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Pennsylvania Information Management System

Volume 1

USER MANUAL

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Secretary of Education

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Introduction

The Pennsylvania Information Management System (PIMS) is a collaborative effort of the Pennsylvania Department of Education (PDE) and the local education agencies (LEA) across the Commonwealth. PIMS is a statewide, longitudinal data system that will efficiently and accurately manage, analyze, disaggregate, and use individual student data for each student served by Pennsylvania's Pre-K through grade 12 public education system.

PIMS serves many purposes. These are to:

- Meet the current PDE and federal reporting requirements.
- Improve education decision-making through the use of high quality data and decision support tools.
- Provide longitudinal tracking of education progress over time and across LEAs, and.
- Report timely and accurate education data through standardized and ad hoc reporting capabilities.

PIMS uses the eScholar data warehouse model, which stores data in a relational database. eScholar uses a standard set of templates that provides a consistent format for loading data from various information systems into the warehouse. By using templates, LEAs are not required to purchase new hardware or software. Modifications to information system software will be necessary to format data to meet template standards for file transmission. For additional information on eScholar, please visit the eScholar website at http://www.escholar.com/.

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 that schools or education agencies maintain about students, and also 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 PDE for the purposes of auditing and evaluating education programs, and for complying with federal and state regulations. See Volume 2 of the PIMS User Manual for additional summary information on FERPA.

PIMS User Manual Volume 1 Change Summary

Below are the changes and additions that have been made for this version of the PIMS User Manual.

Version	Domain	Section	Change
1.0	N/A	Students to Be Reported in PIMS	Updated half day kindergarten description for alternate day programs
1.0	N/A	Definitions	Updated E. 1306, Institutionalized Non-resident, Unknown District of Residence
1.0	N/A	Race/Ethnicity	Updated race/ethnicity descriptions and added two or more races
1.0	N/A	Curriculum, Assessment and Instruction	Replaced entire section
1.0	N/A	School Performance Profile	Updated School Performance Profile Availability
1.1	N/A	Templates	Updated instructions for Data Maintenance Requests
1.0	Child Accounting	Child Accounting Domain	Added instruction on process if corrections are made
1.0	Child Accounting	Child Accounting Domain	Update field list to include Economic Disadvantaged Status Code
1.0	Child Accounting	School Calendar Template	Added PDE Emergency Waiver information to Total Instructional Time calculation
1.0	Child Accounting	School Calendar Template	Added additional information to Calendar Programs Code
1.0	Child Accounting	School Calendar Template	Added additional information to Number of Scheduled School Days
1.0	Child Accounting	School Calendar Template	Added ACT 80 information
1.0	Child Accounting	School Calendar Template Specifications	Updated Field 4 Business Rule
1.0	Child Accounting	School Calendar Template Specifications	Updated Field 13 Business Rule
1.0	Child Accounting	School Calendar Template Specifications	Updated Field 17 Business Rule
1.0	Child Accounting	Student Calendar Fact Template	Updated Description
1.0	Child Accounting	Student Calendar Fact Template	Updated Percentage of Time Enrolled
1.0	Child Accounting	Student Calendar Fact Template	Updated grain
1.0	Child Accounting	Student Calendar Fact Template specifications	Updated Field 3 Definition and Sample/Valid Values
1.0	Child Accounting	Student Calendar Fact Template specifications	Updated Field 6 Definition
1.0	Child Accounting	Student Calendar Fact Template specifications	Updated Field 15 Definition and Business Rule
1.0	Child Accounting	Student Calendar Fact Template specifications	Updated Template Rule 13
1.0	Child Accounting	Student Calendar Fact Template Specifications	Added FAQ 7 - Special Education
1.0	Course	Course Template	Added accountability info to description
1.0	Course	Staff Student Subtest	Added field 12 - Relationship Location Code
1.0	Course	Staff Student Subtest	Updated Load Sequence Dependencies
1.0	District	District Domain	Updated Description
1.0	District	District Fact Template for Safe Schools	Updated Sample Data
1.0	District	District Fact Template for LEP	Updated entire Template Description

Version	Domain	Section	Change
1.0	District	District Fact Template for LEP	Updated Field 3 Data Definition, Business Rule and Sample/Valid Values
1.0	District	District Fact Template for LEP	Updated Sample Data tables for LEP Submission for the District Fact Template
1.0	District	District Fact Template for School Choice	Removed section - It is no longer collected
1.0	District	District Fact Template for Title I	Updated Sample Data tables for Title I Submission for the District Fact Template to remove LEP references
1.0	District	District Snapshot Template	Updated Field 93 Data Definition
1.0	District	Home Education Domain	Added section and Location Fact Template information
1.0	District	Support Personnel Domain	Added section and Location Fact Template information
1.0	District	School Enrollment Template	Added note to template description
1.0	District	School Enrollment Template	Added FAQs 3 - 8
1.0	Groups and Program	Program Fact Template Description	Added note to template description
1.0	Groups and Program	Program Fact Template Description	Updated FAQ 5
1.0	Groups and Program	Program Fact Template Description	Removed Location Fact Template for School Choice - It is no longer collected
1.0	Groups and Program	Program Fact Template Description	Added Beginning Date to grain
1.1	Groups and Program	Program Fact Template	Update fields 6, 7 and 18 for new Homeless Codes
1.0	Interscholastic Athletic Opportunities Domain	Interscholastic Athletic Opportunities Domain	Updated Template Description
1.0	Survey	PATI School Technology Survey	Updated question descriptions
1.0	Staff	Staff Template Specifications	Updated Field 1 Data Definition
1.0	Staff	Staff Snapshot Template Specifications	Updated Field 1 Data Definition
1.0	Staff	Staff Assignment Template Specifications	Added field 26 Primary Assignment Indicator
1.0	Student	Student Template Specifications	Updated Field 1 Data Definition
1.0	Student	Student Template Specifications	Updated Field 2 Definition
1.0	Student	Student Template Specifications	Updated Field 10 Business Rule
1.0	Student	Student Template Specifications	Updated Field 65 Valid Values
1.0	Student	Student Template Specifications	Updated Field 68 Data Definition
1.0	Student	Student Template Specifications	Updated Field 88 Definition and Business Rule
1.0	Student	Student Template Specifications	Updated Field 91 Business Rule
1.0	Student	Student Template Specifications	Updated Field 95 Data Definition
1.0	Student	Student Template Specifications	Updated Field 117 Definition and Business Rule
1.0	Student	Student Template Specifications	Updated Field 125 Data Definition and Business Rule
1.0	Student	Student Template Specifications	Updated Field 131 Data Definition and Business Rule
1.0	Student	Student Template Specifications	Updated Field 167 Data Definition
1.0	Student	Student Template Specifications	Updated Field 189 Data Definition and Business Rule
1.0	Student	Student Template Specifications	Updated Field 190 Data Definition
1.0	Student	Student Template Specifications	Updated Field 212 Business Rule
1.0	Student	Student Snapshot Template Specifications	Updated Field 1 Data Definition
1.0	Student	Student Snapshot Template Specifications	Updated Field 2 Definition

Version	Domain	Section	Change
1.0	Student	Student Snapshot Template Specifications	Updated Field 10 Business Rule
1.0	Student	Student Snapshot Template Specifications	Updated Field 65 Valid Values
1.0	Student	Student Snapshot Template Specifications	Updated Field 68 Data Definition
1.0	Student	Student Snapshot Template Specifications	Updated Field 88 Definition and Business Rule
1.0	Student	Student Snapshot Template Specifications	Updated Field 91 Business Rule
1.0	Student	Student Snapshot Template Specifications	Updated Field 95 Data Definition
1.0	Student	Student Snapshot Template Specifications	Updated Field 117 Definition and Business Rule
1.0	Student	Student Snapshot Template Specifications	Updated Field 125 Data Definition and Business Rule
1.0	Student	Student Snapshot Template Specifications	Updated Field 131 Data Definition and Business Rule
1.0	Student	Student Snapshot Template Specifications	Updated Field 167 Data Definition
1.0	Student	Student Snapshot Template Specifications	Updated Field 189 Data Definition and Business Rule
1.0	Student	Student Snapshot Template Specifications	Updated Field 190 Data Definition
1.0	Student	Student Snapshot Template Specifications	Updated Field 212 Business Rule
1.0	Student	Student Snapshot Template Specifications	Updated Rules
1.0	Student	Student Snapshot Template Specifications	Updated FAQ 2, 3, 4, 5, and 13
1.0	Student	Student Snapshot Template Specifications	Updated Rules
1.0	Student	Student Snapshot Template Specifications	Updated FAQ 6
1.0	Special Education	Special Education Snapshot	Updated Field 71 Business Rule

PIMS User Manual Volume 2 Change Summary

Version	Appendix	Title	Change
1.0	A	Course Codes	**Added Codes**: S52034 Mathematics (grade 4) – Special Education S53234 Science (grade 4) – Special Education S0113 Grade 11 – Special Education (General Science) S0114 Grade 11 – Special Education (General Music) S0115 Grade 11 – Special Education (General Art)
1.1	A	Course Codes	Corrected missing Core Course Indicator on codes: S52034; S53234; VSUG2; VSUG3 and all ESL courses.
1.0	F	Program Codes	**Retired codes**: 1 - EAP Tutoring (State) - Reading 2 - EAP Tutoring (State) - Math 3 - SES Tutoring (Federal) - Reading 4 - SES Tutoring (Federal) - Math 7 - Classroom Plus Tutoring - Reading 8 - Classroom Plus Tutoring - Math 13 - Homebound Instruction 14 - School Choice Provision 23 - Science: It's Elementary 32 - Homeless 33 - SES Tutoring (State) – Science 34 - SES Tutoring (Federal) – Science
1.0	F	Program Codes	**Added Codes**: 55 - Homeless, Unaccompanied 56 - Homeless - Accompanied
1.0	Q	Industry Credential (Certification) Codes	**Added Codes:** 498 - Master Service Technician 499 - PC-Pro 500 - Network Pro 501 - Section 609 Certification for Refrigerant Recycling and Recovery 502 - ProStart National certificate 503 - S/P2 – Cosmetology 504 - S/P2 – Culinary 505 - S/P2 – Construction 506 - Adobe Certified Associate – Visual Communication Using Adobe Photoshop 507 - Adobe Certified Associate – Graphic Design & Illustration Using Adobe Illustration 508 - Adobe Certified Associate – Print & Digital Media Publication Using Adobe Indesign 509 - Microsoft Technology Associate – Windows Operating System Fundamentals 510 - Microsoft Technology Associate – Software Developer Fundamentals 511 - Microsoft Technology Associate – Database Administration Fundamentals 512 - IT Fundamentals 514 - Lead Renovator Refresher Certification 515 - Safeland USA Certification
1.0	Q	Industry Credential (Certification) Codes	**Retired Code**: 270 – Certified Welding Inspector

Version	Appendix	Title	Change
1.0	Q	Industry Credential (Certification) Codes	**Modified Codes**: 277 – SP2 – Automotive 281 - Personal Protection Baton Tactics
1.0	Z	Infraction Codes	**Added Code**: 51 - Cyber Harassment and definition
1.0	AD	Categories to Use in the Location Fact Template for School Choice and SES	This appendix has been eliminated
1.0	AE	Categories to use in the District Fact Template for Title I	Updated SWP Staff Record
1.0	AF	Categories to Use in the District Fact Template for LEP Program Survey and Title III Nonpublic Student Count	Updated values and description throughout LEP tables
1.0	AG	Categories to Use in the District Fact Template for School Choice	This appendix has been eliminated
1.0	AH	Job Description Codes	Updated NPA Job Description Record
1.0	AI	Categories to use in the District Fact Template for LEP Professional Development Survey	Updated Instructions, Column Heading and Email address

Students To Be Reported in PIMS

All Pre-K through grade 12 and Adult Affidavit Program (AAP) students enrolled in a public school and Pennsylvania students enrolled in an Approved Private School (APS) or Private Residential Rehabilitation Institution (PRRI) shall be reported in PIMS. Student data will be submitted through templates. See the template section of this document for more information. Data will be collected for the following grades.

NOTE: The term "grade" is used in this document to imply the instructional levels from Pre-K through grade 12, including the adult instructional level for career and technical education registered Adult Affidavit Programs. For Special Education students, please see the paragraph "**Reporting Exceptional Students."**

The following grade levels will be collected in PIMS:

- Pre-K, half-day, morning
- Pre-K, half-day, afternoon
- Pre-K, full day
- K4, half-day, morning
- K4, half-day, afternoon
- K4, full day
- K5, half-day, morning
- K5, half-day, afternoon
- K5, full day
- Grade 1
- Grade 2
- Grade 3
- Grade 4
- Grade 5
- Grade 6
- Grade 7
- Grade 8
- Grade 9
- Grade 10
- Grade 11
- Grade 12
- AAP (Adult Affidavit Program student)

Additional information is available below to help determine the grade of a student.

Half-Day vs. Full-Day Kindergarten Students:

Half-Day: Report kindergarten students who participate in a half-day program that provides a minimum of 2.5 instructional hours (but less than 5 instructional hours) every day. Also report as half-day any student who participates in an alternate day kindergarten program. An alternate kindergarten program provides an average of 12.5 hours per week or minimum 450 instructional hours per year.

Full-Day: Report kindergarten students who participate in a full-day program that provides a minimum of 5 instructional hours every day.

Reporting Pre-Kindergarten (Pre-K) Students

Record all students enrolled in the LEA's Pre-Kindergarten program, where most children will be three or four years of age. There may be exceptions in which children either are younger or older than this. Include all of these students, regardless of funding source, including any students who are Head Start or PA Pre-K Counts students as described below.

An LEA's Pre-Kindergarten students should include Head Start or PA Pre-K Counts students if they are part of an authorized program directly provided by the LEA. That is, if the LEA is in a partnership with a Head Start or PA Pre-K Counts grantee such that the service delivery and/or cost of the Pre-Kindergarten program is directly provided by the LEA, the LEA should report these students. However, if the LEA is the Head Start or PA Pre-K Counts grantee or delegate agency, the LEA should only report students in programs directly provided by the LEA, but not those provided by another LEA through a partnership.

If there exists a cooperative relationship between the LEA and a Head Start or PA Pre-K Counts program, but the service delivery and cost are not provided by the LEA, the LEA should not report these students, even if they are located in the LEA's facilities. In certain cases, an LEA allows a Head Start or PA Pre-K Counts program to

use some of its unused classroom space, but that does not make it the LEA's program. In true partnerships, there is a more involved relationship where there is joint responsibility for the program and/or cost.

PA Pre-K Counts membership and attendance should be **excluded** from the child accounting data in the Student Calendar Fact Template.

Reporting Kindergarten Students (K4)

When the school district operates a two-year kindergarten program (i.e., K4 and K5), record as K4 all students who meet the entry age established by the local school board for four year old kindergarten students according to State Board of Education Regulations (Chapter 11 Student Attendance- section 11.14 Admission to Kindergarten when provided.

K4 includes Head Start students if they are part of an authorized program of the LEA. That is, if the LEA is in a partnership with a Head Start grantee in which the delivery and/or cost of providing the K4 program is shared in some way between the Head Start grantee and the LEA, count these students in the enrollment report. Or, if the LEA is the Head Start grantee or delegate agency, only count students in classrooms operated by the LEA on the October 1st report. **If there exists a cooperative relationship between the LEA and the Head Start program, but the two delivery systems and funding remain completely separate, do not count these students**, even if they are located in LEA facilities. In certain cases an LEA allows the Head Start agency to use some of its unused classroom space, but that does not make it the LEA's program. In true partnerships, there is a more involved relationship where there is joint responsibility for the program and/or funding.

Reporting Kindergarten Students (K5)

Record the second year of a two-year kindergarten program or single year of a traditional one-year kindergarten program (which most school districts offer). Students generally are five years old at the beginning of the school year.

Reporting School-Age Early Intervention Students

School-age early intervention students (students with an Individualized Education Program, i.e. IEP) in LEA-based half-time or full-time programs should be reported as kindergarten students (K4 or K5). The determination of whether data is to be reported for a child is based on the kindergarten entry age for the school district where the child would have attended school if the child were not in the early intervention program.

The Mutually Agreed Upon Written Arrangement (MAWA) holder, an intermediate unit or school district providing education to school-age early intervention students, will upload child accounting instructional time and membership data in the School Calendar and Student Calendar Fact files.

Reporting Exceptional Students

Pertinent to students in full-time programs for the physically or emotionally disabled, mentally gifted, intellectually disabled, and other exceptionalities, report the student's actual grade level as indicated in their IEP.

NOTE: Beginning with the 2013/14 school year, EUG and SUG are no longer valid grade level options.

Entering the Administrative Unit Number (AUN) in the District Fields on the PIMS Student Templates

For clarification of the Residency Status and District Codes, please refer to Appendix N in the PIMS User Manual, Volume 2.

NOTE: Codes apply to all grade levels with the exception of Adult Affidavit Program (AAP) students.

Reporting Adult Affidavit Program (AAP) students in the School Enrollment template is not required or needed. LEAs may report 999999999 in the District Code of Residence and should report the AUN of the school district where the CTE educating LEA is located in the Funding District Code for AAP students.

Definitions

District Code: The unique, 9-digit AUN assigned by the Pennsylvania Department of Education.

District Code of Residence: The AUN for the school district where the natural/adoptive parent or legal guardian resides. For a 1305 or 1306 student with no known school district of residence, enter the PA State code 999999999. Students whose natural/adoptive parent resides out-of-state, use the Out-of-State code 888888888.

Funding District Code : The AUN for the school district that is financially responsible for the student. This is generally the same as District of Residence, except for non-resident students as noted in Appendix N.

District Code of Enrollment : the AUN for the LEA providing the majority of the student's core academic education. If this is an out-of-state provider, use 888888888. If it is an in-state provider that does not have an AUN, use 999999999.

NOTES:

- A value of 888888888 should be entered to indicate the generic "Out-of-State" code.
- A value of 999999999 should be entered to indicate the generic "PA State" code.
- Letters A to M are values for the Residence Status Code field in the School Enrollment template (Field 10) and Student Calendar Fact template (Field 7).
- Reporting Adult Affidavit Program (AAP) students in the School Enrollment template is not required or needed. LEAs may report 999999999 in the District Code of Residence and should report the AUN of the school district where the CTE educating LEA is located in the Funding District Code for AAP students.

Definitions of Residency Status Codes

A. **Resident (includes 1302 Guardianship and Resident Foster Children):** Student whose natural/adoptive parent or legal guardian resides in the reporting school district; affidavit student residing with an adult other than natural/adoptive parent (see PA Public School Code, 24 P.S. § 13-1302); emancipated student (see Chapter 11 §11.11); pre-adoptive student; foreign exchange student with a J-1 visa; homeless student not living in a shelter or institution; student whose natural/adoptive parent or guardian is a migrant worker; and student whose natural/adoptive parent or legal guardian and foster parent reside in the reporting school district. The district code of residence and the funding district code are the same.

B. **1305, Non-resident Foster Child, (Resident Foster Parent):** Non-resident student in foster home who is educated by the school district in which the foster parent resides, or is educated by an out of-state school. The student's natural/adoptive parent or legal guardian resides outside the reporting district. (See PA Public School Code, 24 P.S. § 13-1305.) **NOTE:** Also include student if he/she is in any of the following living arrangements/placements: family living program, formal kinship care, respite care, or transitional foster care. The district code of residence and the funding district code are different.

C. **1305, Non-resident Foster Child, (Non-resident Foster Parent):** Non-resident student in foster home who is educated by a school district that is **not** the school district of residence of the foster parent. The district code of residence and the funding district code are different.

D. **1306, Institutionalized Non-resident, Unknown District of Residence (Host SD is educating):** Institutionalized non-resident student who has been disclaimed on the PDE-4605 "Determination of District of Residence for Students in Facilities or Institutions in Accordance with Section 1306 of School Code" and thus has no known school district of residence. **NOTE:** Documentation that the location of the district of residence is unknown must be maintained, including an accurate and complete PDE-4605 and supporting documents (ex. court order terminating parental rights or PDE letter confirming ward of state status). The funding district code is the host school district's AUN.

E. **1306, Institutionalized Non-resident, Unknown District of Residence – Detention:** Non-resident student who has been disclaimed on the PDE-4605 for whom education was provided in a detention facility. The

funding district code is the host school district's AUN.

NOTES:

- A detention facility is an institution to which children are referred pursuant to a proceeding under 42 Pa. C.S. Chapter 63 (relating to juvenile matters).
- Example: Conrad Weiser Area SD should report membership data for institutionalized wards of the state students who are educated in Bethany Home, in accordance with the Pennsylvania School Code of 1949. See 24 P.S. § 13-1308 and 13-1309.
- Documentation that the location of the district of residence is unknown must be maintained, including an accurate and complete PDE-4605 and supporting documents (ex. court order terminating parental rights or PDE letter confirming ward of state status).

F. **1306, Institutionalized Non-resident Acknowledged (Host SD is funding)**: Institutionalized non-resident student whose school district of residence has been acknowledged on the PDE-4605. See chart for district code of residence and funding district code guidelines.

G. **Non-resident District Paid Tuition**: Non-resident student educated by the reporting school district or LEA whose tuition was paid by the resident school district. The district code of residence and the funding district code are the same.

H. **Non-resident Parent-Paid Tuition:** Non-resident student educated by the reporting school district or LEA whose tuition was paid by a private party (usually the parent). The district code of residence and the funding district code are different.

I. **Non-resident Tuition Waiver In-State:** Non-resident student educated by the reporting school district or LEA whose tuition was waived by the school board. The district code of residence and the funding district code are different.

J. **Non-resident OOS:** Non-resident student educated by the reporting school district or LEA whose tuition was either paid by the out-of-state (OOS) school district or parent or waived by the school board. The district code of residence and the funding district code are different.

K. **Non-resident Act 6-specifically, Philadelphia City SD:** Non-resident out-of-state medically indigent student hospitalized in exclusively charitable children's hospitals educated by Philadelphia City SD.

L. **1306, Institutionalized Non-resident, Unknown District of Residence:** Same specifications as Code D except the funding district code is not the educating LEA. *This code was added in 2013-14 school year to accommodate situations where a 1306 student with no known district of residence is not educated by the host/funding school district.*

M. **1306, Institutionalized Non-resident Acknowledged:** Institutionalized non-resident student whose school district of residence has been acknowledged on the PDE-4605. *This code was added in 2013-14 school year to accommodate situations where the educating LEA is directly billing the district of residence. The district code of residence and the funding district code are the same*.

Staff to Be Reported in PIMS

Staff records should be created for all certificated and non-certificated personnel who are employed in the public elementary and secondary schools of the Commonwealth in the 2015-2016 school year. This includes all personnel who are subcontracted to provide services to Pennsylvania public elementary and secondary school students.

Staff that is collected each year in the Public School Support Personnel (SupPer) Collection should not be reported to PIMS (i.e., Instructional Aides, School Admin Support Staff, Library/Media Support staff, LEA Admin Support Staff, or Other Support).

Long-Term Substitute Teachers

Act 82 only applies to temporary and professional employees; substitutes are not typically included in this classification. However, long-term substitute teachers should be reported for:

Staff Data Set – Report only those long-term substitute teachers filling a vacant position.

Course/HQT Data Set – Report to PIMS all long-term substitute teachers who are assigned primary Instructional Responsibility for students in a course as Teacher of Record. A teacher on leave for the entirety of a course should not be reported as teacher for that course.

NOTE: Teachers do not need to fill a vacancy to be reported as part of the Course/HQT Collection.

Which LEA should report this person?

As education delivery techniques continue to evolve, personnel may simultaneously serve students from multiple LEAs. It is especially important to understand reporting responsibility for staff data as the complexity of LEA staffing practices grow.

The LEA that employs a person is responsible for reporting:

- Staff
- Staff Snapshot
- Staff Assignment
- Course
- Course Instructor
- Staff Student Subtest (records that relate to that person)
- Student Course Enrollment

This means that in situations where an LEA subcontracts services from another LEA that reports to PIMS, only the **employing** LEA is responsible for reporting related Staff and Course data.

Each LEA that employs a single person under multiple or separate contracts, is responsible for reporting:

- Staff
- Staff Snapshot
- Staff Assignment
- Course
- Course Instructor
- Student Course Enrollment
- Staff Student Subtest (records that relate to that person under their respective contract)

Private Vendor / Institution of Higher Education Personnel

When an LEA enters into an agreement with a private vendor or an Institution of Higher Education (IHE), and that agreement includes the use of the vendor's or IHE's staff in the performance of work on behalf of the LEA, the LEA retains responsibility for reporting:

- Staff
- Course
- Staff Snapshot
- Course Instructor
- Staff Assignment
- Student Course Enrollment

Please note that personnel employed by private vendors or IHE may be reported with fictitious IDs as represented below.

- 8888888 – Institution of Higher Education
- 9999999 – Private Vendor

A common example is the use of a private vendor's online program taught by the vendor's teacher. The LEA that contracts with a vendor for this type of course is responsible for reporting the teacher with fictitious ID 9999999 in the Staff Data Set and in the Course/HQT Data Set.

It is common for LEAs to enter into a contract with a vendor using a single, or lead, LEA in order to secure better negotiating positions. These situations are to be treated as if each participating LEA entered into an individual contract with the vendor. That is, each LEA retains reporting responsibility for personnel contracted from the vendor. In these circumstances, it is possible for a single vendor employee to be reported by multiple LEAs with each LEA using ID 9999999.

Courses to Be Reported in PIMS

Course Records

Course records should be created for all core-content courses taught to public school students from pre-kindergarten to twelfth grade. Core content courses generally include Math, Science, Language Arts, Social Studies, World Languages, and Art. Please see Appendix A in Volume 2 of this manual for a complete list of course codes and related core-content indicators. Submission of data related to non-core content courses is optional.

What LEA should report this Course?

The responsibility to report course data to PIMS typically falls to the employer of the teacher(s) of a course. An LEA is responsible for reporting all core-content courses for which they employ the teacher of record. Reporting responsibility includes the following data templates:

- Staff
- Student
- Course
- Course Instructor
- Student Course Enrollment
  - Must include records for all students in the class regardless of the student's district of residence
  - Please see the figure at the end of this section for more specific guidance on reporting responsibility

Private Vendor / Institution of Higher Education Personnel:

When an LEA enters into an agreement with a private vendor or an Institution of Higher Education (IHE), and that agreement includes the use of the vendor's or IHE's staff in the performance of work on behalf of the LEA, the LEA retains responsibility for reporting using the following templates:

- Staff
- Staff Snapshot
- Staff Assignment
- Course
- Course Instructor
- Student Course Enrollment

NOTE: Personnel employed by private vendors or IHEs may be reported with one of the following fictitious IDs:

- 8888888 – for personnel employed by an Institution of Higher Education
- 9999999 – for personnel employed by a private vendor

A common example is the use of a private vendor's online program with the vendor's teacher providing the instruction. The LEA contracting with a vendor for this type of course is responsible for reporting the teacher with fictitious ID 9999999 in the Staff Data Set and in the Course/HQT Data Set.

It is common for LEAs to enter into a contract with a vendor using a single, or lead, LEA to improve LEA negotiations. These situations are to be treated as if each participating LEA entered into an individual contract with the vendor. That is, each LEA retains reporting responsibility for personnel contracted from the vendor. In these circumstances, it is possible for a single vendor employee to be reported by multiple LEAs with each LEA using fictitious ID 9999999.

Mapping of Local Courses to State Course Codes

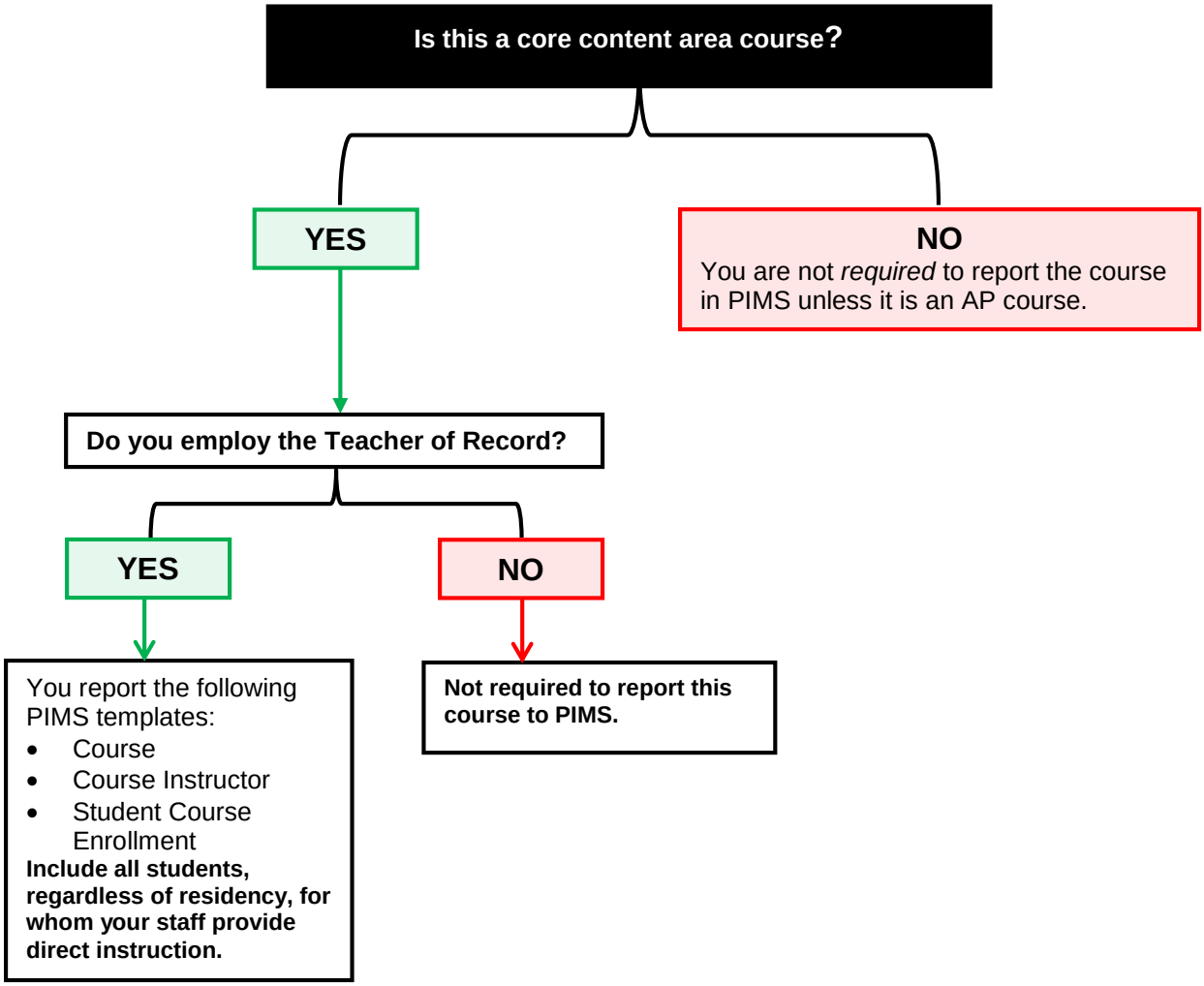
PDE uses the National Forum on Education Statistics' School Codes for the Exchange of Data (SCED) for nearly every state course code. LEAs should map their local course codes to the state course code that most closely matches the content covered in the course. SCED code definitions can be found on the NCES website, http://nces.ed.gov/.

Keystone Course Codes

PDE developed Keystone Course codes, based on SCED codes, in order to identify local LEA courses that culminate with students taking Keystone exams. LEAs should map any course that culminates in a Keystone exam to the most appropriate Keystone course code. Please see Appendix A in Volume 2 of this manual for a complete list of Keystone course codes.

Departmentalized Course Codes

PDE requires elementary courses to be reported as departmentalized for all grades tested by state exams. Only subject areas (departments) tested by state exams are to be reported to PIMS. Elementary special courses, (ex. Music, Art, Gym) are not to be reported to PIMS. Grade levels not tested by state exams are to be reported as self-contained courses.



Race/Ethnicity: Federal Race and Ethnicity Standards

The U.S. Department of Education (ED) directs the way state education agencies (SEA), local education agencies (LEA), and charter schools are expected to maintain, collect, and report data on race and ethnicity.

Beginning in the fall of 2010, SEAs, LEAs, and charter schools are required to report aggregated data to the U.S. Department of Education using the standards detailed in this section.

These standards mandate a two-question format categorizing the race and ethnicity of students and educators. Refer to the chart below for further instructions. In order to implement the required change with minimal burden, LEA requirements for collecting and maintaining race/ethnicity differ from those for reporting these data in PIMS.

Collecting Race/Ethnicity Data

A two-part question is mandatory, with the ethnicity part asked first and the race part asked second.

- Part 1: Ethnicity (choose one):
  - Hispanic/Latino
  - Not Hispanic/Latino
- Part 2: Race (choose one or more, regardless of ethnicity):
  - American Indian or Alaskan Native
  - Asian
  - Black or African American
  - Native Hawaiian or Other Pacific Islander
  - White

As in the past, individuals (or students' parents) are asked to self-identify themselves. Observer identification is required if individuals decline to choose a race/ethnicity.

Reporting Race/Ethnicity Data in PIMS

LEAs should use the following standards when reporting race/ethnicity data in PIMS:

if Ethnicity selected is: (Part 1)	and Race selected is: (Part 2)	then report this:
Hispanic/Latino	Any race	Students are reported as Hispanic/Latino if they identify themselves as such. This designation overrides any race selected in Part 2.
Not Hispanic/Latino	American Indian or Alaskan Native	American Indian or Alaskan native only
Not Hispanic/Latino	Asian	Asian only
Not Hispanic/Latino	Black or African American	Black or African American only
Not Hispanic/Latino	Native Hawaiian or Other Pacific Islander	Native Hawaiian or Other Pacific Islander only
Not Hispanic/Latino	White	White only
Not Hispanic/Latino	Two or more races	Multi-racial

Recordkeeping

As in the past, original records must be maintained for three years. However, when there is litigation, a claim, an audit, or another action involving the records, original responses must be retained until the completion of the action.

The above information is a summarization of standards detailed in: *MANAGING and IDENTITY CRISIS…Forum Guide to Implementing New Federal Race and Ethnicity Categories* (publication NFES 2008-802). This publication is available from the U.S. Department of Education online (http://nces.ed.gov/pubsearch) or call toll free (1-877-4ED-Pubs).

Race/Ethnicity Definitions

These are categories used to describe groups to which individuals belong, identify with, or belong to in the eyes of the community. These categories do not denote scientific definitions of anthropological origins.

- AMERICAN INDIAN/ALASKAN NATIVE – A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- ASIAN – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- BLACK or AFRICAN AMERICAN – A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).
- HISPANIC – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- WHITE – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).
- TWO OR MORE RACES – Multi-racial. A person having origins in more than one of the previous categories.

Curriculum, Assessment and Instruction

Pennsylvania Accountability System (PAS)

PDE's Bureau of Curriculum, Assessment and Instruction, and the Division of Performance Analysis and Reporting, is responsible for the development, administration, scoring and reporting of the state's assessment system, which includes the PSSA, PASA, and Keystone Exams along with the federal and state accountability systems under Pennsylvania's Elementary and Secondary Education Act (ESEA) Flexibility Waiver.

The Pennsylvania Accountability System (PAS) applies to all public schools and districts. It is based upon the State's content and achievement standards, valid and reliable measures of academic achievement, and other key indicators of school and district performance such as attendance and graduation rates. The Pennsylvania Accountability System meets federal and state requirements.

The Bureau provides guidance to schools and districts on assessment and accountability programs. It evaluates district, school and student progress and reports school performance for compliance with the ESEA Flexibility Waiver. Other functions include the development of assessment anchors to better align curricula, instruction and assessment practices throughout the state; coordination of test development, administration, and reporting; and providing technical assistance for statewide and local assessment systems.

Beginning in 2013, local education agencies (LEA) were held accountable under the ESEA flexibility provision that allows for a departure from the "Adequate Yearly Progress" (AYP) nomenclature, which identified schools in categories ranging from Making AYP to Corrective Action. In accordance with the Waiver, Pennsylvania will use four specific Annual Measureable Objectives (AMO) as the Required Federal Reporting Measures (RFRM): Participation Rate, Graduation or Attendance Rate, Closing the Achievement Gap: All Students, and Closing the Achievement Gap: Historically Underperforming Subgroup. Federal accountability will report differentiated recognition status for Title I schools that may be designated as Reward: High Achievement, Reward: High Progress, Focus, or Priority based on the AMOs and other federal requirements associated with each designation.

Although not all Title I schools will be associated with one of these designations, all Title I schools will have access to and will receive support in implementing the interventions best suited to the needs identified through their AMO data and the School Performance Profile as related to the educator evaluation process. For more information about these designations and the Required Federal Reporting Measures, please visit the Required Federal Reporting Measures website, http://eseafedreport.com/.

Under the Waiver, the School Performance Profile (SPP) will report performance for all schools in Pennsylvania using multiple indicators of academic growth and achievement, including the four specific AMOs and educator effectiveness. For more information about SPP, please visit the School Performance Profile website, http://paschoolperformance.org/.

Attribution Map

The 2015 Attribution Map v.1 (PDF) is posted on the website. It describes who is responsible for ensuring student participation in the state assessment, who is responsible for ordering test materials and administrating the test, and how PSSA and grade 11 Keystone Exam scores and participation will be attributed for accountability purposes. The 2016 Attribution Map will be posted by March 2016.

Trainings

Training includes PowerPoint presentations and webinars. All training is conducted by the Division of Performance Analysis and Reporting.

Resources

- Pennsylvania's ESEA Flexibility Waiver
- Chapter 4 Academic Standards and Assessment (PDF)
- Required Federal Reporting Measures
- School Performance Profile
- Standards Aligned System
- The Data Recognition Corporation/eDirect | Customer Support 888.551.6935
- Data Interaction/eMetric | Customer Support 877.829.7769
- Pennsylvania Value Added Assessment System | Customer Support 717.606.1911
- PIMS Support Services Customer Support | 800.661.2423
- Request a PIMS Help Ticket | help@pimssupport.org
- 2015-16 PIMS Reporting Due Dates (Calendar), Training Dates and Manuals

Website Access

www.education.pa.gov > K-12 > Assessment and Accountability > Pennsylvania Accountability System (PAS)

Contact

Division of Performance Analysis and Reporting | ra-pas@pa.gov

School Performance Profile

The Pennsylvania School Performance Profile (SPP) is an integral part of the Educator Effectiveness System (teacher and principal evaluation). As an online site, the SPP provides a school level academic score for all Pennsylvania public schools, including charter and cyber charter schools, and full-time comprehensive career and technical centers. The quantitative academic score is represented using a 100-point scale. Scores are calculated based upon defined weighted data elements. If a school has insufficient data to calculate a representative score, the display area will reflect that circumstance and adjust total points accordingly.

