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To: Andrew Frink <afrink@pcschools.us>, abraner@cosgriff.org and 64 more...  
SIF Specific PowerSchool Setup for SIF

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Hi all,

I wanted to send out an email to outline some SIF specific setup that you'll want to do, prior to doing a SIF submission:

**1. Set the StatePrID:**

School numbers are pulled from a different location in SIF than in the flat file. Whereas the flat file will pull the value from the alternate school number or school number fields in the school record, SIF pulls the value from the "StatePrID" field on the *edit school* page. This field can be found on the following page:

District Start page> District Setup> Schools/School Info> Select School

In this field, you'll need to enter the state assigned school number for the selected building.

**2. For schools with students in grade levels 9-12, select the simple and weighted GPA methods:**

In order for the GPA's to pull in the Student Academic record, each school in your district with students in the 9-12 grade range, you'll need to select a cumulative simple and cumulative weighted GPA method. You can use existing calculation methods or you can create new ones. The weighted and simple GPA methods should be selected in the "Cumulative Simple/Weighted GPA calculation method to be used" fields. These fields can be found on the *edit school* page::

District Start page> District Setup> Schools/School Info> Select School

***Reports that must be run prior to a SIF submission:***

**SIF GPA** - This report will calculate and store the cumulative simple and weighted GPA's for any student in grades 9-12, based on the GPA calculation methods selected on that particular school's "edit school" page.

**UT Student Attendance Summary** - This report will calculate the S1 ADA and ADM for all students. The values are calculated in the 180 day equivalent and the output file will pull all necessary elements that go into the calculation so this can be used as a troubleshooting tool. It is important to note that the ADM calculated by this report does NOT take into account any self-contained ADM a student might have. S2 self-contained ADM is subtracted from the S1 ADM by the state.

**UT Student Program and Course Membership report** - This report calculates the S2 (both self-contained and resource) and AM membership. Similarly to the Student Attendance Summary report, the S2 membership is prorated and calculated in the 180 day equivalent. AM membership however, is not prorated or in the 180 day equivalent. It is simply a straight count of in-session days between the CC entry date and either the report snapshot date or the CC exit date. This report also provides an output file that can be used to troubleshoot unexpected results.

The three reports noted above will calculate and write the results to the necessary table and field so it can be extracted by the Agent.

Feel free to let me know if you have any questions about any of this.

Regards,

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