



June 29, 2016

Re: Reporting of 2015-16 child accounting data in PIMS

Dear Chief Executive Officer:

The PIMS submission window for uploading the child accounting files will open on July 18, 2016.

The due date for submission of the child accounting templates, School Calendar and Student Calendar Fact, is **August 1, 2016**. Section 2552.1 of the School Code provides for an automatic extension of 30 days until August 31.

Beginning September 1, 2016, the charter school may be subject to a forfeiture of \$300 per day until all child accounting data files are successfully uploaded in PIMS, contain reasonably accurate data, and the signed Accuracy Certification Statement (ACS) is received by my office. Please note that a signed ACS is required for each and every submission of data.

For those charter schools that operate a kindergarten program, the child accounting template, District Snapshot for the 2016-17 school year, is due by October 18, 2016.

Questions should be directed to [ra-CAD@pa.gov](mailto:ra-CAD@pa.gov) or (717) 787-5423, option 1.

Sincerely,

A handwritten signature in black ink that reads "Benjamin T. Hanft".

Benjamin T. Hanft, Chief  
Division of Subsidy Data and Administration