While not included in the calculation of academic scores, fast facts are also reported for all schools and at the district level to provide demographic and other relevant information for each district/school entity. District fast facts include such items as district enrollment, number of schools, average years of educational experience, and geographic size of district. Links to related agencies, such as career and technical centers and intermediate units, are available. School fast facts include similar information but are school specific (e.g., school enrollment, average years of educational experience, school enrollment data).

The PA School Performance Profile is designed to serve several purposes:

- Provide a building level score for educators, as part of the Educator Effectiveness System
- Provide parents with performance measures for selected schools to include a school of residence, neighboring schools, and schools across the state
- Inform the public of the academic performance measures of each school to include comprehensive career and technical centers and cyber charter/charter schools in Pennsylvania.
- Use as a tool to inform goal setting, planning, and resource allocation to improve student achievement.
- Offer a resource for LEAs to communicate and compare performance, analyze performance indicators as related to achievement, and encourage best practice
  - Communicate performance to various constituencies
  - Employ as an analysis tool to inform goal setting, planning, and allocating resources to improve student achievement
  - Compare performance to local schools
  - Compare performance to schools with similar demographics
  - Encourage implementation of best practices

All data comes from PDE's authoritative data sources that include the following:

- ACT, Inc. (ACT scores)
- Bureau of Curriculum, Assessment and Instruction
- Bureau of Career and Technical Education
- Bureau of Special Education
- College Board [Advanced Placement (AP) and SAT]
- Data Recognition Corporation (PSSA/Keystone results)
- Education Names and Addresses (EdNA)
- Pennsylvania Information Management System (PIMS)
- SAS, Inc. [Pennsylvania Value-Added Assessment System (PVAAS)]

The PA School Performance Profile is now available. The url is http://paschoolperformance.org. Please visit the public SPP site to view the PIMS data elements used in the School Performance Profile along with other relevant data elements.

The following chart indicates PIMS Data Elements that are used in determining School Performance Profiles**.**

Note: Only data using PIMS are listed. Some data reported in the School Performance Profiles were obtained from other data sources or a hybrid of data sources

PIMS Data Elements in School Performance Profiles

Data Element	PIMS Template	PIMS Field	Note
Cohort Graduation Rate	Student	Graduate, Dropout, and Cohort related fields	Final Cohort Graduation Rate after Attribution Process
Grade 12 Enrollment	Spring Keystone Accountability Snapshot	Current Grade Level (Field 10) = 012	
Grade 11 Enrollment	Spring Keystone Accountability Snapshot	Current Grade Level (Field 10) = 011	
Grade 3 Enrollment	PSSA Accountability for ELA, Math, Science and make-ups	Current Grade Level (Field 10) = 003	Each of these subjects will have a separate internal snapshot, therefore, grade 4 enrollment data will be available for each internal snapshot.
Promotion Rate - All Students	October Student Snapshot	Current Grade Level (Field 10)	Students who are reported in the same grade in two consecutive years across all LEAs
Number of Advanced Placement Courses Offered	Course, Student Course Enrollment	Advanced Placement (Field 33)	Mapped to the Local Course Code
Percent of Gifted Students	October Student Snapshot	Gifted and Talented (Field 80) = GY	
Female	October Student Snapshot	Gender Code (Field 15) = F	
Male	October Student Snapshot	Gender Code (Field 15) = M	
Charter School Enrollment	October Student Snapshot	District Code of Residence (Field 117)	As reported by the Charter School
Career and Technical Center (CTC) Enrollments	Student	Location Code of Residence (Field 165) and Funding District Code (Field 189)	As reported by LEAs for their schools classified as CTCs
Percent of Classes Taught by Highly Qualified Teachers	Course, Course Instructor, Student Course Enrollment	PPID, Alternate Course Code, Student ID fields	
Average Years of Educational Experience (Total)	Staff Snapshot	Years Experience (Field 39)	For staff reported as Classroom Teachers in Staff Assignment template
American Indian/Alaskan Native (not Hispanic)	October Student Snapshot	Race or Ethnicity Code (Field 27)	

PIMS Data Elements in School Performance Profiles

Data Element	PIMS Template	PIMS Field	Note
Asian (not Hispanic)	October Student Snapshot	Race or Ethnicity Code (Field 27)	
Black or African American (not Hispanic)	October Student Snapshot	Race or Ethnicity Code (Field 27)	
Hispanic (any race)	October Student Snapshot	Race or Ethnicity Code (Field 27)	
Multi-Racial (not Hispanic)	October Student Snapshot	Race or Ethnicity Code (Field 27)	
White (not Hispanic)	October Student Snapshot	Race or Ethnicity Code (Field 27)	
Native Hawaiian or other Pacific Islander (not Hispanic)	October Student Snapshot	Race or Ethnicity Code (Field 27)	
English Language Learner	October Student Snapshot	LEP/ELL Status (Field 41)	
Economically Disadvantaged	October Student Snapshot	Economic Disadvantaged Status Code (Field 88)	
Enrollment	October Student Snapshot	Summation of students reported in this template.	
Average Years of Educational Experience (in LEA)	Staff Snapshot	Years Experience in District (Field 43)	For staff reported as Classroom Teachers in Staff Assignment template
Dropout Rate (Percent)	Student	Graduation Status Code (Field 65)	Calculated field equals the total number of dropouts for the school year as reported in the Student template divided by the fall enrollment as reported in the October Student Snapshot for the same year
English Language and Literature - IB Offered	Course, Student Course Enrollment	International Baccalaureate (Field 40)	Mapped to the Local Course Code
College Level English Language and Literature	Course, Student Course Enrollment	Dual Credit (Field 32)	Mapped to the Local Course Code
College Level Life and Physical Sciences	Course, Student Course Enrollment	Dual Credit (Field 32)	Mapped to the Local Course Code
College Level Social Sciences and History	Course, Student Course Enrollment	Dual Credit (Field 32)	Mapped to the Local Course Code
Mathematics - AP Offered	Course, Student Course Enrollment	Advanced Placement (Field 33)	Mapped to the Local Course Code
English Language and Literature - AP Offered	Course, Student Course Enrollment	Advanced Placement (Field 33)	Mapped to the Local Course Code

PIMS Data Elements in School Performance Profiles

Data Element	PIMS Template	PIMS Field	Note
Life and Physical Sciences - AP Offered	Course, Student Course Enrollment	Advanced Placement (Field 33)	Mapped to the Local Course Code
Mathematics - IB Offered	Course, Student Course Enrollment	International Baccalaureate (Field 40)	Mapped to the Local Course Code
Social Sciences and History - Other Offered	Course, Student Course Enrollment	Dual Credit (Field 32)	Mapped to the Local Course Code
Life and Physical Sciences - IB Offered	Course, Student Course Enrollment	International Baccalaureate (Field 40)	Mapped to the Local Course Code
Social Sciences and History - IB Offered	Course, Student Course Enrollment	International Baccalaureate (Field 40)	Mapped to the Local Course Code
Mathematics - Other Offered	Course, Student Course Enrollment	Dual Credit (Field 32)	Mapped to the Local Course Code
English Language and Literature - Other Offered	Course, Student Course Enrollment	Dual Credit (Field 32)	Mapped to the Local Course Code
Life and Physical Sciences - Other Offered	Course, Student Course Enrollment	Dual Credit (Field 32)	Mapped to the Local Course Code
College Level Mathematics	Course, Student Course Enrollment	Dual Credit (Field 32)	Mapped to the Local Course Code
Social Sciences and History - AP Offered	Course, Student Course Enrollment	Advanced Placement (Field 33)	Mapped to the Local Course Code

Templates

Templates are the files that will be used to load data into the PIMS data warehouse. Template specifications define the fields required for each file submitted to PIMS. Each template maps directly to a separate table in the data warehouse. By using templates, LEAs are able to use a variety of file formats (comma delimited, tab delimited, pipe) to transmit data as long as all fields within the template are accounted for. Within a given template not all eScholar-defined fields are collected by PDE. **NOTE:** If a field is not collected, it still must be accounted for in the template file through use of the appropriate delimiter position (comma, tab, etc.).

PDE will be using eScholar version 14 templates to submit information for the 2015-2016 school year.

Key Items to Note with Template Creation

- eScholar data warehouse provides Lookup Tables for recoding.
  - Ethnic Codes to Ethnic Descriptions
  - e.g. 3 = Black/African American (non-Hispanic)
- PIMS uses PDE-defined codes.
- Data Extraction process must translate local codes to PDE codes.
- Lookup Tables will translate PDE codes to PDE descriptions.

Development Priority

- Some templates have dependencies on other templates.
- Highlighted items within the Load Sequence/Dependencies section at the bottom of each template specification indicate which templates must be submitted prior to the template in question.
- Recommendation: Start with Student template.

Template Information

Each template specification in the PIMS Manual will contain the following sections:

Template Name	eScholar template name
Template Description	General description of the template
Target Table	eScholar data warehouse target table name for template (must be used within the template file name)

Field Information:

Each template specification within this document will have a table that indicates the following information:

Field No.	eScholar-designated field number; each field can be uniquely identified within the template.
Max Length	• Field lengths are identified in each template in the "Length" column. Maximum field lengths are specified for fields that do not have pre-defined code sets. This information is critical because the **eScholar load plans will reject any record that contains a field that is greater than the designated length**. Template fields that have pre-defined code sets do not have a length specified – simply adhere to the predefined code set. If the "Max Length" column has "N/A," that indicates a code set is available for that field. • If the length number is followed by a comma and then another number, the latter indicates the number of digits to the right of the decimal point.
Field Name	eScholar Field Name; highlighted fields are those that are collected for PDE.
R/O/CR	R – Required CR – Conditionally Required O – Optional
Not Collected	Some fields are not collected.

Code	The code column is used to identify how the specific field is applied to the target table in the eScholar Data Warehouse.
	• **K:** Indicates that this column is a component of the set of columns that make up the primary key for the target table.
	  ○ The primary key specifies the uniqueness of each entry in the target table.
	• **K*, K1***, **K2*:** Indicates that the template contains more than one field associated with a table column that is part of the primary key.
	  ○ These values always occur in pairs - two fields with a code of K*, two fields with a code of K1*, etc.
	  ○ In these cases, business rules are provided that indicate how the load plan processes the fields.
	  ○ In these cases, only one of the pair of K*, K1*, K2* fields should be populated.
	• **U:** Indicates that this column will be updated in the target table if the entry exists and the value of this column has changed.
	• **F:** Indicates that this column value will be applied only on the first load of this entry and cannot be updated.
	• **X:** Indicates that the value is used only for identification purposes and is not part of the target table.
	• **Z:** Indicates a special rule that is defined within the specific template where this is used.
	• **M:** Indicates that the field is an eScholar mandatory field; a value must be supplied.
	• **M*:** Indicates that for a pair of fields, at least one of the fields must be populated.
	• **R:** Indicates that this is an eScholar-recommended field for reporting.
	• **D:** A value is required but a default is supplied
	• **N/A:** Indicates that this field is ignored by the load plan (although it still must be accounted for in an extract).

Definitions	PDE definition of each field to be collected
Business Rules	Any relevant PDE business rules that must be followed in creating the field value are defined here.
Sample/Valid Values / Example Data	If a field requires one value in a specific code set (e.g., Gender – "M" for male and "F" for female), that code set will be defined here. If the field is a free-form field (e.g., Last Name Long), example data will be supplied.

Key Fields

Fields coded "K" are key fields, the fields in which uploaded data cannot be overwritten. In a situation in which there was an upload of data in a key field that needs to be corrected, the entire record must be deleted by PDE staff first and then the corrected record must be uploaded.

To initiate a deletion, complete a PIMS Data Maintenance Request form, available through PIMS Support Services. There are two ways to contact PIMS Support Services:

1. Through a PIMS Support Services representative, reached by phone at 1-800-661-2423.
2. Online, accessed through the PDE home page at http://www.education.pa.gov.
   - From the top menu hover over **Teachers and Administrators.**
   - Click on **PIMS** on the drop menu that appears.
   - Scroll to the very bottom of the page and select **Help Request Form**.

Rules

This section describes any rules that must be followed in creating the template file. Specific file formats supported by the template are identified in the last business rule in each section.

Load Sequence/Dependencies

This section identifies any prerequisite files that must be loaded into eScholar prior to loading the given template file. The relevant templates that must be loaded by LEAs prior to loading the template in question are indicated. For example, whenever there is a template that requests a student ID, the Student template must be submitted first. The following chart illustrates the template dependencies in PIMS.

PIMS Template Dependency	
Load This	**Before These**
Student	Student Snapshot
	Student Course Enrollment
	CTE Student Fact
	CTE Student Industry Credential
	Staff Student Subtest
	Programs Fact
	Student Calendar Fact
	School Enrollment
	Special Education Snapshot
	Person (see note on page with table of Load Sequence/Dependencies)
Course	Student Course Enrollment
	Course Instructor
Staff	Staff Snapshot
	Staff Assignment
	Staff Development Fact
	Course Instructor
	Staff Student Subtest
School Calendar	Student Calendar Fact
Incident	Incident Offender
	Incident Offender Infraction
	Incident Offender Parent Involve
	Incident Victim
Person	Incident Offender
	Incident Offender Infraction

PIMS Template Dependency	
Load This	**Before These**
	Incident Offender Disciplinary Action
	Incident Offender Parent Involve
	Incident Victim
Incident Offender	Incident Offender Infraction
	Incident Offender Disciplinary Action
	Incident Offender Parent Involve

Child Accounting Domain

All public LEAs must submit the following templates as part of the 2015-2016 Child Accounting data collection:

- School Calendar
- Student Calendar Fact

This domain applies to the following organizational types only:

- School Districts
- Intermediate Units
- Career and Technology Centers
- Charter Schools
- Private Residential Rehabilitation Institutions (PRRI)
- Approved Private Schools (APS)

Submission of end-of-year Child Accounting data with the School Calendar and Student Calendar Fact templates is due August 1. The Child Accounting Accuracy Certification Statement (ACS) should be mailed to the Division of Subsidy Data and Administration after PIMS Reports are run and the data is verified for accuracy.

If corrections are made to Child Accounting data by uploading or deleting data, an updated ACS must be sent to the Division of Subsidy Data and Administration at PDE.

Preliminary data is due the end of March for "Juveniles Incarcerated in Adult Facilities" programs only. A notice is sent to the educating school district or intermediate unit to upload Child Accounting data for county jails. At this time, do not upload Child Accounting data for any other program.

One School Calendar is submitted for each unique calendar for a group of students. A student's attendance and membership will be linked to a calendar by the unique Calendar ID.

Six important data elements from the Child Accounting perspective are: District Code of Residence, Funding District Code, Residence Status Code, District Code of Sending Charter School, Grade Level, and Special Education Indicator. Each time any of these six data elements changes during the school year, a separate PIMS Student Calendar Fact record must be created for the student. **NOTE:** If the Sending Charter School field is changed then the Charter School Location Code field must change also.

Many fields found in the Student template are essential to Child Accounting. These fields are Student Status, Gender Code, Race or Ethnicity Code, Economic Disadvantaged Status Code, Special Education, LEP/ELL Status and Location Code. It is important that student records are complete with this information.

School Calendar Template

(21 Fields, 19 Collected)

Target Table: PIMS_SCHOOL_CALENDAR

This domain applies to the following organizational types only: School Districts, Intermediate Units, Career and Technology Centers, Charter Schools, Private Residential Rehabilitation Institutions (PRRI), and Approved Private Schools (APS).

Template Description

This template is used to identify each unique calendar associated with a student or group of students. One School Calendar can be submitted for multiple schools with the same days in session, the same number of approved Act 80 days, and the same total instructional time.

The information collected will be used to calculate the total days in session and total instructional time for each calendar as follows:

- Days in Session = Number of Scheduled School Days *minus* Total Days in Session Lost Due to Strike *minus* Total Days in Session Lost Due to Act 80 *minus* Total Days in Session Lost Due to Other Reasons *plus* Total Make-Up Days.
- Total Instructional Time = Days in Session *times* Instructional Minutes in Standard Day *minus* Total Instructional Minutes Lost Due to Planned Shortened Days and PDE Emergency Waiver.

See Pennsylvania School Code of 1949 (24 P.S. § 15-1501 and 1504) for required instructional days and hours. The required number of instructional days is 180 (or 180 minus full Act 80 days) and the required instructional hours for each grade are as follows: 450 hours for half-time kindergarten; 900 hours for full-time kindergarten and grades 1 – 6; and 990 hours for grades 7 – 12. School districts, intermediate units, and CTC/AVTS may apply for Act 80 exceptions.

The Days in Session is used to calculate average daily membership (ADM) for students associated with each calendar. It is important to verify the ADM by Calendar Program Code on the Accuracy Certification Statement (ACS).

The Days in Session calculated with School Calendar data must agree with the actual number of student days used by your student information system to generate attendance and membership. The Days in Session or actual number of student days may not be the same for all buildings or grade levels.

Grain: One record per District Code of Instruction / School Year Date / Calendar ID

Please note that only the fields highlighted will be collected for Pennsylvania Department of Education. Remember that all fields may not be mandatory; however, all fields within a template MUST BE accounted for in order to transmit data.

Additional Information

Calendar ID and Calendar Description (Fields 3 and 4)
The Calendar ID provides a unique identifier for each different calendar that will be linked to each student on the Student Calendar Fact Template. Therefore, it is important to create a Calendar ID that is easily identifiable. The Calendar Description field may be used to provide a more detailed description.

Rotation Pattern Code (Field 7)
This field is populated for half-day or alternate-day pre-kindergarten and kindergarten School Calendars. It also is populated for School Calendars created for students in part-time CTC/AVTS vocational programs (half-day and semester-about).

Calendar Programs Code (Field 8) – Refer to Appendix R in the PIMS User Manual, Volume 2
This field is required in the School Calendar created for students in the following situations:

- Institutionalized Children's Program (ICP)
- juveniles incarcerated in adult facilities
- students at a CTC/AVTS in an approved vocational program
- students at a school district or charter school in an approved career and technical program
- students in an alternative education for disruptive youth program
- students placed out-of-state
- school-age students in an early intervention program
- students educated/uploaded by an APS
- students educated/uploaded by a PRRI

NOTE: School Calendars for semester-about rotation at CTC/AVTS must have Rotation Pattern Code of S and Calendar Program Code of CTE-PT or CTE-PT-H to receive accurate State subsidies.

Instruction Start Date and Instruction End Date (Fields 11 and 12)
For a part-time semester-about rotation CTC/AVTS calendar, enter the Instruction Start and End Date for the semester.

If a program was added after the school year began or cancelled before the school year ended, enter these dates as if the program operated the entire school year. For example, a full-time kindergarten program was added in October or an alternative education program for disruptive youth was cancelled in April; enter the same Instruction Start and End Date as it applies to the majority of the students in that grade level or building.

Number of Scheduled School Days (Field 14)
The Number of Scheduled School Days is the number of instructional days on the original calendar or revised original calendar (planned student days plus PDE-approved, full-day Act 80 dismissals). Revisions for any rescheduling to accommodate days lost or made up are entered in the Total Days in Session Lost or Total Make-Up Days fields.

- For alternate-day pre-kindergarten and alternate-day kindergarten or part-time semester-about CTC/AVTS calendars, the Number of Scheduled School Days will be approximately 90 days.
- For school-age early intervention programs, the Number of Scheduled School Days must be 180 days.
- For programs that were added after the school year began or cancelled before the school year ended, enter the Number of Scheduled School Days as if the program operated the entire school year.
- If a School Calendar is created for one student, the Number of Scheduled School Days is NOT the number of days a student is enrolled. Use the number of instructional days on the original calendar for this school year.
- For IUs with classrooms located in school district buildings and following that building's calendar, enter the number of instructional days provided. DO NOT POPULATE fields 16, 17, 18, and 19 for lost days and make-up days. Indicated the name of the school district where IU classroom is located in Calendar Description, field 4.

Instructional Minutes in Standard Day (Field 15)
Enter the actual instructional minutes in a regular school day (not clock hours). Refer to Basic Education Circular 24 P. S. § 15-1504, Instructional Time and Act 80 Exceptions, for a list of activities that may be included in the calculation of instructional time.

If the number of Instructional Minutes in a Standard School Day was not the same for the entire school year, then calculate an average based on the total instructional days. For example, a group that received 310 instructional minutes for 140 days and 330 instructional minutes for 40 days would be reported with 314 instructional minutes calculated as follows:

[310 x 140 days] + [330 x 40 days] = 56,600 total instructional minutes
56,600 ÷ 180 total instructional days = 314 average minutes in a standard day.

Total Instructional Minutes Lost to Planned Shortened Days and PDE Emergency Waiver (Field 20)
Enter the actual instructional time lost due to planned early dismissals (not clock hours). Do not report time lost for full-day dismissals (strike, Act 80, etc.). Also include in total the number of instructional minutes lost due to emergency school closing when the instructional day is waived by PDE.

Act 80 Group (Field 21)
Act 80 is applicable to school districts, career and technology centers, and intermediate units. If Total Days in Session Lost Due to Act 80 (field 17) is populated, then enter the unique alphanumeric identifier used in the Act 80 application to link this School Calendar to a particular Act 80 approval. Note: the Act 80 Group label must be entered exactly or the School Calendar will not properly upload. Examples: SRVTAM ≠ SR VT-AM or ELEM ≠ Elem.

PIMS School Calendar Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	11	DISTRICT CODE OF INSTRUCTION	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education		All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
2	10	SCHOOL YEAR DATE	R	K, M	A single date indicating the whole school year; June 30 at the end of the standard school year is used to designate a school year. Thus, the 2015-2016 school year would be indicated by 2016-06-30.	All dates must be entered in ISO format: YYYY-MM-DD.	Example: 2016-06-30
3	12	CALENDAR ID	R	K, M	A unique numeric and/or alphabetical unit used to identify this calendar	To the extent possible, create a CALENDAR ID that is descriptive of the unique calendar.	Examples: • ABCElemKHT • WPMS6_7_8 CTCAM
4	100	CALENDAR DESCRIPTION	R	U, M	Free-form text description of the calendar; its purpose and target student population	A detailed description for the student or group of students for this calendar IU may include school district name to designate location of IU classroom.	Examples: • ABC_Elementary_KHT • William-Penn-Middle School • CTC_all-AM-Sessions
5	Not collected						
6	Not collected						
7	N/A	ROTATION PATTERN CODE	CR	U	For part-time CTC/AVTS programs enter code for half-day, one-week, two-week, three-week, nine-week, semester rotation, or other. For part-time pre-kindergarten or kindergarten enter code for half-day or alternate day.	Required only for part-time CTC/AVTS programs, and for part-time pre-kindergarten and kindergarten programs **BEWARE: this field is checked by the Data Quality Engine (DQE)**	For CTC/AVTS programs: • H – half day • 1 – one week • 2 – two week • 3 – three week • 9 – nine week • S – semester • O – other For part-time Pre-K or kindergarten programs: • H – half day • A – alternate day

PIMS School Calendar Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
8	8	CALENDAR PROGRAMS CODE	CR	U, D	Provides additional context for calendars created by LEAs for students in certain special situations See Sample / Valid Value column.	Required (R) fields for these reporting LEAs: • CTC • PRRI • APS Conditionally Required (CR) for all other LEAs. **BEWARE: this field is checked by the Data Quality Engine (DQE)**	See Appendix R in Volume 2 of the PIMS User Manual for a complete list of valid values.
9	10	CALENDAR START DATE	R	U, M	The date of the first day on the original calendar; this date could be an approved full-day Act 80 day prior to the first day of instruction.	All dates must be entered in ISO format: YYYY-MM-DD.	Example: 2015-08-22
10	10	CALENDAR END DATE	R	U, M	The date of the last day on the original calendar; this date could be an approved full-day Act 80 day after the last day of instruction.	All dates must be entered in ISO format: YYYY-MM-DD.	Example: 2016-06-13
11	10	INSTRUCTION START DATE	R	U, M	The date of the first day of instruction	INSTRUCTION START DATE is on or after the CALENDAR START DATE (Field 9). All dates must be entered in ISO format: YYYY-MM-DD.	Example: 2015-08-26
12	10	INSTRUCTION END DATE	R	U, M	The date of the last day of instruction	All dates must be entered in ISO format: YYYY-MM-DD.	Example: 2016-06-12

PIMS School Calendar Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
13	10	GRADUATION CEREMONY DATE	CR	U	The date of the seniors' graduation ceremony	This field is required for calendars that include grade 12 students. The GRADUATION CEREMONY DATE is on or after the INSTRUCTION END DATE (Field 12). All dates must be entered in ISO format: YYYY-MM-DD.	Example: 2016-06-14
14	3	NUMBER OF SCHEDULED SCHOOL DAYS	R	U, M	The number of instructional days on the original calendar – planned student instructional days plus PDE-approved Act 80 full days	Report days as whole numbers.	Example: 185
15	3	INSTRUCTIONAL MINUTES IN STANDARD DAY	R	U, M	The number of instructional minutes in a regular school day	Report minutes as whole numbers.	Example: 320
16	3	TOTAL DAYS IN SESSION LOST DUE TO STRIKE	R	U, D	The number of instructional days lost due to a work stoppage	Report days as whole numbers.	Example: 0
17	3	TOTAL DAYS IN SESSION LOST DUE TO ACT 80	R	U, D	The number of instructional days lost due to PDE-approved full-day Act 80 dismissals Do not include any approved Act 80 full-day dismissals that were not used.	Report days as whole numbers. This field is required if Field 21 (Act 80 Group) is populated. **For SD, CTC, and IU use only.** **BEWARE: this field is checked by the Data Quality Engine (DQE)**	Example: 4

PIMS School Calendar Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
18	3	TOTAL DAYS IN SESSION LOST DUE TO OTHER REASONS	R	U, D	The number of instructional days lost due to other reasons such as snow, flood, or adverse weather conditions If the School Services Office granted a waiver for an emergency school closing, do not include this in the number of days lost.	Report days as whole numbers.	Example: 1
19	3	TOTAL MAKE-UP DAYS	R	U, D	The number of instructional days made up within or beyond the original calendar These days should not be included in NUMBER OF SCHEDULED SCHOOL DAYS (Field 14).	Report days as whole numbers.	Example: 0
20	4	TOTAL INSTRUCTIONAL MINUTES LOST TO PLANNED SHORTENED DAYS AND PDE EMERGENCY WAIVER	R	U, D	The number of actual instructional minutes lost due to the following: • early dismissals or late starts for Act 80 and other planned shortened days • lost time due to emergency school closing for which PDE granted a waiver for a lost instructional day Do not include minutes lost due to early dismissals or late starts because of inclement weather.	Report minutes as whole numbers. If a building/grade does not meet required instructional hours (900 for grades KFT-6 or 990 for grades 7-12), create a separate School Calendar for this building/grade.	Example: 179

PIMS School Calendar Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
21	12	ACT 80 GROUP	CR	U, D	A unique numeric and/or alphabetical label used in the Act 80 application to link this School Calendar to a particular Act 80 approval	**For SD, CTC, and IU use only** This field is required if Field 17 (TOTAL DAYS IN SESSION LOST DUE TO ACT 80) is populated. **BEWARE: this field is checked by the Data Quality Engine (DQE)**	Example: Elementary

Rules

1. Date fields (field name ends in DATE) must be in ISO format: YYYY-MM-DD.
2. CALENDAR PROGRAMS CODE will default to N/A if no value is supplied.
3. CALENDAR PROGRAMS CODE must exist in the PROGRAMS_CODE Table for matching SCHOOL YEAR DATE.
4. CALENDAR START DATE must be within the range of 06252015 to 01312016.
5. CALENDAR END DATE must be within the range of 01012016 to 07312016.
6. INSTRUCTION START DATE must be within the range of 06252015 to 01312016.
7. INSTRUCTION END DATE must be within the range of 01022016 to 07312016.
8. If populated, GRADUATION CEREMONY DATE must be within the range of 05012016 to 07312016.
9. If supplied, GRADUATION CEREMONY DATE must be greater than or equal to INSTRUCTION END DATE.
10. NUMBER OF SCHEDULED SCHOOL DAYS must be within the range of 85 to 260.
11. INSTRUCTIONAL MINUTES IN STANDARD DAY must be greater than 0 and within the range of 30 to 435.
12. If ROTATION PATTERN CODE is H, INSTRUCTIONAL MINUTES IN STANDARD DAY must be between 30 and 270, else a warning is generated.
13. Fields 16, 17, 18, 19 and 20 must be greater than or equal to 0; they will default to 0 if no value is supplied.
14. The sum of ...TOTAL DAYS LOST... (16, 17, 18) must be less than or equal to NUMBER OF SCHEDULED SCHOOL DAYS.
15. The sum of ...TOTAL DAYS LOST... (16, 17, 18) must be greater than or equal to TOTAL MAKE-UP DAYS.
16. TOT_DAYS_IN_SESSION is derived using the following formula: NUMBER OF SCHEDULED SCHOOL DAYS + TOTAL MAKEUP DAYS – (..TOTAL DAYS LOST..FIELDS (#16, #17, AND #18))
17. TOT INSTR MINS IN SESSION LOST DUE TO SHORTENED DAYS/EMERGENCY WAIVER must be within the range of 0 to 9000.
18. All records in a duplicate set based on DISTRICT CODE OF INSTRUCTION, SCHOOL YEAR DATE and CALENDAR ID will be rejected.
19. Code Column: K – component of primary key; U – value is updated if row exists; M – a value must be supplied; D – a value is required but a default is supplied
20. File is to be provided in delimited format; full delimiter support is available.

Load Sequence/Dependencies

No Dependencies

FAQs

See FAQs after the Student Calendar Fact template.

Student Calendar Fact Template

(15 Fields, 15 Collected)

Target Table: PIMS_STUDENT_CALENDAR_FACT

This domain only applies to the following organizational types: School Districts, Intermediate Units, Career and Technology Centers, Charter Schools, Private Residential Rehabilitation Institutions (PRRI), and Approved Private Schools (APS).

Template Description

This template is used to associate a student's membership days with a unique calendar uploaded in the School Calendar file. A student will have more than one record in the Student Calendar Fact file if he or she was withdrawn and reentered due to a change in one of the following key fields: Calendar ID, District Code of Residence, Funding District Code, Residence Status Code, District Code of Sending Charter School, Current Grade Level, or Special Education Indicator.

"Days Enrolled" is used to calculate average daily membership (ADM) and "Days Present" is used to calculate average daily attendance (ADA) for each record.

Grain: One record per District Code of Instruction / School Year Date / Calendar ID / Student ID / District Code of Residence / Funding District Code / Residence Status Code/Current Grade Level / Special Education Indicator

Please note that only the fields highlighted will be collected for Pennsylvania Department of Education. Remember that all fields may not be mandatory; however, all fields within a template MUST BE accounted for in order to transmit data.

Additional Information

District Code of Residence, Funding District Code, and Residence Status Code (Fields 5, 6, and 7)

These key fields are used to identify the school district receiving average daily membership (ADM) for state subsidies. Refer to Appendix N in volume 2 of the PIMS User Manual for guidance on populating these important fields.

Uploading multiple Student Calendar Fact records, a common error made by LEAs attempting to correct a key field, results in duplicated membership days. It is important to remove the erroneous records by submitting a PIMS Data Maintenance Request form to PDE for a delete. Run the Student Calendar Fact Validation Report called "Students with Multiple Calendar Fact Records" to identify duplicated membership days.

Days Enrolled and Days Present (Fields 8 and 9)
These fields are updatable. The days are not prorated. The Percentage of Time Enrolled in Calendar field is used to prorate or calculate equivalent days enrolled. See examples below.

Percentage of Time Enrolled for Calendar (Field 10)
Percent is used to prorate membership if it is less than full time. PIMS calculates equivalent days enrolled by multiplying Days Enrolled by the Percentage of Time Enrolled for Calendar. Equivalent days enrolled divided by days in session equals average daily membership (ADM). Equivalent days present is calculated by multiplying Days Present by the Percentage of Time Enrolled for Calendar. Equivalent days present, divided by days in session, equals average daily attendance (ADA). See examples below.

Most students are enrolled full time with their record showing 100 for the Percentage of Time Enrolled for Calendar. Students enrolled in a part-time pre-kindergarten or kindergarten program (half-day or alternate-day) and students enrolled in a semester-about rotation CTC/AVTS program are considered 100% enrolled.

For students enrolled less than full time, calculate percentage by dividing the student's weekly instructional time by the total weekly instructional time. For example, a student takes one class per day, five days per week (45 minutes X 5 days = 225 minutes). If weekly instructional time is 1,725 minutes, then 225 ÷ 1,725 = .13, or 13 percent.

If the percentage for part-time membership varies through the school year for a student, calculate a weighted percent. For example, 20% membership for 20 weeks and 30% membership for 16 weeks: [(20% X 20) + (30% X 16)] ÷ 36 weeks = .244, or 24.

A common error made by LEAs is using the Percentage of Time Enrolled as a percentage of attendance. Another error is prorating the equivalent aggregate days membership twice – by populating the prorated membership days in the Days Enrolled field and by using the Percentage of Time Enrolled field to prorate.

EXAMPLES: The following show Days Enrolled and Percentage of Time Enrolled in Calendar when student is enrolled less than 100% of the time.

- Student is enrolled the full school year, or 180 days, in an intermediate unit class and mainstreamed in a school district class:
  - intermediate unit reports 180 days enrolled @ 75% (135 equivalent days ÷ 180 days in session = .750 ADM)
  - school district reports 180 days enrolled @ 25% (45 equivalent days ÷ 180 days in session = .250 ADM)
- Nonpublic or home education student is enrolled for one semester, for two classes or part-time in a public school:
  - school district reports 90 days enrolled @ 26% (23 equivalent days ÷ 180 days in session = .127 ADM)
- Student enrolled in a part-time, half-day program at the high school and CTC/AVTS (50% enrolled, regardless of the actual instructional time):
  - charter school reports 180 days @ 50% (90 equivalent days ÷ 180 days in session = .500 ADM)
  - CTC/AVTS reports 178 days @ 50% (89 equivalent days ÷ 178 days in session = .500 ADM)
- Student enrolled part-time (one class) at the high school and full-day at the CTC/AVTS:
  - school district reports 180 days @ 13% (23 equivalent days ÷ 180 days in session = .127 ADM)
  - CTC/AVTS reports 178 days @ 87% (155 equivalent days ÷ 178 days in session = .870 ADM)
- Membership for part-time students who are on track to graduate is prorated based on the amount of instructional time they receive compared to a full-time student.
  - school district reports 179 days @ 39% (70 equivalent days ÷ 179 days in session = .391 ADM)

Sending Charter School (Location) Code and District Code of Sending Charter School (Fields 13 and 14)
When a charter school contracts with another public entity to educate their student, the educating school populates these fields with the charter school's location code (4-digit building number) and charter school's administrative unit number (9-digit AUN).

PIMS Student Calendar Fact Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	9	DISTRICT CODE OF INSTRUCTION	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education.		All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
2	10	SCHOOL YEAR DATE	R	K, M	A single date indicating the whole school year; June 30 at the end of the standard school year is used to designate a school year. Thus, the 2015-2016 school year would be indicated by 2016-06-30.	All dates must be entered in ISO format: YYYY-MM-DD.	Example 2016-06-30
3	12	CALENDAR ID	R	K, M	A unique numeric and/or alphabetical unit used to identify the calendar for this student's enrollment.		Examples: • ABCElemKHT • WPMS6_,-7_,-8 • CTCAM
4	10	STUDENT ID	R	K, M	The unique, 10-digit PAsecureID assigned to the student.		Example: 1000000009
5	9	DISTRICT CODE OF RESIDENCE	R	K, M	The AUN of the school district where the parent/legal guardian resides.	This must be one of the following: • one of the 500 Pennsylvania school districts • the generic PA state code of 999999999 • the generic out-of-state code of 888888888. **BEWARE: this field is checked by the Data Quality Engine (DQE)**	Example: 123456789 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/ Refer to Appendix N in Volume 2 of the PIMS User Manual for a complete list of valid values.

