUCATION (DOE040)

A custom database field must be used to store the appropriate Special Education – IEP Goals-Reason For Exit From Special Education code. This field provides an indication of the number of students who continue to be enrolled in the district but who are no longer receiving special education services and whether or not those students met the goals on their last IEP.

Code	Description
01	Student met goals of IEP and returned to general education
02	Student did not meet goals of IEP but returned to general education
500	Does not apply to student

A blank field defaults to 500

SPECIAL EDUCATION – IEP GOALS-REASON FOR LEAVING SCHOOL DISTRICT (DOE041)

A custom database field must be used to store the appropriate Special Education – IEP Goals-Reason For Leaving School District code. An indication of the number of students who left the school district during the school year and who have been receiving special education services prior to leaving the district.

Code	Description
01	Moved (a) known to be continuing in Special Educational Services
02	Moved (b) not known to be continuing in Special Educational Services
500	Does not apply to student

A blank field defaults to 500

CAREER & TECHNICAL - CHAPTER 74 SPECIAL POPULATION (DOE042)

A custom database field must be used to store the appropriate Career & Technical - Chapter 74 Special Population code. An indication of the status of a student enrolled in a Career and Technical Education program who meets the following definition(s) for: Educationally Disadvantaged or Single Parent.

Code	Description
01	Educationally Disadvantaged
02	Single Parent
03	Educationally Disadvantaged and Single Parent
500	Does not apply to student

A blank field defaults to 500

CAREER & TECHNICAL - CHAPTER 74 PROGRAM PARTICIPATION (DOE043)

A custom database field must be used to store the appropriate Career & Technical - Chapter 74 Program Participation code. A career and technical education program that meets the ten approval factors in the Chapter 74 regulations. An approval letter including the assigned six-digit CIP code has been issued by the Department of Education for the program.

Code	Description
	6 digit program code
500	Does not apply to student

A blank field defaults to 500

CAREER & TECHNICAL – NON-CHAPTER 74 PROGRAM PARTICIPATION (DOE044)

A custom database field must be used to store the appropriate Career & Technical – Non-Chapter 74 Program Participation code. Organized educational activities that offer a sequence of courses that provides individuals with the academic and technical knowledge and skills the individuals need to prepare for further education and for careers (other than for careers requiring a baccalaureate, master's, or doctoral degree) in current or emerging employment sectors; and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, and occupational-specific skills, of an individual. The programs are reported at the two-digit CIP code level.

Code	Description
	4 digit program code
500	Does not apply to student

A blank field defaults to 500

NUMBER OF IN-SCHOOL & OUT-OF-SCHOOL SUSPENSIONS (DOE045-DOE046)

If your school uses the Administrator's Plus Discipline module, the Massachusetts SIMS Export Program can read the data needed for these fields directly from your Discipline files. Otherwise, you will need to create a database field for each of these DOE fields and manually enter the data for all appropriate students.

ADVANCED PLACEMENT COURSES 1-5 (DOE047-DOE051)

The Massachusetts SIMS Export Program offers two options for AP course data

1) USING THE COURSE 'ALIAS' FIELD:

If your school uses either the Administrator's Plus Report Cards module or the Administrator's Plus Scheduling module, and if you are not currently using the Master Course Alias field to hold other data, you can use the Alias field to signify Advanced Placement Courses. The Master Course List course Alias field can be edited in Report Cards ⇒ Enter Courses ⇒ View/Edit Courses and Sections. You can enter the valid AP Course Codes (from the DOE's SIMS Version 2.0 Data Standards Handbook - Appendix H) to the appropriate courses. The Massachusetts SIMS Export Program will then read each student's schedule and report those courses found with a valid AP Course Code.

2) USING A DATABASE FIELD:

If you prefer to use a database field, create just ONE database field for Advanced Placement Courses. If a student is taking more than one AP course, list the course codes separated by commas (e.g. "113, 148, 107").

TRUANCY (DOE052)

If you use the Administrator's Plus Attendance module, the Massachusetts SIMS Export Program can read the Administrator's Plus Attendance files to calculate TRUANCY. To do this, you must first create a new Register Code for truancy (e.g. TRU). Next create one or more Attendance Codes (e.g. TRU) and link them to the TRUANT Register Code. Finally, your attendance officers must use the new Attendance Codes appropriately for truant students.

If you do not own the Administrator's Plus Attendance module, or do not wish to create the new Register and Attendance Codes, you can create a database field for Truancy and manually enter the numbers for each student.

The "Text - Code" Feature and Field Validation

For DOE elements stored in database fields, you can simplify the task of data-entry by using the MA SIMS program's "Text-Code" feature in conjunction with database Field Validation.

The "Text-Code" Feature

In previous versions of the MA SIMS program, you were required to enter a numeric code such as "01" or "02" for many of the DOE fields. In order to determine which codes were valid for each field, users needed to reference a separate document with a description of each valid code. The MA SIMS program now accepts both the numeric codes as well as entries in "Text-Code" format. The "Text-Code" feature allows you to include both a description of the code as well as the code itself. For example, for the DOE 13 "Reason For Enrollment" field, you can enter "School Choice - 02" and "Charter School - 03". The MA SIMS program will also accept field entries formatted in "Code-Text" format (e.g. 01-Four-Year Public College).

The "Text - Code" feature of the MA SIMS program applies to many, though not all, of the DOE fields. Some fields do not require a code, such as Last Name, or SASID. For other DOE fields, such as City/Town of Residence, Country of Origin and First (Native) Language, the MA SIMS program already accepts either the name or the code. The "Text - Code" feature applies to *only* the following fields:

DOE #	FIELD NAME
10	RACE
11	REASON FOR REPORTING
13	REASON FOR ENROLLMENT
16	GRADE LEVEL
19	LOW INCOME STATUS
20	PERKINS LOW INCOME STATUS
21	MIGRANT STATUS
22	IMMIGRANT STATUS
25	LIMITED ENGLISH PROFICIENCY
26	BILINGUAL EDUCATION PROGRAM STATUS
33	POST-GRADUATE PLANS
34	SPED PLACEMENT INFORMATION
35	CAREER & TECHNICAL - TYPE OF PROGRAM
36	SPECIAL EDUCATION-NATURE OF PRIMARY DISABILITY
37	SPECIAL EDUCATION-NATURE OF SERVICES'
38	SPECIAL EDUCATION-LEVEL OF NEED
39	SPECIAL EDUCATION-COST-SHARE PLACEMENT
40	SPECIAL EDUCATION-IEP GOALS-REASON FOR EXIT FROM SPECIAL EDUCATION
41	SPECIAL EDUCATION-REASON FOR LEAVING SCHOOL DISTRICT
42	CAREER & TECHNICAL-CHAPTER 74 SPECIAL POPULATION
43	CAREER & TECHNICAL-CHAPTER 74 PROGRAM PARTICIPATION
44	CAREER & TECHNICAL- NON CHAPTER 74 PROGRAM PARTICIPATION.

