



Pennsylvania
Department of Education

Pennsylvania Information Management System

2013-2014 Postsecondary Unit-Level Transfer Data Collection Elements



Pennsylvania Department of Education Administration

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Introduction

Purpose

The Pennsylvania Information Management System (PIMS) is a statewide longitudinal data system for the collection and reporting of unit-level educational data.

PIMS was developed with the purpose of:

- Allowing the Pennsylvania Department of Education (PDE) to meet federal and state reporting requirements;
- Streamlining the reporting processes from educational institutions to PDE and the U.S. Department of Education
- Reporting timely and accurate education data through standardized and ad hoc reporting capabilities;
- Improving educational decision-making through the use of high quality data and decision support tools; and,
- Providing longitudinal data on educational progress over time.

The *PIMS Postsecondary Unit-Level Transfer Data Collection Elements Manual* lists the templates and unit-level data elements collected by PDE in accordance with federal statute or regulation or as required by the Pennsylvania Public School Code of 1949 as amended.

Family Educational Rights and Privacy Act

Student education records are official, confidential documents protected by the Family Educational Rights and Privacy Act (FERPA, 20 USC 1232g). FERPA defines education records as all records – both paper and computerized – that schools or education agencies maintain about students, and protects both paper and computerized records. FERPA and other privacy laws (such as Title I and Special Education) ensure that information about citizens collected by schools and government agencies is released only for specific and legally defined purposes.

Under FERPA Sec. 99.31 and 99.35, education agencies may release personally identifiable information to the PDE for the purposes of auditing and evaluating education programs and complying with federal and state regulations.

Act 24 of 2011

Act 24 of 2011 authorizes PDE to collect unit-level data that are mandated by federal statute or regulation or as required by Pennsylvania Public School Code of 1949 as amended. PDE is collecting data elements necessary to meet the following reporting requirements:

- Annual Assessment/Evaluation of the Pennsylvania Statewide Transfer and Articulation System (24 P.S. §20-C)

The table below lists the unit-level data elements collected by PDE in PIMS Postsecondary to assess the statewide transfer and articulation system. Data are submitted by the Pennsylvania colleges and universities that participate in the Statewide Transfer and Articulation System.

Students to Be Reported in PIMS

Postsecondary students may opt-out of a commonwealth data collection by submitting to PDE the electronic [Postsecondary Data Collection Opt-Out Form¹](#) available on the PDE website at least one month prior to the data submission. Students are not permitted to opt-out of federally-mandated collections.

Prior to each data collection, PDE will provide postsecondary institutions with a list of students who have submitted the [Postsecondary Data Collection Opt-Out Form](#) to PDE for the respective collection term. The postsecondary institution is responsible for excluding those students' information from the portions of the collection that are required only for commonwealth purposes.

¹ http://www.portal.state.pa.us/portal/server.pt/community/departmental_offices/7235/p/1768161

Unit-Level Transfer Data Collected in PIMS

Template	Field Name	Definition
PS Student Institution	LAST NAME	Student's full legal last name.
PS Student Institution	FIRST NAME	Student's full legal first name.
PS Student Institution	MIDDLE NAME	Student's full legal middle name or initial.
PS Student Institution	BIRTH DATE	Provide the birth date of the student.
PS Student Institution	PS LOCAL STUDENT ID	Student's local institutional ID.
PS Student Institution	GENDER CODE	Student's gender.
PS Student Institution	RACE CODE	Student's race.
PS Student Institution	HISPANIC INDICATOR	Indicator of whether student is Hispanic.
PS Student Institution	NONRESIDENT ALIEN INDICATOR	Indicator of whether student is a Nonresident Alien.
PS Student Institution	PERMANENT ADDRESS COUNTY CODE	Provide the county of the student's permanent address if a PA resident.
PS Student Institution	STATE RESIDENCY CODE	Specifies the student's residency status.
PS Student Institution	FIRST TERM OF ACADEMIC HISTORY DATE	The date of the student's first term of undergraduate academic history. This could be at the reporting institution or a different institution. Note that this applies to students who enter with advanced standing due to credits obtained during high school.
PS Student Institution	FIRST ENROLLMENT AT INSTITUTION DATE	Date of student's first enrollment at the institution for the same level (e.g., undergraduate, graduate, etc.).
PS Student Transfer Fact	TRANSFER FROM IPEDS UNIT ID	The IPEDS Unit ID of the postsecondary institution from which the student is transferring credits.
PS Student Transfer Fact	TRANSFER DATE	The time period that the student transferred.
PS Student Transfer Fact	CREDIT GPA CODE	The type of credits submitted.
PS Student Transfer Fact	TRANSFER CREDITS	The number of credits presented, accepted and rejected for transfer.