PIMS Student Calendar Fact Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
6	9	FUNDING DISTRICT CODE	R	K, M	The AUN of the school district that is financially responsible for the student. In most cases, this will be the same district as reported under the DISTRICT CODE OF RESIDENCE, **EXCEPT** in the case of non-resident foster or institutionalized students.	This must be one of the 500 Pennsylvania school districts. **BEWARE: this field is checked by the Data Quality Engine (DQE)**	Example: 123456789 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/ Refer to Appendix N in Volume 2 of the PIMS User Manual.
7	N/A	RESIDENCE STATUS CODE	R	K, M	The residency status of the student.	**BEWARE: this field is checked by the Data Quality Engine (DQE)**	See Appendix N in Volume 2 of the PIMS User Manual for a complete list of valid values.
8	3	DAYS ENROLLED	R	U, M	The sum of days present and days absent when school was in session.	Must be non-zero Number of days may include 2 decimal points. **BEWARE: this field is checked by the Data Quality Engine (DQE)**	Example: 170.50
9	3	DAYS PRESENT	R	U, M	The number of days present when school was in session.	DAYS PRESENT must be less than or equal to DAYS ENROLLED (Field 8). Number of days may include 2 decimal points.	Example: 165.25

PIMS Student Calendar Fact Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
10	3	PERCENTAGE OF TIME ENROLLED FOR CALENDAR	R	U, M	For students in membership full-time, report 100. For students in membership part-time, report the average percent of time in membership per week.	Must be non-zero and less than or equal to 100. Report percentages as whole numbers without a percentage sign. Do not report decimals. Thus, 90% should be reported as 90, not 0.90. **NOTE:** A typical part-time, half-day vocational student is 50% at the high school and 50% at the CTC, regardless of the actual instructional time provided. **BEWARE: this field is checked by the Data Quality Engine (DQE)**	Example: A student receives 225 instructional minutes compared to 1650 instructional minutes per week for full time students: 225/1650 = .136 or, 14. See other examples under "Additional Information."
11	3	CURRENT GRADE LEVEL	R	K	Indication of the student's grade level.	A student who is in more than one grade in a school year will have a separate record for the enrollment in each grade.	See Appendix K in Volume 2 of the PIMS User Manual for a complete list of valid values.
12	5	HOMEBOUND INSTRUCTION MINUTES	CR	U	The total number of instructional minutes received for homebound instruction for the school year .	This field is required only for students who received Homebound Instruction. Provide this figure as a number of minutes, not as a number of hours. For a student with multiple records, enter total minutes on one record.	Example: 10000

PIMS Student Calendar Fact Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
13	4	SENDING CHARTER SCHOOL [LOCATION] CODE	CR	U	The 4-digit school number of the charter school that contracted with the educating LEA to educate a charter school student.	Charter School location code [school number] only. This field is required only for non-charter school LEAs educating a charter school student. If this field is populated, Field 14 (DISTRICT CODE OF SENDING CHARTER SCHOOL) must also be populated.	Example: 1234
14	9	DISTRICT CODE OF SENDING CHARTER SCHOOL	CR	U	The 9-digit AUN of the charter school that contracted with the educating LEA to educate a charter school student.	Charter school AUN This field is required only for non-charter school LEAs educating a charter school student. If this field is populated, Field 13 (SENDING CHARTER SCHOOL [LOCATION CODE]) must also be populated.	Example: 123456789

PIMS Student Calendar Fact Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
15	1	SPECIAL EDUCATION INDICATOR	R	K	Provide an indication of whether the days enrolled are for a special education student. **Note**: The implementation date of the IEP indicates when special education services will be provided to the student. Code Y in this field will be used to calculate special education ADM (average daily membership).	This field is required for all LEAs. A student may be reported initially as a regular education student (code E or N), then determined eligible for special education services (code Y) during the same school year. This student will have more than one Student Calendar Fact Record. For child accounting a student with code E or N is considered "not special education." **BEWARE: this field is checked by the Data Quality Engine (DQE)**	Valid Values: • Y – has IEP • E – exited IEP < 2 years • N – no IEP or exited IEP > 2 years

Rules

Date fields (field name ends in DATE) must be in ISO format: YYYY-MM-DD.

1. DISTRICT CODE OF INSTRUCTION, DISTRICT CODE OF RESIDENCE, and FUNDING DISTRICT CODE are validated against the DISTRICT Table.
2. CALENDAR ID must exist in the PIMS_SCHOOL_CALENDAR Table for the matching DISTRICT CODE OF INSTRUCTION and SCHOOL YEAR DATE.
3. DAYS ENROLLED must be less than or equal to days in session from PIMS School Calendar table.
4. DAYS PRESENT must be greater than or equal to 0 and less than or equal to DAYS ENROLLED.
5. PERCENTAGE OF TIME ENROLLED FOR CALENDAR must be greater than 0 and less than or equal to 100.
6. File is to be provided in delimited format; full delimiter support is available.
7. If supplied, HOMEBOUND INSTRUCTIONAL MINUTES must be greater than or equal to zero.
8. If supplied, SENDING CHARTER SCHOOL CODE must exist in the LOCATION Table for DISTRICT CODE OF SENDING CHARTER SCHOOL and where CHARTER_LOC_CODE = Yes.
9. If DISTRICT CODE OF SENDING CHARTER SCHOOL is supplied, SENDING CHARTER SCHOOL (LOCATION) CODE is required.
10. If SENDING CHARTER SCHOOL (LOCATION) CODE is supplied, DISTRICT CODE OF SENDING CHARTER SCHOOL is required.
11. All records in a duplicate set based on DISTRICT CODE OF INSTRUCTION, SCHOOL YEAR DATE, CALENDAR ID, STUDENT ID, DISTRICT CODE OF RESIDENCE, FUNDING DISTRICT CODE, RESIDENCE STATUS CODE, CURRENT GRADE LEVEL and SPECIAL EDUCATION INDICATOR will be rejected.
12. Code Column: K - component of primary key; U - value is updated if row exists; M - a value must be supplied; D – a value is required but a default is supplied.
13. File is to be provided in delimited format; full delimiter support is available.

Load Sequence Dependencies

Load Sequence/Dependency
PIMS School Calendar
Student

FAQs

1. **What is the deadline for the Child Accounting Accuracy Certification Statement (ACS)?**
   - The ACS is due September 1 with the expectation that Child Accounting files (School Calendar and School Calendar Fact templates) have been successfully uploaded with reasonable accuracy. The first part of the ACS shows data uploaded by calendar program code. The second part shows average daily membership (ADM) and average daily attendance (ADA) by building. Complete the third part with contact information and chief school administrator's signature.
   - If corrections are made to this data, a signed copy of the updated ACS must be sent to the Division of Subsidy Data and Administration at PDE.

2. **What calendar do I associate a student's membership with when he or she is enrolled part-time half-day in both the school district and CTC vocational programs?**
   - The CTC will upload the career and technical education membership for this student associated with a School Calendar template with CALENDAR PROGRAM CODE (Field 8 of the School Calendar Template) of CTE-PT. The school district will associate this student's high school membership in the School Calendar template with the CALENDAR PROGRAMS CODE of CTE-PT-H.
   - The CTC and school district will show PERCENTAGE OF TIME ENROLLED FOR CALENDAR (Field 10, Student Calendar Fact template) as 50. The resident school district will receive Basic Education Funding for the total membership days, and the CTC will receive Secondary Career and Technical Education Funding.
   - **NOTE:** Please refer to Career and Technical Education (CTE) domain for uploading CTE templates.

3. **Must we create a separate School Calendar for high school students in the school district or charter school-operated approved vocational program?**
   - Yes, the school district or charter school must create a separate School Calendar with the CALENDAR PROGRAM CODE of ACTP for the school district or charter school-operated vocational program. This calendar will show the identical days and hours as the calendar with no CALENDAR PROGRAM CODE for academic students. *The resident school district will receive Basic Education Funding for the total membership days. The educating LEA will receive Secondary Career and Technical Education Subsidy for membership associated with ACTP coded calendars.*

4. **How are total instructional days (or days in session) and total instructional time calculated?**
   - Both are calculated using the data in the School Calendar template. Days in session equals the NUMBER OF SCHEDULED SCHOOL DAYS *minus* DAYS LOST *plus* MAKE-UP DAYS (Field 14 *minus* Field 16 *minus* Field 17 *minus* Field 18 *plus* Field 19).
   - Total instructional time equals days in session multiplied by INSTRUCTIONAL MINUTES IN STANDARD DAY minus TOTAL INSTRUCTIONAL MINUTES LOST DUE TO PLANNED SHORTENED DAYS (days in session times Field 15 minus Field 20).

5. What is Percentage of Time Enrolled for Calendar?

- Percentage of Time Enrolled for Calendar (Field 10 in the Student Calendar Fact template) is used to prorate membership for part-time students. Most Student Calendar Fact files will show 100 in this field. Some examples are students who are:
  - enrolled in a full-time program;
  - enrolled based on an IEP or 504 Plan;
  - enrolled in a part-time half-day pre-kindergarten or kindergarten program;
  - enrolled in a semester rotation part-time program at the CTC and half-day at other LEA (school district, charter school, or IU).
- Students in the following situations will show less than 100% in this field:
  - part-time student educated less than full course load,
  - part-time student mainstreamed in school district classes,
  - part-time student receiving special education classes from intermediate unit,
  - part-time half-day rotation vocational students at the CTC and school district.
- **NOTE:** Percentage of Time Enrolled for Calendar is <u>not</u> percent of attendance.

6. Is pre-kindergarten calendar, membership, and attendance information uploaded with PIMS Child Accounting data?

- Pre-kindergarten calendar and membership data for programs operated by a public LEA are included in the Child Accounting collection. However, Pre-K Counts funded membership is excluded from this collection. For more details, refer to the "Students to be Reported in PIMS" section of the PIMS User Manual, Volume 1.

7. When is a student considered "special education" for field 15, Special Education Indicator, in the Student Calendar Fact File?

- A student is considered a special education student (code Y – has IEP) as of the implementation of the student's IEP (Individualized Education Program).
- A Student who has completed their IEP goals during the school terms is considered exited special education (code E – exited) as of the date of the NOREP / PWN (Notice Of Recommended Educational Placement / Prior Written Notice).
- A Regular education student or a student who returned to regular education at least two years ago is not considered special education (code N – no IEP) in the Student Calendar Fact file. Also a gifted student with only a GIEP (Gifted Individualized Education Program) is never considered a special education student for this collection.

NOTE: If Special Education, field 38, in the Student file is populated with code Y, then this student will have at least one Student Calendar Fact record with code Y in field 15.

Course and Grades Domain

The LEAs are required to submit the following templates in the Course and Grades Domain:

- Course
- Course Instructor
- Student Course Enrollment
- Staff Student Subtest

This domain only applies to the following organizational types:

- School Districts
- Intermediate Units
- Career and Technology Centers
- Charter Schools
- State Juvenile Correctional Institutions

Course Template

(46 Fields, 14 Collected)

Target Table: COURSE

Template Description

This template is used to store the attributes of each course at each school. Use the Course Instructor template to associate the Teacher of Record with each course. Use the Student Course Enrollment template to associate courses with the students enrolled in each section. This table maps the local course to the standardized state codes. The Course template should include all courses with students enrolled during the 2015-2016 school year.

Elementary course codes for grades pre-kindergarten to second grade should be reported as self-contained courses. Elementary course codes for grades three through eight should be reported with departmentalized course codes. Music, art, health/physical education, technology, and other special subjects are not reported in grades three through five. Non-academic classes, such as study hall and lunch, are not reported at any level.

NOTES: Courses that culminate in a Keystone Exam should be reported with the Keystone Exam course code.

Accurate reporting of courses in assessed grades/subjects is especially important. PDE policy analysts will use course data to inform attribution decisions related to accountability.

Courses may have multiple sections. Each course should have a single Course Code Long. Do not give separate sections of the same course different local course codes.

Grain: One record per LEA / Location / School Year / Course Code / Supplementary Course Differentiator (formerly known as Semester)

Please note that only the fields highlighted will be collected for Pennsylvania Department of Education. Remember that all fields may not be mandatory; however, all fields within a template MUST BE accounted for in order to transmit data.

PIMS Course Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	9	DISTRICT CODE	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education		Example: 123456789 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
2	4	LOCATION CODE	R	K, M	The PDE-defined 4-digit code identifying the school.		Example: 1234 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
3	10	SCHOOL YEAR DATE	R	K, M	For the 2015-2016 school year, this field should be populated with 2016-06-30.	All dates must be entered in ISO format: YYYY-MM-DD.	Example: 2016-06-30
4	Not Collected						
5	50	COURSE NAME	R	U, R	The descriptive local course name given to a course of study offered in a school or other institution or organization. For College/High School Credit (Dual Enrollment) courses, provide the name of the course used by the postsecondary institution. Provide the local course name.		Example: English III
6	Not Collected						
7	Not Collected						
8	Not Collected						
9	Not Collected						
10	Not Collected						
11	N/A	HONORS INDICATOR	R	U	This Y/N field is used to indicate advanced academic courses.		Valid Value: Y or N
12	Not Collected						
13	Not Collected						
14	Not Collected						
15	Not Collected						
16	Not Collected						
17	Not Collected						
18	Not Collected						

PIMS Course Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
19	Not Collected						
20	Not Collected						
21	Not Collected						
22	Not Collected						
23	Not Collected						
24	Not Collected						
25	Not Collected						
26	N/A	SUPPLEMENTARY COURSE DIFFERENTIATOR	R	K	This field is used to help make a course unique where the same COURSE CODE is offered in more than one time period during the school year. This field will represent the general span of time in which a course and its sections are offered.		See Appendix O in Volume 2 of the PIMS User Manual for a complete list of valid values.
27	12	COURSE CODE LONG	R	K*	The unique, local, LEA-specific COURSE CODE.	**NOTE:** Courses may have multiple sections. Each course should have a single COURSE CODE LONG. **Do not** assign a separate course code to sections of the same course.	
28	Not Collected						
29	12	ALTERNATE COURSE CODE	R	U	Pennsylvania's Standardized Course Codes For College/High School Credit (Dual Enrollment) courses, use the course code that best describes the content of the postsecondary course.		See Appendix A in Volume 2 of the PIMS User Manual for a complete list of valid values.
30	N/A	REQUIREMENTS INDICATOR CODE	R	U	An indication that this course credit is required for a high school diploma. Only populate this field with Y if the specific course is a graduation requirement for all students.		Valid Value: Y or N
31	Not Collected						

PIMS Course Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
32	N/A	DUAL CREDIT	R	U	This field will be populated with Y only if the alternate course code is one of the College/High School Credit (Dual Enrollment) course codes. Otherwise, populate with N.		Valid Value: Y or N
33	N/A	ADVANCED PLACEMENT INDICATOR	R	U	An indication of whether a course can make a student eligible for Advanced Placement credits for a postsecondary institution.		Valid Value: Y or N
34	N/A	CAREER AND TECHNICAL INDICATOR	R	U	An indication of whether a course is a career and technical course.		Valid Value: Y or N
35	N/A	GIFTED INDICATOR	R	U	An indication of whether a course is intended for gifted students.		Valid Value: Y or N
36	Not Collected						
37	Not Collected						
38	Not Collected						
39	Not Collected						
40	N/A	INTERNATIONAL BACCALAUREATE INDICATOR	R	U	An indication of whether a course is part of an international baccalaureate program.		Valid Value: Y or N
41	Not Collected						
42	Not Collected						
43	Not Collected						
44	Not Collected						
45	Not Collected						
46	Not Collected						

Rules

1. SCHOOL YEAR DATE is the date of the last day of the school year in ISO format: YYYY-06-30.
2. COURSE CODES are unique within a LEA and Location.
3. Code Column: K* – COURSE CODE LONG must be populated.
4. COURSE CODE LONG is checked first; if null, COURSE CODE is checked.
5. New clients are recommended to use COURSE CODE LONG.
6. SEMESTER should be used when the same course code is offered in more than one session in the same school year. SUPPLEMENTARY COURSE DIFFERENTIATOR (formerly SEMESTER) can be left null if this situation is not applicable.
7. SUBJECT AREA is restricted to 15 byte or less matching lookup entries.
8. HONORS INDICATORS are Y for an Advanced Academic Courses or N for other courses.
9. GRADE TYPES are N for Numeric, A for Alpha.
10. COURSE WEIGHTS can range from 0.0 to 100.000 (stored in Table as 6,3).
11. SPECIAL PROGRAM INDICATORS are Y for Special Programs or N otherwise.
12. ALLOWABLE COURSE GENDER is an indicator of the eligibility to enroll; M for male, F for female or B for both.
13. GPA INDICATOR details whether this course contributes to the GPA calculation.
14. If populated, COURSE DELIVERY MODEL CODE must exist in the CRSE_DELIVERYMODEL Table.
15. The columns identified with an NCES code are recommended to follow the NCES Non-Fiscal Data Handbook V4.0.
16. Code Column: K – component of primary key; U – a value is updatable if row exists; M – a value must be supplied; R – recommended.
17. Only delimited files are accepted.

Load Sequence/Dependencies

No dependencies

FAQs

Please note that FAQs in this section pertain to the Course Template in the Course and Grades Domain.

1. **Should I report all courses being taught this year or only core content area courses?**
   - Core content courses and non-core content AP courses must be reported. Optional non-core course data (with the exception of non-core content AP courses) submitted by LEAs will be stored in the PIMS data warehouse but will not be used in support of SPP or EE.
     NOTE: Do not include courses offered in your catalog with no students enrolled or with no teachers assigned during the current year.

2. **Should I report all elementary courses being taught this year, or should I report a single course for each elementary grade?**
   - Elementary course codes for grades pre-kindergarten to second grade should be reported as self-contained courses. Elementary course codes for grades three through eight should be reported with departmentalized course codes. Music, art, health/physical education, technology, and other special subjects are not reported.
     NOTE: Courses that culminate in a Keystone Exam should be reported with the Keystone Exam course code.

Course Instructor Template

(22 Fields, 8 Collected)

Target Table: CRSE_INSTRUCT

Template Description

The Course Instructor Template is used to identify the instructor(s) of each section of every course reported in the Course template. The Course Instructor template should be submitted in a cumulative fashion so that all instructors associated with all sections and courses are reported for the entire school year. All active teachers and teachers on long term leave should have course instructor records. Teachers who are terminated during the school year are not reported unless the course they were teaching also ended with their departure. Long term substitutes are reported when they are the teacher of record, or when they are a professional or temporary professional employee.

Grain: One record per LEA / Location / School Year / Course Code / Section / Supplementary Course Differentiator (formerly known as Semester).

Please note that only the fields highlighted will be collected for Pennsylvania Department of Education. Remember that all fields may not be mandatory; however, all fields within a template MUST BE accounted for in order to transmit data.

PIMS Course Instructor Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	9	DISTRICT CODE	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education.		Example: 123456789 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
2	4	LOCATION CODE	R	K, M	The PDE defined 4-digit code identifying the school.		Example: 1234 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
3	10	SCHOOL YEAR DATE	R	K, M	For the 2015-2016 school year, this field should be populated with 2016-06-30.	All dates must be entered in ISO format: YYYY-MM-DD.	Example: 2016-06-30
4	Not Collected						
5	Not Collected						
6	Not Collected						
7	Not Collected						
8	7	PRIMARY INSTRUCTOR ID	R	U, M*	A unique identifier for all instructors, regardless of whether they hold a PA certificate; the 7-digit Professional Personnel ID (PPID). Professional personnel can obtain a PPID from the TIMS system. Helpful information is found at the PDE website under “Teachers and Teacher Certification.”		Valid Values: 12345697
9	Not Collected						
10	Not Collected						
11	Not Collected						
12	Not Collected						
13	Not Collected						
14	Not Collected						
15	Not Collected						
16	Not Collected						

PIMS Course Instructor Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
17	N/A	SUPPLEMENTARY COURSE DIFFERENTIATOR	R	K	This field is used to help make a course unique where the same COURSE CODE is offered in more than one time period during the school year. This field will represent the general span of time in which a course and its sections are offered.		See Appendix O in Volume 2 of the PIMS User Manual for a complete list of valid values.
18	Not Collected						
19	12	COURSE CODE LONG	R	K1*	The unique, local, LEA-specific COURSE CODE.	**NOTE:** Courses may have multiple sections. Each course should have a single COURSE CODE LONG. **Do not** assign separate course codes to sections of the same course.	
20	16	PRIMARY INSTRUCTION LANGUAGE CODE	O	U	The primary language in which a course is taught.	This field should be left blank for courses taught in US English.	See Appendix J in Volume 2 of the PIMS User Manual for a complete list of valid values.
21	Not Collected						
22	25	SECTION CODE LONG	R	K2*	Class section number assigned by LEA to identify distinct classes.	This field should be the local section number only.	

Rules

1. SCHOOL YEAR DATE is the date of the last day of the school year in ISO format: YYYY-06-30.
2. Code Column: K1* – COURSE CODE LONG must be supplied.
3. COURSE CODE LONG should be checked first; if null, COURSE CODE is checked.
4. New clients are recommended to use COURSE CODE LONG.
5. Code Column: K2* – SECTION CODE LONG must be supplied.
6. SECTION CODE LONG should be checked first; if null, SECTION CODE is checked.
7. New clients are recommended to use SECTION CODE LONG.
8. SUPPLEMENTARY COURSE DIFFERENTIATOR (formerly known as Semester) should match the Supplementary Course Differentiator (Semester) column in the COURSE Table for the relevant course code record – the appropriate value may be null.
9. Code Column: M* – PRIMARY INSTRUCTOR ID must be supplied, otherwise the record is rejected.
10. INSTRUCTOR fields should be filled with the unique Staff IDs from the STAFF Table.
11. CLASS PERIOD is the period of the School Day during which the class meets; it is recommended to use CLASS PERIOD LONG.
12. The columns identified with an NCES code are recommended to follow the NCES Non-Fiscal Data Handbook V4.0.
13. Code Column: K – component of primary key; U – value is updated if row exists; M – a value must be supplied.
14. Only delimited files are accepted.

Load Sequence/Dependencies

Load Sequence/Dependencies
COURSE
STAFF

FAQs

1. What code may be used for subcontracted teachers employed by a private entity or non-PA public PreK-12 LEA?

- For subcontracted teachers employed by a private entity or non-PA public PreK-12 LEA, use fictitious PPID 9999999.

2. What code may be used for College/High School Credit (Dual Enrollment) courses taught by a college professor?

- For College/High School Credit (Dual Enrollment) courses taught by a college professor, use PPID 8888888.

Student Course Enrollment Template

(20 Fields, 12 Collected)

Template Number: 0490

Target Table: COURSE_ENROLL

Template Description

The Student Course Enrollment Template contains information on student enrollment in each course/section combination. The Student Course Enrollment template must be submitted in a cumulative fashion indicating all students enrolled in a specific section of a course for the school year.

Grain: One record per LEA /Location / School Year / Course Code / Section / Student / Supplementary Course Differentiator (formerly known as Semester).

Please note that only the fields highlighted will be collected for Pennsylvania Department of Education. Remember that all fields may not be mandatory; however, all fields within a template MUST BE accounted for in order to transmit data.

PIMS Student Course Enrollment Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	9	DISTRICT CODE	R	(K, M)	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education.		Example: 123456789 All LEA and School codes can be found at http://edna.ed.pa.gov
2	4	LOCATION CODE	R	K, M	The PDE defined 4-digit code identifying the school.		Example: 1234 All LEA and School codes can be found at http://edna.ed.pa.gov
3	10	SCHOOL YEAR DATE	R	K, M	For the 2015-2016 school year, this field should be populated with 2016-06-30.	All dates must be entered in ISO format: YYYY-MM-DD	Example: 2016-06-30
4	3	ENROLLMENT PERIOD NUMBER	R	K, M	The identification of the marking period entry that identifies the time period covered by the course/section combination; PDE will collect one enrollment period for the 2015-2016 school year. All LEAs should enter a value of 002 in the Enrollment Period Number field.		Example: 002
5	10	EFFECTIVE DATE	R	K, M	The date on which the enrollment information becomes effective. If the actual entry date is unknown, the first day of the marking period should be used.	All dates must be entered in ISO format: YYYY-MM-DD	Example: 2015-09-01
6	6	ENROLLMENT CODE	R	K, M	The enrollment code that indicates the type of enrollment transaction that occurred; only enrollment date is required at this time.		Valid Values: E1 – student enrolls in a course
7	10	STUDENT ID	R	K, M	The unique, 10-digit PAsecureID assigned to the student.		Example: 1000000009
8	Not collected						
9	Not collected						
10	3	REQUEST SEQUENCE	R	K, D	Use the Request Sequence field to distinguish between enrollments in identical course/section combinations for the same student.		Example: 3

PIMS Student Course Enrollment Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
11	Not collected						
12	Not collected						
13	2	SUPPLEMENTARY COURSE DIFFERENTIATOR (formerly named "SEMESTER")	R	K	This field is used to help make a course unique where the same Course Code is offered in more than one time period during the school year. This field will represent the general span of time in which a course and its sections are offered.		See Appendix O in Volume 2 of the PIMS User Manual for a complete list of valid values.
14	12	COURSE CODE LONG	R	K1*	The unique, local, LEA-specific Course Code.	**NOTE:** Courses may have multiple sections. Each course should have a single Course Code Long. **Do not** assign separate course codes to sections of the same course.	
15	N/A	COURSE DELIVERY MODEL CODE	O	U	The method used to deliver instruction to the student for this section of the Course Code.		Valid Values: • 9998 – online course • 0997 – business • 0752 – community facility • 2192 – home • 0754 – hospital • 0340 – in school • 3018 – library/media center • 0341 – other K-12 educational institution • 0342 – post-secondary facility • 1111 – blended/hybrid • 9999 – other
16	Not collected						
17	Not collected						
18	Not collected						
19	Not collected						
20	25	SECTION CODE LONG	R	K2*	Class section number assigned by LEA to identify distinct classes.	This field should be the local section number only.	

Rules

1. Date fields (field name ends in DATE) must be in the ISO format: YYYY-MM-DD.
2. ENROLLMENT PERIOD NUMBER must match an existing MARKING PERIOD NUMBER value in the PERIOD Table for the matching SCHOOL YEAR DATE.
3. EFFECTIVE DATE is the date the enrollment or withdrawal is effective.
4. ENROLLMENT CODE must exist in the ENROLL_CODES Table for the matching SCHOOL YEAR DATE where ENROLLMENT CODE TYPE = COURSE.
5. Code Column: K1* – COURSE CODE LONG must be supplied.
6. COURSE CODE LONG should be checked first; if null, COURSE CODE is checked.
7. New clients are recommended to use COURSE CODE LONG.
8. Code Column: K2* – SECTION CODE LONG must be supplied.
9. SECTION CODE LONG should be checked first; if null, SECTION CODE is checked.
10. New clients are recommended to use SECTION CODE LONG.
11. SUPPLEMENTARY COURSE DIFFERENTIATOR (formerly known as SEMESTER) should match the Supplementary Course Differentiator (Semester) column in the COURSE Table for the relevant COURSE CODE record – the appropriate value may be null.
12. REQUEST SEQUENCE is used for a student enrolled in more than one course with the same Course Code AND Section Code (may occur with courses such as Independent Study). A default value of 0 will be used if REQUEST SEQUENCE is not supplied.
13. CLASS PERIOD LONG is the number (or letter) of the period of the day that the class meets.
14. If populated, COURSE DELIVERY MODEL CODE must exist in the CRSE_DELIVERYMODEL Table.
15. If populated, COURSE CONTENT CODE must exist in the CRSE_CONTENT_CODE Table.
16. If populated, COURSE INCLUSION CODE must exist in the CRSE_INCLUSIONCODE Table.
17. The columns identified with an NCES code are recommended to follow the NCES Non-Fiscal Data Handbook V4.0.
18. Code Column: K – component of primary key; U – value is updatable if row exists; M – a value must be supplied; D – value is required but a default is supplied.
19. Code Column: When enclosed within parentheses – e.g. (K,M) – the value is assigned by eScholar.
20. Only delimited files are accepted.

Load Sequence/Dependencies

Load Sequence/Dependencies
COURSE
STUDENT

FAQs

None at this time

Staff Student Subtest Template

(12 Fields, 12 Collected)

Target Table: STAFF_STUDENT_SUBTEST

Template Description

The Staff Student Subtest template contains a record for each teacher/student instructional relationship for each assessment. The Staff Student Subtest template must be submitted in a cumulative fashion indicating all instructional relationships related to PSSA and Keystone Assessments for the school year.

Grain: One record per AUN / Staff ID / Student District Code / Student ID / School Year / Assessment District Code / Test Description / Assessment School Year Date / Subtest Identifier.

Please note that only the fields highlighted will be collected for Pennsylvania Department of Education. Remember that all fields may not be mandatory; however, all fields within a template **MUST BE** accounted for in order to transmit data.

PIMS Staff Student Subtest Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	20	STAFF DISTRICT CODE	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education. Use the AUN of the LEA submitting this PIMS template.		Example: 123456789 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
2	12	STAFF ID	R	K, M	A unique identifier assigned by the Pennsylvania Department of Education to each staff member reported in PIMS. Use the 7-digit Professional Personnel ID (PPID) for all certificated and non-certificated staff with direct instructional responsibility for students.	Do not use leading zeros or spaces in PPIDs.	Example: 3456789
3	20	STUDENT DISTRICT CODE	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education. Use the AUN(s) of the LEA(s) in which the student is enrolled while participating in the course/grade/subject of instruction.		Example: 123456789 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
4	12	STUDENT ID	R	K, M	The unique, 10-digit identifier (PAsecureID) assigned by the Department of Education to each student. Create a record for each PAsecureID, indicating all students for whom staff have direct instructional responsibility for the applicable course/grade/subject of instruction.		Example: 1000000009

PIMS Staff Student Subtest Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
5	10	SCHOOL YEAR DATE	R	K, M	A single date representing the entirety of the school year. To designate a SCHOOL YEAR DATE, use the school year being reported followed by June 30 (the end of the standard school year); for example, the 2015-2016 SY would be reported as 2016-06-30.	All dates must be entered in ISO format: YYYY-MM-DD.	Example: 2016-06-30
6	20	ASSESSMENT DISTRICT CODE	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education. Use the AUN for the state.		Valid Value: 999999999
7	60	TEST DESCRIPTION	R	K, M	The unique code that represents the assessment for which this teacher is assigned instructional responsibility.	LEAs may submit records related to any of the assessments listed in the Valid Values field, but only those records related to PSSA and Keystone assessments will be used in PVAAS value-added analysis.	See Appendix AK in Volume 2 of the PIMS User Manual for a complete list of valid values.
8	10	ASSESSMENT SCHOOL YEAR DATE	R	K, M	A single date representing the entirety of the school year. To designate a SCHOOL YEAR DATE, use the school year being reported followed by June 30 (the end of the standard school year); for example, the 2015-2016 SY would be reported as 2016-06-30.	All dates must be entered in ISO format: YYYY-MM-DD.	Example: 2016-06-30
9	200	SUBTEST IDENTIFIER	R	K, M	The unique code that represents the more specific subtest for which this teacher is assigned instructional responsibility.	LEAs may submit records related to any of the assessments listed in the Valid Values field, but only those records related to PSSA and Keystone assessments will be used in PVAAS value-added analysis.	See Appendix AK in Volume 2 of the PIMS User Manual for a complete list of valid values.

PIMS Staff Student Subtest Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
10	6,2	PERCENTAGE OF SHARED INSTRUCTION (INSTRUCTIONAL RESPONSIBILITY WEIGHT)	R	U	The percentage of instruction for which this teacher is responsible for the assessment, by individual student. The PERCENTAGE OF SHARED INSTRUCTION (INSTRUCTIONAL RESPONSIBILITY WEIGHT) will account for shared instruction of a student.	Whole number from 0 to and including 100. Example: • This teacher splits instructional responsibility for a student that participates in the entire course 50/50 with another teacher; field is populated with 50 • This teacher is the ONLY PA certified educator providing the content specific instruction of the assessed eligible content; field is populated with 100. See section 6.7 of the PVAAS Pilot FAQs document found at https://pvaas.sas.com/ for further clarification regarding this field.	Example: 50

PIMS Staff Student Subtest Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
11	6,2	PERCENTAGE OF CONCURRENT ENROLLMENT (INSTRUCTIONAL RELATIONSHIP WEIGHT)	R	U	The percentage of school days during which the student and the teacher are enrolled together (concurrently enrolled) in a course/grade/subject that prepares the student for the assessment. Applicable days begin on day one (1) of the course/grade/subject and continue through to (and include) the last school day before the LEA's testing window opens.	Whole number from 0 to and including 100. Example: teacher and student are concurrently enrolled for 35 days in a 140 day course (25 percent of the course); field is populated with 25. See section 6.4 of the PVAAS Pilot FAQs document found at https://pvaas.sas.com/ for further clarification regarding this field.	Example: 25
12	12	RELATIONSHIP LOCATION CODE	R	U	Location code associated with this instructional relationship: must be a location associated with the Staff District Code reported in field 1. **Note** that each record represents a relationship, not a teacher or student.	RELATIONSHIP LOCATION CODE must be found in the LOCATION Table for the matching STAFF DISTRICT CODE.	1010

Rules

1. Staff ID must exist in YYYY-06-30 STAFF SNAPSHOT (must have been loaded to STAFF template this school year).
2. SCHOOL YEAR DATE is the date of the last day of the school year in ISO format: YYYY-06-30.
3. ASSESSMENT SCHOOL YEAR DATE is the date of the last day of the school year in ISO format: YYYY-06-30.

Load Sequence/Dependencies

Load Sequence/Dependencies
STUDENT
STAFF

FAQs

None at this time

Discipline Domain

LEAs are required to submit the following templates within the Discipline Domain:

- Incident
- Person
- Incident Offender
- Incident Offender Infraction
- Incident Offender Disciplinary Action
- Incident Offender Parent Involvement
- Incident Victim

This domain is used to track School Safety incidents involving all students (including special education students). An incident is defined as a specific act or offense involving one or more victims or offenders. A reportable incident includes one or more acts of misconduct, involving one or more offenders violating criteria defined under Pennsylvania's Act 26 of 1995. These include, but are not limited to, any behavior that violates a school's educational mission or climate of respect, or jeopardizes the intent of the school to be free of aggression against persons or property, drugs, weapons, disruptions, and disorder. Examples are incidents involving acts of violence, possession of a weapon, or the possession, use or sale of a controlled substance, alcohol, or tobacco by any person on school property, at school-sponsored events, and on school transportation to and from school.

As indicated above, not all incidents are to be reported in these Discipline Domain templates to PIMS. For example, academic incidents such as cheating or plagiarism are not to be reported here. **NOTE:** These types of incidents may need to be reported in aggregate in the Location Fact template if they result in an expulsion or out of school suspension, though. Please refer to the Location Fact template in the Location Domain section. See Appendix Z in Volume 2 of the PIMS User Manual for a list of the infractions that are to be reported in these Discipline Domain templates.

If a school has no reportable School Safety incidents for the entire school year a record indicating this must be entered in the Location Fact template. Please refer to that section.

NOTE: An incident is to be reported by the entity that provides the discipline. For example, if a reportable incident occurs in the confines of a class offered by an IU the IU should report the incident if the IU disciplines the student. If the student is referred to the district of residence (home district) for discipline, the district of residence should report the incident.

This domain only applies to the following organizational types:

- School Districts
- Intermediate Units
- Career and Technology Centers
- Charter Schools

Incident Template

(16 Fields, 9 Collected)

Target Table: INCIDENT

Template Description

This template defines the primary details of a discipline incident. One record should be submitted per each reportable School Safety incident. See the Discipline Domain description for more information on reportable incidents. If a school has no reportable School Safety incidents for the entire school year a record indicating this must be entered in the Location Fact template. Please refer to that section.

Grain: One record per Submitting District Code / School Year Date / Incident ID.

Please note that only the fields highlighted will be collected for Pennsylvania Department of Education. Remember that all fields may not be mandatory; however, all fields within a template MUST BE accounted for in order to transmit data.

PIMS Incident Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	20	SUBMITTING DISTRICT CODE	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education.		Example: 123456789 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
2	10	SCHOOL YEAR DATE	R	K, M	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 2015-2016 school year would be indicated by 2016-06-30.	All dates must be entered in ISO format: YYYY-MM-DD.	Example: 2016-06-30
3	30	INCIDENT ID	R	K, M	An identifier assigned by the LEA to the incident; this identifier must be unique within each LEA per school year.		Example: 9801
4	10	INCIDENT DATE	R	F, M	The date the incident took place.	All dates must be entered in ISO format: YYYY-MM-DD.	Example: 2015-10-05
5	12	LOCATION CODE OF INCIDENT	R	F, M	The PDE-defined 4-digit code identifying the school where the incident took place.		Example: 1234 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
6	30	LOCAL INCIDENT ID	O	U	The local identifier used by the LEA to track the incident, if different than INCIDENT ID (Field 3).		Example: 1523
7	20	INCIDENT PLACE CODE	R	U	The place of occurrence of the incident.		See Appendix Y in Volume 2 of the PIMS User Manual for a complete list of valid values.
8	5	INCIDENT TIME FRAME CODE	CR	U	The time the incident occurred; see Valid Values.	Required if INCIDENT PLACE CODE = 1 (on school property/grounds).	Valid Values: • 1 – before school hours • 2 – during school hours • 3 – after school hours
9	5	INCIDENT AGAINST PROPERTY INDICATOR	R	U	A Y/N indicator that specifies whether the incident was against property.		Valid Value: Y or N
10	Not collected						
11	Not collected						
12	Not collected						
13	Not collected						

PIMS Incident Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
14	Not collected						
15	Not collected						
16	Not collected						

Rules

1. Date fields (field name ends in DATE) must be in ISO format: YYYY-MM-DD.
2. SCHOOL YEAR DATE is the date of the last day of the school year in ISO format: YYYY-06-30.
3. Code Column: F – INCIDENT DATE is inserted once into the INCIDENT record; no updates are allowed.
4. If supplied, DRUG RELATED INDICATOR, ALCOHOL RELATED INDICATOR, GANG RELATED INDICATOR, HATE RELATED INDICATOR, and SERIOUS BODILY INJURY must by Y or N. If not supplied, each field defaults to N.
5. The fields identified with an NCES code are recommended to follow the NCES Non-Fiscal Data Handbook V6.0.
6. Code Column: K – component of primary key; U – value is updatable if row exists; M – a value must be supplied.
7. Data must be supplied in delimited format. Full delimiter support is available.
8. Code Column: F – LOCATION CODE OF INCIDENT is inserted once into the INCIDENT record; no updates are allowed.

Load Sequence/Dependencies

No dependencies

FAQs

None at this time

Person Template

(10 Fields, 10 Collected)

Target Table: PERSON

Template Description

This template defines the primary details of both offenders and victims.

Please note that this template can be used to individually identify a victim or offender as it contains fields for the PAsecureID (Field 5) and name (Fields 7 and 8). LEAs, however, do not need to identify a victim individually using these fields. LEAs can elect to keep the victim anonymous by using an LEA-created ID instead of the PAsecureID to populate these fields within this template for victims. Note that the gender and race/ethnicity of the person is required if known.

The person, if known or unknown, must be individually identified within this template. The PAsecureID must be submitted in Field 5 if the offender is a known current student. If the offender is not a current student, the first and last name should be entered in Fields 7 and 8. In the cases that an offender is unknown the LEA should use an identifier assigned by the LEA.

Grain: One record per Submitting District Code / Person ID / School Year Date.

Please note that only the fields highlighted will be collected for Pennsylvania Department of Education. Remember that all fields may not be mandatory; however, all fields within a template MUST BE accounted for in order to transmit data.