Field Validation

Field Validation allows the Supervisor to populate a drop-down list for each DOE database field that contains *only* the valid codes for that field. Using the “Text-Code” feature along with Field Validation, the Supervisor can populate these drop-down lists with descriptive items so that users can easily identify and select the appropriate entry. Using Field Validation also ensures greater consistency of the data entered because users select a pre-formatted entry rather than typing it manually.

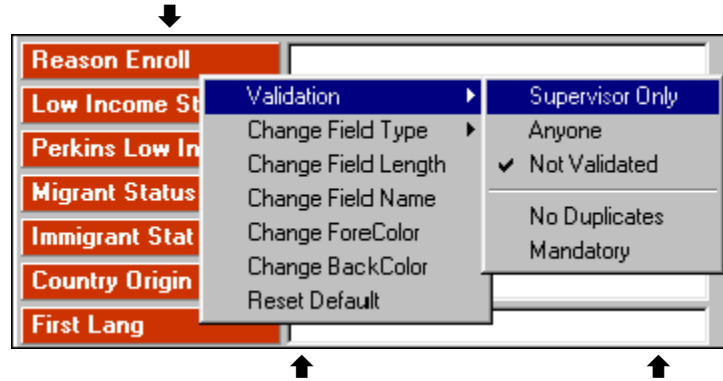
Creating Validated Fields

Step 1: Specify a Field as a Validated Field

1. Log into Administrator's Plus as the Supervisor
2. Navigate to Data Base Plus ➡ Address

Note: Make sure you are in **View Mode** not **Edit Mode** (upper right hand corner of screen)

3. **Right click** on the **Field Name** (“Reason Enroll” in this example)



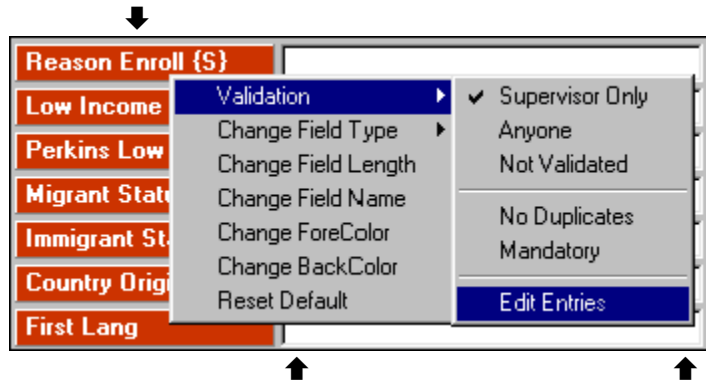
4. Move the mouse over **Validation** ▶ then click on **Supervisor Only**

This will append {S} to the end of the Field Name which identifies this field as a Supervisor Only validated field. *Supervisor Only* means that only the Supervisor can add or edit the validated entries for this field. All other users can only select an item from the list.

5. Repeat the above steps for each field for which you want to create a list of valid entries.

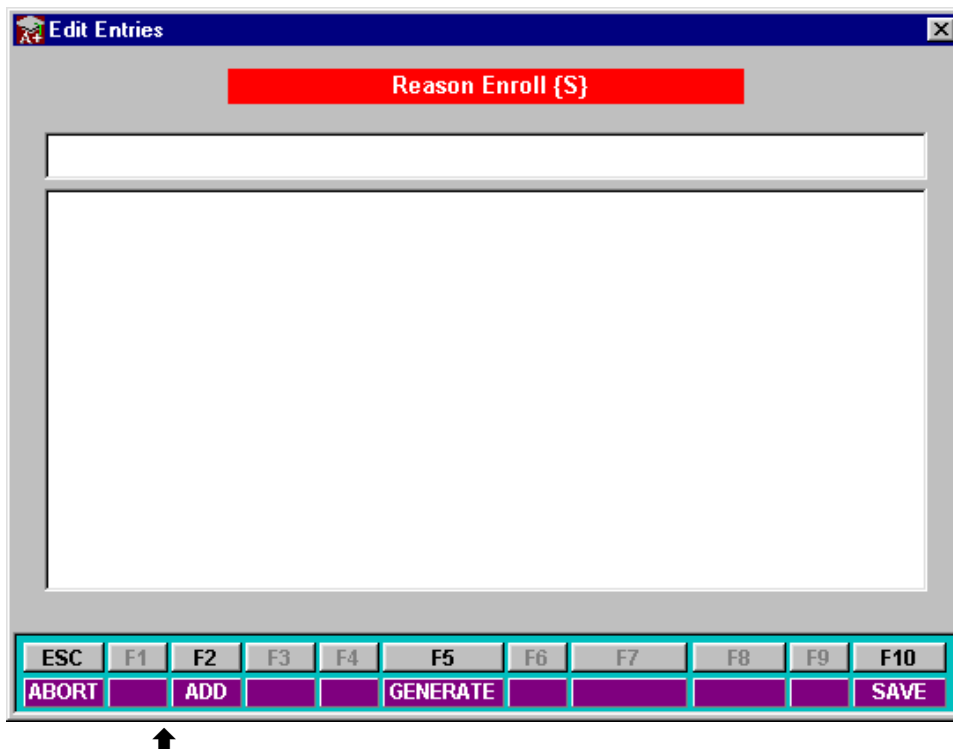
Step 2: Create the list of Valid Entries for this field

1. Navigate to Data Base Plus ➔ Address
2. Right click on the Field Name



3. Move the mouse over **Validation** ▶ then click on **Edit Entries**

When you click on *Edit Entries* the following screen appears:



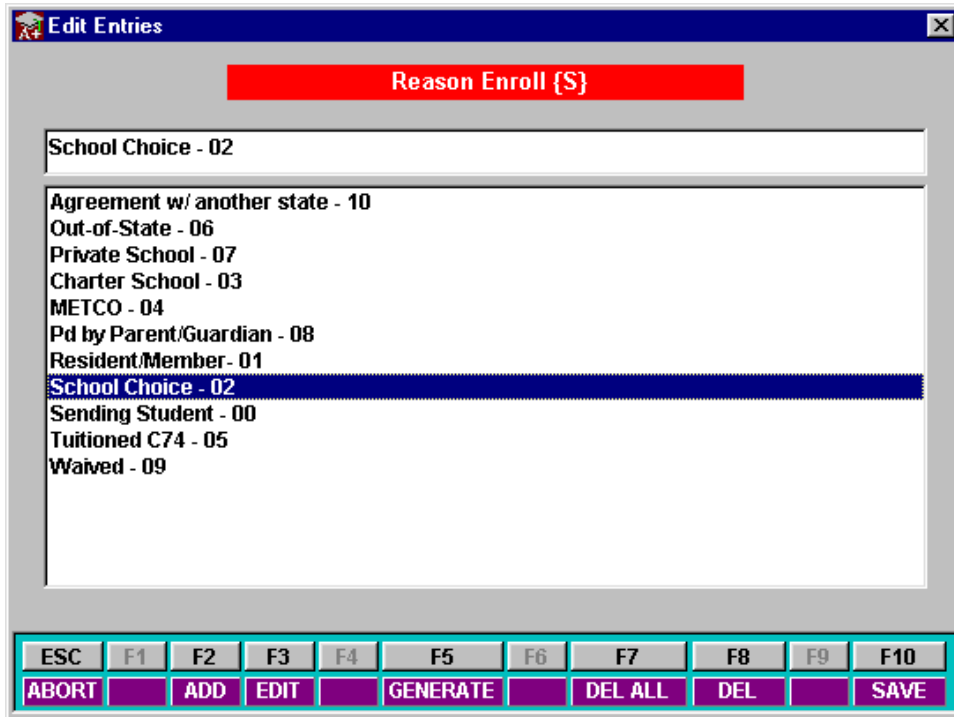
4. Click **F2 Add** to add an item
5. Type in a valid entry e.g. "School Choice - 02" then press Enter or click F10 Save.

The item you just typed in will appear in the lower portion of the screen.

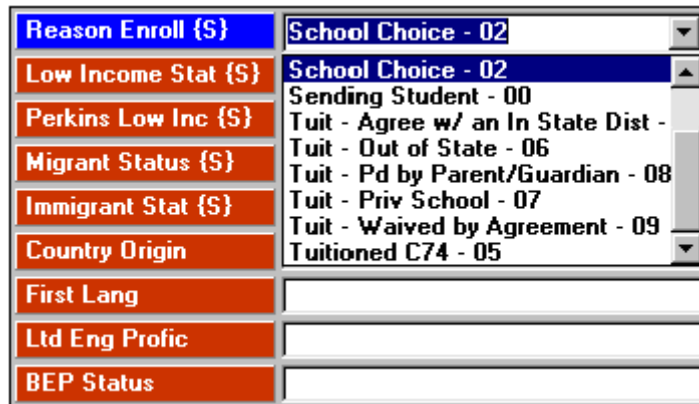
6. Repeat steps 4 and 5 for each valid entry that you want associated with this data base field.

7. When you are done, make sure you click on F10 SAVE so all of your entries will be saved.

After adding each valid entry, the Edit Entries screen might appear as below.



When data entry personnel need to enter the Reason For Enrollment for a student, they will see a drop-down list of the validated entries.



Follow this procedure for all of the DOE fields where Text-Code entry is allowed.

Running the Massachusetts Sims Export Program

To open the Massachusetts SIMS Report program, double click the IMS icon either on your computer's Desktop or on the Windows Start Menu. You can also start the program from within Administrator's Plus by clicking Tools ⇨ Massachusetts State Reports. At the Massachusetts SIMS Report Program main screen (pictured below), select the *School* and *Year* for which you want to create an export report. Then click *Specifications*.



The screenshot shows a Windows-style window titled "Massachusetts SIMS Report". At the top, there are two dropdown menus: "School : PALMER HIGH SCHOOL" and "Year : 2001-02". The main area has a light pink background. On the left, the text "Massachusetts SIMS Report" is written in a large, red, serif font, with "FALL 2003" and "version 3.1.60" below it. In the center is an illustration of four people (three men and one woman) gathered around a laptop, looking at the screen. On the right side, there is a vertical list of menu options: "1) View Data", "2) Specifications", "3) Full Export", "4) MSR Export", "5) Help", and "6) End Program". At the bottom, contact information for Rediker Software, Inc. is provided, including the address "2 Wilbraham Road, Hampden, MA 01036 USA", the website "WWW.REDIKER.COM", and phone and email numbers for sales and support.

Setting the Program Specifications

Once the necessary database fields have been created in Administrator's Plus, you can set the specifications for the Massachusetts SIMS Export Program. Before you can create the MSR or MA 52 export files, it is necessary to indicate in the Massachusetts SIMS Export Program where to find the appropriate data for each DOE field. This is done using the program's Specification screens. There are six pages of specifications. They are explained in the following pages.

Page 1

SET PROGRAM SPECIFICATIONS					
DEMO SCHOOL 2003-04					
Page 1	Page 2	Page 3	Page 4	Page 5	Page 6
1) EXPORT PATH?	C:\SIMS EXPORT FILES				
2) EXPORT FILE NAME?	RECEIVIN.TXT				
3) START GRADE?	Grade PK				
4) END GRADE?	Grade 12				
5) KINDERGARTEN <IF APPLICABLE>?	<input type="radio"/> Part Time <input checked="" type="radio"/> Full Time				
6) CUTOFF DATE FOR ENROLLMENT?	10-03-2003				
7) EXPORT SPED STUDENTS ONLY?	<input type="radio"/> Yes <input checked="" type="radio"/> No				
8) SENDING OR RECEIVING SCHOOL?	<input type="radio"/> Sending <input checked="" type="radio"/> Receiving				
9) PROCESS SELECTED STUDENTS FROM FILE?	<input type="radio"/> Yes <input checked="" type="radio"/> No				
A) SELECTED STUDENTS FILE PATH?	C:\				
B) SELECTED STUDENTS FILE NAME?	SPECIAL.TXT				
C) INCLUDE HEADER IN SSRS EXPORT?	<input type="radio"/> Yes <input checked="" type="radio"/> No				
D) SELECT HEADER ORGANIZATION	<input checked="" type="radio"/> District <input type="radio"/> School				
E) ENTER DISTRICT NUMBER (4 DIGITS)	1234				
F) PRINT STUDENTS WITH NO MEMBER DAYS?	<input checked="" type="radio"/> Yes <input type="radio"/> No				

Help Use "Page Up" / "Page Down" keys to change pages Done

ENTER SPECIFICATION # TO CHANGE

EXPORT PATH and EXPORT FILE NAME

Select the folder in which you want to create the export file and name to give the file.

