PIMS DATA MAINTENANCE REQUEST - A

School Year:

PLEASE:	**SUBMIT REQUESTS TO:**
* DO NOT FAX A COVERSHEET * DO NOT EMAIL AND FAX THE FORM	• EMAIL: RA-DDQDATACOLLECTION@PA.GOV • FAX: 717.787.1787

SECTION 1 – LEA INFORMATION

DATE OF REQUEST:	PIMS SUPPORT SERVICES TICKET:
REQUESTING ENTITY AUN:	REQUESTING ENTITY NAME:
CONTACT PERSON EMAIL:	CONTACT PERSON TELEPHONE:
CONTACT PERSON NAME:	

SECTION 2 - REQUIRED SIGNATURE/EXPLANATION ****DATA MAINTENANCE REQUEST*** *****STUDENT TEMPLATE REQUEST & EXPLANATION***

*PIMS ADMINISTRATOR NAME:	*PIMS ADMINISTRATOR SIGNATURE:
**CHIEF SCHOOL ADMINISTRATOR NAME:	**CHIEF SCHOOL ADMINISTRATOR SIGNATURE:
**EXPLANATION FOR STUDENT TEMPLATE REQUEST:	

SECTION 3 – 1. SELECT COLLECTION TEMPLATE(S) TO BE DELETED ***2. ENTER SCHOOL YEAR OR SNAPSHOT DATE, IF APPLICABLE***

* A NEW, SEPARATE PIMS SUPPORT SERVICES TICKET IS REQUIRED FOR EACH AUN AND NEW PIMS DATA MAINTENANCE REQUEST
* SEE ***PIMS DATA MAINTENANCE REQUEST - B*** FOR DATA SETS NOT LISTED ON THIS FORM
* USE ***SECTION 4*** FOR CUMULATIVE TEMPLATES (SCHOOL ENROLLMENT, STAFF, STUDENT, PROGRAMS FACT)
* ***ATTACH SPREADSHEET WITH ALL REQUIRED INFORMATION FOR 1-10 RECORDS***
* ***REQUESTS FOR 11 OR MORE RECORDS – PER PDE POLICY, THE ENTIRE TEMPLATE WILL BE DELETED***

AN ASTERISK (*) INDICATES REQUIRED INFORMATION THAT *MUST* BE INCLUDED IN AN ATTACHED SPREADSHEET.

☐ CTE ☐ ADULT ☐ SECONDARY	☐ ENTIRE TEMPLATE ☐ CTE STUDENT INDUSTRY CREDENTIAL	☐ STUDENT SNAPSHOT – *DATE: ☐ CTE STUDENT FACT
☐ COURSE/HQT	☐ COURSE * *LOCATION CODE* * *COURSE SEMESTER* * *COURSE ID* ☐ COURSE INSTRUCTOR * *COURSE ID* * *LOCATION CODE* * *COURSE SECTION* * *STAFF PPID*	☐ STUDENT COURSE ENROLLMENT * *STUDENT PASECUREID* * *COURSE ID* * *LOCATION CODE* ☐ STAFF STUDENT SUBTEST * *STAFF PPID* * *TEST DESCRIPTION* * *STUDENT DISTRICT CODE* * *SUBTEST IDENTIFIER* * *STUDENT PASECUREID*
☐ OCT STUDENT SNAPSHOT	☐ ENTIRE TEMPLATE	☐ STUDENT SNAPSHOT – *DATE:
☐ STAFF	☐ STAFF SNAPSHOT ☐ DELETE ENTIRE STAFF SNAPSHOT TEMPLATE ☐ DELETE ENTIRE STAFF ASSIGNMENT TEMPLATE	☐ STAFF ASSIGNMENT * *LOCATION CODE* * *STAFF ID* * *STAFF ASSIGNMENT*

SECTION 4 – CUMULATIVE TEMPLATES – CONTAINS CURRENT YEAR DATA ACQUIRED THROUGH MULTIPLE COLLECTIONS

☐ PROGRAMS FACT TEMPLATE	☐ * PROGRAM CODE & * DISTRICT CODE ☐ * PROGRAM CODE & * LOCATION CODE ☐ PROGRAM CODE & STUDENT * *STUDENT PASECUREID* * *START DATE* * *PROGRAM CODE*	SCHOOL YEAR(S):
☐ SCHOOL ENROLLMENT (SPECIFY PASECUREID, ENROLLMENT CODE AND DATE IN TICKET OR ON ATTACHMENT)		SCHOOL YEAR(S):
☐ STAFF (SPECIFY PPID IN TICKET OR ON ATTACHMENT) TEMPLATE CONTAINS MULTIPLE YEAR, CUMULATIVE DATA		SCHOOL YEAR(S):
☐ STUDENT – GRAD/DROP/COHORT (SPECIFY PASECUREID IN TICKET OR ON AN ATTACHED SPREADSHEET) **SEE SECTION 2		SCHOOL YEAR(S):