PIMS Person Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	20	SUBMITTING DISTRICT CODE	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education.		Example: 123456789 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
2	20	PERSON ID	R	K, M	An identifier for the person (offender or victim) involved in an incident; this can be the PAsecureID if the person is a current student. The PAsecureID does not need to be submitted for victims, however. If the person is not a current student or if the LEA desires not to submit the PAsecureID, use an identifier assigned by the LEA.	This identifier must be unique to the individual within an LEA per school year.	Example: 887 or 1000000009
3	10	SCHOOL YEAR DATE	R	K, M	A single date indicating the whole school year; June 30 at the end of the standard school year is used to designate a school year. Thus, the 2015-2016 school year would be indicated by 2016-06-30.	All dates must be entered in ISO format: YYYY-MM-DD.	Example: 2016-06-30
4	20	PERSON DISTRICT CODE	CR	U, D	The unique, 9-digit Administrative Unit Number (AUN) of the LEA to which the person belongs; AUN is assigned by the Pennsylvania Department of Education.	Only required if the person (offender or victim) is currently enrolled in an LEA other than where the incident took place.	Example: 123456789 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
5	12	STUDENT ID	CR	U	If a current student, the unique, 10-digit PAsecureID assigned to the student.	Required for offenders that are current students; this field does not need to be submitted for victims.	Example: 1000000009
6	20	LOCAL PERSON ID	O	U	The local identifier used by the LEA to track the offender or victim, if different than PERSON ID (Field 2).		Example: 1523
7	60	FIRST NAME	CR	U	The first name of the offender or victim.	Required for offenders if they do not have a PAsecureID and if the name is known; this field does not need to be submitted for victims.	Example: John

PIMS Person Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
8	60	LAST NAME	CR	U	The last name of the offender or victim.	Required for offenders if they do not have a PAsecureID and if the name is known. This field does not need to be submitted for victims. See FAQ 1 for guideline regarding hyphenated last names.	Example: Smith
9	4	RACE OR ETHNICITY CODE	CR	U	A single code indicating the race and ethnicity of the offender or victim.	Required if known Refer to "Race/Ethnicity: Federal Race and Ethnicity Standards" in this volume of the manual for an explanation of the federal race and ethnicity codes.	Valid Values: • 1 – American Indian/Alaskan Native • 3 – Black/African American (not Hispanic) • 4 – Hispanic (any race) • 5 – White/Caucasian (not Hispanic) • 6 – Multi-Racial (not Hispanic) • 9 – Asian (not Hispanic) • 10 – Native Hawaiian or other Pacific Islander (not Hispanic)
10	6	GENDER CODE	CR	U	The gender of the offender or victim.	Required if known.	Valid Values: • F – female • M – male

Rules

1. SCHOOL YEAR DATE is the date of the last day of the school year in ISO format: YYYY-06-30.
2. Code Column: D – If PERSON DISTRICT CODE is not supplied, SUBMITTING DISTRICT CODE is used.
3. If STUDENT ID is supplied, PERSON DISTRICT CODE is used to obtain STUDENT_KEY.
4. The fields identified with an NCES code are recommended to follow the NCES Non-Fiscal Data Handbook V6.0.
5. Code Column: K – component of primary key; U – value is updatable if row exists; M – a value must be supplied.
6. Data must be supplied in delimited format. Full delimiter support is available.

Load Sequence Dependencies

Load Sequence/Dependency
STUDENT

*Student is a dependent only if Field 5 (STUDENT ID) is populated in this template within PAsecureID.

FAQs

1. **How do I enter a student's last name that is hyphenated?**
   - In all cases of entering a student's name, whether hyphenated or not, the legal names (first and last) are to be used. If a student's name changes, legal documentation should be requested for verification.

Incident Offender Template

(15 Fields, 14 Collected)

Target Table: INCIDENT_OFFNDR

Template Description

This template connects one or multiple offenders to each specific incident. If there are multiple offenders include multiple records within this template with the same Incident ID.

Grain: One record per Submitting District Code / Incident ID / Offender ID / School Year Date.

Please note that only the fields highlighted will be collected for Pennsylvania Department of Education. Remember that all fields may not be mandatory; however, all fields within a template MUST BE accounted for in order to transmit data.

PIMS Incident Offender Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	20	SUBMITTING DISTRICT CODE	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education.		Example: 123456789 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
2	30	INCIDENT ID	R	K, M	An identifier assigned by the LEA to the incident; this identifier must be unique within each LEA per school year.		Example: 9801
3	20	OFFENDER ID	R	K, M	An identifier for the offender involved in an incident.	Must be the same value used in Field 2 (PERSON ID) within the Person template.	Example: 887
4	10	SCHOOL YEAR DATE	R	K, M	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 2015-2016 school year would be indicated by 2016-06-30.	All dates must be entered in ISO format: YYYY-MM-DD.	Example: 2016-06-30
5	20	OFFENDER TYPE	R	U	The type of offender. See Valid Values.		Valid Values: • 1 – student • 2 – student with IEP • 3 – student from another school • 4 – parent • 5 – adult visitor / intruder • 6 – district employee • 7 – other or unknown
6	3	AGE AT TIME OF INCIDENT	CR	U	The age of the offender at the time of the incident.	Required if age is known. If unknown, leave null or blank.	Example: 14
7	20	GRADE LEVEL CODE AT TIME OF INCIDENT	CR	U	The grade level of the offender at the time of the incident.	Required if grade is known. If unknown, leave null or blank.	See Appendix K in Volume 2 of the PIMS User Manual for a complete list of valid values.
8	3	LLE NOTIFIED INDICATOR	R	U		A Y/N indicator that specifies whether local law enforcement was contacted regarding this offender and incident.	Valid Value: Y or N
9	100	NAME OF LLE CONTACTED	CR	U	The name of the local law enforcement office contacted regarding this offender and incident.	Required if the local law enforcement was notified (Y in Field 8).	Example: Hampton Township Police Department

PIMS Incident Offender Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
10	20	ARRESTED CODE	R	U	An indicator of whether the offender was arrested for this incident; see Valid Values. **NOTE:** Removal of student by police does not constitute an arrest. There will be many situations in which law enforcement takes a student into custody but will not initiate criminal charges against the student.		Valid Values: • N – not arrested • YW – arrested for weapons violation • YN – arrested but not for weapons violation • P – arrest pending
11	20	ADJUDICATION CODE	CR	U	The type of adjudication of the offender for this incident. See Valid Values.	Required if ARRESTED CODE = YW or YN	Valid Values: • 1 – adjudicated delinquent • 2 – convicted as adult • 3 – probation • 4 – citation • 5 – fined • 6 – unknown
12	3	ASSIGNED TO ALTERNATIVE EDUCATION INDICATOR	R	U	A Y/N indicator of whether the student was assigned to alternative education for this incident.		Valid Value: Y or N
13	3	WEAPON DETECTED METHOD CODE	CR	U	A description of how the weapons involved in the incident for the offender were detected. See Valid Values.	Required if Field 10 (ARRESTED CODE) is populated with YW.	Valid Values: • 1 – detected by scanner / security • 2 – detected by school staff • 3 – detected by fellow student • 4 – detected by other adult visitor • 5 – other
14	500	WEAPON DETECTED COMMENT	CR	U	Weapon detection comment.	Required if Field 13 W(EAPON DETECTED METHOD CODE) is 5 (Other).	Example: Knife found outside school property.
15	Not Collected						

Rules

1. SCHOOL YEAR DATE is the date of the last day of the school year in ISO format: YYYY-06-30.
2. The fields identified with an NCES code are recommended to follow the NCES Non-Fiscal Data Handbook V6.0.
3. Code Column: K – component of primary key; U – value is updatable if row exists; M – a value must be supplied.
4. Data must be supplied in delimited format. Full delimiter support is available.

Load Sequence/Dependencies

Load Sequence/Dependencies
INCIDENT
PERSON

FAQs

None at this time

Incident Offender Infraction Template

(7 Fields, 7 Collected)

Target Table: INCIDENT_OFFNDR_INFRACTION

Template Description

This template connects an incident and the offender to an infraction. If multiple infractions apply to the incident/offender submit multiple records; use one record per infraction.

Grain: One record per Submitting District Code / Incident ID / Offender ID / Infraction Code / School Year Date.

Please note that only the fields highlighted will be collected for Pennsylvania Department of Education. Remember that all fields may not be mandatory; however, all fields within a template **MUST BE** accounted for in order to transmit data.

PIMS Incident Offender Infraction Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	20	SUBMITTING DISTRICT CODE	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education.		Example: 123456789 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
2	30	INCIDENT ID	R	K, M	An identifier assigned by the LEA to the incident; this identifier must be unique within each LEA per school year.		Example: 9801
3	20	OFFENDER ID	R	K, M	An identifier for the offender involved in an incident.	Must be the same value used in Field 2 (PERSON ID) within the Person template.	Example: 887
4	20	INFRACTION CODE	R	K, M	The code of the infraction for the offender. See Valid Values.		See Appendix Z in Volume 2 of the PIMS User Manual for a complete list of valid values.
5	10	SCHOOL YEAR DATE	R	K, M	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 2015-2016 school year would be indicated by 2016-06-30.	All dates must be entered in ISO format: YYYY-MM-DD.	Example: 2016-06-30
6	4	WEAPON COUNT	CR	U	If weapons were involved, specify the total number of weapons for this offender, for this incident, and the INFRACTION CODE.	Required if Field 4 (INFRACTION CODE) is between 39 and 46	Example: 2
7	500	INFRACTION COMMENT	CR	U	A comment regarding the nature of the infraction.	Required if INFRACTION CODE is 16, 41, or 46	

Rules

1. SCHOOL YEAR DATE is the date of the last day of the school year in ISO format: YYYY-06-30.
2. The fields identified with an NCES code are recommended to follow the NCES Non-Fiscal Data Handbook V6.0.
3. Code Column: K – component of primary key; U – value is updatable if row exists; M – a value must be supplied.
4. Data must be supplied in delimited format. Full delimiter support is available.

Load Sequence/Dependencies

Load Sequence/Dependencies
INCIDENT
PERSON
INCIDENT OFFENDER

FAQs

None at this time

Incident Offender Disciplinary Action Template

(11 Fields, 8 Collected)

Target Table: INCIDENT_OFFNDR_DSPLNRY_ACTION

Template Description

This template is used to track disciplinary sanctions as well as referral to or participation in remedial programs. Each known offender should have one and only one sanction record in this template identifying the "highest" or most severe sanction (Disciplinary Action Code between S1 and S10). If referred to or participating in remedial programs the offender also will have one or multiple additional records in this template with the Disciplinary Action Code between R1 and R9.

Grain: One record per Submitting District Code / Incident ID / Offender ID / Disciplinary Action Code / School Year Date.

Please note that only the fields highlighted will be collected for Pennsylvania Department of Education. Remember that all fields may not be mandatory; however, all fields within a template MUST BE accounted for in order to transmit data.

PIMS Incident Offender Disciplinary Action Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	20	SUBMITTING DISTRICT CODE	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education.		Example: 123456789 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
2	30	INCIDENT ID	R	K, M	An identifier assigned by the LEA to the incident; this identifier must be unique within each LEA per school year.		Example: 9801
3	20	OFFENDER ID	R	K, M	An identifier for the offender involved in an incident.	Must be the same value used in the PERSON ID field (Field 2) within the Person template.	Example: 887

PIMS Incident Offender Disciplinary Action Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
4	20	DISCIPLINARY ACTION CODE	R	K, M	The code of the sanction taken against the offender for the incident or the remedial program the offender has been referred to or is participating in. See Valid Values.		**Sanction Valid Values:** • S1 – none • S2 – detention • S3 – in school suspension • S4 – out of school suspension • S5 – expulsion, less than one calendar year • S6 – expulsion, one calendar year • S7 – expulsion, more than one calendar year • S8 – special education student removed to an interim alternative educational setting by school personnel • S9 – special education student removed to an interim alternative educational setting by due process hearing officer • S10 – other **Remedial Program Valid Values:** • R1 – alternative education • R2 – home study instruction • R3 – student assistance referral • R4 – drug/alcohol counseling • R5 – guidance counseling • R6 – psychological evaluation • R7 – peer mediation / conflict resolution • R8 – anger management • R9 – other
5	10	SCHOOL YEAR DATE	R	K, M	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 2015-2016 school year would be indicated by 2016-06-30.	All dates must be entered in ISO format: YYYY-MM-DD.	Example: 2016-06-30
6	Not collected						
7	Not collected						

PIMS Incident Offender Disciplinary Action Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
8	6,2	ORIGINAL DISCIPLINARY ACTION DURATION	CR	U	The number of school days the student was suspended or expelled for the incident.	Required if Field 4 (DISCIPLINARY ACTION CODE) is S3–S7.	Example: 5
9	Not collected						
10	3	RECEIVED SERVICES INDICATOR	CR	U	A Y/N indicator of whether the student received educational services during expulsion.	Required if Field 4 (DISCIPLINARY ACTION CODE) is S5, S6, or S7.	Valid Values: • Y • N
11	500	DISCIPLINARY ACTION COMMENT	CR	U	A comment on the disciplinary sanction or remedial program.	Required if Field 4 (DISCIPLINARY ACTION CODE) is S10, R9, or if incident involved a firearm and student was not expelled.	Example: Student lost athletic privileges.

Rules

1. SCHOOL YEAR DATE is the date of the last day of the school year in ISO format: YYYY-06-30.
2. Date fields (field name ends in DATE) must be in ISO format: YYYY-MM-DD.
3. If both supplied, DISCIPLINARY ACTION END DATE must be greater than or equal to DISCIPLINARY ACTION START DATE.
4. The fields identified with an NCES code are recommended to follow the NCES Non-Fiscal Data Handbook V6.0.
5. Code Column: K – component of primary key; U – value is updatable if row exists; M – a value must be supplied.
6. Data must be supplied in delimited format. Full delimiter support is available.

Load Sequence/Dependencies

Load Sequence/Dependencies
PERSON
INCIDENT OFFENDER

FAQs

None at this time

Incident Offender Parent Involvement Template

(6 Fields, 6 Collected)

Target Table: INCIDENT_OFFNDR_PARENT_INVOLVE

Template Description

This template connects an incident and the offender to one or multiple parental involvement types. If there are multiple parental involvement types for an incident/offender, include multiple records within this template with the same Incident ID and Offender ID. If there is no parental involvement, do not submit a record in this template.

Grain: One record per Submitting District Code / Incident ID / Offender ID / Parental Involvement Code / School Year Date.

Please note that only the fields highlighted will be collected for Pennsylvania Department of Education. Remember that all fields may not be mandatory; however, all fields within a template MUST BE accounted for in order to transmit data.

PIMS Incident Offender Parent Involvement Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	20	SUBMITTING DISTRICT CODE	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education where the incident took place.		Example: 123456789 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
2	30	INCIDENT ID	R	K, M	An identifier assigned by the LEA to the incident; this identifier must be unique within each LEA per school year.		Example: 9801
3	20	OFFENDER ID	R	K, M	An identifier for the offender involved in an incident.	Must be the same value used in the Field 2 (PERSON ID) within the Person template.	Example: 887
4	20	PARENTAL INVOLVEMENT CODE	R	K, M	The code of the parental involvement type for the offender and incident; see Valid Values.		Valid Values: • 1 – written notification • 2 – telephone conference • 3 – school conference • 4 – family counseling • 5 – law enforcement / legal involvement • 6 – other
5	10	SCHOOL YEAR DATE	R	K, M	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 2015-2016 school year would be indicated by 2016-06-30.	All dates must be entered in ISO format: YYYY-MM-DD.	Example: 2016-06-30
6	500	PARENTAL INVOLVEMENT COMMENT	CR	U	Comment regarding the parental involvement.	Required if the Field 4 (PARENTAL INVOLVEMENT CODE) is 6.	

Rules

1. SCHOOL YEAR DATE is the date of the last day of the school year in ISO format: YYYY-06-30.
2. The fields identified with an NCES code are recommended to follow the NCES Non-Fiscal Data Handbook V6.0.
3. Code Column: K – component of primary key; U – value is updatable if row exists; M – a value must be supplied.
4. Data must be supplied in delimited format. Full delimiter support is available.

Load Sequence/Dependencies

Load Sequence/Dependencies
INCIDENT
PERSON
INCIDENT OFFENDER

FAQs

None at this time

Incident Victim Template

(12 Fields, 11 Collected)

Target Table: INCIDENT_VICTIM

Template Description

This template connects one or multiple victims to each specific incident. In cases of incidents when there are crimes against property, such as vandalism in Field 5 of this template, Valid Value 8 (school/school facility) should be used. Note that not all incidents will have a victim. For example, a fighting incident will not have a victim (all parties are considered offenders in this case). See Appendix Z in Volume 2 of the PIMS User Manual for more information (the “Infraction has Victims” column). If there are no victims associated with the incident, do not submit any records in this template.

Grain: One record per Submitting District Code / Incident ID / Victim ID / School Year Date.

Please note that only the fields highlighted will be collected for Pennsylvania Department of Education. Remember that all fields may not be mandatory; however, all fields within a template **MUST BE** accounted for in order to transmit data.

PIMS Incident Victim Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	20	SUBMITTING DISTRICT CODE	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education.		Example: 123456789 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
2	30	INCIDENT ID	R	K, M	An identifier assigned by the LEA to the incident; this identifier must be unique within each LEA per school year.		Example: 9801
3	20	VICTIM ID	R	K, M	An identifier for the victim involved in an incident. This can be the PAsecureID if the victim is a current student, but does not have to be. If the victim is not a current student, or if the LEA desires not to submit the PAsecureID, use an identifier assigned by the LEA.	Must be the same value used in Field 2 (PERSON ID) within the Person template.	Example: 887
4	10	SCHOOL YEAR DATE	R	K, M	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 2015-2016 school year would be indicated by 2016-06-30.	All dates must be entered in ISO format: YYYY-MM-DD.	Example: 2016-06-30
5	20	VICTIM TYPE	R	U	The type of victim. See Valid Values.		Valid Values: • 1 – student • 2 – student with IEP • 3 – student from another school • 4 – parent • 5 – adult visitor / intruder • 6 – district employee • 7 – other or unknown • 8 – school / school facility
6	3	AGE AT TIME OF INCIDENT	CR	U	The age of the victim at the time of the incident.	Required if age is known. If unknown, leave null or blank.	Example: 14
7	4	GRADE LEVEL CODE AT TIME OF INCIDENT	CR	U	The grade level of the victim at the time of the incident.	Required if grade is known. If unknown, leave null or blank.	See Appendix K in Volume 2 of the PIMS User Manual for a complete list of valid values.

PIMS Incident Victim Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
8	3	STUDENT ASSISTANCE PROGRAM REFERRAL INDICATOR	R	U	A Y/N indicator that specifies whether the victim was referred to the Student Assistance Program.		Valid Value: Y or N
9	20	INJURY SEVERITY CODE	R	U	Specifies whether the victim sustained a physical injury. See Valid Values.		Valid Values: • 1 – victim did not sustain physical injury • 2 – victim sustained physical injury
10	3	MEDICAL TREATMENT REQUIRED INDICATOR	R	U	A Y/N indicator that specifies whether the victim received medical treatment.	Required if known.	Valid Value: Y or N
11	Not Collected						
12	500	INCIDENT VICTIM COMMENT	CR	U	Comment regarding the medical treatment of the victim.	Required if Field 10 (MEDICAL TREATMENT REQUIRED INDICATOR) is Y.	Example: Victim treated in ER and released.

Rules

1. SCHOOL YEAR DATE is the date of the last day of the school year in ISO format: YYYY-06-30.
2. The fields identified with an NCES code are recommended to follow the NCES Non-Fiscal Data Handbook V6.0.
3. Code Column: K – component of primary key; U – value is updatable if row exists; M – a value must be supplied.
4. Data must be supplied in delimited format. Full delimiter support is available.

Load Sequence/Dependencies

Load Sequence/Dependencies
INCIDENT
PERSON

FAQs

None at this time

District Domain

The District Fact Template will be used to capture the following data: Safe Schools, LEP, and Title I.

A 2015/2016 District Fact Template is required to be submitted for Title I and LEP Professional Activities Survey.

The District Snapshot template is used to collect fields related to the kindergarten entry age. This template only applies to the following organizational types:

- School Districts
- Charter Schools (applicable only to charter schools with kindergarten programs)

District Fact Template for Safe Schools

(21 Fields, 6 Collected)

Target Table: DISTRICT_FACT

Template Description

Some LEAs may not have any directly employed or contracted school security staff. This template is to be used only by these LEAs to indicate this to PDE. Only one record is to be submitted.

Grain: One record per District Code / Reporting Date / Category 1

Please note that only the fields highlighted will be collected for Pennsylvania Department of Education. Remember that all fields may not be mandatory; however, all fields within a template MUST BE accounted for in order to transmit data.

PIMS District Fact Template Specifications for Safe Schools Data

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	20	DISTRICT CODE	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education.		Example: 123456789 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
2	10	REPORTING DATE	R	K, M	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 2015-2016 school year would be indicated by 2016-06-30.	All dates must be entered in ISO format: YYYY-MM-DD.	Example: 2016-06-30
3	N/A	CATEGORY 1	R	K, D	Use the constant value of SECURITY.		Valid Value: SECURITY
4	N/A	CATEGORY 2	R	K, D	Aggregate data to report rotating contracted security staff by employing agency/company rather than reporting at the individual level. If multiple agencies/companies are contracted, only the overall data is to be submitted (i.e., do not include a separate report for each agency/company).		Refer to Appendix AB of Volume 2 of the PIMS User Manual for a complete list of valid values.
5	Not collected						
6	10	MEASURE TYPE	R	K, M	Use the constant value of COUNT.		Valid Value: COUNT
7	7	COUNT	R	U	Submit the number 0 to indicate no security staff for the LEA.		Example: 0
8	Not collected						
9	Not collected						
10	Not collected						
11	Not collected						
12	Not collected						
13	Not collected						
14	Not collected						
15	Not collected						
16	Not collected						
17	Not collected						

PIMS District Fact Template Specifications for Safe Schools Data

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
18	Not collected						
19	Not collected						
20	Not collected						
21	Not collected						

Sample Safe Schools Submission for the District Fact Template; note that NC stands for Not Collected

District Code	Reporting Date	Category 1	Category 2	NC	Measure Type	Count	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC
123456789	2016-06-30	SECURITY	ZERO		COUNT	0														

Rules

1. Date fields (field name ends in DATE) must be in ISO format: YYYY-MM-DD.
2. A default value of N/A will be used for any CATEGORY column which is not supplied.
3. MEASURE TYPE must be COUNT, AMOUNT, PERCENT, or INDICATOR else record is rejected.
4. The measure field that matches MEASURE TYPE must be populated (e.g., COUNT field must be populated when MEASURE TYPE = COUNT).
5. Code Column: K – component of primary key; U – value is updatable if row exists; M – a value must be supplied; D – value is required but a default is supplied.
6. Data can be supplied in either ASCII flat file or delimited formats. Full delimiter support is available.

Load Sequence/Dependencies

No dependencies

FAQs

None at this time

District Fact Template for LEP

(21 Fields, 9 Collected)

Target Table: DISTRICT_FACT

Template Description

The District Fact Template for LEP is used to submit the following data:

- **Results of the Nonpublic Student Counts**. LEAs submit results via the sample Excel spreadsheet for District Fact Template for LEP found under the District Domain in PIMS User Manual volume 1. Instructions on how to report data where category 3 is nonpub are found in Appendix AF of the PIMS User Manual volume 2. The only data elements reported for this submission within Appendix AF are those where category 3 are nonpub. Nonpublic Student Counts are reported by all School Districts, Comprehensive Career and Technical Centers, and Charter Schools during the PIMS Collection 1 - October 1 Snapshot using the District Fact Template, whether these entity types have a nonpublic student count or not.

  Purpose
  School Districts, Comprehensive Career and Technical Centers, and Charter Schools must consult with nonpublic entities within the geographic boundaries served by these entity types to confirm the count of nonpublic LEP, nonpublic immigrant children and youth and nonpublic schools. The count reported is used to determine Title III allocations for nonpublic LEP and immigrant children and youth.

  NOTE: The count reported is for ***nonpublic*** LEP and immigrant children and youth, not the LEAs LEP and immigrant children and youth count. If the LEA does not have a count, zero values need to be reported.

- **Results of the Title III Professional Development Activities Survey.** LEAs can submit results via an Excel file developed specifically for this Data Set, which automatically creates the District Fact Template for LEP to be submitted to PIMS. This form is located on the PDE website (http://www.education.pa.gov) under Teachers & Administrators/PIMS/Title III Professional Development Activities survey. Instructions on how to complete the survey are found in Appendix AI of the PIMS User Manual volume 2. LEAs can also choose to submit results via the sample Excel spreadsheet for District Fact Template for LEP found under the District Domain in PIMS User Manual volume 1. The Title III Professional Development Activities Survey must be submitted by all 2014-15 Title III sub-grantees who accepted Title III funds. The Title III Professional Development Activities Survey is collected during PIMS Collection 1 – October 1. Data reported in this survey during the PIMS Collection 1 is for SY 2014-15.

  Purpose
  Title III requires sub-grantees to conduct professional development for classroom teachers (content and ESL), principals, administrators, and other school and community personnel related to instruction, assessment, standards, curriculum, and subject matter. In this survey, sub-grantees report the type of professional development activities conducted and report who participated in the professional development.

  NOTE: If the sub-grantee does not have a count, zero values need to be reported.

- **Results of the LEP Program Survey**. LEAs can submit results via an Excel file developed specifically for this Data Set, which automatically creates the District Fact Template for LEP to be submitted to PIMS. This form is located on the PDE website (http://www.education.pa.gov) under Teachers & Administrators/PIMS/LEP 2014-2015 Program Survey. LEP Program Survey. Instructions on how to complete the survey are found in Appendix AF of the PIMS User Manual volume 2. LEAs can also choose to submit results via the sample Excel spreadsheet for District Fact Template for LEP found under the District Domain in PIMS User Manual volume 1. The LEP Program Survey is required to be submitted by School Districts, Comprehensive Career and Technical Centers, and Charter Schools during PIMS Collection 4 – June 15.

  Purpose
  4.26 - Chapter 4.26 references the required components of the LEP Program. Every LEA is required to provide a program for each student whose dominant language is not English for the purpose of facilitating the student's achievement of English Proficiency and the academic standards. To do so, every LEA must have a written Board approved ESL Program which describes in sufficient detail how the LEA will ensure that ELLs increase English proficiency, attain English proficiency and meet academic standards while they're progressing toward attainment of English proficiency. For LEAs who do not have ELLs at this time, the LEA will need to refer to the LEAs Board approved ESL policy to complete these questions.

  Valid values:

  Yes = LEA maintains documentation of the requirement
  No = LEA does not include requirement in its Board approved ESL Program.

  Assessments
  LEAs must indicate the assessments administered to ELLs upon entry, ongoing, and at the time of exit. More than one assessment may be chosen for each category listed. W-APT is required for placement of ELLs, so it must be included as an assessment used upon entry. ACCESS for ELLs is required for ongoing and exit, so it must be included as an assessment used for ongoing and exit. If the LEA uses an assessment that does not appear within Category 3, please email the name of the assessment the LEA is using to ra-lep@pa.gov.

  Bilingual Program Model
  If the LEA implements a Bilingual Program model(s) (dual, two-way, transitional, developmental, or Heritage) it must provide the code of the language other than English used for instruction. Reference Appendix J, PIMS User Manual Volume 2, for the language codes.

  Teacher Counts
  LEAs must provide an estimate of the total number of additional certified/licensed teachers that will be needed for language instruction educational programs over the next five years (core ESL program and, if applicable, supplemental LEP-Title III. This estimate should be the total additional teachers needed over the next 5 years, not the number needed for each year.

  To determine what teachers to count as working within your language instruction educational program (core, and if applicable, Title III) you need to refer to the type(s) of instruction you indicated in the Programs Fact Template (Program Codes 039-054). For example, if you are an LEA who is doing Core Program - pull out (ESL), your counts are based on that. If you are an LEA who is doing Core Program-sheltered instruction and Title III Supplemental LEP – Pull-out (ESL) your counts are based on that. If you are doing more than one instructional type, your counts are based on the total for all types of instruction.

  NOTE: If the LEA does not have a count, zero values need to be reported.

Budget
LEAs must provide the dollar amount budgeted for ESL/Bilingual education programs.

Title III Professional Development Activities Survey and LEP Program Survey Reporting Tools:
To use the Excel file developed specifically for the Title III Professional Development Activities Survey or the LEP Program Survey, submit the results as follows:

1. Open the Excel file "Title III Professional Development Activities Survey Form" or "LEP Program Survey Form" and supply the LEA by selecting from the drop-down box. Certain information will automatically populate this first page.
2. Proceed to filling out the Form:
   a. For Title III Professional Development Activities Survey Form, refer to Appendix AI of the PIMS User Manual volume 2 for instructions.
   b. For LEP Program Survey, refer to Appendix AF of the PIMS User Manual volume 2.
3. When all information has been completed on the Form it should be saved in Excel.
4. After saving the form in Excel, click on PIMS Input Page and do the following:
   a. click on File
   b. click on Save As
   c. name the file correctly (AUN_DISTRICT_FACT_DATE&TIME). Example file name: 123456789_DISTRICT_FACT_201406110800
   d. save file type as .csv
5. Upload the .csv file into the PIMS system as a District Fact Template for the appropriate collection. **NOTE:** Only a PIMS administrator has the ability to upload files into PIMS.

IT IS IMPERATIVE THAT THE PIMS COORDINATOR WORK WITH AN ESL COORDINATOR/TEACHER TO RESPOND TO THE LEP CATEGORIES COLLECTED IN THE DISTRICT FACT TEMPLATE.

PIMS District Fact Template Specifications for LEP Data

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	20	DISTRICT CODE	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education.		Example: 123456789 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
2	10	REPORTING DATE	R	K, M	If the date is indicating the whole school year, then June 30 at the end of the standard school year is used to designate a school year. Thus, the 2015-2016 school year would be indicated by 2016-06-30.	All dates must be entered in ISO format: YYYY-MM-DD.	Example: 2016-06-30
3	N/A	CATEGORY 1	R	K, D	Constant Value defining the type of data entered.	Use "LEP" for Nonpublic Student Count and for Professional Development Activities. Use "LEP_PROG_SURVEY" for the LEP Program Survey.	Valid Values: • LEP • LEP_PROG_SURVEY
4	N/A	CATEGORY 2	R	K, D			Refer to Appendix AF or AI of Volume 2 of the PIMS User Manual for a complete list of valid values for LEP. Example: POLICY
5	N/A	CATEGORY 3	CR	K, D			Refer to Appendix AF or AI of Volume 2 of the PIMS User Manual for a complete list of valid values for LEP. Example: 4.26
6	10	MEASURE TYPE	R	K, M		Select MEASURE TYPE according to Value in Category 2 and Category 3 from Appendix AF or AI of Volume 2 of the PIMS User Manual.	Valid Values: • COUNT • AMOUNT • INDICATOR
7	7	COUNT	CR	U	If MEASURE TYPE = COUNT, the count should be supplied in this field.		Example: 2
8	12,4	AMOUNT	CR	U	If MEASURE TYPE = AMOUNT the amount should be supplied in this field.		Example: 5
9	Not collected						

PIMS District Fact Template Specifications for LEP Data

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
10	9,2	INDICATOR	CR	U	If MEASURE TYPE = INDICATOR, the indicator should be supplied in this field.		Example: Y
11	Not collected						
12	Not collected						
13	Not collected						
14	Not collected						
15	Not collected						
16	Not collected						
17	Not collected						
18	Not collected						
19	Not collected						
20	Not collected						
21	Not collected						

Sample LEP Submission for the District Fact Template for LEP Nonpublic Student Count. Data reported is for SY 2015-2016.

District Code	Reporting Date	Category 1	Category 2	Category 3	Measure Type	Count	AMOUNT	PERCENT	INDICATOR	NC	NC	NC	NC	NC	NC	NC
123456789	2015-06-30	LEP	NONPUBLICLEP	NONPUB	COUNT	10										
123456789	2015-06-30	LEP	NONPUBLICICY	NONPUB	COUNT	10										
123456789	2015-06-30	LEP	NONPUBLICSCHOOLS	NONPUB	COUNT	5										

Sample LEP Professional Development Activities Submission for the District Fact Template for LEP. Data reported is for SY 2014-2015.

District Code	Reporting Date	Category 1	Category 2	Category 3	Measure Type	Count	AMOUNT	PERCENT	INDICATOR	NC	NC	NC	NC	NC	NC	NC
123456789	2015-10-01	LEP	ACT01	PROFDEV	INDICATOR				Yes							
123456789	2015-10-01	LEP	ACT02	PROFDEV	INDICATOR				Yes							
123456789	2015-10-01	LEP	ACT03	PROFDEV	INDICATOR				No							
123456789	2015-10-01	LEP	ACT04	PROFDEV	INDICATOR				No							
123456789	2015-10-01	LEP	ACT05	PROFDEV	INDICATOR				Yes							
123456789	2015-10-01	LEP	ACT06	PROFDEV	INDICATOR				Yes							
123456789	2015-10-01	LEP	CONTENTTEACH	PROFDEV	COUNT	50										
123456789	2015-10-01	LEP	LEPTEACH	PROFDEV	COUNT	10										
123456789	2015-10-01	LEP	PRINCIPALS	PROFDEV	COUNT	1										
123456789	2015-10-01	LEP	ADMINISTRATORS	PROFDEV	COUNT	1										
123456789	2015-10-01	LEP	OTHERS	PROFDEV	COUNT	10										
123456789	2015-10-01	LEP	COMMUNITY	PROFDEV	COUNT	10										

Sample LEP Submission for the District Fact Template for LEP, LEP Program Survey. Data reported is for SY 2015-2016.

District Code	Reporting Date	Category 1	Category 2	Category 3	Measure Type	Count	AMOUNT	PERCENT	INDICATOR	NC	NC	NC	NC	NC	NC	NC
123456789	2016-06-30	LEP_Prog_Survey	POLICY	4.26	INDICATOR				Yes							
123456789	2016-06-30	LEP_Prog_Survey	COMPREHENSIVE	4.26	INDICATOR				Yes							
123456789	2016-06-30	LEP_Prog_Survey	PROGRAM	4.26	INDICATOR				Yes							
123456789	2016-06-30	LEP_Prog_Survey	TEACHER	4.26	INDICATOR				Yes							
123456789	2016-06-30	LEP_Prog_Survey	PARENTS	4.26	INDICATOR				Yes							
123456789	2016-06-30	LEP_Prog_Survey	HLS	4.26	INDICATOR				Yes							
123456789	2016-06-30	LEP_Prog_Survey	FOLDER	4.26	INDICATOR				Yes							

Sample LEP Submission for the District Fact Template for LEP, LEP Program Survey. Data reported is for SY 2015-2016.

District Code	Reporting Date	Category 1	Category 2	Category 3	Measure Type	Count	AMOUNT	PERCENT	INDICATOR	NC	NC	NC	NC	NC	NC	NC
123456789	2016-06-30	LEP_Prog_Survey	30/14	4.26	INDICATOR				Yes							
123456789	2016-06-30	LEP_Prog_Survey	PHLOTES	4.26	INDICATOR				Yes							
123456789	2016-06-30	LEP_Prog_Survey	LEVELS	4.26	INDICATOR				Yes							
123456789	2016-06-30	LEP_Prog_Survey	LSRW	4.26	INDICATOR				Yes							
123456789	2016-06-30	LEP_Prog_Survey	ASSESSMENT	4.26	INDICATOR				Yes							
123456789	2016-06-30	LEP_Prog_Survey	EXIT	4.26	INDICATOR				Yes							
123456789	2016-06-30	LEP_Prog_Survey	MONITOR	4.26	INDICATOR				Yes							
123456789	2016-06-30	LEP_Prog_Survey	EEOA	4.26	INDICATOR				Yes							
123456789	2016-06-30	LEP_Prog_Survey	TRANSLATION	4.26	INDICATOR				Yes							
123456789	2016-06-30	LEP_Prog_Survey	BUDGET	4.26	INDICATOR				Yes							
123456789	2016-06-30	LEP_Prog_Survey	INTERPRETERS	4.26	INDICATOR				Yes							
123456789	2016-06-30	LEP_Prog_Survey	DAILY	4.26	INDICATOR				Yes							
123456789	2016-06-30	LEP_Prog_Survey	EVALUATION	4.26	INDICATOR				Yes							
123456789	2016-06-30	LEP_Prog_Survey	INSTRUCTION	4.26	INDICATOR				Yes							
123456789	2016-06-30	LEP_Prog_Survey	ENTRY	40	INDICATOR				NA							
123456789	2016-06-30	LEP_Prog_Survey	ENTRY	41	INDICATOR				NA							
123456789	2016-06-30	LEP_Prog_Survey	ONGOING	01	INDICATOR				NA							
123456789	2016-06-30	LEP_Prog_Survey	ONGOING	12	INDICATOR				NA							
123456789	2016-06-30	LEP_Prog_Survey	EXIT	01	INDICATOR				NA							
123456789	2016-06-30	LEP_Prog_Survey	EXIT	33	INDICATOR				NA							
123456789	2016-06-30	LEP_Prog_Survey	DUAL	4260	INDICATOR				NA							
123456789	2016-06-30	LEP_Prog_Survey	TWO-WAY	0000	INDICATOR				NA							
123456789	2016-06-30	LEP_Prog_Survey	TRANSITIONAL	0000	INDICATOR				NA							
123456789	2016-06-30	LEP_Prog_Survey	DEVELOPMENTAL	0000	INDICATOR				NA							
123456789	2016-06-30	LEP_Prog_Survey	HERITAGE	0000	INDICATOR				NA							
123456789	2016-06-30	LEP_Prog_Survey	FC	TEACHER	COUNT	10										
123456789	2016-06-30	LEP_Prog_Survey	NFC	TEACHER	COUNT	1										
123456789	2016-06-30	LEP_Prog_Survey	5YEARS	TEACHER	COUNT	5										
123456789	2016-06-30	LEP_Prog_Survey	ESLBUDGET	BUDGET	AMOUNT		12500.00									

District Fact Template for Title I Data

(21 Fields, 10 Collected)

Target Table: DISTRICT_FACT

Template Description

Grain: One record per Categories 1 – 4 / Reporting Date.

NOTE: Each LEA must provide a response for each question in Appendix AE.

Please note that only the fields highlighted will be collected for Pennsylvania Department of Education. Remember that all fields may not be mandatory; however, all fields within a template MUST BE accounted for in order to transmit data.

PIMS District Fact Template Specifications for Title I Data

The District Fact Template will be used to capture data elements previously collected in the Federal Programs e-Grants system.

The following entities are required to submit Title I staff and student participation data elements in the District Fact Template:

- School Districts that serve Title I students
- Charter Schools that serve Title I students
- Intermediate Units that serve Title I students. If an intermediate unit is the lead LEA in a consortium of LEAs serving Title I students, it is responsible for reporting the aggregate participation data for all of their member LEAs. Intermediate Units should not report Neglected or Delinquent program data here. That information is reported on a separate system.