START GRADE and END GRADE

These specifications set which grade levels will be included in an export. If your school must report on sending students, and you have put the sending students in a separate grade level (e.g. grade 15), you will need to set this specification to exclude that grade level for your export of Receiving Students. Conversely, you must exclude the grade levels containing Receiving Students when you export the Sending Students.

KINDERGARTEN <IF APPLICABLE>

If your school offers Kindergarten, you must specify if Kindergarten students attend full time or part time (half days). If your school does not have Kindergarten, ignore this specification.

CUTOFF DATE FOR ENROLLMENT

This date will be used to determine whether or not a student will be included in the export by concluding whether or not the student was a member of the school on or before this date. The Cutoff Date affects DOE elements 11, 12 & 13, which relate to the student's enrollment information, and DOE elements 17 & 18, which are the attendance and membership values. The Massachusetts DOE will inform school districts of the required Cutoff Date.

EXPORT SPED STUDENTS ONLY

This specification must be set to "Yes" for the new Special Education export performed in December. For the October, March and June (End-of-Year) exports, this specification should be set to "No". When set to "Yes", the program will export only those students with an entry in the DOE034 SPED PLACEMENT INFORMATION database field, as indicated by item D on specification page 4.

SENDING OR RECEIVING SCHOOL

The specification sets whether the current database is for a Sending or Receiving School.

PROCESS SELECTED STUDENTS FROM FILE

This specification was previously used to export students without a SASID. At present, this kind of export should not be needed. The MSR export now exports only those students without 1) a valid 10-digit number or 2) "411" in the SASID database field.

SELECTED STUDENTS FILE PATH & FILE NAME

This specification was previously used to indicate the folder and filename of the file containing the selected students to be exported.

INCLUDE HEADER IN MSR EXPORT and SELECT HEADER ORGANIZATION and SCHOOL or DISTRICT NUMBER

The MSR export is the export that includes students who have not yet been assigned a state ID number (SASID). These are usually your new kindergarten, pre-kindergarten students, or new students in your school who have not previously been assigned a SASID (i.e. transfers from out-of-state). When submitting an MSR export, the DOE requires a four-line header at the top of the file.

The Massachusetts SIMS Export Program can automatically add the required header to your MSR exports. These specifications allow you to specify (1) whether to include the header, (2) whether you are submitting as a school or a district, and (3) the school or district number.

PRINT STUDENTS WITH NO MEMBER DAYS

Some schools do not want to delete their inactive students. As a result these inactive students are printed on the export error log, making it more difficult to spot students whose data contains legitimate errors.

When you set the "Print Students With No Membership Days" specification to "No", inactive students with no membership days prior to the Cutoff Date *and* no withdrawal code prior to the Cutoff Date will not be included in the error log.

Massachusetts SIMS Report

SET PROGRAM SPECIFICATIONS

DEMO SCHOOL 2003-04

Page 1 | **Page 2** | Page 3 | Page 4 | Page 5 | Page 6

WITHDRAWAL CODES:

1) TRANSFERRED FROM THIS DISTRICT?	TR, T2, T3	...
2) DROPPED FROM THIS DISTRICT?	DROP	...
3) GRADUATED WITH COMPETENCY DETERMINATION?	GRAD	...
4) PERMANENT EXCLUSION FROM THIS DISTRICT?	EXCL	...
5) DECEASED WHILE ENROLLED IN THIS DISTRICT?	WDEC	...
6) REACHED MAX AGE, DID NOT GRAD OR RECV CERTIFICATE?	AGED	...
7) CERTIFICATE OF ATTAINMENT?	CA	...

FOR SENDING STUDENTS ONLY:

8) ENTRY DATE <FIRST MEMBERSHIP DAY>?	ENTRY DATE	...
9) WITHDRAWAL DATE <LAST MEMBERSHIP DAY>?	WITHDRAWAL DATE	...
A) ENROLLMENT STATUS ON CUTOFF DATE?	SEND Enroll St	...
B) VIEW WHICH DATA?	View Current Data	▼
C) PREVIOUS DATA?		...

Help Use "Page Up" / "Page Down" keys to change pages Done

ENTER SPECIFICATION # TO CHANGE

WITHDRAWAL CODES

As mentioned earlier, these specifications are used to help determine a student's Enrollment Status by comparing the specifications to the student's Withdrawal Code, if one exists (see Enrollment Status At Time Of Data Collection). Set each specification by clicking on it and choosing the appropriate Withdrawal Code from the list.

Note: If the student's Withdrawal Code does not match any of the settings, the program assumes the student was transferred within the district and does not include the student as part of the export.

For Sending Students Only:

ENTRY DATE and WITHDRAWAL DATE

Since you will not be entering daily attendance for your Sending Students, you must specify an Entry Date database field, and each Sending student must have a date in that field. Most of your Sending Students will be the school's financial responsibility from the beginning of the school year, therefore you can Batch Enter the date of the first day of school into the Entry Date field for all of these students at one time. Note:

the dates you enter into the Entry Date and Withdrawal Date fields will be the first school day and the last school day (respectively) that your school is financially responsible for the student.

If a Sending student moves from your district, drops out, graduates, or in any other way becomes no longer the financial responsibility of your school, you must “Inactivate” that student in New Files, and enter a Withdrawal Date in the specified database field.

ENROLLMENT STATUS ON CUTOFF DATE

As mentioned earlier (see Enrollment Status At Time Of Data Collection), the Enrollment Status is *not* automatically calculated for Sending Students. You must create a database field in which to store the Enrollment Status of your Sending Students. By default, all Sending Students are assumed to be code “01 Enrolled.” For most of your Sending Students, you do not need to enter anything into the database field. For Sending Students who have dropped out, transferred, etc., you must enter the appropriate code into the database field.

USE WHICH DATA

The Massachusetts SIMS Export Program allows you to view the DOE-related data for individual students. You can view either the current data for each student, or the data as it was sent in a previous export. Usually, you should have this set to View Current Data.

PREVIOUS DATA

This specification only appears if the previous specification is set to View Data From Prev Export. Viewing previous data will be discussed in a later section of the instructions.

