PDE Data Dictionary External Report Guide

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PDE Data Dictionary External Report Guide
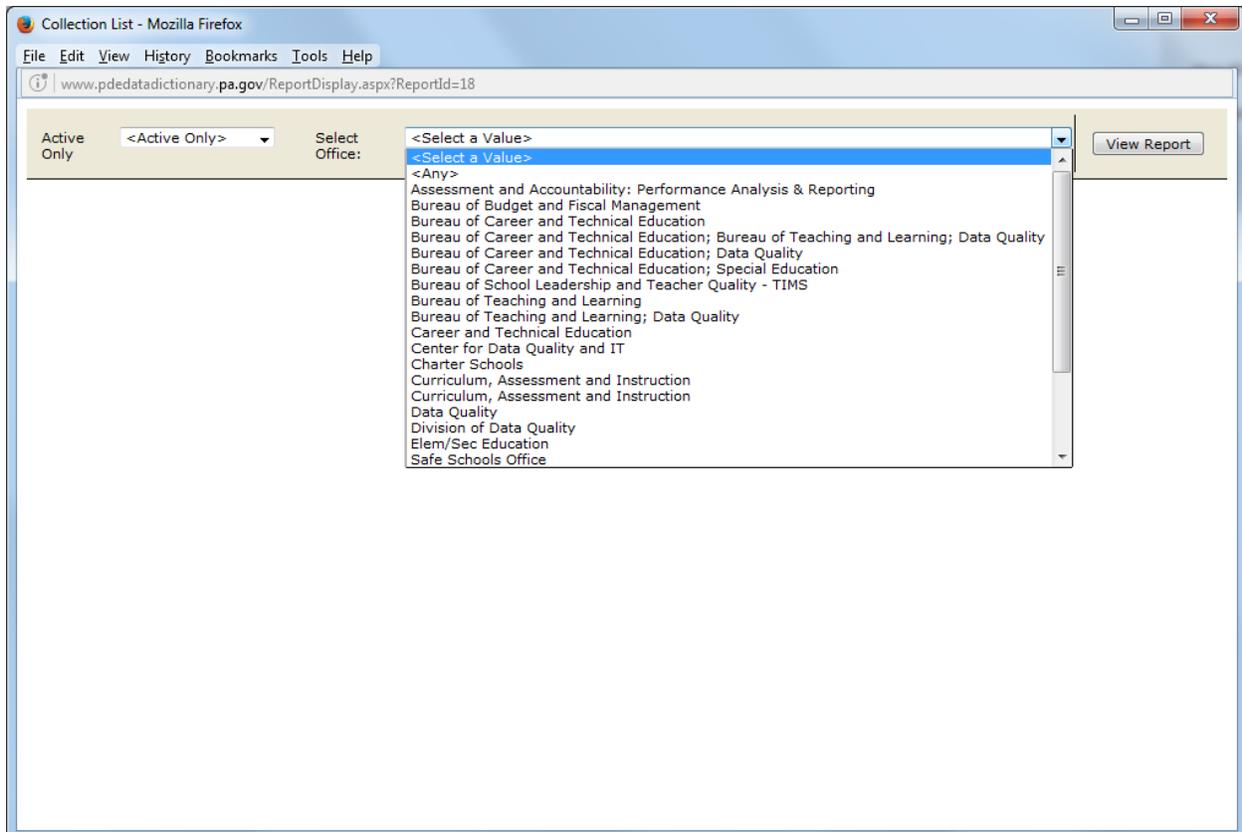
Reports

The PDE Data Dictionary is accessible by both the public and PDE staff. As a public user, you do not need to log into the website to be able to run reports which detail the data dictionary information for the various data collections that PDE is responsible for. The collections report contains the definition and requirements for each collection. The collection details report will provide a definition for each piece of information that is associated with a specific collection.

Below are examples of how to generate these reports.

Report for Collection Information

1. From the DataSpecs homepage, click the Collection List report link in the Collections folder. This report will provide all the Collection Information by Office.

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2. Run the report:
   a. Click the Collection List link
   b. Active Only: Choose from All or Active Only collections.
   c. Select Office: Select the Office responsible for collecting data
   d. Click View Report
   e. Contents of the report can be expanded
   f. If user desires to print or export the report:
      i. Select appropriate format (i.e. PDF, excel)
      ii. Click Export
      iii. Print exported file as desired

This is the Collection List report. Each section can be expanded by clicking on the "+" symbol besides each of the headings. This report can be sent to your local printer or exported to Excel or as a PDF. You may also save the report to your computer and email it as an attachment.

Prior to printing or exporting the report, expand each section to show the maximum information as the reports are a "what you see is what you get" format.