PIMS District Fact Template Template Specifications for Title I Data

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	20	DISTRICT CODE	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education.		Example: 123456789 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
2	10	REPORTING DATE	R	K, M	A single date indicating the whole school year; 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.	Example: 2015-06-30
3	N/A	CATEGORY 1	R	K, D			Refer to Appendix AE of Volume 2 of the PIMS User Manual for a complete list of valid values. Example: TAS
4	N/A	CATEGORY 2	R	K, D			Refer to Appendix AE of Volume 2 of the PIMS User Manual for a complete list of valid values. Example: SERVICE
5	N/A	CATEGORY 3	CR	K, D			Refer to Appendix AE of Volume 2 of the PIMS User Manual for a complete list of valid values. Example: INSRLA
6	10	MEASURE TYPE	R	K, M			Refer to Appendix AE of Volume 2 of the PIMS User Manual for a complete list of valid values. Valid Values: • COUNT • AMOUNT • PERCENT
7	7	COUNT	CR	U	If MEASURE TYPE = COUNT, the count should be supplied in this field.		Example: 2
8	12,4	AMOUNT	CR	U	If MEASURE TYPE = AMOUNT the amount should be supplied in this field.		Example: 5
9	9,2	PERCENT	CR	U	If MEASURE TYPE = PERCENT, the percent should be supplied in this field.		Example: 6
10	Not collected						

PIMS District Fact Template Template Specifications for Title I Data

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
11	N/A	CATEGORY4	R	K, D	Refer to Appendix AE of Volume 2 of the PIMS User Manual for a complete list of valid values.		Example: TITLE1STUD
12	Not collected						
13	Not collected						
14	Not collected						
15	Not collected						
16	Not collected						
17	Not collected						
18	Not collected						
19	Not collected						
20	Not collected						
21	Not Collected						

Sample Title I Submission for the District Fact Template; note that NC stands for Not Collected

District Code	Reporting Date	Category 1	Category 2	Category 3	Measure Type	Count	AMOUNT	%	NC	Category 4	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC
123456789	2015-06-30	TAS	SERVICE	INSRLA	COUNT	10				TITLE1STUD										
123456789	2015-06-30	TAS	SERVICE	INSMATH	COUNT	10				TITLE1STUD										
123456789	2015-06-30	TAS	SERVICE	INSSCI	COUNT	10				TITLE1STUD										
123456789	2015-06-30	TAS	SERVICE	INSSOC	COUNT	10				TITLE1STUD										
123456789	2015-06-30	TAS	SERVICE	INSVOC	COUNT	10				TITLE1STUD										
123456789	2015-06-30	TAS	SERVICE	INSOTH	COUNT	10				TITLE1STUD										
123456789	2015-06-30	TAS	SERVICE	SUPHDE	COUNT	10				TITLE1STUD										
123456789	2015-06-30	TAS	SERVICE	SUPGUI	COUNT	10				TITLE1STUD										
123456789	2015-06-30	TAS	SERVICE	SUPOTH	COUNT	10				TITLE1STUD										
123456789	2015-06-30	NONPUB	SERVED	TOTAL	COUNT	8				TITLE1STUD										
123456789	2015-06-30	TAS	ETHNICITY	1	COUNT	10				TITLE1STUD										
123456789	2015-06-30	TAS	ETHNICITY	9	COUNT	10				TITLE1STUD										
123456789	2015-06-30	TAS	ETHNICITY	3	COUNT	10				TITLE1STUD										
123456789	2015-06-30	TAS	ETHNICITY	4	COUNT	10				TITLE1STUD										
123456789	2015-06-30	TAS	ETHNICITY	10	COUNT	10				TITLE1STUD										
123456789	2015-06-30	TAS	ETHNICITY	5	COUNT	10				TITLE1STUD										
123456789	2015-06-30	TAS	ETHNICITY	6	COUNT	10				TITLE1STUD										
123456789	2015-06-30	SWP	ETHNICITY	1	COUNT	10				TITLE1STUD										
123456789	2015-06-30	SWP	ETHNICITY	9	COUNT	10				TITLE1STUD										
123456789	2015-06-30	SWP	ETHNICITY	3	COUNT	10				TITLE1STUD										
123456789	2015-06-30	SWP	ETHNICITY	4	COUNT	10				TITLE1STUD										
123456789	2015-06-30	SWP	ETHNICITY	10	COUNT	10				TITLE1STUD										
123456789	2015-06-30	SWP	ETHNICITY	5	COUNT	10				TITLE1STUD										
123456789	2015-06-30	SWP	ETHNICITY	6	COUNT	10				TITLE1STUD										
123456789	2015-06-30	PUBTAS	GRADE	A02	COUNT	5				TITLE1STUD										
123456789	2015-06-30	PUBSWP	GRADE	A02	COUNT	5				TITLE1STUD										
123456789	2015-06-30	NONPUB	GRADE	A02	COUNT	5				TITLE1STUD										
123456789	2015-06-30	PUBTAS	GRADE	A35	COUNT	5				TITLE1STUD										
123456789	2015-06-30	PUBSWP	GRADE	A35	COUNT	5				TITLE1STUD										
123456789	2015-06-30	NONPUB	GRADE	A35	COUNT	5				TITLE1STUD										

Sample Title I Submission for the District Fact Template; note that NC stands for Not Collected

District Code	Reporting Date	Category 1	Category 2	Category 3	Measure Type	Count	AMOUNT	%	NC	Category 4	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC
123456789	2015-06-30	PUBTAS	GRADE	KDG	COUNT	5				TITLE1STUD										
123456789	2015-06-30	PUBSWP	GRADE	KDG	COUNT	5				TITLE1STUD										
123456789	2015-06-30	NONPUB	GRADE	KDG	COUNT	5				TITLE1STUD										
123456789	2015-06-30	PUBTAS	GRADE	001	COUNT	5				TITLE1STUD										
123456789	2015-06-30	PUBSWP	GRADE	001	COUNT	5				TITLE1STUD										
123456789	2015-06-30	NONPUB	GRADE	001	COUNT	5				TITLE1STUD										
123456789	2015-06-30	PUBTAS	GRADE	002	COUNT	5				TITLE1STUD										
123456789	2015-06-30	PUBSWP	GRADE	002	COUNT	5				TITLE1STUD										
123456789	2015-06-30	NONPUB	GRADE	002	COUNT	5				TITLE1STUD										
123456789	2015-06-30	PUBTAS	GRADE	003	COUNT	5				TITLE1STUD										
123456789	2015-06-30	PUBSWP	GRADE	003	COUNT	5				TITLE1STUD										
123456789	2015-06-30	NONPUB	GRADE	003	COUNT	5				TITLE1STUD										
123456789	2015-06-30	PUBTAS	GRADE	004	COUNT	5				TITLE1STUD										
123456789	2015-06-30	PUBSWP	GRADE	004	COUNT	5				TITLE1STUD										
123456789	2015-06-30	NONPUB	GRADE	004	COUNT	5				TITLE1STUD										
123456789	2015-06-30	PUBTAS	GRADE	005	COUNT	5				TITLE1STUD										
123456789	2015-06-30	PUBSWP	GRADE	005	COUNT	5				TITLE1STUD										
123456789	2015-06-30	NONPUB	GRADE	005	COUNT	5				TITLE1STUD										
123456789	2015-06-30	PUBTAS	GRADE	006	COUNT	5				TITLE1STUD										
123456789	2015-06-30	PUBSWP	GRADE	006	COUNT	5				TITLE1STUD										
123456789	2015-06-30	NONPUB	GRADE	006	COUNT	5				TITLE1STUD										
123456789	2015-06-30	PUBTAS	GRADE	007	COUNT	5				TITLE1STUD										
123456789	2015-06-30	PUBSWP	GRADE	007	COUNT	5				TITLE1STUD										
123456789	2015-06-30	NONPUB	GRADE	007	COUNT	5				TITLE1STUD										
123456789	2015-06-30	PUBTAS	GRADE	008	COUNT	5				TITLE1STUD										
123456789	2015-06-30	PUBSWP	GRADE	008	COUNT	5				TITLE1STUD										
123456789	2015-06-30	NONPUB	GRADE	008	COUNT	5				TITLE1STUD										
123456789	2015-06-30	PUBTAS	GRADE	009	COUNT	5				TITLE1STUD										
123456789	2015-06-30	PUBSWP	GRADE	009	COUNT	5				TITLE1STUD										
123456789	2015-06-30	NONPUB	GRADE	009	COUNT	5				TITLE1STUD										

Sample Title I Submission for the District Fact Template; note that NC stands for Not Collected

District Code	Reporting Date	Category 1	Category 2	Category 3	Measure Type	Count	AMOUNT	%	NC	Category 4	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC
123456789	2015-06-30	PUBTAS	GRADE	010	COUNT	5				TITLE1STUD										
123456789	2015-06-30	PUBSWP	GRADE	010	COUNT	5				TITLE1STUD										
123456789	2015-06-30	NONPUB	GRADE	010	COUNT	5				TITLE1STUD										
123456789	2015-06-30	PUBTAS	GRADE	011	COUNT	5				TITLE1STUD										
123456789	2015-06-30	PUBSWP	GRADE	011	COUNT	5				TITLE1STUD										
123456789	2015-06-30	NONPUB	GRADE	011	COUNT	5				TITLE1STUD										
123456789	2015-06-30	PUBTAS	GRADE	012	COUNT	5				TITLE1STUD										
123456789	2015-06-30	PUBSWP	GRADE	012	COUNT	5				TITLE1STUD										
123456789	2015-06-30	NONPUB	GRADE	012	COUNT	5				TITLE1STUD										
123456789	2015-06-30	TAS	SPECIAL	WDISABL	COUNT	3				TITLE1STUD										
123456789	2015-06-30	TAS	SPECIAL	HMLST1	COUNT	3				TITLE1STUD										
123456789	2015-06-30	TAS	SPECIAL	LEP	COUNT	3				TITLE1STUD										
123456789	2015-06-30	TAS	SPECIAL	MIGRNT	COUNT	3				TITLE1STUD										
123456789	2015-06-30	SWP	SPECIAL	WDISABL	COUNT	3				TITLE1STUD										
123456789	2015-06-30	SWP	SPECIAL	HMLST1	COUNT	3				TITLE1STUD										
123456789	2015-06-30	SWP	SPECIAL	LEP	COUNT	3				TITLE1STUD										
123456789	2015-06-30	SWP	SPECIAL	MIGRNT	COUNT	3				TITLE1STUD										
123456789	2015-06-30	TAS	STAFF	PARAS	PERCENT			100		TITLE1STAF										
123456789	2015-06-30	TAS	STAFF	TEACHER	AMOUNT		5.25			TITLE1STAF										
123456789	2015-06-30	TAS	STAFF	PARAS	AMOUNT		1			TITLE1STAF										
123456789	2015-06-30	TAS	STAFF	CLERSUP	AMOUNT		1.5			TITLE1STAF										
123456789	2015-06-30	TAS	STAFF	OTHPARA	AMOUNT		0.5			TITLE1STAF										
123456789	2015-06-30	TAS	STAFF	ADMNC	AMOUNT		0.5			TITLE1STAF										
123456789	2015-06-30	SWP	STAFF	PARAS	PERCENT			99.9		TITLE1STAF										
123456789	2015-06-30	SWP	STAFF	PARAS	AMOUNT		3			TITLE1STAF										

District Snapshot Template

(96 Fields, 6 Collected)

Target Table(s): DISTRICT_YEAR

Template Description

This domain only applies to the following organizational types:

- School Districts
- Charter Schools (applicable only to charter schools with kindergarten programs)

For school districts and charter schools, Pennsylvania collects the starting age (in months) for the youngest kindergarten student (K4 or K5), as well as the cutoff date to reach minimum age for the program.

District Entry Minimum Age: Populate this age field with the number of months (two digits) rather than the number of years. For example, if the minimum entry age is 5 years 0 months, upload 60.

District Entry Cutoff Date: Enter the last date on which a student may meet the minimum required age for entry into the earliest kindergarten program. The date is within the current school year, not the birth year.

Kindergarten Program Type: Populate this field with a two-digit code of K4 for a two-year kindergarten program or K5 for a one-year program.

NOTE: Only one record per LEA will be required.

PIMS District Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	9	DISTRICT CODE	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education.		Example: 123456789 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
2	10	REPORTING DATE	R	K, M	The last day of the current school year. Thus, the 2015-2016 school year would be indicated by 2016-06-30.	All dates must be entered in ISO format: YYYY-MM-DD.	Example: 2016-06-30
3	Not collected						
4	Not collected						
5	Not collected						
6	Not collected						
7	Not collected						
8	Not collected						
9	Not collected						
10	Not collected						
11	Not collected						
12	Not collected						
13	Not collected						
14	Not collected						
15	Not collected						
16	Not collected						
17	Not collected						
18	Not collected						
19	Not collected						
20	Not collected						
21	Not collected						
22	Not collected						
23	Not collected						
24	Not collected						
25	Not collected						
26	Not collected						
27	Not collected						
28	Not collected						
29	Not collected						
30	Not collected						
31	Not collected						
32	Not collected						

PIMS District Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
33	Not collected						
34	Not collected						
35	Not collected						
36	Not collected						
37	Not collected						
38	Not collected						
39	Not collected						
40	Not collected						
41	Not collected						
42	Not collected						
43	Not collected						
44	Not collected						
45	Not collected						
46	Not collected						
47	Not collected						
48	Not collected						
49	Not collected						
50	Not collected						
51	Not collected						
52	Not collected						
53	Not collected						
54	Not collected						
55	Not collected						
56	Not collected						
57	Not collected						
58	Not collected						
59	Not collected						
60	Not collected						
61	Not collected						
62	Not collected						
63	Not collected						
64	Not collected						
65	Not collected						
66	Not collected						
67	Not collected						
68	Not collected						

PIMS District Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
69	Not collected						
70	Not collected						
71	Not collected						
72	Not collected						
73	Not collected						
74	Not collected						
75	Not collected						
76	Not collected						
77	Not collected						
78	Not collected						
79	Not collected						
80	Not collected						
81	Not collected						
82	Not collected						
83	Not collected						
84	Not collected						
85	Not collected						
86	Not collected						
87	Not collected						
88	Not collected						
89	Not collected						
90	Not collected						
91	Not collected						
92	Not collected						
93	10	DISTRICT INSTRUCTION START DATE	R	U	The date of the first day of instruction for the current school year for the majority of LEA students (may not be the first day of school for kindergarten).	All dates must be entered in ISO format: YYYY-MM-DD.	Example: 2015-09-01
94	2	DISTRICT ENTRY MINIMUM AGE	R	U	The minimum age **in months** required for entry into the earliest kindergarten program offered by LEA.		Example: 48
95	10	DISTRICT ENTRY CUTOFF DATE	R	U	The last date on which a student may meet the minimum required age for entry into the earliest kindergarten program.	All dates must be entered in ISO format: YYYY-MM-DD. The earliest date allowed is XXXX-07-01 of the current school year (not the birth year).	Example: 2015-11-30

PIMS District Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
96	2	KINDERGARTEN PROGRAM TYPE CODE	R	U	The type of kindergarten program. If an LEA operates a two-year kindergarten program, enter K4. If an LEA operates a traditional one-year kindergarten program, enter K5.		Valid Values: • K4 • K5

Rules

1. Date fields (field name ends in DATE) must be in ISO format: YYYY-MM-DD.
2. INSTRUCTION START DATE must be within the range of 07012015 to 10012015.
3. DISTRICT MINIMUM ENTRY AGE must be within the range of 48 to 65.
4. DISTRICT ENTRY CUT OFF DATE must be within the range of 07012015 to 02012016.
5. Code Column: K – component of primary key; U – value is updatable if row exists; M – a value must be supplied; R – recommended.
6. Data can be supplied in either ASCII flat file or delimited formats. Full delimiter support is available.

Load Sequence/Dependencies

No dependencies

FAQs

None at this time

Home Education and Private Tutoring Domain

The LEAs are required to submit the following template in the Home Education and Private Tutoring Domain:

- District Fact

This domain applies to all School Districts

District Fact Template for Home Education and Private Tutoring Data

(21 Fields, 10 Collected)

Target Table: DISTRICT_FACT

Template Description

The District Fact Template is used to submit the results of the Home Education and Private Tutoring Form. Information is captured in an Excel file, automatically creating the District Fact template to be submitted to PIMS. This survey applies to School Districts only.

The Home Education and Private Tutoring Form and directions on how to complete this form are located on the PDE website at (http://www.education.pa.gov) under Teachers & Administrators/PIMS/Home Education and Private Tutoring Form/. After reading the directions, please proceed as follows:

1. Open the Excel file "Home Education and Private Tutoring Form" and supply the LEA & School Information by selecting from the drop-down box. Certain information will automatically populate this first page.
2. Proceed to filling out page 2 of the Form.
3. When all information has been completed on the disclosure form it should be saved in Excel.
4. After saving the disclosure form in Excel, click on Page 3_PIMS Input Page and do the following:
   a. Click on File.
   b. Click on Save As.
   c. Name the file correctly (AUN_DISTRICT_FACT_DATE&TIME). Example file name: 123456789_DISTRICT_FACT_201506110800.
   d. Save file type as .csv.
5. Upload the .csv file into the PIMS system as a District Fact template.

NOTE: Only a PIMS administrator has the ability to upload files into PIMS.

Support Personnel Domain

The LEAs are required to submit the following template in the Support Personnel Domain:

- District Fact

This domain applies to all LEAs

District Fact Template for Support Personnel Data

(21 Fields, 9 Collected)

Target Table: DISTRICT_FACT

Template Description

The District Fact Template is used to submit the results of the Support Personnel Form. Information is captured in an Excel file, automatically creating the District Fact template to be submitted to PIMS. This survey applies to all LEAs

The Support Personnel Form and directions on how to complete this form are located on the PDE website at (http://www.education.pa.gov) under Teachers & Administrators/PIMS/. After reading the directions, please proceed as follows:

1. Open the Excel file "Support Personnel Form" and supply the LEA & School Information by selecting from the drop-down box. Certain information will automatically populate this first page.
2. Proceed to filling out page 2 of the Form.
3. When all information has been completed on the disclosure form it should be saved in Excel.
4. After saving the disclosure form in Excel, click on Page 3_PIMS Input Page and do the following:
   a. click on File
   b. click on Save As
   c. name the file correctly (AUN_DISTRICT_FACT_DATE&TIME). Example file name: 123456789_DISTRICT_FACT_201506110800
   d. save file type as .csv
5. Upload the .csv file into the PIMS system as a District Fact template.
   NOTE: Only a PIMS administrator has the ability to upload files into PIMS.

Enrollment Domain

The LEAs are required to fill out the following templates in the Enrollment Domain:

- School Enrollment

This domain only applies to the following organizational types:

- School Districts
- Intermediate Units
- Career and Technology Centers
- Charter Schools
- State Juvenile Correctional Institutions
- Private Residential Rehabilitation Institutions (PRRI)
- Approved Private School (APS)

School Enrollment Template

(11 Fields, 10 Collected)

Target Table(s): SCHOOL_ENROLL

Template Description

This template contains the student enrollment and withdrawal transactions at each school within each LEA. This template will be used to track student mobility. Submit all mobility transactions for all students throughout the entire year, not just students active at the end of the year, and not just the last transaction for a student. At least one record should exist in this template for every student enrolled in an LEA at any time during the school year.

For each reporting date, submit all enrollment entry and exit transactions that occurred since the prior reporting date. For example, for the December Collection Period, submit all transactions dated since the October Collection period. In the event that an enrollment transaction wasn't entered in the previous reporting period, it is still acceptable to enter the enrollment transaction as long as it occurred within the current school year.

NOTE: Entry and withdrawal codes help determine the calculation of Full Academic Year (FAY), which is defined as a student being continuously enrolled on or before October 1, 2015, until the last day of the testing window for each subject-specific PSSA and Keystone Exam dates.

Grain: One record per LEA / Location / School Year / Student / "Mobility Transaction".

Please note that only the fields highlighted will be collected for Pennsylvania Department of Education. Remember that all fields may not be mandatory; however, all fields within a template MUST BE accounted for in order to transmit data.

PIMS School Enrollment Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	9	DISTRICT CODE	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education.		Example: 123456789 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
2	4	LOCATION CODE	R	K, M	The PDE-defined 4-digit code identifying the school.		Example: 1234 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
3	10	SCHOOL YEAR DATE	R	K, M	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 2015-2016 school year would be indicated by 2016-06-30.	All dates must be entered in ISO format: YYYY-MM-DD.	Example: 2016-06-30
4	10	STUDENT ID	R	K, M	The unique, 10-digit PAsecureID assigned to the student.		Example: 1000000009
5	10	ACTIVITY DATE	O	U	The date on which the enrollment activity transaction was recorded in the SIS. This applies to both entry and exit transactions. If unknown, leave blank or populate with the enrollment date.	All dates must be entered in ISO format: YYYY-MM-DD. The date cannot be greater than the current date (no future transaction dates are allowed).	Example: 2005-04-30
6	10	ENROLLMENT DATE	R	K, M	The date on which the enrollment activity occurred. This applies to both entry and exit transactions.	All dates must be entered in ISO format: YYYY-MM-DD. The date cannot be greater than the current date (no future transaction dates are allowed).	Example: 2005-05-01
7	6	ENROLLMENT CODE	R	K, M	The enrollment code that indicates the type of enrollment transaction; applies to both entry and exit transactions.		See Appendix E in Volume 2 of the PIMS User Manual for a complete list of valid values.

PIMS School Enrollment Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
8	20	ENROLLMENT COMMENT	O	U	Deletes the erroneous record from School Enrollment. Copies the erroneous record to an audit table within PIMS.	All information on the enrollment record to be deleted must match the erroneous record in PIMS. Comment should contain DELETE in all capital letters; no spaces or punctuation.	Valid Value: DELETE
9	N/A	ENROLLMENT GRADE LEVEL	R	U, R	The grade level of the student involved in the enrollment transaction.		See Appendix K in Volume 2 of the PIMS User Manual for a complete list of valid values.
10	N/A	RESIDENCE STATUS CODE	R	U, R	The residency status of the student as of the enrollment date of the enrollment or withdrawal transaction. **NOTE:** Further details on RESIDENCE STATUS CODES are in the Section "Students to be Reported in PIMS."		For Valid Values, see Appendix N in Volume 2 of the PIMS User Manual.
11	Not collected						

Rules

1. Date fields (field name ends in DATE) must be in the ISO format: YYYY-MM-DD.
2. ENROLLMENT CODE must exist in the ENROLL_CODES Table for matching SCHOOL YEAR DATE where ENROLLMENT CODE TYPE = SCHOOL.
3. ACTIVITY DATE is when the request was made; ENROLLMENT DATE is the effective date.
4. ACTIVITY DATE must not be greater than the current date.
5. ACTIVITY DATE defaults to ENROLLMENT DATE if not supplied; in this case, ENROLLMENT DATE must not be greater than the current date.
6. The columns identified with an NCES code are recommended to follow the NCES Non-Fiscal Data Handbook V4.0.
7. Code Column: K – component of primary key; U – value is updatable if row exists; M – a value must be supplied.
8. Only delimited files are accepted.

Load Sequences/Dependencies

Load Sequence/Dependency
STUDENT

FAQs

Please note that FAQs in this section pertain to the School Enrollment Template in the Enrollment Domain.

1. Must enrollment information be submitted for all students?

- Yes, enrollment records must be submitted for all students enrolled at any time during a school year. Refer to Volume 2 of the PIMS User Manual for a complete list of Enrollment Codes, which includes codes for both entry and withdrawal transactions.
- Exceptions:
  - If the grade is AAP;
  - If the GRADUATION STATUS CODE (Field 65) is an S, indicating a Summer Special Education graduate that was reported as a graduate in the prior school year but exited Special Education after July 1;
  - If the SPECIAL EDUCATION REFERRAL (Field 167) is Y and student has an active IEP. This situation indicates that the student is not being educated by the district of residence but has been referred elsewhere for special education services.
  - If DISTRICT OF ENROLLMENT (Field 217) is not equal to DISTRICT CODE (Field 1). This situation indicates that the district reporting employs the staff teaching a non-enrolled student.

2. Do I have to submit all enrollment records for a student?

- Yes. If, for example, a student enrolls and withdraws from a particular school twice during a school year, PIMS must receive four enrollment records for that student – two entry transactions and two withdrawal transactions.
- It is not sufficient to send only the most recent transaction.

3. How do I report a Special Education student who was reported in the Oct. 1 Student Snapshot template with Special Education Referral (field 167) as "N" and in the School Enrollment template with enrollment code E01 who is now being referred out to another LEA?

- Submit the School Enrollment record with the appropriate Withdrawal Code. After submitting the School Enrollment template with the appropriate Withdrawal Code, submit the Student template with Special Education Referral (field 167) as "Y". Do not resubmit the student in the School Enrollment template; it will generate a Data Quality Engine error.

4. How do I delete a school enrollment record that was submitted incorrectly?

- A School Enrollment record that is reported incorrectly must have a duplicate record submitted with DELETE in Enrollment Comment (field 8). This will remove the incorrect School Enrollment record so the correct School Enrollment record can be submitted.
- When you use DELETE in field 8 for an entry record (E01) you will need to upload in the same exact file a replacement record with the correct entry record (E01), otherwise you will not pass the DQE checks.
- **Note**: The DELETE record and the correct record can be submitted at the same time as long as the correct record is listed after the DELETE record in the School Enrollment template.

5. How do I correct an overlapping School Enrollment Location Code or Grade Level error?

- The School Enrollment template Location Code and Grade Level must match the Location Code and Grade Level reported in the Student template. If a student is in a new location, or moved to another Grade Level, submit the appropriate School Enrollment Withdrawal Code in the School Enrollment template. After the Withdrawal Code (WD__) is submitted, report the Enrollment Code (E01) with the correct Location Code and Grade Level.
- If the Location Code or the Grade Level needs to be changed in the Student template, submit the Withdrawal Code in the School Enrollment template before changing the data in the Student template.

6. How do I correct an overlapping Enrollment or Withdrawal Code error?

- Only one Enrollment or Withdrawal Code can be active at a time. If a code is submitted in error, submit a DELETE record, and then submit the corrected code.
- If the correct code is already in PIMS, remove the record from the current submission and resubmit the template.

7. How do I receive funding for special education students who are referred outside of the LEA if I do not report the student in the School Enrollment template?

- Although some of the codes may be the same for the School Enrollment template and the Student Calendar Fact template, they are reported differently. The School Enrollment template is to track the mobility of the student; the Enrollment and Withdrawal codes are submitted in the template.
- The Student Calendar Fact template is for reporting student membership; the codes are not submitted in the template but are used in the LEAs SIS to generate the Student Calendar Fact template.

8. How do I report a summer withdrawal for Grades 7-12 in the School Enrollment Template?

- Scenario #1:
  - The student completed their graduation requirements and received their high school diploma before October 1, 2015.
  - Report their graduation in SY 2014-15 School Enrollment and Student templates. Use 2015-06-30 in Enrollment Date if the graduation occurred on or after July 1, 2015.
  - If the student is a special education student, also submit a SY 2015-16 Student template with Graduation Status Code (Field 65) = “S”. You do not need to submit a School Enrollment template in SY 2015-16.
- Scenario #2:
  - The student completed school year 2014-15 at your LEA and either is expected to or does enroll at another LEA for school year 2015-16.
  - DO NOT report the transfer in SY 2014-15 School Enrollment or Student templates.
  - DO report the transfer in SY 2015-16 School Enrollment and Student templates. Use 2015-07-01 in Enrollment Date if the transfer, or receipt of documentation for the transfer, occurred on or before June 30, 2015. An E01 record must also be submitted in SY 2015-16 School Enrollment prior to the withdrawal record.
- Scenario #3:
  - The student completed school year 2014-15 at your LEA and either drops out prior to, or does not show for school year 2015-16 and enrollment in another LEA cannot be confirmed.
  - DO NOT report the dropout in SY 2014-15 School Enrollment or Student templates.
  - DO report the dropout in SY 2015-16 School Enrollment and Student templates. Use 2015-07-01 in Enrollment Date if the dropout occurs on or before June 30, 2015. An E01 record must also be submitted in SY 2015-16 School Enrollment prior to the withdrawal record.

Groups and Programs Domain

The LEAs are required to submit the following templates in the Groups and Programs Domain:

- Programs Fact

This domain only applies to the following organizational types:

- School Districts
- Intermediate Units
- Career and Technology Centers
- Charter Schools
- Approved Private Schools
- Private Residential Rehabilitative Institutions
- State Juvenile Correctional Institutions

Programs Fact Template

(25 Fields, 11 Collected)*

Target Table(s): PROGRAMS_FACT (Primary Target), REASONS_FACT

Template Description

This template is used to track participation for specific programs; a complete list of programs to be collected can be found in Volume 2 of the PIMS User Manual. LEAs must report the actual beginning date (and if applicable, the actual ending date) for a student's participation in a particular program during a school year. Thus, for each reporting date, each LEA will submit two types of records.

The first type of record is for a student **currently active** in a program. It contains each student whose participation in a particular program began on or before the current reporting date but after the prior reporting date, and who is still participating in the program as of the current reporting date. The ending date will be left blank in these records, and the beginning date will be populated with the actual date the student began participating in the program. For example, for the 11/15/2015 reporting date, submit all program participation records with beginning dates after 10/1/2015 up to and including 11/15/2015. If the student participated in a program for the entire 2015-2016 school year, the student would have a submitted record in the October collection with the start date as the beginning of the school year. At the end of the school year, the LEA would then update that same record with the end date of 2016-06-30. If the student continued in that same program in the 2015-2016 school year, the LEA would submit a record in the October collection with the start date as the beginning of the school year.

The second type of record is for students that **ended participation** in a program since the prior reporting date. It contains students whose participation began at any point from the start of the current school year up to and including the current reporting date, and whose participation ended after the previous reporting date, up to and including the current reporting date. For these records, both the beginning and ending dates must be populated with the actual dates the student started and ended participation in a particular program. For example, for the 11/15/2015 reporting date, submit all program participation records with ending dates after 10/1/2015 up to and including 11/15/2015. If the student participated in a program for the entire 2015-2016 school year, the student would have a submitted record in the October collection with the start date as the beginning of the school year. At the end of the school year, the LEA would then update that same record with the end date of 2016-06-30. If the student continued in that same program in the 2015-2016 school year, the LEA would submit a record in the October collection with the start date as the beginning of the school year.

Program participation records are specific to a particular school year. In the case of a student whose **participation in a program extends over two or more school years**, please submit a record in the final (August) submission of each school year that has an ending date equal to the last day of that school year (yyyy-06-30), and then submit a new record in the first (October) submission of the new school year that has a beginning date equal to the first day of the new school year (yyyy-07-01).

For example, consider a student that begins participating in program 001 on 9/5/2010 and ends participation on 9/25/2012. The following records should be submitted for these reporting periods:

- October 2010: program code = 001, school year = 2011-06-30, beginning date = 2010-09-05
- August 2011: program code = 001, school year = 2011-06-30, beginning date = 2010-09-05, ending date = 2011-06-30
- October 2011: program code = 001, school year = 2012-06-30, beginning date = 2011-07-01
- August 2012: program code = 001, school year = 2012-06-30, beginning date = 2011-07-01, ending date = 2012-06-30
- October 2012: program code = 001, school year = 2013-06-30, beginning date = 2012-07-01, ending date = 2012-09-25

The beginning date for any given record should never be earlier than the first day of the associated school year, and the ending date (when populated) should never be later than the last day of the school year.

***IMPORTANT NOTE:** This template is being used to accommodate the SES provider number for students enrolled in the "SES Tutoring (Federal) – Reading," "SES Tutoring (Federal) – Math," and "SES Tutoring (Federal) – Science" programs (Program Codes 003, 004, and 034 respectively). This will be captured in the Program Provider Type Code field (Field 23).

LEAs that have students enrolled in these programs need to ensure their data extracts are modified to accommodate the 25-field layout and populate the Program Provider Type Code field as appropriate. LEAs that do not have students enrolled in these programs, however, DO NOT need to modify their extracts. These LEAs can continue to submit the 18-field layout for this template.

PDE requests that LEAs with students in SES tutoring submit records in this template for all students that received this tutoring during the school year, even if the student was not receiving these services at the end of the year. This is so PDE can capture the SES Provider Number within the Program Provider Type Code field (Field 23) for all of these students as is required by federal law.

Grain: One record per LEA / Location / School Year / Student / Program / Beginning Date

Please note that only the fields highlighted will be collected for Pennsylvania Department of Education. Remember that all fields may not be mandatory; however, all fields within a template **MUST BE** accounted for in order to transmit data.

NOTE: This template is used to obtain Title I data used in state and federal accountability reporting. LEAs must report the student's status at the beginning of each testing window for the PSSA and Keystone Exams.

PIMS Programs Fact Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	9	DISTRICT CODE	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education.		Example: 123456789 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
2	4	LOCATION CODE	R	K, M	The PDE-defined 4-digit code identifying the school.		Example: 1234 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
3	10	SCHOOL YEAR DATE	R	K, M	A single date indicating the whole school year; June 30 at the end of the standard school year is used to designate a school year. Thus, the 2015-2016 school year would be indicated by 2016-06-30.	All dates must be entered in ISO format: YYYY-MM-DD.	Example: 2016-06-30
4	10	STUDENT ID	R	K, M	The unique, 10-digit PAsecureID assigned to the student.	**NOTE:** It is essential that the correct PAsecureID be entered for each student. LEAs are encouraged to share this number, where appropriate and within FERPA guidelines, to ensure accurate data.	Example: 1000000009
5	8	PROGRAMS CODE	R	K, M	The type of program in which the student participates.		Refer to Appendix F of Volume 2 of the PIMS User Manual for a complete list of valid values.
6	10	BEGINNING DATE	R	K, M	Actual date upon which the student began participating in a particular program. • For program code 026 or 027, this is the date the student was first eligible for tutoring. • For program codes 055 (Homeless Unaccompanied) and 056 (Homeless Accompanied) this is the date the student became homeless.	All dates must be entered in ISO format: YYYY-MM-DD.	Example: 2015-09-03

PIMS Programs Fact Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
7	10	ENDING DATE	CR	U	Actual date upon which the student stopped participating in a particular program. • For program code 026 or 027, this is the date the student's eligibility for tutoring ended. • For program codes 055 (Homeless Unaccompanied) and 056 (Homeless Accompanied), this is the date the student was no longer homeless.	All dates must be entered in ISO format: YYYY-MM-DD. Required only when a student stops participating in a program.	Example: 2015-10-30
8	Not collected						
9	20	PROGRAM INTENSITY	O	U	This field is no longer used by PDE, but is still available for LEA use if desired to display the number of instructional minutes received for the program.	This field can be left blank.	
10	Not collected						
11	Not collected						
12	Not collected						
13	Not collected						
14	Not collected						
15	Not collected						
16	60	PROGRAM COMMENT	CR	U	Free-form text field used to specify the funding source for programs "Other Tutoring – Math" and "Other Tutoring – Reading".	This field is required only for students where program code is 011 or 012.	
17	Not collected						
18	N/A	PARTICIPATION INFORMATION CODE (HOMELESS)	CR	U	An indication of whether this student is identified as homeless or doubled up. See Valid Values.	This field is required for students reported with Program Codes 055 (HOMELESS - Unaccompanied) and 056 (HOMELESS – Accompanied).	Valid Values: • S – shelter, transitional housing, awaiting foster care • D – doubled up • U – unsheltered (e.g. cars, parks, campgrounds, temporary trailer, abandoned building, substandard housing) • H – hotels/motels

PIMS Programs Fact Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
IMPORTANT TECHNICAL NOTE: Starting with the Summer 2010-11 collection, this template is being used to capture the SES provider number for students enrolled in the "SES Tutoring (Federal) – Reading" and "SES Tutoring (Federal) – Math" programs (Program Codes 003 and 004 respectively). This is captured in the PROGRAM PROVIDER TYPE CODE field (Field 23) shown below. LEAs that have students enrolled in these programs need to ensure their data extracts are modified to accommodate the 25-field layout and populate the PROGRAM PROVIDER TYPE CODE field as appropriate. LEAs that do not have students enrolled in these programs, however, DO NOT need to modify their extracts. These LEAs can continue to submit the 18-field layout for this template.							
19	Not collected						
20	Not collected						
21	Not collected						
22	Not collected						
23	N/A	PROGRAM PROVIDER TYPE CODE	CR	U	The number of the provider or agency from which the student is receiving SES tutoring services.	This field is required only for students where the program code is 003 or 004.	Refer to Appendix AC of Volume 2 of the PIMS User Manual for a full list of valid values.
24	Not collected						
25	Not collected						

Rules

1. Date fields (field name ends in DATE) must be in the ISO format: YYYY-MM-DD.
2. PROGRAMS CODE must exist in the PROGRAMS_CODE Table for matching SCHOOL YEAR DATE.
3. BEGINNING DATE must not be greater than current date.
4. ENDING DATE must be greater than or equal to BEGINNING DATE.
5. STATE LOCATION ID identifies the servicing location (state identifier).
6. If populated, ENTRY and EXIT REASON CODE fields must exist in the REASONS_CODE Table for matching SCHOOL YEAR DATE; no duplicates are allowed.
7. ORIGINAL PGM START DATE must not be greater than current date.
8. Use PARTICIPATION INFO CODE for defined comments; PROGRAM COMMENT for free-form comments.
9. The columns identified with an NCES code are recommended to follow the NCES Non-Fiscal Data Handbook V4.0.
10. Code Column: K – component of primary key; U – value is updatable if row exists; M – a value must be supplied; Z – value added if not previously supplied.
11. Only delimited files are accepted.

Load Sequence/Dependencies

Load Sequence/Dependency
STUDENT

FAQs

Please note that FAQs in this section pertain to the Programs Fact Template in the Groups and Programs Domain.

1. **Do I have to submit all program participation records for a student?**
   - Yes. If, for example, a student begins participation in a program **after** the 10/1/2015 reporting date but ends participation in that program **between** the October and November reporting dates, PIMS must receive **one** program participation record in the November collection that shows the actual beginning and ending dates for that student in that program.
   - It is not sufficient to send only students actively participating as of each reporting date.