Massachusetts SIMS Report

SET PROGRAM SPECIFICATIONS

DEMO SCHOOL 2003-04

Page 1 | Page 2 | **Page 3** | Page 4 | Page 5 | Page 6

1) DOE001 LASID?	PARENT/GUARDIAN	...
2) DOE002 SASID?	SASID	...
3) DOE008 CITY / TOWN OF BIRTH?	CITY OF BIRTH	...
4) DOE010 RACE?	RACE	...
5) DOE011 REASON FOR REPORTING?	REASON 4 REPORT	...
6) DOE013 REASON FOR ENROLLMENT?	REASON 4 ENROLL	...
7) DOE014 CITY / TOWN OF RESIDENCE?	CITY	...
8) DOE015 SCHOOL IDENTIFICATION NUMBER?	SCHOOL ID NUM.	...
9) DOE016 GRADE LEVEL?	Grade Level	...
A) OTHER ATTENDANCE BEFORE CUT OFF DATE?	Other Attend	...
B) OTHER MEMBERSHIP BEFORE CUT OFF DATE?	Other Member	...
C) DOE019 LOW INCOME STATUS?	LOW INCOME STAT	...
D) DOE020 TITLE 1 PARTICIPATION?	Title 1 Partic	...
E) DOE021 MIGRANT STATUS?	MIGRANT STATUS	...

Help Use "Page Up" / "Page Down" keys to change pages **Done**

ENTER SPECIFICATION # TO CHANGE

Specifications 1 to E

These specifications allow the Massachusetts SIMS Export Program to find the required data elements in the student database. Each of these data elements should have been assigned its own database field. Set each specification by clicking on it and then choosing the database field that holds the appropriate data for this element.

Note: See Days In Attendance & Days In Membership for complete information on Other Attendance Before Cutoff Date and Other Membership Before Cutoff Date.

Page 1	Page 2	Page 3	Page 4	Page 5	Page 6
1) DOE022 EMERGENCY IMMIGRATION EDUC PROG STATUS?			IMMIGRANT STAT		
2) DOE023 COUNTRY OF ORIGIN?			COUNTRY/ORIGIN		
3) DOE024 FIRST <NATIVE> LANGUAGE?			1ST (NAT) LANG.		
4) DOE025 LIMITED ENGLISH PROFICIENCY?			LIM ENG PROF		
5) DOE026 ENGLISH LANG LEARNERS PROG STATUS?			26 Eng Learners		
6) DOE027 - DISCONTINUED -					
7) DOE028 - DISCONTINUED -					
8) DOE029 - DISCONTINUED -					
9) DOE030 - DISCONTINUED -					
A) DOE031 - DISCONTINUED -					
B) DOE032 SPED - PRIVATE PLACEMENT BY PARENT?			SPED Priv Place		
C) DOE033 POST-GRADUATE PLANS?			POST GRAD PLANS		
D) DOE034 SPED PLACEMENT INFORMATION?			SPED Place Info		
E) DOE035 CAREER/TECH - PROGRAM TYPE?			C/T Prog Type		

Help Use "Page Up" / "Page Down" keys to change pages Done

ENTER SPECIFICATION # TO CHANGE

Specifications 1 to 5 and B to E

These specifications allow the Massachusetts SIMS Export Program to find the required data elements in the student database. Each of these data elements should have been assigned its own database field. Set each specification by clicking on it and then choosing the database field that holds the appropriate data for this element..

Note: DOE027 thru DOE031 have been discontinued, and the specifications for these fields have been disabled.

SET PROGRAM SPECIFICATIONS					
DEMO SCHOOL 2003-04					
Page 1	Page 2	Page 3	Page 4	Page 5	Page 6
1) DOE036 SPED - NATURE OF PRIMARY DISABILITY?	36 Primary Dis	...			
2) DOE037 SPED - NATURE OF SERVICES?	37 Nat of Serv	...			
3) DOE038 SPED - LEVEL OF NEED?	38 Lev of Need	...			
4) DOE039 SPED - COST SHARE PLACEMENT?	39 CostShare Pl	...			
5) DOE040 SPED - IEP GOALS - REASON FOR EXIT?	40 Reason Exit	...			
6) DOE041 SPED - REASON FOR LEAVING SCHOOL DISTRICT?	41 Reason Leave	...			
7) DOE042 CAREER/TECH - CHAP 74 SPECIAL POPULATION?	42 C74 Spec Pop	...			
8) DOE043 CAREER/TECH - CHAP 74 PROG PARTICIPATION?	43 C74 Prog Par	...			
9) DOE044 CAREER/TECH - NON-CHAP 74 PROG PARTICIP.??	44 NonC74 Prog	...			
SUSPENSIONS (DOE045 AND DOE046):					
A) READ SUSPENSION DATA FROM...	<input checked="" type="radio"/> Discipline Data	<input type="radio"/> DB Field			
B) PENALTY CODE FOR IN-SCHOOL SUSPENSIONS?	188	...			
C) PENALTY CODE FOR OUT-OF-SCHOOL SUSPENSIONS?	088	...			
D) DATA BASE FIELD FOR IN-SCHOOL SUSPENSIONS?	NO SEARCH FIELD	...			
E) DATA BASE FIELD FOR OUT-OF-SCHOOL SUSPENSIONS?	NO SEARCH FIELD	...			

Help Use "Page Up" / "Page Down" keys to change pages Done

ENTER SPECIFICATION # TO CHANGE

Specifications 1 to 9

These specifications allow the Massachusetts SIMS Export Program to find the required data elements in the student database. Each of these data elements should have been assigned its own database field. Set each specification by clicking on it and then choosing the database field that holds the appropriate data for this element.

SUSPENSIONS (DOE045 AND DOE046)

If your school uses the Administrator's Plus Discipline module, the Massachusetts SIMS Export Program can read the data needed for these fields directly from your Discipline files. In this case, set specification "A) Read Suspension Data From..." to Discipline Data. Then set specifications B and C to the appropriate Penalty Codes for In-School and Out-Of-School Suspensions respectively. You must use a separate Penalty Code for In-School and Out-Of-School Suspensions or the reported data will be incorrect. If your school does not use the Administrator's Plus Discipline module, set specification "A) Read Suspension Data From..." to DB Field. Then set specifications D and E to the appropriate database fields.