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Report for Collection Detail Information

1. From the DataSpecs homepage, click the Collection Item Details link in the Collection Item Details folder. This report will provide all the Collection Item Details for a selected collection. It presents in report format the information found on the Collection Item Tab.
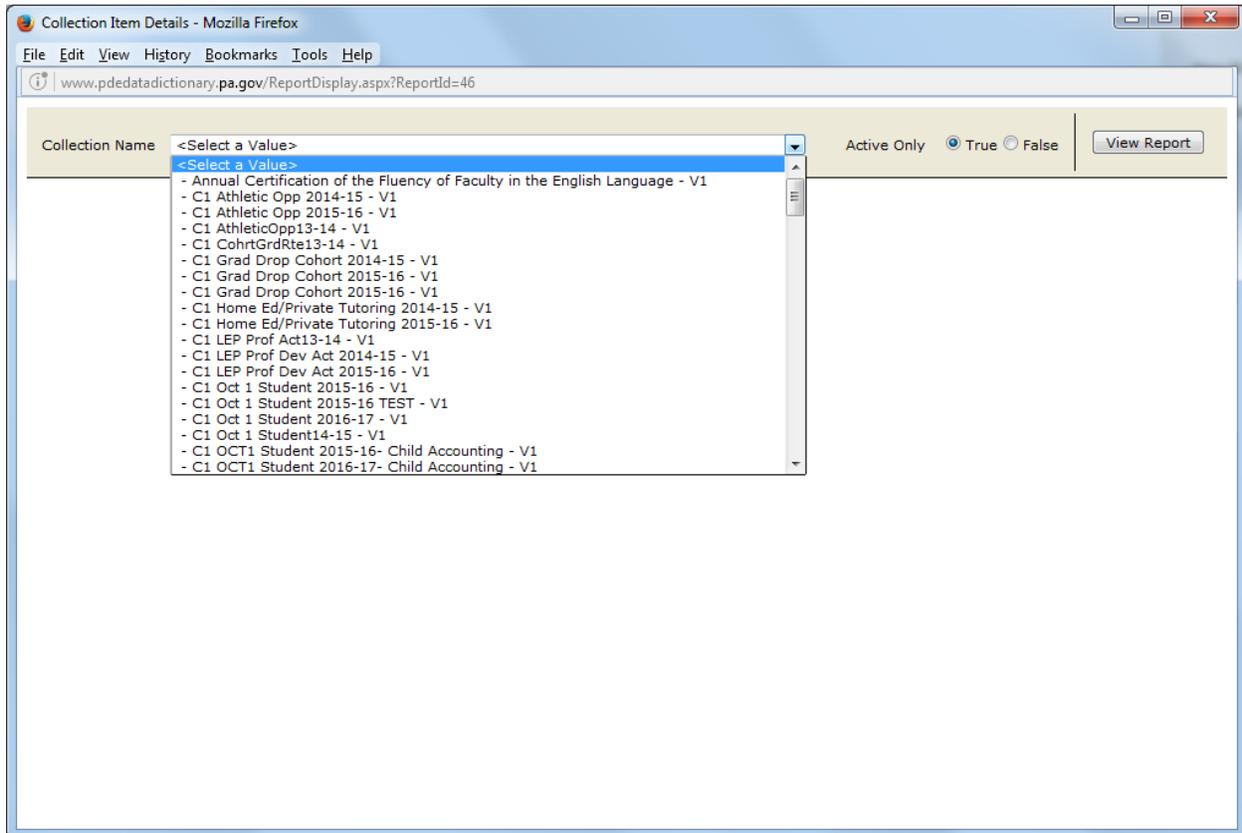
2. Run the report:
   a. Click the Collection Item Details link
   b. Collection Name: Select the Collection to report
   c. Active Only: further filter the Collection Name list by applying this option
   d. Click View Report
   e. If user desires to print or export the report:
      i. Select appropriate format (i.e. PDF, excel)
      ii. Click Export
      iii. Print exported file as desired

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This is the Collection List report. This report details the data elements collected in the report selected from the "Collection Name" filter.

| Collection Name | - C1 Oct 1 Student 2016-17 - V1 | ▼ | Active Only | ● True ○ False |

| ◄◄ ◄ | 1 | of 10 ▶ ▶► | Select a format ▼ Export | 🔁 |

Item Details: C1 Oct 1 Student 2016-17

Sect #	Item Name	Repeatable	Type	Length	Precision	Min / Max	Required	Format	Effective
	Field Name		Option Set				Element		Expiration
	Definition								

Section: Student

1 1	**DISTRICT CODE**	☐		9		/	Required		9/1/2014
							District Code (PIMS)		

The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education for the LEA that is reporting the student.

Note: Used to establish October 1 school enrollment, student demographics, and for state and federal statistical reporting

1 2	**LOCATION CODE**	☐		4		/	Required		9/1/2014
							Institution Location Code (PIMS)		

The PDE-defined, 4-digit code identifying the school that is reporting the student.

All public schools have a 4-digit school code that is other than 0000 or 9999 NOTE: IUs, PRRISs and APSs use location code 0000.

If a student is at a location that does not have a designated school code, use 9999 as the location code. Note: No PSSA or Keystone precodes will be generated for code 9999.

For Child Accounting, a student's average daily attendance (ADA) is attributed to the location code populated in this record.

For Special Ed Reporting – the Special Education Reporting LEA uses 9999 for students educated in other LEAs.

Note: Used to establish October 1 school enrollment, student demographics, and for state and federal statistical reporting

1 3	**SCHOOL YEAR DATE**	☐		10		/	Required	YYYY-MM-DD	9/1/2014
	False						Academic Year (PIMS)		

A single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2014-2015 school year would be indicated by 2015-06-30. All dates must be entered in ISO format: YYYY-MM-DD

Note: Used to establish October 1 school enrollment, student demographics, and for state and federal statistical reporting

1 4	**STUDENT ID**	☐		10		/	Required		9/1/2014