2. **What if the student's participation overlaps a reporting date?**
   - If, for example, a student begins participation in a program before the 10/1/2015 reporting date and ends participation in that program between the October and November reporting dates, PIMS must receive two program participation records for that student:
     - in the October 2015 collection, submit a record with the beginning date populated, but the ending date left blank;
     - in the November 2015 collection, submit a second record identical to what was submitted in October, except with the ending date populated also.
   - If, for example, a student begins participation in a program before the 10/1/2015 reporting date and ends participation in that program between the March and August reporting dates, PIMS must still receive only two program participation records for that student: one in October with a blank ending date, and one in August with a populated ending date.

3. **What if the student's participation extends from one school year into a second school year?**
   - Program participation records include the school year as part of the key that makes them unique. For that reason, for any instances in which a student's participation in a program extends from one school year into the next school year, the LEA must submit new Programs Fact records for each year of the student's participation. This means doing the following:
     - at the end of the first school year, submit a record in the August collection with an ending date equal to the last day of the first school year;
     - at the beginning of the second school year, submit a record in the October collection that has the beginning date equal to the first day of the second school year.
   - Repeat as necessary if the participation extends into three or more school years.

4. Any guidance on beginning dates and ending dates?

- Program participation records include the school year as part of the key that makes them unique. For that reason the beginning date and ending date for a particular program participation record must fall within the dates of the school year associated with the record. For the 2015-2016 school year, that means these dates should fall between 7/1/2015 and 6/30/2015.

5. How is Title I data used?

- All parts of Title I will be used for the generation of precode labels and state/federal accountability reporting.

6. Is it possible for students to enter in and out of periods of homelessness during the year?

- Yes. If a student has multiple periods of homelessness in a single year, all entry and exit dates should be reported.

7. What are the types of homeless situations?

- The definition of "Primary Nighttime Residence" is the type of residence (e.g. shelter, doubled-up in the home of a relative or friend, unsheltered, or in a hotel/motel) where a homeless child or unaccompanied youth was staying at the time of enrollment or the type of residence where a currently enrolled child or youth was staying when he or she was identified as homeless.
- Shelters: Supervised publicly or privately operated facilities designed to provide temporary living accommodations.
- Transitional Housing: Temporary accommodation for homeless individuals and families provided as a step to permanent housing. Residents of transitional housing continue to be considered homeless until they move into permanent housing.
- Awaiting Foster Care Placement: Means children who are placed in shelters, emergency foster care, transitional foster care or respite care. These placement settings are intended to be short term, and do not typically last longer than 30 days. However, individual circumstances may, at times, require a longer length of stay. If the placement exceeds 30 days, contact should be made with the child welfare worker and the local McKinney-Vento Coordinator to determine if there is any valid reason to conclude that the child is still "awaiting foster care placement."
- Doubled-Up: Living with another family. The McKinney-Vento Act defines this term as "sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason" [725(2)(B)]. This classification particularly requires a case-by-case determination.
- **NOTE:** The determining factor is whether the accommodation is a "fixed, regular, and adequate nighttime residence."
- Unsheltered: Includes cars, parks, campgrounds, temporary trailers, abandoned buildings, and substandard housing. Substandard housing may be determined by local building codes, community norms, and/or as a case-by-case determination as to whether the accommodation is a "fixed, regular, and adequate nighttime residence." Because FEMA trailers are considered temporary trailers, FEMA trailers primary nighttime residence category would be "Unsheltered."
- Hotels/Motels

Location Domain

The LEAs are required to submit the following templates in the Location Domain:

- Location Fact

This domain only applies to the following organizational types:

- School Districts
- Intermediate Units
- Career and Technology Centers
- Charter Schools

Location Fact Template for Safe Schools

(22 Fields, 9 Collected)

Target Table: LOCATION_FACT

Template Description

This template is used to capture the various aggregated data shown in the table below for each school. More information as well as sample data is provided below.

Category	Data Captured
Habitual Truancy	Habitual truancy by grade level
	Habitual truancy by ethnicity
	Habitual truancy by gender
Indication of no Reportable School Safety Incidents for a School	N/A
Expulsions due to Academic or Student Code Violations	Expulsions by infraction category (academic or violation of student code of conduct) by grade level
	Expulsions by infraction category by ethnicity
	Expulsions by infraction category by gender
Out-of-School Suspensions due to Academic or Student Code Violations	Out of school suspensions by infraction category (academic or violation of student code of conduct) by grade level
	Out-of-school suspensions by infraction category by ethnicity
	Out-of-school suspensions by infraction category by gender

Habitual Truancy Notes
Students that are considered habitually truant at any time during the school year are to be reported in aggregate in this template. Note that the aggregate number of habitual truants is to be reported by grade, by ethnicity and by gender. Each habitually truant student should be counted only once in each of these.

Habitually truant is defined by the School Code as an unlawful absence for more than three (3) school days or their equivalent following the first notice of truancy given to the student. The first notice of truancy should be provided to the student after three (3) school days or their equivalent of unlawful absences from compulsory education within a specified time period. Each LEA should have specific policies regarding truancy. This truancy definition distinguishes between all absences and unlawful absences because the latter are more likely to indicate school and student problems. An unlawful absence is an absence for part of a school day (i.e., at least one class period) or a full day for which a parent or guardian has not indicated in writing that the student is away from school for valid reasons (e.g., illness, medical/dental appointment, funeral of an immediate relative). Suspensions and expulsions are not to be considered as unlawful absences.

PDE will use this data to calculate a truancy rate for each school and LEA. The truancy rate calculation is shown below.

$$\textbf{TRUANCY RATE} = \frac{\textbf{Number of habitual truants}}{\textbf{Count of student membership}} \textbf{ X 100}$$

See the template specifications below and Appendix AA in Volume 2 of the PIMS User Manual for more information.

Indication of No Reportable School Safety Incidents for a School Notes
Reportable School Safety incidents are to be submitted in detail in the Discipline Domain templates. (See the Discipline Domain section for more information on reportable incidents.) Some schools (most often elementary schools) may not have any reportable School Safety incidents for the entire school year. In this situation an LEA must indicate such by submitting a record in this template for each school that does not have reportable incidents for the year.

See the template specifications and sample data below as well as Appendix AA in Volume 2 of the PIMS User Manual for more information.

Expulsion Notes
Students that are expelled during the school year **only for academic reasons or for violations of the student code of conduct** are to be reported in aggregate in this template. Expulsions for other reasons (e.g., drug possession, violence, etc.) should be reported at the detail level in the Discipline Domain templates and should not be included in aggregate here.

Note that the aggregate number of expelled students is to be reported by infraction category by grade level, by infraction category by ethnicity, and by infraction category by gender. It is also important to note that this expulsion data is to be reported on an **unduplicated student basis, not on an incident basis**. If a student is expelled multiple times during the school year for these reasons he or she should be counted only once in each of these aggregate submissions.

See the template specifications and sample data below as well as Appendix AA in Volume 2 of the PIMS User Manual for more information.

Out-of-School Suspension Notes

Students that are suspended out of school during the school year **only for academic reasons or for violations of the student code of conduct** are to be reported in aggregate in this template. Out-of-school suspensions for other reasons (e.g., drug possession, violence, etc.) should be reported at the detail level in the Discipline Domain templates and should not be included in aggregate here.

Note that the aggregate number of out-of-school suspended students is to be reported by infraction category by grade level, by infraction category by ethnicity, and by infraction category by gender. It is also important to note that this suspension data is to be reported **on an incident basis**. If a student is suspended out of school multiple times during the school year for the above reasons he or she should be counted multiple times in each of these aggregate submissions.

See the template specifications and sample data below as well as Appendix AA in Volume 2 of the PIMS User Manual for more information.

Grain: One record per District Code / Location Code / Reporting Date / Category 1 / Category 2 / Category 3 / Category 4

Please note that only the fields highlighted will be collected for Pennsylvania Department of Education. Remember that all fields may not be mandatory; however, all fields within a template **MUST BE** accounted for in order to transmit data.

PIMS Location Fact Template Specifications for Safe Schools

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	20	DISTRICT CODE	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education.		Example: 123456789 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
2	4	LOCATION CODE	R	K, M	The PDE-defined 4-digit code identifying the school. IUs use LOCATION CODE 0000.		Example: 1234 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
3	10	REPORTING DATE	R	K, M	A single date indicating the whole school year; June 30 at the end of the standard school year is used to designate a school year. Thus, the 2015-2016 school year would be indicated by 2016-06-30.	All dates must be entered in ISO format: YYYY-MM-DD.	Example: 2016-06-30
4	N/A	CATEGORY 1	R	K, D	The highest level description of the aggregated data being submitted. See the Sample / Valid Values column.		See Appendix AA in Volume 2 of the PIMS User Manual for a complete list of valid values for the Category 1 – 4 fields.
5	N/A	CATEGORY 2	R	K, D	The second level description of the aggregated data being submitted. See the Sample / Valid Values column.		See Appendix AA in Volume 2 of the PIMS User Manual for a complete list of valid values for the Category 1 – 4 fields.
6	N/A	CATEGORY 3	R	K, D	The third level description of the aggregated data being submitted. See the Sample / Valid Values column.		See Appendix AA in Volume 2 of the PIMS User Manual for a complete list of valid values for the Category 1 – 4 fields.
7	N/A	CATEGORY 4	CR	K, D	The fourth level description of the aggregated data being submitted. See Sample / Valid Values column.	Only applies to EXPULSION and SUSPENSION data. Leave blank for TRUANCY.	See Appendix AA in Volume 2 of the PIMS User Manual for a complete list of valid values for the Category 1 – 4 fields.
8	Not collected						
9	Not collected						
10	Not collected						
11	Not collected						
12	Not collected						
13	Not collected						

PIMS Location Fact Template Specifications for Safe Schools

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
14	10	MEASURE TYPE	R	K, M	Use constant of "COUNT."		Example: COUNT
15	7	COUNT	R	U	The relevant count.		See Appendix AA in Volume 2 of the PIMS User Manual for a description of what to include in this field.
16	Not collected						
17	Not collected						
18	Not collected						
19	Not collected						
20	Not collected						
21	Not collected						
22	Not collected						

Rules

1. Date fields (field name ends in DATE) must be in ISO format: YYYY-MM-DD.
2. A default value of N/A will be used for any CATEGORY column which is not supplied. Leave the field blank when not applicable (N/A).
3. MEASURE TYPE must be COUNT, AMOUNT, PERCENT, or INDICATOR else record is rejected.
4. The measure field that matches MEASURE TYPE must be populated (e.g., COUNT field must be populated when MEASURE TYPE = COUNT).
5. AMOUNT can support up to 12 digits to the left of the decimal or up to 4 digits to the right of the decimal within the field length of 12.
6. The fields identified with an NCES code are recommended to follow the NCES Non-Fiscal Data Handbook V5.0.
7. Code Column: K – component of primary key; U – value is updatable if row exists; M – a value must be supplied; D – value is required but a default is supplied.
8. Data can be supplied in either ASCII flat file or delimited formats. Full delimiter support is available.

Load Sequence/Dependencies

No dependencies

FAQs

None at this time

Sample Data

Sample data is provided below to help LEAs understand how to create this template. This sample data is for one school and is based on the following scenarios:

- **Habitual Truancy** – The school has 25 habitually truant students for the school year. The breakdown of these students by grade level, ethnicity and gender is outlined in the following table.

		Number of Habitual Truant Students
By Grade	10th grade	10
	11th grade	10
	12th grade	5
	Total	25
By Ethnicity	White/Caucasian	25
	Total	25
By Gender	Female	8
	Male	17
	Total	25

- **Expulsions** – Nine (9) students were expelled during the year at the school for reasons of academic or student code violations. The breakdown by infraction category by grade level, by infraction category by ethnicity, and by infraction category by gender is outlined in the following table.

		Number of Students Expelled	
		Expelled due to Academic Reasons	Expelled due to Violation of Student Code of Conduct
By Grade	10th grade	3	1
	11th grade	2	2
	12th grade	1	0
	Total	6	3
By Ethnicity	Black/African American	3	1
	Multi-Racial	0	1
	White/Caucasian	3	1
	Total	6	3

		Number of Students Expelled	
		Expelled due to Academic Reasons	Expelled due to Violation of Student Code of Conduct
By Gender	Female	0	0
	Male	6	3
	Total	6	3

- **Out-of-School Suspensions** – There were 13 incidents at the school during the year that led to 13 students being out of school suspended for reasons of academic or student code violations. The breakdown by infraction category by grade level, by infraction category by ethnicity, and by infraction category by gender is outlined in the following table.

		Number of Out of School Suspension Incidents	
		Suspensions due to Academic Reasons	Suspensions due to Violation of Student Code of Conduct
By Grade	10th grade	0	1
	11th grade	4	6
	12th grade	1	1
	Total	5	8
By Ethnicity	Black/African American	3	2
	White/Caucasian	2	6
	Total	5	8
By Gender	Female	2	2
	Male	3	6
	Total	5	8

Based on these above scenarios the data submitted in the Location Fact template for this one school would be as shown below. Note that NC stands for Not Collected.

District Code	Location Code	Reporting Date	Category 1	Category 2	Category 3	Category 4	NC	NC	NC	NC	NC	NC	Measure Type	Count	NC	NC	NC
123456789	1234	2015-06-30	TRUANCY	GRADE	010								COUNT	10			
123456789	1234	2015-06-30	TRUANCY	GRADE	011								COUNT	10			
123456789	1234	2015-06-30	TRUANCY	GRADE	012								COUNT	5			
123456789	1234	2015-06-30	TRUANCY	ETHNICITY	5								COUNT	25			
123456789	1234	2015-06-30	TRUANCY	GENDER	F								COUNT	8			
123456789	1234	2015-06-30	TRUANCY	GENDER	M								COUNT	17			
123456789	1234	2015-06-30	EXPULSION	GRADE	010	ACADEMIC							COUNT	3			
123456789	1234	2015-06-30	EXPULSION	GRADE	010	CONDUCT							COUNT	1			
123456789	1234	2015-06-30	EXPULSION	GRADE	011	ACADEMIC							COUNT	2			
123456789	1234	2015-06-30	EXPULSION	GRADE	011	CONDUCT							COUNT	2			

District Code	Location Code	Reporting Date	Category 1	Category 2	Category 3	Category 4	NC	NC	NC	NC	NC	NC	Measure Type	Count	NC	NC	NC
123456789	1234	2015-06-30	EXPULSION	GRADE	012	ACADEMIC							COUNT	1			
123456789	1234	2015-06-30	EXPULSION	ETHNICITY	3	ACADEMIC							COUNT	3			
123456789	1234	2015-06-30	EXPULSION	ETHNICITY	3	CONDUCT							COUNT	1			
123456789	1234	2015-06-30	EXPULSION	ETHNICITY	6	CONDUCT							COUNT	1			
123456789	1234	2015-06-30	EXPULSION	ETHNICITY	5	ACADEMIC							COUNT	3			
123456789	1234	2015-06-30	EXPULSION	ETHNICITY	5	CONDUCT							COUNT	1			
123456789	1234	2015-06-30	EXPULSION	GENDER	M	ACADEMIC							COUNT	6			
123456789	1234	2015-06-30	EXPULSION	GENDER	M	CONDUCT							COUNT	3			
123456789	1234	2015-06-30	SUSPENSION	GRADE	010	CONDUCT							COUNT	1			
123456789	1234	2015-06-30	SUSPENSION	GRADE	011	ACADEMIC							COUNT	4			
123456789	1234	2015-06-30	SUSPENSION	GRADE	011	CONDUCT							COUNT	6			
123456789	1234	2015-06-30	SUSPENSION	GRADE	012	ACADEMIC							COUNT	1			
123456789	1234	2015-06-30	SUSPENSION	GRADE	012	CONDUCT							COUNT	1			
123456789	1234	2015-06-30	SUSPENSION	ETHNICITY	3	ACADEMIC							COUNT	3			
123456789	1234	2015-06-30	SUSPENSION	ETHNICITY	3	CONDUCT							COUNT	2			
123456789	1234	2015-06-30	SUSPENSION	ETHNICITY	5	ACADEMIC							COUNT	2			
123456789	1234	2015-06-30	SUSPENSION	ETHNICITY	5	CONDUCT							COUNT	6			
123456789	1234	2015-06-30	SUSPENSION	GENDER	F	ACADEMIC							COUNT	2			
123456789	1234	2015-06-30	SUSPENSION	GENDER	F	CONDUCT							COUNT	2			
123456789	1234	2015-06-30	SUSPENSION	GENDER	M	ACADEMIC							COUNT	3			
123456789	1234	2015-06-30	SUSPENSION	GENDER	M	CONDUCT							COUNT	6			

Interscholastic Athletic Opportunities Domain

The LEAs are required to submit the following template in the Interscholastic Athletic Opportunities Domain:

- Location Fact

This domain only applies Schools in the following organizational types that educate student in any of the grades 7-12:

- School Districts
- Comprehensive Career and Technology Centers
- Charter Schools

Location Fact Template

(18 Fields, 9 Collected)

Target Table: LOCATION_FACT

Template Description

The Location Fact Template is used to submit the results of the Interscholastic Athletic Opportunities Disclosure Form. Information is captured in an Excel file, automatically creating the Location Fact template to be submitted to PIMS. This survey applies to School Districts, Comprehensive Career and Technical Centers, and Charter Schools.

The Interscholastic Athletic Opportunities Disclosure Form and directions on how to complete this form are located on the PDE website at (http://www.education.pa.gov) under Teachers & Administrators/PIMS/Interscholastic Athletic Opportunities Webpage/. After reading the directions, please proceed as follows:

1. Open the Excel file "Interscholastic Athletic Disclosure Form" and supply the LEA & School Information by selecting from the drop-down box. Certain information will automatically populate this first page.
2. Proceed to filling out page 1 of the Disclosure Form.
    a. If the school **does not** sponsor any Interscholastic Athletic Teams, but the school does have athletes playing for another school entity, please explain on Page 4 Comments and proceed to step 3.
    b. If the school **does not** sponsor any Interscholastic Athletic Teams and the school does not have athletes playing for another school entity, only fill out page 1 and go to step 3.
    c. If the school **does** sponsor Interscholastic Athletic Teams, proceed to filling out the additional pages 2, 3, 4 and 5.
3. When all information has been completed on the disclosure form it should be saved in Excel
4. After saving the disclosure form in Excel, click on Page 6_PIMS Input Page and do the following:
    a. click on File
    b. click on Save As
    c. name the file correctly (AUN_LOCATION_FACT_DATE&TIME). Example file name: 123456789_LOCATION_FACT_201506110800
    d. save file type as .csv
5. Upload the .csv file into the PIMS system as a Location Fact template.
   NOTE: Only a PIMS administrator has the ability to upload files into PIMS.

Please note that only the fields highlighted will be collected for Pennsylvania Department of Education. Remember that all fields may not be mandatory; however, all fields within a template **MUST BE** accounted for in order to transmit data.

Survey Domain

The LEAs are required to submit the following templates in the Survey Domain:

- Survey Participant Response

This domain only applies to the following organizational types:

- Intermediate Units
- School Districts
- Career and Technology Centers
- Charter Schools

Survey Participant Response Template

(8 Fields, 7 Collected)

Target Table: SURVEY_PARTCPNT_RESPONSE

Template Description

The Survey Participant Response Template is used to capture the results of the PATI IU Technology Survey, the PATI LEA Technology Survey and the PATI School Technology Survey. The IU survey applies only to Intermediate Units. The LEA and School surveys apply to school districts, charter schools, and career and technology centers.

For the IU and LEA surveys the grain of this template is one record per survey response or answer. There are 14 questions within the IU survey (all of which are required) so IUs will submit 14 records in this template. Similarly, for the LEA survey, there are 23 questions requiring 23 records in the template.

For the school survey the grain is one record per school per survey response or answer. There are 39 questions in this survey. Therefore, 39 records will be submitted in this template for each school.

See the tables subsequent to the template specifications below for details on the questions pertaining to each survey. Note that school districts, charter schools, and career and technology centers, which must submit both the LEA and School surveys, can do so in one file or in separate files.

Grain: One record per District Code / Survey Name / Survey Administration / Participant ID / Survey Question ID.

Please note that only the fields highlighted will be collected for Pennsylvania Department of Education. Remember that all fields may not be mandatory; however, all fields within a template **MUST BE** accounted for in order to transmit data.

Survey Participant Response Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	20	DISTRICT CODE	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education.		Example: 123456789 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
2	N/A	SURVEY NAME	R	K, M	The name of the survey. See Valid Values.	Value must be in all capital letters.	Valid Values: • PATI_IU – PATI IU Technology Survey • PATI_LEA – PATI LEA Technology Survey • PATI_SCHOOL – PATI School Technology Survey
3	10	SURVEY ADMINISTRATION	R	K, M	The school year of the survey. 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 2015-2016 school year would be indicated by 2016-06-30.	All dates must be entered in ISO format: YYYY-MM-DD.	Example: 2016-06-30
4	9	PARTICIPANT ID	R	K, M	For the PATI IU and LEA surveys use the AUN (District Code). For the PATI School survey use the PDE-defined 4-digit code identifying the school (Location Code).		Example DISTRICT CODE: 123456789 Example LOCATION CODE: 1234 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
5	N/A	SURVEY QUESTION ID	R	K, M	The SURVEY QUESTION ID. See the appropriate table below for the list of questions, their SURVEY QUESTION ID and SURVEY CHOICE VALUES.		Valid values are defined for each survey in the tables below.
6	N/A	SURVEY CHOICE VALUE	R	U, M	The SURVEY CHOICE VALUE (the answer); see the appropriate table below for the list of questions, their SURVEY QUESTION ID and SURVEY CHOICE VALUES.	This field is required and must be submitted for all responses. For those questions that technically only require a free form response a value of 99 must be supplied.	Valid values are defined for each survey in the tables below.
7	Not collected						

Survey Participant Response Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
8	4000	FREE FORM RESPONSE TEXT	CR	U	If applicable, the free form response to the survey question.	This field is only submitted when a free form response is necessary.	

PATI IU Technology Survey (14 Questions)

The table below presents the 14 questions that comprise the PATI IU Technology Survey. Associated with each question is a Survey Question ID and the possible Survey Choice Values. A response to each question must be submitted in the template.

PATI IU TECHNOLOGY SURVEY		
Survey Question ID	**Question**	**Survey Choice Values**
	Section 1 – IU-Based WAN Transport Questions	
10	Does the IU have an IU-Based Wide Area Network (WAN) where you are able to share one Internet connection with ALL your LEAs within your IU? An IU-Based WAN is defined as a network that has the potential to connect all the LEAs within YOUR Intermediate Unit.	• 1 – Yes • 2 – No
20	Which of the LEAs are not connected to your IU WAN?	• 98 – Not Applicable (all LEAs connected to IU WAN) • 99 - Free form response* *Additional detail required to be submitted in Free Form Response Text field.
30	Where is the IU Head End connection (Hub site) of the WAN located? If the IU Head End is located in a district or school building, identify the name of the location where the Head End is located.	• 1 – Intermediate Unit • 2 – External Service Provider (e.g., ISP, university, etc.) • 4 – District or School Building* • 99 – Other* *Additional detail required to be submitted in Free Form Response Text field.

PATI IU TECHNOLOGY SURVEY		
Survey Question ID	**Question**	**Survey Choice Values**
40	Who is the primary Transport Access provider to your IU-Based WAN?	• 1 – Comcast • 2 – D&E Communications • 3 – DQE Communications • 4 – Embarq • 5 – Level 3 • 6 – Prolog • 7 – Qwest • 8 – Sting Communications • 9 – Sunesys • 10 – Verizon • 11 – Wind Stream • 12 – Owned (fiber, wireless, coax) • 99 – Other* *Additional detail required to be submitted in Free Form Response Text field.
50	What is the primary Transport type to the IU Head End? **NOTE:** "Public" means that the connection is leased from a telecommunications provider; "Private" means the IU owns the connection.	• 1 – Public Telco • 2 – Public Fiber • 3 – Public Microwave • 4 – Public Wireless • 5 – Private Telco • 6 – Private Fiber • 7 – Private Microwave • 8 – Private Wireless

PATI IU TECHNOLOGY SURVEY		
Survey Question ID	Question	Survey Choice Values
60	What is the Transport capacity to the IU Head End?	• 1 – Less than 768 kbps • 2 – 768 kbps only • 3 – Greater than 768 kbps and less than 1.54Mb (T-1) • 4 – 1.54Mb (T-1) only • 5 – Greater than 1.54MB and less than 3MB • 6 – 3MB to 5MB • 7 – 6MB to 9MB • 8 – 10MB to 24MB • 9 – 25MB to 49MB • 10 – 50MB to 99MB • 11 – 100MB to 999MB • 12 – 1GB or greater
70	What is your estimated monthly pre-Erate cost for this transport to the IU Head End?	• 1 – Zero • 2 – $1.00 - $500.00 • 3 – $501.00 - $1,000.00 • 4 – $1001.00 - $2,500.00 • 5 – $2,501.00 - $5,000.00 • 6 – Greater than $5,000.00
80	What protocol does your WAN primarily utilize?	• 1 – Gigabit Ethernet • 2 – ATM • 3 – Ethernet • 4 – Frame Relay • 99 – Other* *Additional detail required to be submitted in Free Form Response Text field.

PATI IU TECHNOLOGY SURVEY		
Survey Question ID	**Question**	**Survey Choice Values**
Section 2 – IU Internet Questions		
90	Who is your primary Internet Service Provider (ISP)?	• 1 – Comcast • 2 – D&E Communications • 3 – Embarq • 4 – Expedient • 5 – Level 3 • 6 – Prolog • 7 – Qwest • 8 – Sting Communications • 9 – Verizon • 10 – Wind Stream • 99 – Other* *Additional detail required to be submitted in Free Form Response Text field.
100	What is the Internet capacity to the Head End?	• 1 – Less than 768 kbps • 2 – 768 kbps only • 3 – Greater than 768 kbps and less than 1.54Mb (T-1) • 4 – 1.54Mb (T-1) only • 5 – Greater than 1.54MB and less than 3MB • 6 – 3MB to 5MB • 7 – 6MB to 9MB • 8 – 10MB to 24MB • 9 – 25MB to 49MB • 10 – 50MB to 99MB • 11 – 100MB to 999MB • 12 – 1GB or greater

PATI IU TECHNOLOGY SURVEY		
Survey Question ID	**Question**	**Survey Choice Values**
110	What is your estimated monthly pre-Erate cost for Internet?	• 1 – Zero • 2 – $1.00 - $500.00 • 3 – $501.00 - $1,000.00 • 4 – $1001.00 - $2,500.00 • 5 – $2,501.00 - $5,000.00 • 6 – Greater than $5,000.00
120	Do you have access to Internet2 at your IU?	• 1 – Yes • 2 – No
130	Who is the Internet2 Service Provider for the IU?	• 1 – CERMUSA • 2 – ChescoNet • 3 – MAGPI • 4 – Pittsburgh Super Computer Center • 98 – Not Applicable (no Internet2 access) • 99 – Other* *Additional detail required to be submitted in Free Form Response Text field
140	What is the Internet2 capacity to the Head End?	• 1 – 1.54MB to 10MB • 2 – Greater than 10MB • 98 – Not Applicable (no Internet2 access)

PATI IU Technology Survey Sample Data

The table below provides a sample of what the Survey Participant Response Template should look like for the 2015-2016 PATI IU Technology Survey. For clarity purposes this is shown in tabular format instead of comma, tab or pipe (|) delimited format.

District Code	Survey Name	Survey Administration	Participant ID	Survey Question ID	Survey Choice Value	Not Collected	Free Form Response Text
123456789	PATI_IU	2016-06-30	123456789	10	2		
123456789	PATI_IU	2016-06-30	123456789	20	99		LEA 1, LEA 2
123456789	PATI_IU	2016-06-30	123456789	30	1		
123456789	PATI_IU	2016-06-30	123456789	40	4		
123456789	PATI_IU	2016-06-30	123456789	50	1		
123456789	PATI_IU	2016-06-30	123456789	60	10		
123456789	PATI_IU	2016-06-30	123456789	70	4		
123456789	PATI_IU	2016-06-30	123456789	80	99		Enter additional detail here
123456789	PATI_IU	2016-06-30	123456789	90	9		
123456789	PATI_IU	2016-06-30	123456789	100	11		
123456789	PATI_IU	2016-06-30	123456789	110	3		
123456789	PATI_IU	2016-06-30	123456789	120	1		
123456789	PATI_IU	2016-06-30	123456789	130	1		
123456789	PATI_IU	2016-06-30	123456789	140	2		

PATI LEA Technology Survey (23 Questions)

The table below presents the 23 questions that comprise the PATI LEA Technology Survey. Associated with each question is a Survey Question ID and the possible Survey Choice Values. These will be used in creating the Survey Participant Response Template. A response to each question must be submitted in the template.

PATI LEA TECHNOLOGY SURVEY		
Survey Question ID	**Question**	**Survey Choice Values**
Section 1 – LEA-Based WAN Transport Questions		
10	Does the LEA have an LEA-Based Wide Area Network (WAN) where you are able to share one Internet connection with ALL your schools within your LEA? An LEA-Based WAN is defined as a building-to-building network that connects buildings within YOUR LEA (district, CTC, or charter school).	• 1 – Yes (all schools within my LEA share one Internet connection from the WAN) • 2 – Yes (but some schools within my LEA do not share one Internet connection from the WAN) • 3 – No (my LEA is a single entity containing ONLY one school) • 4 – (my LEA does not have an LEA-Based WAN and all the schools receive their Internet through Internet Service Providers)
20	How many schools within your LEA have a direct connection to the Internet through an Internet Service Provider (ISP) that is independent of an LEA-Based WAN?	• 98 – Not Applicable (all schools within my LEA receive Internet through the LEA-Based WAN) • 99 – Free form response* *Additional detail required to be submitted in Free Form Response Text field
30	Where is the LEA Head End connection (Hub site) of the WAN located?	• 1 – District owned building (technology center, administrative office, data center, etc.) • 2 – School within LEA • 3 – Intermediate Unit • 4 – External Service Provider (e.g., ISP, university, etc.) • 98 – Not Applicable (do not have an LEA-Based WAN) • 99 – Other* *Additional detail required to be submitted in Free Form Response Text field

PATI LEA TECHNOLOGY SURVEY		
Survey Question ID	**Question**	**Survey Choice Values**
Section 1 – LEA-Based WAN Transport Questions		
40	Who is the primary Transport Access provider to your LEA-Based WAN?	• 1 – Comcast • 2 – D&E Communications • 3 – DQE Communications • 4 – Embarq • 5 – Level 3 • 6 – Prolog • 7 – Qwest • 8 – Sting Communications • 9 – Sunesys • 10 – Verizon • 11 – Wind Stream • 12 – Owned (fiber, wireless, coax) • 98 – Not Applicable (do not have an LEA- Based WAN) • 99 – Other* *Additional detail required to be submitted in Free Form Response Text field
50	What is the primary Transport type to the LEA Head End? **NOTE:** "Public" means that the connection is leased from a telecommunications provider; "Private" means the LEA owns the connection.	• 1 – Public Telco • 2 – Public Fiber • 3 – Public Microwave • 4 – Public Wireless • 5 – Private Telco • 6 – Private Fiber • 7 – Private Microwave • 8 – Private Wireless • 98 – Not Applicable (do not have an LEA-Based WAN)

PATI LEA TECHNOLOGY SURVEY		
Survey Question ID	**Question**	**Survey Choice Values**
Section 1 – LEA-Based WAN Transport Questions		
60	What is the Transport capacity to the LEA Head End?	• 1 – Less than 768 kbps • 2 – 768 kbps only • 3 – Greater than 768 kbps and less than 1.54Mb (T-1) • 4 – 1.54Mb (T-1) only • 5 – Greater than 1.54MB and less than 3MB • 6 – 3MB to 5MB • 7 – 6MB to 9MB • 8 – 10MB to 24MB • 9 – 25MB to 49MB • 10 – 50MB to 99MB • 11 – 100MB to 999MB • 12 – 1GB or greater • 98 – Not Applicable (do not have an LEA- Based WAN)
70	What is your estimated monthly pre-Erate cost for this transport to the LEA Head End?	• 1 – Zero • 2 – $1.00 - $500.00 • 3 – $501.00 - $1,000.00 • 4 – $1001.00 - $2,500.00 • 5 – $2,501.00 - $5,000.00 • 6 – Greater than $5,000.00 • 98 – Not Applicable (do not have an LEA- Based WAN)
80	What protocol does your WAN primarily utilize?	• 1 – Gigabit Ethernet • 2 – ATM • 3 – Ethernet • 4 – Frame Relay • 98 – Not Applicable (do not have an LEA- Based WAN) • 99 – Other* *Additional detail required to be submitted in Free Form Response Text field

PATI LEA TECHNOLOGY SURVEY		
Survey Question ID	**Question**	**Survey Choice Values**
Section 2 – LEA Internet Questions		
90	Who is your primary Internet Service Provider (ISP)?	• 1 – Comcast • 2 – D&E Communications • 3 – Embarq • 4 – Expedient • 5 – Level 3 • 6 – Prolog • 7 – Qwest • 8 – Sting Communications • 9 – Verizon • 10 – Wind Stream • 99 – Other* *Additional detail required to be submitted in Free Form Response Text field
100	What is the Internet capacity to the Head End?	• 1 – Less than 768 kbps • 2 – 768 kbps only • 3 – Greater than 768 kbps and less than 1.54Mb (T-1) • 4 – 1.54Mb (T-1) only • 5 – Greater than 1.54MB and less than 3MB • 6 – 3MB to 5MB • 7 – 6MB to 9MB • 8 – 10MB to 24MB • 9 – 25MB to 49MB • 10 – 50MB to 99MB • 11 – 100MB to 999MB • 12 – 1GB or greater
110	What is your estimated monthly pre-Erate cost for Internet?	• 1 – Zero • 2 – $1.00 - $500.00 • 3 – $501.00 - $1,000.00 • 4 – $1001.00 - $2,500.00 • 5 – $2,501.00 - $5,000.00 • 6 – Greater than $5,000.00

PATI LEA TECHNOLOGY SURVEY		
Survey Question ID	**Question**	**Survey Choice Values**
Section 2 – LEA Internet Questions		
120	Do you have access to Internet2 at your LEA?	• 1 – Yes • 2 – No
130	Who is the Internet2 Service Provider for the LEA?	• 1 – CERMUSA • 2 – ChescoNet • 3 – MAGPI • 4 – Pittsburgh Super Computer Center • 98 – Not Applicable (no Internet2 access) • 99 – Other* *Additional detail required to be submitted in Free Form Response Text field
140	What is the Internet2 capacity to the Head End?	• 1 – 1.54MB to 10MB • 2 – Greater than 10MB • 98 – Not Applicable (no Internet2 access)

PATI LEA TECHNOLOGY SURVEY		
Survey Question ID	**Question**	**Survey Choice Values**
Section 2 – LEA Internet Questions		
145	What is your LEA's primary Student Information System(s) (SIS)?	• 1 – Central Susquehanna Intermediate Unit 16 • 2 – Century Consultants (Starbase) • 3 – ClassLink Inc.(Classmate) • 4 – Computer Resources (MMS) • 5 – Infinite Campus (Infinite Campus) • 6 – K12 Systems, Inc.(Sapphire) • 7 – Keystone Information Systems (SKOOLS) • 8 – Logic House, Inc.(SchoolControl) • 9 – Midwestern Intermediate Unit 4 • 10 – Pearson (PowerSchool) • 11 – ProSoft Technologies, Inc.(ProSoft, Student) • 12 – Rediker Software (Administrator's Plus) • 13 – SchoolLogic • 14 – Skyward, Inc. (Skyward) • 15 – Sungard Pentamation (SMS/eSchoolPLUS) • 16 – Tenex Systems, Inc./Harris School Solutions • 17 – Tyler Technologies SIS • 18 – We have an in-house system (custom) • 98 – We do not have a Student Information System (SIS) • 99 – Other* *Additional detail required to be submitted in Free Form Response Text field
150	Does your LEA offer a full-time virtual program?	• 1 – Yes • 2 – No
160	If you are offering a full-time virtual program, who is the curriculum provider?	• 1 – My LEA • 2 – Intermediate Unit (IU)* • 3 – Other LEA (Not an IU)* • 4 – Institute of Higher Education (IHE)* • 5 – Private Provider* • 98 – Not Applicable (my LEA does not offer a full-time virtual program) *Additional detail required to be submitted in Free Form Response Text field

PATI LEA TECHNOLOGY SURVEY		
Survey Question ID	**Question**	**Survey Choice Values**
Section 2 – LEA Internet Questions		
170	If you are offering a full-time virtual program, who is the content provider? **Note:** In most instances your response to questions 160 and 170 will be the same, but not always. One example where the responses would differ involves an IU repackaging private provider content to align to your LEA curriculum.	• 1 – My LEA • 2 – Intermediate Unit (IU)* • 3 – Other LEA (Not an IU)* • 4 – Institute of Higher Education (IHE)* • 5 – Private Provider* • 98 – Not Applicable (my LEA does not offer a full-time virtual program) *Additional detail required to be submitted in Free Form Response Text field
180	If you are offering a full-time virtual program, who is delivering the majority of the instruction?	• 1 – My LEA • 2 – Intermediate Unit (IU)* • 3 – Other LEA (Not an IU)* • 4 – Institute of Higher Education (IHE)* • 5 – Private Provider* • 98 – Not Applicable (my LEA does not offer a full-time virtual program) *Additional detail required to be submitted in Free Form Response Text field
190	Does your LEA offer individual online courses?	• 1 – Yes • 2 – No
200	If your LEA offers online courses, who develops the majority of your online courses?	• 1 – My LEA • 2 – Intermediate Unit (IU)* • 3 – Other LEA (Not an IU)* • 4 – Institute of Higher Education (IHE)* • 5 – Private Provider* • 98 – Not Applicable (my LEA does not offer online courses) *Additional detail required to be submitted in Free Form Response Text field

PATI LEA TECHNOLOGY SURVEY		
Survey Question ID	**Question**	**Survey Choice Values**
Section 2 – LEA Internet Questions		
210	If your LEA offers online courses, who develops the majority of your online courses?	• 1 – My LEA • 2 – Intermediate Unit (IU)* • 3 – Other LEA (Not an IU)* • 4 – Institute of Higher Education (IHE)* • 5 – Private Provider* • 98 – Not Applicable (my LEA does not offer online courses) *Additional detail required to be submitted in Free Form Response Text field
220	What is your primary purpose for offering online courses?	• 1 – Standard Curriculum • 2 – Credit Recovery • 3 – Remediation • 4 – Enrichment • 5– Advanced Placement • 6 – College/High School Credit (Dual Enrollment)

PATI LEA Technology Survey Sample Data

The table below provides a sample of what the Survey Participant Response Template should look like for the 2015-2016 PATI LEA Technology Survey. For clarity purposes this is shown in tabular format instead of comma, tab or pipe (|) delimited format.