Massachusetts SIMS Report

SET PROGRAM SPECIFICATIONS

DEMO SCHOOL 2003-04

Page 1 Page 2 Page 3 Page 4 Page 5 **Page 6**

ADVANCED PLACEMENT COURSES (DOE047 TO DOE051):

1) READ ADVANCED PLACEMENT COURSES FROM... Course Alias DB Field

2) DATA BASE FIELD FOR ADVANCED PLACEMENT COURSES? NO SEARCH FIELD ...

TRUANCY (DOE052):

3) READ TRUANCY DATA FROM... Attend. Data DB Field

4) REGISTER CODE FOR TRUANCY? TRU ...

5) DATA BASE FIELD FOR TRUANCY? NO SEARCH FIELD ...

Help Use "Page Up" / "Page Down" keys to change pages Done

ENTER SPECIFICATION # TO CHANGE

ADVANCED PLACEMENT COURSES (DOE047 AND DOE051)

If you are using the Master Course List Alias field to designate your Advanced Placement Courses, set specification "1) Read Advanced Placement Courses From..." to Course Alias. Otherwise, set the specification to DB Field, and set specification 2 to the appropriate database field.

TRUANCY (DOE052)

If you are using the Attendance module to record truancies, set specification "3) Read Truancy Data From..." to Attend. Data and specification "4) Register Code For Truancy" to the truancy Register Code. Otherwise, set specification 3 to DB Field, and specification 5 to the appropriate database field.

Viewing The Current Data

Once the specifications have been set, you are ready to perform the main functions of the program. The first function is to view the information. By viewing each student on the screen *before* creating the export file, you can easily discover problems in your data such as invalid data elements, as shown in the figure below. To open the Viewing Data screen click View Data on the Main Menu screen.

The screenshot shows a window titled "Massachusetts SIMS Report" with a purple header bar containing "DEMO SCHOOL 2003-04". Below the header, the student's name "Jones; Anna" is displayed in a purple box, followed by "# 4" and "Grade 10" in a white box. A red box labeled "Errors Exist" is visible. The main area is titled "VIEWING CURRENT DATA" and contains a list of 19 data elements for the student. A search bar at the bottom is labeled "ENTER ID# OR NAME?". At the very bottom, a function key bar includes ESC, F1, F2, F3, F4, F5, F6, F7, F8, F9, and F10, with corresponding labels like EXIT, HELP, PREV, NEXT, and LOOKUP.

Code	Field Name	Value
001	LASID	00300793
002	SASID	STATE ASSIGNED STUDENT ID NUMBER IS MISSING!
003	FIRST NAME	Anna
004	MIDDLE NAME	Banna
005	LAST NAME	Jones
006	BIRTH DATE	07/18/1988
007	DOB FORMAT	D10
008	BIRTH CITY	SPRINGFIELD
009	GENDER	F
010	RACE	05
011	REASON REPT	01
012	ENROLL STAT	03
013	REASON ENRL	01
014	RES CITY	239
015	SCHOOL ID	02390605
016	GRADE LEVEL	10
017	DAYS ATTEND	11
018	DAYS MEMBER	12
019	LOW INCOME	00

Press or click "F5 Next" to browse through the student data one student at a time. You can scroll down to review all of the elements for the selected student. Note that this program displays the *reported* value for each Data Element. For example, if you have "Black - 03" in the Race field, DOE10 displays the code "03". This screen is for reviewing purposes only, so any changes in the data must be made from the Administrator's Plus Address program.

Performing the Export

The Massachusetts SIMS Export Program generates two different export file formats. The MSR Export creates an export with a limited number of database elements. You will submit the MSR file to the Department of Education at the beginning of the school year, and when new students enroll in your district.

The Full Export generates a complete export containing all 52 Data Elements. You will use the Full Export for the Fall, Spring and End-of-Year submissions.

Hint: If you are just getting started and are pressed for time, concentrate on MSR elements first. You will have time after submitting your MSR to finish the data entry of the remaining elements in the Full Export while you are waiting for SASIDs to be assigned.

MSR Export

The MSR export includes the following fields: LASID, first name, middle name, last name, date of birth, city/town of birth, gender, and city/town of residence. Before exporting the MSR, you should verify the specifications (particularly the export path and filename) and follow the View Current Data instructions, described previously, to look for any invalid or missing data in these eight elements. Once you are ready to generate the export file, click the MSR option on the menu to begin exporting. When the export is complete, a log is displayed to inform you of students not exported and the reason(s) why. You may wish to print this log, so double check that your printer is turned on and has paper in it. Correct any errors that appear in the log and run the export again.

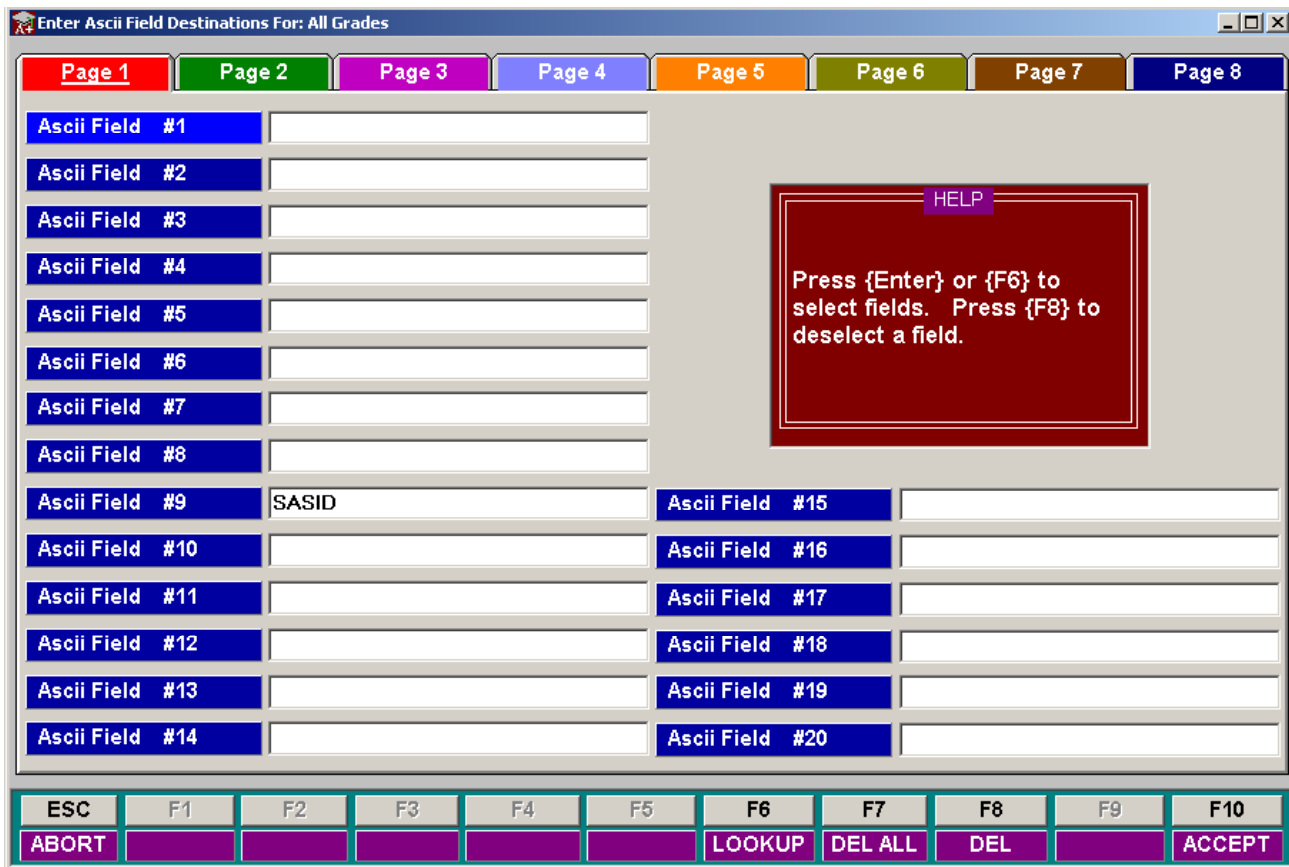
The MSR exports only those students without 1) a valid 10-digit SASID number or 2) "411" in the SASID database field. The "411" code indicates the state has already received this student's MSR information, but has not yet assigned a SASID to the student. This happens when it appears that the student may already be in the state's database and the state needs to gather additional information before deciding whether this is a new student or not.