District Code	Survey Name	Survey Administration	Participant ID	Survey Question ID	Survey Choice Value	Not Collected	Free Form Response Text
112233445	PATI_LEA	2016-06-30	112233445	10	1		
112233445	PATI_LEA	2016-06-30	112233445	20	98		
112233445	PATI_LEA	2016-06-30	112233445	30	1		
112233445	PATI_LEA	2016-06-30	112233445	40	4		
112233445	PATI_LEA	2016-06-30	112233445	50	1		
112233445	PATI_LEA	2016-06-30	112233445	60	10		
112233445	PATI_LEA	2016-06-30	112233445	70	4		
112233445	PATI_LEA	2016-06-30	112233445	80	99		Enter additional detail here
112233445	PATI_LEA	2016-06-30	112233445	90	9		
112233445	PATI_LEA	2016-06-30	112233445	100	11		
112233445	PATI_LEA	2016-06-30	112233445	110	3		
112233445	PATI_LEA	2016-06-30	112233445	120	2		
112233445	PATI_LEA	2016-06-30	112233445	130	98		
112233445	PATI_LEA	2016-06-30	112233445	140	98		
112233445	PATI_LEA	2016-06-30	112233445	145	3		
112233445	PATI_LEA	2016-06-30	112233445	150	1		
112233445	PATI_LEA	2016-06-30	112233445	160	2		Enter additional detail here
112233445	PATI_LEA	2016-06-30	112233445	170	2		Enter additional detail here
112233445	PATI_LEA	2016-06-30	112233445	180	5		Enter additional detail here
112233445	PATI_LEA	2016-06-30	112233445	190	1		
112233445	PATI_LEA	2016-06-30	112233445	200	2		Enter additional detail here
112233445	PATI_LEA	2016-06-30	112233445	210	2		Enter additional detail here
112233445	PATI_LEA	2016-06-30	112233445	220	1		

PATI School Technology Survey (38 Questions)

The table below presents the 39 questions that comprise the PATI School Technology Survey. Associated with each question is a Survey Question ID and the possible Survey Choice Values. These will be used in creating the Survey Participant Response template. A response to each question must be submitted in the template.

PATI SCHOOL TECHNOLOGY SURVEY		
Survey Question ID	**Question**	**Survey Choice Values**
Section 1 –School Infrastructure		
5	Within your school, what percentage of instructional areas have access to the Internet?	• 99 – Free form response* *Additional detail required to be submitted in Free Form Response Text field.
6	Within your instructional areas with Internet access, what percentage have wireless access?	• 99 – Free form response* *Additional detail required to be submitted in Free Form Response Text field.
10	What is the maximum Wired Local Area Network (LAN) capacity at this school?	• 1 – 10/100 MB Ethernet (Switched, Shared, None) • 2 – 10/100/1000 MB Ethernet (Switched, Shared, None) • 3 – Greater than 1000 MB Ethernet (Switched, Shared, None) • 98 – Not Applicable (wireless only)
20	What is the maximum Wireless Local Area Network (LAN) capacity at this school?	• 1 – 802.11 a/b • 2 – 802.11 g • 3 – 802.11 n • 98 – Not Applicable (no wireless)

PATI SCHOOL TECHNOLOGY SURVEY		
Survey Question ID	**Question**	**Survey Choice Values**
	Section 2 – Equipment and Device Counts	

401	What is the number of high capacity computers with Internet access that either reside in an instructional area or can be brought into an instructional area? Do not include machines used for administrative purposes.
	
	A high capacity computer meets the following criteria:
	• 2 years old or newer.
	• Contains a 10/100/1000mb network card and can run data intensive/graphic/video rendering applications such as CAD, web design, video production etc.
	• DO NOT include netbooks, thin clients, or Chromebooks.
	• Examples of high capacity computers include:
	  ○ Designed for Windows 10 or Windows 8 (PC).
	  ○ Able to run Microsoft Office 2010 (PC).
	  ○ Designed for OS X v10.11 (El Capitan) or OS X v10.10 (Yosemite) or OS X v10.9 (Mavericks).
	  ○ Able to run Microsoft Office 2011 (Mac).
	
	NOTE: For a machine to be included in this count, it should NOT be used within a virtual environment. In other words, applications primarily reside on the machine itself.
		• 99 – Free form response*
		
		*Additional detail required to be submitted in Free Form Response Text field.

PATI SCHOOL TECHNOLOGY SURVEY		
Survey Question ID	**Question**	**Survey Choice Values**
	Section 2 – Equipment and Device Counts	

402	What is the number of mid capacity computers with Internet access that either reside in an instructional area or can be brought into an instructional area? Do not include machines used for administrative purposes.
	
	A mid capacity computer meets the following criteria:
	• 5 years old or newer.
	• Contains a 10/100/1000mb network card and can run integrated applications such as Microsoft Office Suite, etc.
	• DO NOT include netbooks, thin clients, or Chromebooks
	• Examples of mid capacity computers include:
	  ○ Designed for Windows 7 (PC).
	  ○ Able to run Microsoft Office 2007 (PC).
	  ○ Designed for Mac OS X v10.8 (Mountain Lion) or OS X v10.7 (Lion).
	  ○ Able to run Microsoft Office 2008 (Mac).
	
	NOTE: For a machine to be included in this count, it should NOT be used within a virtual environment. In other words, applications primarily reside on the machine itself.
		• 99 – Free form response*
		
		*Additional detail required to be submitted in Free Form Response Text field.

403	What is the number of low capacity computers with Internet access that either reside in an instructional area or can be brought into an instructional area? Do not include machines used for administrative purposes.
	
	A low capacity computer meets the following criteria:
	• Older than 5 years.
	• May or may not contain a network card and can run basic, stand-alone applications such as word processing, tutorial programs, etc.
	• DO NOT include netbooks, thin clients, or Chromebooks.
	• Examples of low capacity computers include:
	  ○ Designed for Windows Vista or older (PC).
	  ○ Designed for Mac or OS X v10.6 (Snow Leopard) or older.
	
	NOTE: For a machine to be included in this count, it should NOT be used within a virtual environment. In other words, applications primarily reside on the machine itself.
		• 99 – Free form response*
		
		*Additional detail required to be submitted in Free Form Response Text field.

PATI SCHOOL TECHNOLOGY SURVEY		
Survey Question ID	**Question**	**Survey Choice Values**
Section 2 – Equipment and Device Counts		
404	What is the number of netbooks with Internet access that either reside in an instructional area or can be brought into an instructional area? Do not include machines used for administrative purposes. **NOTE:** For a machine to be included in this count, it should NOT be used within a virtual environment. In other words, applications primarily reside on the machine itself.	• 99 – Free form response* *Additional detail required to be submitted in Free Form Response Text field.
405	What is the number of computers used in a virtual environment with Internet access that reside in an instructional area or can be brought into an instructional area? Do not include machines used for administrative purposes. **NOTE:** For a machine to be included in this count, applications primarily do not reside on the machine itself.	• 99 – Free form response* *Additional detail required to be submitted in Free Form Response Text field.
406	What is the number of netbooks used in a virtual environment with Internet access that reside in an instructional area or can be brought into an instructional area? Do not include machines used for administrative purposes. **NOTE:** For a machine to be included in this count, applications primarily do not reside on the machine itself.	• 99 – Free form response* *Additional detail required to be submitted in Free Form Response Text field.
407	What is the number of thin clients used in a virtual environment with Internet access that reside in an instructional area or can be brought into an instructional area? Do not include machines used for administrative purposes). **NOTE:** For a machine to be included in this count, applications primarily do not reside on the machine itself.	• 99 – Free form response* *Additional detail required to be submitted in Free Form Response Text field.
408	What is the number of Chromebooks used in a virtual environment with Internet access that reside in an instructional area or can be brought into an instructional area? Do not include machines used for administrative purposes. **NOTE:** For a machine to be included in this count, applications primarily do not reside on the machine itself.	• 99 – Free form response* *Additional detail required to be submitted in Free Form Response Text field.

PATI SCHOOL TECHNOLOGY SURVEY		
Survey Question ID	**Question**	**Survey Choice Values**
Section 2 – Equipment and Device Counts		

823	What is the number of handheld devices with Internet access that that reside in an instructional area or can be brought into an instructional area? Do not include devices used for administrative purposes.
	
	Handheld or mobile devices are pocket-sized, typically having a display screen with touch input, miniature keyboard, or other user interface.
	• Examples include:
	  ○ PDAs (Palm Pilot, etc.).
	  ○ Audio/Video Devices (MP3 player, iPod, etc.).
	  ○ Other Wi-Fi accessible devices.
	NOTE: Do not include devices that are used solely as student response systems (clickers).
		• 99 – Free form response*
		
		*Additional detail required to be submitted in Free Form Response Text field.

PATI SCHOOL TECHNOLOGY SURVEY		
Survey Question ID	**Question**	**Survey Choice Values**
Section 3 – 1-1 Student Laptop or Device Program		
840	Does your school participate in a 1-1 student laptop or device program? Some schools provide laptops or devices for 1-1 student use. To be counted in this category, laptops or devices must be assigned to individual students for multiple class use. DO NOT include 1-1 student access to laptops or devices that reside in a specific classroom. Also do not include student-owned devices that they bring to school.	• 1 – Yes • 2 – No
850	If your school participates in a 1-1 program, how many High Capacity laptops assigned to individual students have Internet access when used in school?	• 98 – Not Applicable (school does not have1-1 program) • 99 – Free form response* *Additional detail required to be submitted in Free Form Response Text field
870	If your school participates in a 1-1 program, how many Mid Capacity laptops assigned to individual students have Internet access when used in school?	• 98 – Not Applicable (school does not have1-1 program) • 99 – Free form response* *Additional detail required to be submitted in Free Form Response Text field
890	If your school participates in a 1-1 program, how many Low Capacity laptops assigned to individual students have Internet access when used in school?	• 98 – Not Applicable (school does not have1-1 program) • 99 – Free form response* *Additional detail required to be submitted in Free Form Response Text field
910	If your school participates in a 1-1 program, how many Netbooks assigned to individual students have Internet access when used in school?	• 98 – Not Applicable (school does not have1-1 program) • 99 – Free form response* *Additional detail required to be submitted in Free Form Response Text field

PATI SCHOOL TECHNOLOGY SURVEY		
Survey Question ID	**Question**	**Survey Choice Values**
Section 3 – 1-1 Student Laptop or Device Program		
923	If your school participates in a 1-1 program, how many Handhelds assigned to individual students have Internet access when used in school?	• 98 – Not Applicable (school does not have1-1 program) • 99 – Free form response* *Additional detail required to be submitted in Free Form Response Text field.
924	If your school participates in a 1-1 program, how many e-Readers assigned to individual students have Internet access when used in school?	• 98 – Not Applicable (school does not have1-1 program) • 99 – Free form response* *Additional detail required to be submitted in Free Form Response Text field.
925	If your school participates in a 1-1 program, how many Tablet Devices assigned to individual students have Internet access when used in school?	• 98 – Not Applicable (school does not have1-1 program) • 99 – Free form response* *Additional detail required to be submitted in Free Form Response Text field.
926	If your school participates in a 1-1 program, how many Chromebooks assigned to individual students have Internet access when used in school?	• 98 – Not Applicable (school does not have 1-1 program) • 99 – Free form response* * Additional detail required to be submitted in Free Form Response Text field.
975	If your school participates in a 1-1 program, what percentage of participating students are permitted to take their laptop or device home?	• 98 – Not Applicable (school does not have1-1 program) • 99 – Free form response* *Additional detail required to be submitted in Free Form Response Text field.

PATI SCHOOL TECHNOLOGY SURVEY		
Survey Question ID	**Question**	**Survey Choice Values**
	Section 4 – School Transport Questions	
1030	Is this school connected to an LEA-Based WAN that is used for applications such as file sharing, administrative functions, student information, digital content, etc.? An LEA-Based WAN is defined as a building-to-building network that connects buildings within YOUR LEA (district, CTC, or charter school). For single LEAs containing ONLY one school: Since your network is contained within your own school answer NO to this question.	• 1 – Yes • 2 – No
1040	Who is the primary Transport Access provider to your WAN?	• 1 – Comcast • 2 – D&E Communications • 3 – DQE Communications • 4 – Embarq • 5 – Level 3 • 6 – Prolog • 7 – Qwest • 8 – Sting Communications • 9 – Sunesys • 10 – Verizon • 11 – Wind Stream • 12 – Owned (fiber, wireless, coax) • 98 – Not Applicable (school not connected to LEA-based WAN) • 99 – Other* *Additional detail required to be submitted in Free Form Response Text field.

PATI SCHOOL TECHNOLOGY SURVEY		
Survey Question ID	**Question**	**Survey Choice Values**
	Section 4 – School Transport Questions	
1050	What is the primary Transport type from this School to the LEA Head End? **NOTE:** "Public" means that the connection is leased from a telecommunications provider; "Private" means the LEA owns the connection.	• 1 – Public Telco • 2 – Public Fiber • 3 – Public Microwave • 4 – Public Wireless • 5 – Private Telco • 6 – Private Fiber • 7 – Private Microwave • 8 – Private Wireless • 98 – Not Applicable (school not connected to LEA-based WAN)
1060	What is the transport capacity from this School to the LEA Head End?	• 1 – Less than 768 kbps • 2 – 768 kbps only • 3 – Greater than 768 kbps and less than 1.54Mb (T-1) • 4 – 1.54Mb (T-1) only • 5 – Greater than 1.54MB and less than 3MB • 6 – 3MB to 5MB • 7 – 6MB to 9MB • 8 – 10MB to 24MB • 9 – 25MB to 49MB • 10 – 50MB to 99MB • 11 – 100MB to 999MB • 12 – 1GB or greater • 98 – Not Applicable (school not connected to LEA-based WAN)
1070	What is your estimated monthly pre-Erate cost for the transport from this School to the LEA Head End?	• 1 – Zero • 2 – $1.00 - $500.00 • 3 – $501.00 - $1,000.00 • 4 – $1001.00 - $2,500.00 • 5 – $2,501.00 - $5,000.00 • 6 – Greater than $5,000.00 • 98 – Not Applicable (school not connected to LEA-based WAN)

PATI SCHOOL TECHNOLOGY SURVEY		
Survey Question ID	**Question**	**Survey Choice Values**
Section 5 – School Internet Questions		
1080	How does this school receive its Internet connection?	• 1 – From the LEA-Based WAN • 2 – Direct from an Internet Service Provider (ISP) • 3 – This school does not have a connection to the Internet
1090	If your school is receiving its Internet connection as part of an LEA-based WAN, what is the Internet capacity from this school to the LEA Head End?	• 1 – Less than 768 kbps • 2 – 768 kbps only • 3 – Greater than 768 kbps and less than 1.54Mb (T-1) • 4 – 1.54Mb (T-1) only • 5 – Greater than 1.54MB and less than 3MB • 6 – 3MB to 5MB • 7 – 6MB to 9MB • 8 – 10MB to 24MB • 9 – 25MB to 49MB • 10 – 50MB to 99MB • 11 – 100MB to 999MB • 12 – 1GB or greater • 98 – Not Applicable (school receives Internet connection directly from an ISP or does not have a connection to the Internet)

PATI SCHOOL TECHNOLOGY SURVEY		
Survey Question ID	**Question**	**Survey Choice Values**
Section 5 – School Internet Questions		
1100	If your school is receiving its Internet connection directly from an Internet Service Provider (ISP), who is your primary ISP?	• 1 – Comcast • 2 – D&E Communications • 3 – Embarq • 4 – Expedient • 5 – Level 3 • 6 – Prolog • 7 – Qwest • 8 – Sting Communications • 9 – Verizon • 10 – Wind Stream • 98 – Not Applicable (school receives Internet connection from an LEA-based WAN or has no connection to the Internet) • 99 – Other* *Additional detail required to be submitted in Free Form Response Text field.
1110	If your school is receiving its Internet connection directly from an Internet Service Provider (ISP), what is the primary Transport type from this school to the ISP? **NOTE:** "Public" means that the connection is leased from a telecommunications provider; "Private" means the LEA owns the connection.	• 1 – Public Telco • 2 – Public Fiber • 3 – Public Microwave • 4 – Public Wireless • 5 – Private Telco • 6 – Private Fiber • 7 – Private Microwave • 8 – Private Wireless • 98 – Not Applicable (school receives Internet connection from an LEA-based WAN or has no connection to the Internet)

PATI SCHOOL TECHNOLOGY SURVEY		
Survey Question ID	**Question**	**Survey Choice Values**
Section 5 – School Internet Questions		
1120	If your school is receiving its Internet connection directly from an Internet Service Provider (ISP), what is the Internet capacity from this school to the ISP?	• 1 – Less than 768 kbps • 2 – 768 kbps only • 3 – Greater than 768 kbps and less than 1.54Mb (T-1) • 4 – 1.54Mb (T-1) only • 5 – Greater than 1.54MB and less than 3MB • 6 – 3MB to 5MB • 7 – 6MB to 9MB • 8 – 10MB to 24MB • 9 – 25MB to 49MB • 10 – 50MB to 99MB • 11 – 100MB to 999MB • 12 – 1GB or greater • 98 – Not Applicable (school receives Internet connection from an LEA-based WAN or has no connection to the Internet)
1130	If your school is receiving its Internet connection directly from an Internet Service Provider (ISP) what is your estimated monthly pre-Erate cost for the Internet?	• 1 – Zero • 2 – $1.00 - $500.00 • 3 – $501.00 - $1,000.00 • 4 – $1,001.00 - $2,500.00 • 5 – $2,501.00 - $5,000.00 • 6 – Greater than $5,000.00 • 98 – Not Applicable (school receives Internet connection from an LEA-based WAN or has no connection to the Internet

PATI SCHOOL TECHNOLOGY SURVEY		
Survey Question ID	**Question**	**Survey Choice Values**
	Section 6 – Bring Your Own Device (BYOD)	
1140	Does your school participate in a Bring Your Own Device (BYOD) program?	• 1 – Yes • 2 – No
1150	If your school participates in a BYOD program, what percentage of students is participating in the BYOD program?	• 98 – Not Applicable (school does not participate in a BYOD program) • 99 – Free form response* *Additional detail required to be submitted in Free Form Response Text field
1060	If known, what percentage of students has broadband Internet access at home? Please include all types of broadband connectivity (e.g. DSL, cable, cellular, etc.)	• 1 – 0 to 10 • 2 – 11 to 20 • 3 – 21 to 30 • 4 – 31 to 40 • 5 – 41 to 50 • 6 – 51 to 60 • 7 – 61 to 70 • 8 – 71 to 80 • 9 – 81 to 90 • 10 – 91 to 100 • 11 – Unknown

PATI School Technology Survey Sample Data

The table below provides a sample of what the Survey Participant Response Template should look like for the 2015-2016 PATI School Technology Survey for one school for the first few questions. For clarity purposes this is shown in tabular format instead of comma, tab or pipe (|) delimited format.

District Code	Survey Name	Survey Administration	Participant ID	Survey Question ID	Survey Choice Value	Not Collected	Free Form Response Text
112233445	PATI_SCHOOL	2016-06-30	1111	5	99		90
112233445	PATI_SCHOOL	2016-06-30	1111	6	99		80
112233445	PATI_SCHOOL	2016-06-30	1111	10	2		
112233445	PATI_SCHOOL	2016-06-30	1111	20	2		
112233445	PATI_SCHOOL	2016-06-30	1111	401	99		120
112233445	PATI_SCHOOL	2016-06-30	1111	402	99		60
112233445	PATI_SCHOOL	2016-06-30	1111	403	99		20
112233445	PATI_SCHOOL	2016-06-30	1111	404	99		55
…							

Staff Domain

The LEAs are required to submit the following templates in the Staff Domain:

- Staff
- Staff Snapshot
- Staff Assignment
- Staff Development Fact

This domain only applies to the following organizational types:

- School Districts
- Intermediate Units
- Career and Technology Centers
- Charter Schools
- State Juvenile Correctional Institutions

NOTE: SJCIs do not need to submit the Staff Development Fact template, which is part of the School Safety Collection.

Staff Template

(95 Fields, 35 Collected)

Target Table: STAFF

Template Description

This template is meant to reflect the current professional employee situation – there is only one LEA record for each professional employee, even if the employee has worked in more than one location within the LEA for a given collection period.

School security staff, including directly employed or contracted school police officers, school resource officers, and school security officers, are collected in this template. These staff members are to be reported during Collection Window 6 for the Safe Schools data set, not during the October Staff Submission. During this submission only the fields listed below are required. All security staff members for the entire school year should be reported during this window, even if the individual is no longer working as a security officer at the end of the school year. **NOTE**: Professional staff should not be submitted during the summer security staff submission.

Fields required for the Safe Schools data set during Collection Window 6:

- DISTRICT CODE (Field 1)
- STAFF ID (Field 2)
- LOCATION CODE (Field 14)
- STAFF QUALIFICATION STATUS CODE (Field 48)
- FIRST NAME LONG (Field 65)
- LAST NAME LONG (Field 66)
- AUTHORIZED TO CARRY WEAPON INDICATOR (Field 95)

If an LEA has no directly employed or contracted security staff a record indicating this must be entered in the District Fact template. Please refer to this section.

Grain: One record per LEA / Staff

Please note that only the fields highlighted will be collected for Pennsylvania Department of Education. Remember that all fields may not be mandatory; however, all fields within a template **MUST BE** accounted for in order to transmit data.

PIMS Staff Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	9	DISTRICT CODE	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education for the LEA that employs (or contracts with the private entity for) the person.		Example: 123456789 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
2	9	STAFF ID	R	K, M	A unique identifier for each staff member; use the 7-digit Professional Personnel ID (PPID) for all certificated staff and non-certificated staff. Use the 5-digit Municipal Police Officer Training ID (MPTID) for school security staff preceded by SS. If the school security staff does not have an MPTID, the LEA must assign the individual a unique and consistent 5-digit ID preceded by SS. The staff ID must be consistent in all templates.	Do not use leading zeros or spaces in PPIDs. All IDs for school security staff should be prefixed with "SS" so that they do not conflict with other staff IDs. See Sample / Valid Value.	Examples: 6925031 or SS12345 (for school security staff)
3	9	SOCIAL SECURITY NUMBER	O	U	The 9-digit number of identification assigned to the individual by the Social Security Administration. Do not include dashes.	Field 3 is optional.	Example: 123456789
4	Not collected						
5	Not collected						
6	Not collected						
7	Not collected						
8	3	JOB DESCRIPTION	R	U	The level of access that should be granted in the PVAAS Roster Verification system for this school year. Value in this field will be used to create account credentials and authorize specific levels of access to PVAAS.		Example: SWS See Appendix AH in Volume 2 of the PIMS User Manual for the full list of Job Descriptions.
9	Not collected						

PIMS Staff Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
10	Not collected						
11	Not collected						
12	Not collected						
13	Not collected						
14	4	LOCATION CODE	R	U, M	The PDE-defined, 4-digit school code identifying the primary school of employment for the staff member. • LEA off-site locations, use 9999. • Staff assigned to district office, use 0000. • Private schools, use 0000. • School security staff, use 0000. **NOTE:** IUs use LOCATION CODE 0000.		All LEA and school codes can be found at http://www.edna.ed.state.pa.us/ **NOTE:** Every PA public school, including charter schools and CTEs, has a 4-digit school code.
15	Not collected						
16	Not collected						
17	N/A	STAFF EMPLOYMENT TYPE CODE	R	U	An indication of whether an individual is employed for a standard number of hours (as determined by civil or organizational policies) in a week, month, or other period of time.		Valid Values: • F = full time • P = part time
18	Not collected						
19	Not collected						
20	N/A	GENDER CODE	R	U	A person's gender		Valid Values: • M = male • F = female

PIMS Staff Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
21	N/A	RACE OR ETHNICITY CODE	R	U	The general racial or ethnic category that most clearly reflects the individual's recognition of his or her community or with which the individual most identifies.	Required if known. Refer to "Race/Ethnicity: Federal Race and Ethnicity Standards" in this volume of the manual for an explanation of the federal race and ethnicity codes.	Valid Values: • 1 – American Indian/Alaskan Native (not Hispanic) • 3 – Black or African • American (not Hispanic) • 4 – Hispanic (any race) • 5 – White (not Hispanic) • 6 – Multi-Racial (not Hispanic) • 9 – Asian (not Hispanic) • 10 – Native Hawaiian or other Pacific Islander (not Hispanic)
22	Not collected						
23	14	HOME PHONE	O	U	The telephone number including the area code and extension, if applicable.		Example: 717-555-1212
24	Not collected						
25	40	ADDRESS 1	R	U	The street number and street name or post office box number of home address.		Example: 222 Main St.
26	40	ADDRESS 2	O	U	Additional street address information, if necessary.		Example: Apt. 107
27	30	CITY	R	U	The name of the city in which an address is located.		Example: Harrisburg
28	N/A	STATE	R	U	The 2-character abbreviation for the state (within the United States) or outlying area in which an address is located.		Example: PA See Appendix D in Volume 2 of the PIMS User Manual for the full list of state abbreviations.
29	10	FULL ZIP CODE	R	U	The 5- or 9-digit zip code portion of home address.		Example: 17126-0333
30	Not collected						
31	Not collected						
32	Not collected						
33	Not collected						
34	Not collected						

PIMS Staff Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
35	10	CURRENT SERVICE DATE	R	U	The month, day, and year on which an individual was hired for a position. **This must be the date the professional first was hired for the current position, even if that is a prior year.**	All dates must be in ISO format, with all 10 characters present, including dashes: YYYY-MM-DD.	Example: 1990-09-01
36	10	EXIT DATE	CR	U	The month, day, and year on which an individual ended a period of self-employment or employment with an organization or institution.	This field is required for exited staff only. All dates must be in ISO format, with all 10 characters present, including dashes: YYYY-MM-DD.	Example: 2015-07-15
37	Not collected						
38	Not collected						
39	2	YEARS EXPERIENCE	R	U	The total number of years that an individual has worked in 1 or more educational institutions. Enter whole numbers only, not fractions or decimals. **NOTE:** An individual in their first year should be reported as 1. **Do not enter zero.** Employment in states other than PA and in private schools may be counted. This should only include years as a professional in Pre-K – 12 education.		Example: 20
40	10	BIRTH DATE	R	U	The month, day, and year on which an individual was born.	All dates must be in ISO format, with all 10 characters present, including dashes: YYYY-MM-DD.	Example: 1991-07-15

PIMS Staff Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
41	N/A	ACTIVE/INACTIVE INDICATOR	R	U, R	Indicate employment status based on your selection of a valid value. See Valid Values.	Staff reported on the previous year's snapshot as active or on leave who are no longer employed by LEA must be reported as terminated. For terminated staff, be sure to populate Field 54 (TERMINATION CODE).	Valid Values: • A – active • T – terminated • M – military leave • S – sabbatical leave • U – suspension • O – other • H – charter school • W – workers' compensation
42	Not collected						
43	2	YEARS EXPERIENCE IN DISTRICT	R	U	The total number of consecutive years that an individual has worked for the LEA. Enter whole numbers only, not fractions or decimals. **NOTE**: An individual in his/her first year should be reported as 1. **Do not enter zero.** If an individual leaves the LEA and returns, he/she starts over.		Example: 15
44	N/A	JOB CLASS CODE LONG	O	U	The category that most clearly reflects the nature and degree of an individual's participation in the work force See Valid Values.		Valid Values: • PE – Professional Employee • TPE –Temporary Professional Employee • SP – Substitute (other than Professional or Temporary Professional) • OE – Other Employee • SC – Subcontracted Employee
45	Not collected						
46	Not collected						
47	Not collected						

PIMS Staff Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
48	20	STAFF QUALIFICATION STATUS CODE	CR	U	The type of school security staff See Valid Values.	Required for school security staff This field should be used for school security staff only.	Valid Values: • SSO – School Security Officer • SRO – School Resource Officer • SPO – School Police Officer See Appendix X in Volume 2 of the PIMS User Manual for a definition of these values.
49	Not collected						
50	Not collected						
51	Not collected						
52	10	ANNUAL SALARY	R	U	The salary or wage (**in whole dollars only**) an individual is paid before deductions (excluding differentials). If currently in contract negotiations, please enter most current salary. **Substitutes are not included in this report unless they are filling a vacant position.** See FAQ section below for more information.	Report the annual contract salary to the nearest dollar. **Do not report cents.** Do not report "extra" salary paid for extra duties assumed voluntarily (for example, coaching football).	Example: 45000
53	Not collected						
54	N/A	TERMINATION CODE	CR	U	The primary reason for the termination of the employment relationship. If staff member was included on prior report and has left the LEA, include on report and indicate appropriate termination code. See Valid Values.	This field is required for exited staff only.	Valid Values: • 01 – resigned / terminated, remained in education • 02 – resigned / terminated, left education • 03 – furloughed / laid off • 06 – retired • 07 – death / illness • 08 – other • 14 – disciplinary action • 15 – Retired PPID (use only if directed by PDE for PPIDs reported incorrectly in prior years that cannot be corrected)

PIMS Staff Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
55	Not collected						
56	Not collected						
57	20	ALTERNATE STAFF ID	R	U	A unique number or alphanumeric code assigned by the LEA to identify a staff member. If no local LEA ID exists, reenter PPID from the Field 2 (STAFF ID).		Example: 987654
58	Not collected						
59	Not collected						
60	Not collected						
61	Not collected						
62	Not collected						
63	3	LOCAL CONTRACT	O	U	Indicates whether the staff member has a current contract (yes) or is working without a contract because the contract is currently in negotiations (no).	Y (Yes) – has a current contract N (No) – is in negotiations	Valid Value: Y or N
64	Not collected						
65	60	FIRST NAME LONG	R	U, R	A legal name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.		Example: Thomas
66	60	LAST NAME LONG	R	U, R	The legal name borne in common by members of a family, also known as the surname.		Example: Smith
67	10	NAME SUFFIX	O	U	An appendage, if any, used to denote an individual's generation in his family (e.g., Jr., Sr., III).		Examples: Jr., Sr., II, III, IV, V, etc.
68	Not collected						
69	Not collected						
70	Not collected						

PIMS Staff Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
71	N/A	HIGHEST DEGREE INSTITUTION CODE	R	U	The extent of formal instruction an individual has received (i.e., the highest grade in school completed or its equivalent, or the highest degree received). See Valid Values.		Valid Values: • 1044 – high school diploma • 2409 – high school equivalency (e.g. GED) • 0819 – vocational certificate, no college degree • 1049 – some college but no degree • 1050 – Associate's degree (2 years or more) • 1051 – Bachelor's (Baccalaureate) degree (e.g., B.A., A.B., B.S.) • 1054 – Master's degree (e.g., M.A., M.S., M.Eng., M.Ed., M.S.W., M.B.A., M.L.S.) • 1055 – Specialist's degree (e.g., Ed.S.) • 1057 – Doctoral (Doctor's) degree (e.g., Ph.D., Ed.D.) • 9998 – less than HS graduate
72	Not collected						
73	40	ADDRESS 3	O	U	The apartment, room, or suite number of an address.		
74	Not collected						
75	Not collected						
76	80	E-MAIL ADDRESS	R	U	The numbers, letters, and symbols used to identify an electronic mail (e-mail) user within the network to which the individual or organization belongs.	This field will be used in conjunction with Field 8 (JOB DESCRIPTION) to create PVAAS user accounts. Work email addresses are strongly recommended.	Example: jdoe@LEA.org
77	60	MIDDLE NAME	O	U	A secondary name given to an individual at birth, baptism, or during another naming ceremony.		Example: Louise
78	Not collected						
79	Not collected						
80	Not collected						
81	Not collected						
82	Not collected						

PIMS Staff Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
83	N/A	EMPLOYMENT ELIGIBILITY VERIFICATION	O	U	The second form of documentation (supplemental to an identification document with photograph, e.g., driver's license) furnished by an individual verifying his/her eligibility to be legally employed in the United States. See Valid Values.		Valid Values: See Appendix G in Volume 2 of the PIMS User Manual for a complete list of valid values.
84	Not collected						
85	Not collected						
86	Not collected						
87	Not collected						
88	Not collected						
89	Not collected						
90	Not collected						
91	Not collected						
92	Not collected						
93	Not collected						
94	Not collected						
95	N/A	AUTHORIZED TO CARRY WEAPON INDICATOR	CR	U	Specifies whether the school security staff member is authorized to carry a weapon.	**Required for school security staff.** This field should be used for school security staff only.	Valid Value: Y or N

Rules

1. STAFF IDs must be unique within an LEA.
2. Date fields (field name ends in DATE) must be in the ISO format: YYYY-MM-DD.
3. SOCIAL SECURITY NUMBER should be in the format NNNNNNNNN.
4. The LOCATION CODE is the code of the primary location for the staff member and is required.
5. Phone numbers should be in the format 555-555-5555.
6. CITIZENSHIP and FELONY should be Y or N.
7. BIRTH DATE must be within set range such that staff age is between 22 and 75.
8. SNAPSHOT DATE is reserved for compatibility with the STAFF_SNAPSHOT Table.
9. The columns identified with an NCES code are recommended to follow the NCES Non-Fiscal Data Handbook V4.0.
10. Code Column: K – component of primary key; U – value is updatable if row exists; M – a value must be supplied; R – recommended; N/A – not applicable.
11. Only delimited files are accepted.

Load Sequence/Dependencies

No dependencies

FAQs

Please note that FAQs in this section pertain to the Staff Template in the Staff Domain.

1. How should the Staff and Staff Snapshot templates be submitted?

- All professional personnel and school security personnel should be reported in the Staff and Staff Snapshot templates. Professional staff must be reported in the October snapshot; school security staff must be reported in the June snapshot. See the "Staff to Be Reported in PIMS" section of the PIMS User Manual, Volume 1, for more information on which staff members should be reported.

2. Can an LEA decide to populate the Snapshot Date within the Staff template so that the format of this template is consistent with the Staff Snapshot template?

- Yes, LEAs can populate this field. It will be ignored in the Staff template.

3. How are staff reported if they are not assigned to a particular school?

- Each LEA will use a generic location code of 9999 for staff working off-site.
- Use a generic location code of 0000 for LEA Administrators that work at district offices and not directly with students, e.g. superintendents, business managers, home and school visitors, etc.

- LEAs with a single school location such as charter schools and AVTSs/CTCs should use the single school location for all staff instead of 0000.
- Psychologists, social workers, and school nurses may be assigned to the location where they spend most of their time.

4. What should be entered in the Annual Salary field if professional personnel are in negotiations working without a contract?

- Submit the most current salaries available and report "NO" in Field 63 (Local Contract).

5. What does annual salary include?

- If the employee is employed in two or more LEAs, enter only the salary for the reporting LEA and enter the percent of time employed within the reporting LEA only. For personnel servicing both elementary/secondary and adult programs, do not include salary covering the adult portion of the assignment.
- Do not include fringe benefits or extra pay for extra duties assumed voluntarily, such as coaching and student activity advising.
- Enter the full contract salary for personnel on leave and indicate the type of leave in the "Active/Inactive Indicator" column. DO NOT prorate the salary of an individual on leave because they are only receiving a portion of their contracted salary. **NOTE**: Salary for a part-time employee is the yearly salary the employee is being paid. It is not a per diem rate nor is it converted to a full-time salary.
- Salary for employees on Charter School Leave should be "0".
  Salary for employees on Worker's Compensation more than one year should be "0".
- Salary for terminated employees should be "0".
- Do not report hourly rates. Calculate the annual salary based on the estimated number of hours that will be worked and the hourly salary. If necessary, update the figure at the end of the year when the actual amount is known.
- Substitutes are not included in this report unless they are filling a vacant position.

6. How shall I report the salary of administrators who serve multiple charter schools?

- Administrators, including the chief executive officer, chief school administrator, and all other employees who by virtue of their positions exercise management or operational oversight responsibilities, shall report their full salary from the school that issues their paycheck.
- Enter a zero salary for the other charter schools served by these administrators. Ignore any corresponding feedback report warnings regarding these zero salaries.
- Continue to mark these administrators as part-time in the Staff and Staff Snapshot templates. Divide their percent time assigned in the Staff Assignment template among all schools.

7. Should I include terminated staff in my staff snapshot?

- Yes, after they leave your LEA, terminated staff should be included in the following year's staff snapshot file to allow reporting of their termination.

8. How do I report terminated staff?

- In the first PIMS Staff Snapshot after a staff member exits the LEA, report the following in Staff and Staff Snapshot templates (in addition to all required fields):
  - Field 41, ACTIVE/INACTIVE INDICATOR – T (terminated)
  - Field 36, the exit date
  - Field 54, the appropriate termination code
  - Field 52, ANNUAL SALARY should be 0.

9. What termination code shall I use to report staff who will no longer be reported but who still work for my LEA?

- Use Termination Code 08 (Other) in Field 54 in the Staff and Staff Snapshot templates to indicate that staff who still work at the LEA will no longer be reported. This designation is applied to someone reported in a prior year that does not meet reporting requirements, such as support staff.

10. What termination code do I use to correct invalid staff IDs that cannot be deleted?

- Use termination code 15 in Field 54 in the Staff and Staff Snapshot templates to report staff that were uploaded with an invalid ID. This code should only be used when directed by PDE for specific cases in which a staff record could not be deleted.

11. What happens if an LEA has no directly employed or contracted school security staff?

- If an LEA has no directly employed or contracted security staff, a record indicating this must be entered in the District Fact template during the June reporting window. Please refer to that section. In this case, no school security records should be submitted in the Staff, Staff Snapshot, Staff Assignment, or Staff Development Fact templates.

12. Do staff that provide security services at extracurricular activities such as sports need to be submitted?

- No, these staff do not need to be submitted to PIMS.

13. How do I report staff employed as non-supervisory Dean of Students?

- Use Code 9900, “Other Not Listed Above (certificated personnel).”