Importing SASID Numbers

After you submit the MSR export to the DOE, you will receive a file back from the DOE containing new State Assigned ID Numbers (SASIDs). These numbers can be imported into the Administrator's Plus database from the .csv file that is returned to you. The import procedure is detailed below.

1. Make a backup of the current year data using the Administrator's plus Backup/Restore Utility.
2. Go to Data Base -> Address.
3. Press F2 [Other]
4. Choose Option 4 Import Field(s) From ASCII File.
5. You will get a message that summarizes the import process. Click Yes to continue.
6. A backup warning will appear. You should only click yes if you have backed up the current school year.
7. At the grade selection menu, choose All Grades.


You will now need to map the SASID field in the ASCII file to the corresponding field in your database. The SASID resides in the ninth field of the import file. Click on the empty field next to ASCII Field #9, press F6



[Lookup] and then choose the field that stores student SASID numbers from the menu. When you are done, the screen should match the diagram below. When this is complete, click F10 [Accept].

You must now tell the program which field you are using as a key field, its position in the import file and the location and name of the import file. Set the specifications as indicated below.

Import Key Field? The student's Locally Assigned ID Number (LASID) is the key field you will use in this import. In most cases, the Administrator's Plus Unique ID is used as the student's LASID. If this is the case, you will choose the Administrator's Plus Unique ID from the drop down list. If your school generates a LASID independent of the Administrator's Plus Unique ID, choose the field in which this number is stored.

1. ASCII Key Field? In the import file, the LASID occupies the first position in each student record. Set this specification so that it reads 1.
2. Import File Path? You can either type in the path and file name of the import file, or you can click on the browse button  to search for your import file. In the example shown below, the import file is located on the root of the C: drive and is named "SASID.csv".

3. Number of Lines to Discard? The import file contains a four-line header before the first student record. Since you do not want the program to attempt to import the header, set this specification to 4 so that the header is excluded.
4. Convert to Mixed Case? This specification should be set to No.

When you are finished setting up this screen, it will appear similar to the diagram below. Click Finish to begin the import process.

Full Export (MA52)

The Full Export generates a complete export containing all 52 Data Elements. The DOE will inform school districts as to when they should perform the Full Export, as well as the cutoff date that should be used. Before exporting the MA52, you should verify the specifications (particularly the export path and filename, and the cutoff date) and follow the View Current Data instructions to look for any invalid or missing data in any of the 52 elements. When you are ready to perform the export, click the Full Export option on the Main Menu. When the export is complete, a log of the students who were not exported and the reason(s) why is displayed. You may want to print this log, so double check that your printer is turned on and has paper in it. Correct any errors that appear in the log and run the export again.

Viewing Previous Exports

If you change Specification #1 “Use Which Data?” to View Data From A Prev Export, Specification #2 must be used to select the previous export to view.

The list of previous exports is shown in reverse chronological order (i.e. the most recent exports first), and distinguishes between SSRS and MA52 exports.

When you open the View Data screen, you will notice that the selected previous export is displayed in the upper right hand corner of the screen. The data displayed on the screen is an exact representation of what was exported, and students who were not exported due to errors will not appear in the viewer.

You may click F4 Prev or F5 Next to browse through the file one student at a time. You can also type the student's last name or ID number at the prompt, or click F6 Lookup to scroll down a list of students to call up.

Data Locations

The following table lists each of the required DOE data elements and where they can be stored in Administrator's Plus. Rows highlighted in gray denote data elements that can be stored in more than one location. "Custom" fields are those that must be created in the "Address" program.

#	FIELD NAME	ADMIN PLUS FIELD	LOCATION	CUSTOM OR PRE-DEFINED
1	LOCALLY ASSIGNED ID NUMBER (LASID)	"UNIQUE ID" FIELD	NEW FILES	PRE-DEFINED
		DATABASE FIELD	ADDRESS	CUSTOM (NON-DUPLICATE)
2	STATE ASSIGNED STUDENT IDENTIFIER (SASID)	ADDRESS	ADDRESS	CUSTOM
3	FIRST NAME	"FIRST NAME" FIELD	NEW FILES	PRE-DEFINED
4	MIDDLE NAME	"MIDDLE NAME" FIELD	NEW FILES	PRE-DEFINED
5	LAST NAME	"LAST NAME" FIELD	NEW FILES	PRE-DEFINED
6	DATE OF BIRTH	"BIRTHDATE" FIELD	ADDRESS	PRE-DEFINED
7	DATE OF BIRTH FORMAT	N/A	AUTO-CALCULATED	N/A
8	CITY/TOWN OF BIRTH	DATABASE FIELD	ADDRESS	CUSTOM
9	GENDER	"SEX" FIELD	ADDRESS	PRE-DEFINED
10	RACE	DATABASE FIELD	ADDRESS	CUSTOM
11	REASON FOR REPORTING	DATABASE FIELD	ADDRESS	CUSTOM
12	ENROLLMENT STATUS AT TIME OF DATA COLLECTION	AUTOMATICALLY CALCULATED	ATTENDANCE MODULE	CUSTOM
	ENROLLMENT STATUS AT TIME OF DATA COLLECTION--FOR SENDING STUDENTS ONLY	DATABASE FIELD	ADDRESS	CUSTOM
13	REASON FOR ENROLLMENT	DATABASE FIELD	ADDRESS	CUSTOM
14	CITY TOWN OF RESIDENCE	DATABASE FIELD	ADDRESS	PRE-DEFINED
15	SCHOOL IDENTIFICATION NUMBER (SASID)	DATABASE FIELD	ADDRESS	CUSTOM
16	GRADE LEVEL	ADMINISTRATOR'S PLUS GRADE LEVEL	NEW FILES	PRE-DEFINED
	GRADE LEVEL--FOR SENDING STUDENTS STORED IN GRADE "15" ONLY	DATABASE FIELD	ADDRESS	CUSTOM
17	DAYS IN ATTENDANCE	ATTENDANCE RECORD	ATTENDANCE MODULE	N/A
	DAYS IN ATTENDANCE --FOR SENDING STUDENTS OR PRIOR ATTENDANCE IN THIS DISTRICT	DATABASE FIELD	ADDRESS	CUSTOM
18	DAYS IN MEMBERSHIP	ATTENDANCE RECORD	ATTENDANCE MODULE	N/A
	DAYS IN MEMBERSHIP --FOR SENDING STUDENTS OR PRIOR ATTENDANCE IN THIS DISTRICT	DATABASE FIELD	ADDRESS	CUSTOM
19	LOW INCOME STATUS	DATABASE FIELD	ADDRESS	CUSTOM
20	PERKINS LOW INCOME STATUS	DATABASE FIELD	ADDRESS	CUSTOM
21	MIGRANT STATUS	DATABASE FIELD	ADDRESS	CUSTOM
22	IMMIGRANT STATUS	DATABASE FIELD	ADDRESS	CUSTOM
23	COUNTRY OF ORIGIN	DATABASE FIELD	ADDRESS	CUSTOM
24	FIRST (NATIVE) LANGUAGE	DATABASE FIELD	ADDRESS	CUSTOM
25	LIMITED ENGLISH PROFICIENCY	DATABASE FIELD	ADDRESS	CUSTOM
26	BILINGUAL EDUCATION PROGRAM STATUS	DATABASE FIELD	ADDRESS	CUSTOM
27	DISCONTINUED			
-				
31				
32	TBE - EXIT TYPE	DATABASE FIELD	ADDRESS	CUSTOM
33	POST-GRADUATE PLANS	DATABASE FIELD	ADDRESS	CUSTOM

#	FIELD NAME	ADMIN PLUS FIELD	LOCATION	CUSTOM OR PRE-DEFINED
34	SPEL PLACEMENT INFORMATION	DATABASE FIELD	ADDRESS	CUSTOM
35	CAREER & TECHNICAL - TYPE OF PROGRAM	DATABASE FIELD	ADDRESS	CUSTOM
36	SPECIAL EDUCATION - NATURE OF PRIMARY DISABILITY	DATABASE FIELD	ADDRESS	CUSTOM
37	SPECIAL EDUCATION - NATURE OF SERVICES	DATABASE FIELD	ADDRESS	CUSTOM
38	SPECIAL EDUCATION - LEVEL OF NEED	DATABASE FIELD	ADDRESS	CUSTOM
39	SPECIAL EDUCATION - COST-SHARE PLACEMENT	DATABASE FIELD	ADDRESS	CUSTOM
40	SPECIAL EDUCATION - IEP GOALS - REASON FOR EXIT FROM SPECIAL EDUCATION	DATABASE FIELD	ADDRESS	CUSTOM
41	SPECIAL EDUCATION - REASON FOR LEAVING SCHOOL DISTRICT	DATABASE FIELD	ADDRESS	CUSTOM
42	CAREER & TECHNICAL - CHAPTER 74 SPECIAL POPULATION	DATABASE FIELD	ADDRESS	CUSTOM
43	CAREER & TECHNICAL - CHAPTER 74 PROGRAM PARTICIPATION	DATABASE FIELD	ADDRESS	CUSTOM
44	CAREER & TECHNICAL - NON-CHAPTER 74 PROGRAM PARTICIPATION	DATABASE FIELD	ADDRESS	CUSTOM
45	NUMBER OF IN-SCHOOL SUSPENSIONS - BY STUDENT	DISCIPLINE RECORD	DISCIPLINE MODULE	CUSTOM
		DATABASE FIELD	ADDRESS	CUSTOM
46	NUMBER OF OUT-OF-SCHOOL SUSPENSIONS - BY STUDENT	DISCIPLINE RECORD	DISCIPLINE MODULE	PRE-DEFINED
		DATABASE FIELD	ADDRESS	CUSTOM
47	ADVANCED PLACEMENT COURSE 1	COURSE ALIAS FIELD	REPORT CARD MODULE	PRE-DEFINED
		DATABASE FIELD	ADDRESS	CUSTOM
48	ADVANCED PLACEMENT COURSE 2	COURSE ALIAS FIELD	REPORT CARD MODULE	PRE-DEFINED
		DATABASE FIELD	ADDRESS	CUSTOM
49	ADVANCED PLACEMENT COURSE 3	COURSE ALIAS FIELD	REPORT CARD MODULE	PRE-DEFINED
		DATABASE FIELD	ADDRESS	CUSTOM
50	ADVANCED PLACEMENT COURSE 4	COURSE ALIAS FIELD	REPORT CARD MODULE	PRE-DEFINED
		DATABASE FIELD	ADDRESS	CUSTOM
51	ADVANCED PLACEMENT COURSE 5	COURSE ALIAS FIELD	REPORT CARD MODULE	PRE-DEFINED
		DATABASE FIELD	ADDRESS	CUSTOM
52	STUDENT TRUENCY	DISCIPLINE RECORD	DISCIPLINE MODULE	PRE-DEFINED
		DATABASE FIELD	ADDRESS	CUSTOM