Staff Snapshot Template

(95 Fields, 36 Collected)

Target Table: STAFF_SNAPSHOT

Template Description

This table is used to record a point-in-time view of the staff population. The Staff Snapshot template can be used to track changes over time since there is one record for each staff member for each snapshot date. The Staff Snapshot template must be submitted in a point-in-time fashion. All types of professional staff should be included in this template. However, terminated staff should be included in this template only if they have been terminated since the last collection period.

School security staff, including directly employed or contracted school police officers, school resource officers, and school security officers, also are collected in this template. These staff members are to be reported during Collection Window 6 for the Safe Schools data set, not during the October Staff Submission. During this submission only the fields listed below are required. All security staff members for the entire school year should be reported during this window, even if the individual no longer is working as a security officer at the end of the school year.

Fields required for the Safe Schools data set during Collection Window 6:

- 1 – District Code
- 2 – Staff ID
- 14 – Location Code
- 48 – Staff Qualification Status Code
- 65 – First Name Long
- 66 – Last Name Long
- 95 – Authorized to Carry Weapon Indicator

If an LEA has no directly employed or contracted security staff, a record indicating this must be entered in the District Fact template. Please refer to this section.

Grain: One record per LEA / Staff / Snapshot Date

Please note that only the fields highlighted will be collected for Pennsylvania Department of Education. Remember that all fields may not be mandatory; however, all fields within a template **MUST BE** accounted for in order to transmit data.

PIMS Staff Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	9	DISTRICT CODE	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education for the LEA that employs (or contracts with the private entity for) the person.		Example: 123456789 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
2	9	STAFF ID	R	K, M	A unique identifier for each staff member; use the 7-digit Professional Personnel ID (PPID) for all certificated staff and non-certificated staff. Use the 5-digit Municipal Police Officer Training ID (MPTID) for school security staff preceded by SS. If the school security staff does not have an MPTID, the LEA must assign the individual a unique and consistent 5-digit ID preceded by SS. The staff ID must be consistent in all templates.	Do not use leading zeros or spaces in PPIDs. All IDs for school security staff should be prefixed with "SS" so that they do not conflict with other staff IDs. See Sample / Valid Value.	Examples: 6925031 or SS12345 (for school security staff)
3	9	SOCIAL SECURITY NUMBER	O	U	The 9-digit number of identification assigned to the individual by the Social Security Administration. Do not include dashes.	Field 3 is optional.	Example: 123456789
4	Not collected						
5	Not collected						
6	Not collected						
7	Not collected						
8	3	JOB DESCRIPTION	R	U	The level of access that should be granted in the PVAAS Roster Verification system for this school year. Value in this field will be used to create account credentials and authorize specific levels of access to PVAAS.		Example: SWS See Appendix AH in Volume 2 of the PIMS User Manual for the full list of Job Descriptions.
9	Not collected						

PIMS Staff Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
10	Not collected						
11	Not collected						
12	Not collected						
13	Not collected						
14	4	LOCATION CODE	R	U, M	The PDE-defined, 4-digit school code identifying the primary school of employment for the staff member. • LEA off-site locations, use 9999. • Staff assigned to district office, use 0000. • Private schools, use 0000. • School security staff, use 0000. **NOTE:** IUs use LOCATION CODE 0000.		All LEA and school codes can be found at http://www.edna.ed.state.pa.us/ **NOTE:** Every PA public school, including charter schools and CTEs, has a 4-digit school code.
15	Not collected						
16	Not collected						
17	N/A	STAFF EMPLOYMENT TYPE CODE	R	U	An indication of whether an individual is employed for a standard number of hours (as determined by civil or organizational policies) in a week, month, or other period of time.		Valid Values: • F = full time • P = part time
18	Not collected						
19	Not collected						
20	N/A	GENDER CODE	R	U	A person's gender		Valid Values: • M = male • F = female

PIMS Staff Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
21	N/A	RACE OR ETHNICITY CODE	R	U	The general racial or ethnic category that most clearly reflects the individual's recognition of his or her community or with which the individual most identifies.	Required if known. Refer to "Race/Ethnicity: Federal Race and Ethnicity Standards" in this volume of the manual for an explanation of the federal race and ethnicity codes.	Valid Values: • 1 – American Indian/Alaskan Native (not Hispanic) • 3 – Black or African • American (not Hispanic) • 4 – Hispanic (any race) • 5 – White (not Hispanic) • 6 – Multi-Racial (not Hispanic) • 9 – Asian (not Hispanic) • 10 – Native Hawaiian or other Pacific Islander (not Hispanic)
22	Not collected						
23	14	HOME PHONE	O	U	The telephone number including the area code and extension, if applicable.		Example: 717-555-1212
24	Not collected						
25	40	ADDRESS 1	R	U	The street number and street name or post office box number of home address.		Example: 222 Main St.
26	40	ADDRESS 2	O	U	Additional street address information, if necessary.		Example: Apt. 107
27	30	CITY	R	U	The name of the city in which an address is located.		Example: Harrisburg
28	N/A	STATE	R	U	The 2-character abbreviation for the state (within the United States) or outlying area in which an address is located.		Example: PA See Appendix D in Volume 2 of the PIMS User Manual for the full list of state abbreviations.
29	10	FULL ZIP CODE	R	U	The 5- or 9-digit zip code portion of home address.		Example: 17126-0333
30	Not collected						
31	Not collected						
32	Not collected						
33	Not collected						
34	Not collected						

PIMS Staff Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
35	10	CURRENT SERVICE DATE	R	U	The month, day, and year on which an individual was hired for a position. **This must be the date the professional first was hired for the current position, even if that is a prior year.**	All dates must be in ISO format, with all 10 characters present, including dashes: YYYY-MM-DD.	Example: 1990-09-01
36	10	EXIT DATE	CR	U	The month, day, and year on which an individual ended a period of self-employment or employment with an organization or institution.	This field is required for exited staff only. All dates must be in ISO format, with all 10 characters present, including dashes: YYYY-MM-DD.	Example: 2015-07-15
37	Not collected						
38	Not collected						
39	2	YEARS EXPERIENCE	R	U	The total number of years that an individual has worked in 1 or more educational institutions. Enter whole numbers only, not fractions or decimals. **NOTE:** An individual in their first year should be reported as 1. **Do not enter zero.** Employment in states other than PA and in private schools may be counted. This should only include years as a professional in Pre-K – 12 education.		Example: 20
40	10	BIRTH DATE	R	U	The month, day, and year on which an individual was born.	All dates must be in ISO format, with all 10 characters present, including dashes: YYYY-MM-DD.	Example: 1991-07-15

PIMS Staff Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
41	N/A	ACTIVE/INACTIVE INDICATOR	R	U, R	Indicate employment status based on your selection of a valid value. See Valid Values.	Staff reported on the previous year's snapshot as active or on leave who are no longer employed by LEA must be reported as terminated. For terminated staff, be sure to populate Field 54 (TERMINATION CODE).	Valid Values: • A – active • T – terminated • M – military leave • S – sabbatical leave • U – suspension • O – other • H – charter school • W – workers' compensation
42	Not collected						
43	2	YEARS EXPERIENCE IN DISTRICT	R	U	The total number of consecutive years that an individual has worked for the LEA. Enter whole numbers only, not fractions or decimals. **NOTE**: An individual in his/her first year should be reported as 1. **Do not enter zero.** If an individual leaves the LEA and returns, he/she starts over.		Example: 15
44	N/A	JOB CLASS CODE LONG	O	U	The category that most clearly reflects the nature and degree of an individual's participation in the work force See Valid Values.		Valid Values: • PE – Professional Employee • TPE –Temporary Professional Employee • SP – Substitute (other than Professional or Temporary Professional) • OE – Other Employee • SC – Subcontracted Employee
45	Not collected						
46	Not collected						
47	Not collected						

PIMS Staff Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
48	20	STAFF QUALIFICATION STATUS CODE	CR	U	The type of school security staff. See Valid Values.	Required for school security staff This field should be used for school security staff only.	Valid Values: • SSO – School Security Officer • SRO – School Resource Officer • SPO – School Police Officer See Appendix X in Volume 2 of the PIMS User Manual for a definition of these values.
49	Not collected						
50	10	SNAPSHOT DATE	R	N/A	Indicates the reporting period date for the staff record.	All dates must be in ISO format: YYYY-MM-DD.	Example: 2015-10-01
51	Not collected						
52	10	ANNUAL SALARY	R	U	The salary or wage (**in whole dollars only**) an individual is paid before deductions (excluding differentials). If currently in contract negotiations, please enter most current salary. **Substitutes are not included in this report unless they are filling a vacant position.** See FAQ section below for more information.	Report the annual contract salary to the nearest dollar. **Do not report cents.** Do not report "extra" salary paid for extra duties assumed voluntarily (for example, coaching football).	Example: 45000
53	Not collected						

PIMS Staff Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
54	N/A	TERMINATION CODE	CR	U	The primary reason for the termination of the employment relationship. If staff member was included on prior report and has left the LEA, include on report and indicate appropriate termination code. See Valid Values.	This field is required for exited staff only.	Valid Values: • 01 – resigned / terminated, remained in education • 02 – resigned / terminated, left education • 03 – furloughed / laid off • 06 – retired • 07 – death / illness • 08 – other • 14 – disciplinary action • 15 – Retired PPID (use only if directed by PDE for PPIDs reported incorrectly in prior years that cannot be corrected)
55	Not collected						
56	Not collected						
57	20	ALTERNATE STAFF ID	R	U	A unique number or alphanumeric code assigned by the LEA to identify a staff member. If no local LEA ID exists, reenter PPID from the Field 2 (STAFF ID).		Example: 987654
58	Not collected						
59	Not collected						
60	Not collected						
61	Not collected						
62	Not collected						
63	3	LOCAL CONTRACT	O	U	Indicates whether the staff member has a current contract (yes) or is working without a contract because the contract is currently in negotiations (no).	Y (Yes) – has a current contract N (No) – is in negotiations	Valid Value: Y or N
64	Not collected						
65	60	FIRST NAME LONG	R	U, R	A legal name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.		Example: Thomas

PIMS Staff Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
66	60	LAST NAME LONG	R	U, R	The legal name borne in common by members of a family, also known as the surname.		Example: Smith
67	10	NAME SUFFIX	O	U	An appendage, if any, used to denote an individual's generation in his family (e.g., Jr., Sr., III).		Examples: Jr., Sr., II, III, IV, V, etc.
68	Not collected						
69	Not collected						
70	Not collected						
71	N/A	HIGHEST DEGREE INSTITUTION CODE	R	U	The extent of formal instruction an individual has received (i.e., the highest grade in school completed or its equivalent, or the highest degree received). See Valid Values.		Valid Values: • 1044 – high school diploma • 2409 – high school equivalency (e.g. GED) • 0819 – vocational certificate, no college degree • 1049 – some college but no degree • 1050 – Associate's degree (2 years or more) • 1051 – Bachelor's (Baccalaureate) degree (e.g., B.A., A.B., B.S.) • 1054 – Master's degree (e.g., M.A., M.S., M.Eng., M.Ed., M.S.W., M.B.A., M.L.S.) • 1055 – Specialist's degree (e.g., Ed.S.) • 1057 – Doctoral (Doctor's) degree (e.g., Ph.D., Ed.D.) • 9998 – less than HS graduate
72	Not collected						
73	40	ADDRESS 3	O	U	The apartment, room, or suite number of an address.		
74	Not collected						
75	Not collected						

PIMS Staff Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
76	80	E-MAIL ADDRESS	R	U	The numbers, letters, and symbols used to identify an electronic mail (e-mail) user within the network to which the individual or organization belongs.	This field will be used in conjunction with Field 8 (JOB DESCRIPTION) to create PVAAS user accounts. Work email addresses are strongly recommended.	Example: jdoe@LEA.org
77	60	MIDDLE NAME	O	U	A secondary name given to an individual at birth, baptism, or during another naming ceremony.		Example: Louise
78	Not collected						
79	Not collected						
80	Not collected						
81	Not collected						
82	Not collected						
83	N/A	EMPLOYMENT ELIGIBILITY VERIFICATION	O	U	The second form of documentation (supplemental to an identification document with photograph, e.g., driver's license) furnished by an individual verifying his/her eligibility to be legally employed in the United States. See Valid Values.		Valid Values: See Appendix G in Volume 2 of the PIMS User Manual for a complete list of valid values.
84	Not collected						
85	Not collected						
86	Not collected						
87	Not collected						
88	Not collected						
89	Not collected						
90	Not collected						
91	Not collected						
92	Not collected						
93	Not collected						
94	Not collected						

PIMS Staff Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
95	N/A	AUTHORIZED TO CARRY WEAPON INDICATOR	CR	U	Specifies whether the school security staff member is authorized to carry a weapon.	**Required for school security staff.** This field should be used for school security staff only.	Valid Value: Y or N

Rules

1. This template is a mirror of the STAFF Template where SNAPSHOT DATE must be populated.
2. STAFF IDs must be unique within an LEA.
3. Date fields (field name ends in DATE) must be in the ISO format: YYYY-MM-DD.
4. SOCIAL SECURITY NUMBER should be in the format NNNNNNNNN.
5. The LOCATION CODE is the code of the primary location for the staff member and is required.
6. Phone numbers should be in the format 555-555-5555.
7. BIRTH DATE must be within set range such that staff age is between 22 and 75.
8. The columns identified with an NCES code are recommended to follow the NCES Non-Fiscal Data Handbook V4.0.
9. Code Column: K – component of primary key; U – a value is updated if row exists; M – a value must be supplied; R – recommended.
10. Only delimited files are accepted.

Load Sequence/Dependencies

Load Sequence/Dependency
STAFF

FAQs

Please note that FAQs in this section pertain to the Staff Snapshot Template in the Staff Domain.

1. **How should the Staff and Staff Snapshot templates be submitted?**
   - All professional personnel and school security personnel should be reported in the Staff and Staff Snapshot templates. Professional staff must be reported in the October snapshot; school security staff must be reported in the June snapshot. See the "Staff To Be Reported in PIMS" section of the PIMS User Manual Volume 1 for more information on which staff members should be reported.

2. **Can an LEA decide to populate the Snapshot Date within the Staff template so that the format of this template is consistent with the Staff Snapshot template?**
   - Yes, LEAs can populate this field. It will be ignored in the Staff template.

3. **How are staff reported if they are not assigned to a particular school?**
   - Each LEA will use a generic location code of 9999 for staff working off-site.
   - Use a generic location code of 0000 for LEA Administrators that work at district offices and not directly with students, e.g. superintendents, business managers, home and school visitors, etc.
   - LEAs with a single school location such as charter schools and AVTSs/CTCs should use the single school location for all staff instead of 0000.
   - Psychologists, social workers and school nurses may be assigned to the location where they spend most of their time.

4. **What should be entered in the Annual Salary field if professional personnel are in negotiations working without a contract?**
   - Submit the most current salaries available and report “NO” in Field 63 (Local Contract).

5. **What does annual salary include?**
   - If the employee is employed in two or more LEAs, enter only the salary for the reporting LEA and enter the percent of time employed within the reporting LEA only. For personnel servicing both elementary/secondary and adult programs, do not include salary covering the adult portion of the assignment.
   - Do not include fringe benefits or extra pay for extra duties assumed voluntarily, such as coaching and student activity advising.
   - Enter the full contract salary for personnel on leave and indicate the type of leave in the “Active/Inactive Indicator” column. DO NOT prorate the salary of an individual on leave, because they are only receiving a portion of their contracted salary. **NOTE**: Salary for a part-time employee is the yearly salary the employee is being paid. It is not a per diem rate nor is it converted to a full-time salary.
   - Salary for employees on Charter School Leave should be “0.” Salary for employees on Worker’s Compensation more than one year should be “0.” Salary for terminated employees should be “0.”
   - Do not report hourly rates. Calculate the annual salary based on the estimated number of hours that will be worked and the hourly salary. If necessary, update the figure at the end of the year when the actual amount is known.
   - Do not report salary received for extra duties assumed voluntarily (for example, coaching football).

6. How shall I report the salary of administrators who serve multiple charter schools?

- Administrators, including the chief executive officer, chief school administrator, and all other employees who by virtue of their positions exercise management or operational oversight responsibilities, shall report their full salary from the school that issues their paycheck.
- Enter a zero salary for the other charter schools served by these administrators. Ignore any corresponding feedback report warnings regarding these zero salaries.
- Continue to mark these administrators as part-time in the Staff and Staff Snapshot templates. Divide their percent time assigned in the Staff Assignment template among all schools.

7. How do I report terminated staff?

- In the first PIMS Staff Snapshot after a staff member exits the LEA, report the following in Staff and Staff Snapshot templates (in addition to all required fields):
  - Field 41, ACTIVE / INACTIVE INDICATOR – T (terminated)
  - Field 36, the exit date
  - Field 54, the appropriate termination code
  - Field 52, ANNUAL SALARY should be 0

8. What termination code shall I use to report staff who will no longer be reported but who still work for my LEA?

- Use Termination Code 08 (Other) in Field 54 in the Staff and Staff Snapshot templates to indicate that staff who still work at the LEA will no longer be reported. This designation is applied to someone reported in a prior year that does not meet reporting requirements, such as support staff.

9. What termination code do I use to correct invalid staff IDs that cannot be deleted?

- Use termination code 15 in Field 54 in the Staff and Staff Snapshot templates to report staff that were uploaded with an invalid ID. This code should only be used when directed by PDE for specific cases in which a staff record could not be deleted.

10. Who should be reported?

- Report all professional personnel employed at your LEA on October 1, 2015. If staff member was included in the prior year October Staff Snapshot, and has left the LEA prior to October 1, 2015, include on October 1, 2015 Staff Snapshot and indicate appropriate termination code. If termination occurs after October 1, 2015, employee is reported as active on the October 1, 2015 Staff Snapshot template and termination code is not reported. Likewise do NOT include new hires after October 1, 2015 in your Staff Snapshot.

11. What happens if an LEA has no directly employed or contracted school security staff?

- If an LEA has no directly employed or contracted security staff a record indicating this must be entered in the District Fact template during the June reporting window. Please refer to that section. In this case no school security records should be submitted in the Staff, Staff Snapshot, Staff Assignment or Staff Development Fact templates.

12. Do staff that provide security services at extracurricular activities such as sports need to be submitted?

- No, these staff do not need to be submitted to PIMS.

Staff Assignment Template

(29 Fields, 9 Collected)

Target Table: STAFF_ASSIGNMENT

Template Description

This template will be used to track point-in-time information on staff assignments. The Staff Assignment template must be submitted in a point-in-time fashion. Include one record per staff assignment in this template. There is no limit to the number of staff assignments that can be included here. Please include all assignments for each staff member. Assignments should exist for all staff included on the Staff Snapshot Template. Do not include short term substitutes in the Staff Assignment template. **Include long-term substitutes ONLY where filling a vacancy**. **NOTE:** The percent of time is a cumulative total for the entire school year. **The sum of percent time should equal 100 for full-time staff**.

This template also is used to collect data on the connection between directly employed or contracted school security staff (including school police officers, school resource officers, and school security officers) and the schools they are responsible for patrolling. These individuals need to be submitted within this template only during the Safe Schools collection in June. All security staff members for the entire year should be reported, even if the individual is no longer working as a security officer at the end of the school year. There is a single assignment code for school security staff (9998).

Grain: One record per LEA / Staff / Location / Individual Assignment

Please note that only the fields highlighted will be collected for Pennsylvania Department of Education. Remember that all fields may not be mandatory; however, all fields within a template **MUST BE** accounted for in order to transmit data.

PIMS Staff Assignment Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	9	DISTRICT CODE	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education.		Example: 123456789 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
2	9	STAFF ID	R	K, M	A unique identifier for each staff member; use the 7-digit Professional Personnel ID (PPID) for all certificated staff and non-certificated staff. Use the 5-digit Municipal Police Officer Training ID (MPTID) for school security staff preceded by SS. If the school security staff does not have an MPTID, the LEA must assign the individual a unique and consistent 5-digit ID preceded by SS. The staff ID must be consistent in all templates.	Do not use leading zeros or spaces in PPIDs. All IDs for school security staff should be prefixed with "SS" so that they do not conflict with other staff IDs. See Sample / Valid Value.	Examples: 6925031 or SS12345 (for school security staff)
3	N/A	ASSIGNMENT CODE	R	K, M	Code for the certificated or non-certificated assignment	For school security staff use 9998.	See Appendix B in Volume 2 of the PIMS User Manual for a list of valid values.
4	4	LOCATION CODE	R	K, M	The PDE-defined, 4-digit code identifying the school where the staff member is assigned.		Example: 1234 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
5	10	SCHOOL YEAR DATE	R	K, M	For the 2015-2016 school year, this field should be populated with 2016-06-30.	All dates must be in ISO format, with all 10 characters present, including dashes: YYYY-MM-DD.	Example: 2016-06-30

PIMS Staff Assignment Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
6	10	ASSIGNMENT DATE	R	K, M	If the assignment is a continuation from the previous school year, enter the actual date the employee began an assignment. For staff assignments within the current school year, enter the actual start date of the staff assignment. For school security staff ONLY, you may use 2015-07-01 if the actual start date during the year is unknown.	All dates must be in ISO format, with all 10 characters present, including dashes: YYYY-MM-DD.	Example: 1987-01-04 or 2015-07-01
7	10	COMPLETION DATE	CR	U	Assignment exit date – the date an employee left a specific assignment to move to another assignment in the same LEA, or the date an employee was terminated from the LEA. This field does not apply to school security staff.	All dates must be in ISO format, with all 10 characters present, including dashes: YYYY-MM-DD.	Example: 2015-10-31
8	Not collected						
9	Not collected						
10	Not collected						
11	Not collected						
12	Not collected						
13	Not collected						
14	Not collected						
15	Not collected						
16	Not collected						
17	Not collected						

PIMS Staff Assignment Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
18	4	PERCENT TIME ASSIGNED	R	U	The actual number of hours worked in a position divided by the maximum number of hours the position allows. See FAQ 6 for more information on this field. Do not include the percentage symbol. **NOTE:** The total percent of time for all assignments for the **entire** school year should equal 100 for full-time staff. Accurate value must be reported in 2015-2016 for all staff, including school security staff.	An FTE of 90% should be entered as 90, not as 0.90. **NOTE:** In rare instances a staff member may accept additional Pre-K – 12 duties that are beyond the requirements of her full-time position, resulting in a percent time assigned greater than 100.	Example: 100
19	Not collected						
20	Not collected						
21	Not collected						
22	Not collected						
23	Not collected						
24	Not collected						
25	Not Collected						
26	4	Primary Assignment Indicator	R	U, M	An indication of whether the assignment is the staff member's main assignment.	Additional assignments can be submitted for a staff member, but only one assignment can be primary. Primary Assignment will be used to group staff into categories when averaging salaries. Primary Assignment should be chosen to ensure staff are categorized appropriately in averages.	Valid Value: Y or N

Rules

1. Date fields (field name ends in DATE) must be in the ISO format: YYYY-MM-DD.
2. ASSIGNMENT CODE must exist in the STAFF_ASSIGN_CODE Table for matching SCHOOL YEAR DATE.
3. COMPLETION DATE must be greater than or equal to ASSIGNMENT DATE.
4. If populated, ASSIGNMENT PROGRAMS CODE must exist in the PROGRAMS_CODE Table for matching SCHOOL YEAR DATE.
5. If populated, CERTIFICATION TYPE CODE must exist in the STAFF_CERT_TYPE Table for matching SCHOOL YEAR DATE.
6. If populated, CERTIFICATION AREA CODE must exist in the STAFF_CERT_AREA Table for matching SCHOOL YEAR DATE.
7. If populated, ASSIGNMENT FUND SOURCE CODE must exist in the GL_FUND_SOURCE Table.
8. ASSIGNMENT ROOM and ASSIGNMENT SITE are used to describe the specific place where the assignment takes place.
9. The columns identified with an NCES code are recommended to follow the NCES Non-Fiscal Data Handbook V4.0.
10. Code Column: K – component of primary key; U – value is updatable if row exists; M – a value must be supplied.
11. Only delimited files are accepted.

Load Sequence/Dependencies

Load Sequence/Dependency
STAFF

FAQs

Please note that FAQs in this section pertain to the Staff Assignment Template in the Staff Domain.

1. Are itinerant elementary teachers, who are reported as teaching physical education, music, computers, and art, required to be reported at all schools at which they teach?

- Yes. The Staff Assignment template allows for LEAs to submit one record per staff member per location and assignment. This means that one staff member can have an unlimited number of location and assignment combinations. Report itinerant teachers at every relevant location.
- **NOTE**: Percent of time for full-time staff should be 100%. The values of the Percent Time Assigned fields in all of the staff members' Staff Assignment records may add up to more than 100% in rare cases. Please check with PDE if you have staff with more than 100%.
- For part-time staff, the total must be less than 100%.

2. **Can a staff member have records for a certified assignment code and a non-certified assignment code?**
   - Yes. Certificated staff can be associated with both certificated and non-certificated assignment codes. If a staff member has more than one position, it is possible one is certificated and one is non-certificated. For example, in charter schools it is common for a person to be both the Chief Administrative Officer (non-certificated) and a principal (certificated). Also, a computer teacher (certificated) could be the school computer technology specialist or director of management information systems (both non-certificated).

3. **How are staff reported if they are not assigned to a particular school?**
   - Each LEA will use a generic location code of 9999 for the staff working off-site, such as Intermediate Unit staff teaching at another LEA's building. **NOTE**: Programs located outside a specific building due to lack of space or separate student populations are not necessarily "off site." Staff should be reported at the appropriate school number. Contact PDE for guidance.
   - Use a generic code of 0000 for LEA administrators assigned to district offices, who do not work directly with students. Some examples are superintendents, curriculum coordinators, business managers, home and school visitors, etc.
   - Psychologists, social workers, school nurses and other itinerants may have multiple assignments reflecting different locations.

4. **How do I choose an assignment code?**
   - Report the assignment code(s) which best reflect what each employee does. All elementary/secondary professional assignments must be reported. **NOTE**: A professional certificate is the credential an employee holds. Certification codes and assignment codes do not necessarily match. DO NOT report the number found on the professional certificate.

5. **Do I need to report assignments for terminated staff?**
   - No, you do not need to report an assignment for terminated staff. Report only for active staff and those on leave.

6. **Should I report substitutes?**
   - Substitutes are reported only when they are filling a vacancy. Do not report day-to-day substitutes or long-term substitutes replacing staff on leave.

7. **What happens if an LEA has no directly employed or contracted school security staff?**
   - If an LEA has no directly employed or contracted security staff, a record indicating this must be entered in the District Fact template during the June reporting window. Please refer to that section. In this case no school security records should be submitted in the Staff, Staff Snapshot, Staff Assignment, or Staff Development Fact templates.

8. **Do staff that provide security services at extracurricular activities such as sports need to be submitted?**
   - No, these staff do not need to be submitted to PIMS.

9. **In the past I used a start date of July 1 of the current school year for any assignment that began before the current reporting year. Has that changed?**
   - Yes. You must now enter the true start date into Field 6 of this template. **NOTE: You may not change this field after you upload it the first time.** Field 6 is still a key field, so uploading a record with an updated (different) start date will create a duplicate record.

10. How should the Percent Time Assigned field be populated?

- This field is the ratio between the hours of work expected in a position (those hours actually worked) and the hours of work normally expected in a full-time position in the same setting, expressed as a percentage. Please see the following table for examples.

Scenario No.	Scenario Description	Data to be Reported
1	A business manager is employed by the LEA full-time for the entire school year.	One record for this staff member should be submitted in the Staff Assignment template. • Location Code = 0000 • Assignment Code = 9910 • Percent Time Assigned = 100
2	A principal is employed by the LEA full-time for the entire school year. This principal is assigned half-time to the high school and half-time to the middle school.	Two records for this staff member should be submitted in the Staff Assignment template, one for each school. Record 1: • Location Code = Middle School Number • Assignment Code = 1111 (Principal, K-12 or Middle School) • Percent Time Assigned = 50 Record 2: • Location Code = High School Number • Assignment Code = 1105 (Secondary Principal) • Percent Time Assigned = 50
3	A kindergarten teacher works half-days at one school for the entire year.	One record for this staff member should be submitted in the Staff Assignment template. • Assignment Code = 2843 • Percent Time Assigned = 50
4	A Russian teacher works half-days at one location for only the first semester of the school year.	One record for this staff member should be submitted in the Staff Assignment template. • Assignment Code = 4480 • Percent Time Assigned = 25
5	An Elementary Music teacher works full-time at five different locations for only the second semester of the school year.	Five records for this staff member should be submitted in the Staff Assignment Template, one for each school. For each record the Assignment Code will be the same, 7201. The Percent Time Assigned will be 10 for each record. (The teacher's total percent time assigned is 50%...full-time for half the school year.)

Staff Development Fact Template

(14 Fields, 5 Collected)

Target Table: STAFF_DEV_FACT

Template Description

This template collects qualification and training data on directly employed or contracted School Security Officers, School Resource Officers and School Police Officers. All security staff members for the entire year should be reported, even if the individual is no longer working as a security officer at the end of the school year. Specifically it collects the following dates within the current school year:

- the date of the most recent firearms qualification.
- the date of the most recent CPR qualification.
- the date of the most recent first aid qualification.
- the number of hours of Municipal Police Officer's Education and Training Commission (MPOETC) training.
- the number of hours of National Association of School Resource Officers (NASRO) training.
- the number of hours of local training.

Grain: One record per District Code / Staff ID / Activity Code / Activity Start Date.

Please note that only the fields highlighted will be collected for Pennsylvania Department of Education. Remember that all fields may not be mandatory; however, all fields within a template **MUST BE** accounted for in order to transmit data.

PIMS Staff Development Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	20	DISTRICT CODE	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education.		Example: 123456789 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
2	12	STAFF ID	R	K, M	Use the 5-digit Municipal Police Officer Training ID (MPTID) for school security staff, preceded by SS. If the school security staff does not have an MPTID, the LEA must assign the individual a unique and consistent 5-digit ID preceded by SS.	**All school security staff IDs should be prefixed with "SS" so that they do not conflict with other staff.** **See Sample / Valid Value.**	Example: SS12345
3	8	ACTIVITY CODE	R	K, M	The code identifying the type of qualification or training. See Valid Values. Submit one record per value per person.		Valid Values: • INITIAL – initial training date • WEAP – firearms qualifications (not required for security officers) • CPR – CPR qualification (not required for security officers) • FIRSTAID – first aid qualification (not required for security officers) • MPOETC – MPOETC training • NASRO – NASRO training • LOCAL – local training
4	10	ACTIVITY START DATE	R	K, M	Date of most recent qualification or training. • For INITIAL, WEAP, CPR, and FIRST AID, use actual date qualification obtained or training. • For MPOETC, NASRO and LOCAL trainings, use School Year Date of YYYY-06-30 (for SY 2015-2016, this would be 2016-06-30).	All dates must be in ISO format, with all 10 characters present, including dashes: YYYY-MM-DD.	Example: 2015-01-01 or 2016-06-30
5	Not collected						
6	Not collected						
7	Not collected						
8	Not collected						

PIMS Staff Development Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
9	Not collected						
10	Not collected						
11	Not collected						
12	Not collected						
13	Not collected						
14	10.3	ACTIVITY HOURS	CR	U	Number of hours of training within the current year for MPOETC, NASRO, or LOCAL.	Required if ACTIVITY CODE = MPOETC, NASRO, or LOCAL.	Example: 10

Rules

1. STAFF ID must exist in the STAFF table for the matching DISTRICT CODE.
2. ACTIVITY CODE must exist in the STAFF_DEV_ACTIVITY table for the matching school year of ACTIVITY START DATE.
3. Date fields (field name ends in DATE) must be in ISO format: YYYY-MM-DD.
4. ACTIVITY COMPLETION DATE must be greater than or equal to ACTIVITY START DATE.
5. The fields identified with an NCES code are recommended to follow the NCES Non-Fiscal Data Handbook V6.0.
6. Code Column: K – component of primary key; U – value is updatable if row exists; M – a value must be supplied.
7. Data can be supplied in either ASCII flat file or delimited formats. Full delimiter support is available.

Load Sequence/Dependencies

Load Sequence/Dependency
STAFF

FAQs

1. **What happens if an LEA has no directly employed or contracted school security staff?**
   - If an LEA has no directly employed or contracted security staff, a record indicating this must be entered in the District Fact template during the June reporting window. Please refer to this section. In this case no school security records should be submitted in the Staff, Staff Snapshot, Staff Assignment, or Staff Development Fact templates.

2. **Do staff that provide security services at extracurricular activities such as sports need to be submitted?**
   - No, this staff does not need to be submitted to PIMS.

Student Domain

The LEAs are required to submit the following templates in the Student Domain:

- Student
- Student Snapshot

This domain only applies to the following organizational types:

- School Districts
- Intermediate Units
- Career and Technology Centers
- Charter Schools
- State Juvenile Correctional Institutions
- Private Residential Rehabilitation Institutions (PRRI)
- Approved Private School (APS)

Student Template

(217 Fields, 58 Collected)

Target Table: STUDENT

Template Description

The Student Template contains one LEA record for each student for each school year. The Student template can be submitted at all reporting periods other than end of year in either a point-in-time fashion (only including active students) or in a cumulative fashion (all students enrolled in the LEA for the school year).

The end of year Student template submission must be a cumulative submission. All students, regardless of whether or not they were active on a PDE reporting date, must be included in the end of year submission.

Note: Not all fields are required at each submission period.

Grain: One record per LEA / School Year / Student.

Please note that only the fields highlighted will be collected for Pennsylvania Department of Education. Remember that all fields may not be mandatory; however, all fields within a template MUST BE accounted for in order to transmit data.

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	9	DISTRICT CODE	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education for the LEA that is reporting the student.		Example: 123456789 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
2	4	LOCATION CODE	R	U, M	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.		Example: 1234 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
3	10	SCHOOL YEAR DATE	R	K, M	A single date indicating the whole school year; June 30 at the end of the standard school year is used to designate a school year. Thus, the 2015-2016 school year would be indicated by 2016-06-30.	All dates must be entered in ISO format: YYYY-MM-DD.	Example: 2016-06-30
4	10	STUDENT ID	R	K, M	The unique, 10-digit PAsecureID assigned to the student.		Example: 1000000009

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
5	Not collected						
6	Not collected						
7	Not collected						
8	Not collected						
9	Not collected						
10	N/A	CURRENT GRADE LEVEL	R	U, R	Indication of the student's grade level.	Special Ed students must be coded with an actual grade level. The appropriate grade level can be found on the student's IEP.	See Appendix K in Volume 2 of the PIMS User Manual for a complete list of valid values.
11	Not collected						
12	Not collected						
13	20	HOME ROOM	R	U	Provide the homeroom number for the student for the given year. This field is used for determining class size in the elementary school grades and in off-site preschool programs.	LEAs with registered **Adult Affidavit Programs (AAPs)** may code all AAP grade-level students as AAPHR.	Example: 206A
14	10	BIRTH DATE	R	U, R	Provide the birth date of the student.	All dates must be entered in ISO format: YYYY-MM-DD.	Example: 1991-07-15
15	N/A	GENDER CODE	R	U, R	Provide a code that represents the gender of the student.		Valid Values: • M - male • F - female
16	40	ADDRESS 1	CR	U	Provide the street name and number of the student's mailing address.	Address information is needed for CTE secondary students and Perkins funded CTE adult affidavit program students.	Example: 222 Main St.
17	40	ADDRESS 2	CR	U	Provide additional information concerning the street address of the student's mailing address, such as apartment number.	Address information is needed for CTE secondary students and Perkins funded CTE adult affidavit program students.	Example: Apt. 107
18	30	CITY	CR	U	Provide the city of the student's mailing address.	Address information is needed for CTE secondary students and Perkins funded CTE adult affidavit program students.	Example: York

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
19	N/A	STATE CODE	CR	U	Provide the official 2-character US Postal Service abbreviation for the student's mailing address.	Address information is needed for CTE secondary students and Perkins funded CTE adult affidavit program students.	Example: PA See Appendix D of Volume 2 of the PIMS User Manual for the full list of state abbreviations.
20	10	FULL ZIP CODE	CR	U	Provide the official US Postal Code for the student's mailing address.	Address information is needed for CTE secondary students and Perkins funded CTE adult affidavit program students. If this field is populated, the values should be in the format NNNNN or NNNNN-NNNN	Example: 17401 or 17401-1234
21	Not collected						
22	Not collected						
23	N/A	GUARDIAN RELATIONSHIP	R	U	A person's status in relation to legal adulthood, as specified by state law. See Valid Values.	LEAs with registered **Adult Affidavit Programs (AAP)** may code all AAP grade-level students as A.	Valid Values: • M – minor (for the purposes of PIMS, a student is considered a minor until the age of 21) • A – adult • E – emancipated minor
24	Not collected						
25	Not collected						
26	Not collected						
27	N/A	RACE OR ETHNICITY CODE	R	U, R	A single code indicating the race and ethnicity of the student; see Valid Values.	Refer to "Race/Ethnicity: Federal Race and Ethnicity Standards" in this volume of the manual for an explanation of the federal race and ethnicity codes.	Valid Values: • 1 – American Indian/Alaskan Native (not Hispanic) • 3 – Black or African American (not Hispanic) • 4 – Hispanic (any race) • 5 – White (not Hispanic) • 6 – Multi-Racial (not Hispanic) • 9 – Asian (not Hispanic) • 10 – Native Hawaiian or other Pacific Islander (not Hispanic)
28	Not collected						
29	Not collected						

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
30	Not collected						
31	Not collected						
32	Not collected						
33	N/A	ECONOMIC STATUS (FOOD PROGRAM PARTICIPANT)	R	U, R	Use this field to indicate if a student participates in free or reduced lunch program. See Valid Values.	LEAs with registered **Adult Affidavit Programs (AAPs)** should code all AAP grade-level students as N.	Valid Values: • F – free • R – reduced price • N – neither
34	N/A	CHALLENGE TYPE	CR	U	Student's primary Challenge Type. This often is referred to as Disability throughout PDE. **NOTE:** This MUST match Field 11 (PRIMARY DISABILITY) of the Special Education Snapshot template.	This field is required only if Field 38 (SPECIAL EDUCATION) is Y or E.	See Appendix H in Volume 2 of the PIMS User Manual for a complete list of valid values.
35	Not collected						
36	Not collected						
37	Not collected						
38	N/A	SPECIAL EDUCATION	R	U, R	Provide an indication of whether the student is a special education student. This field is used for tracking presence of IEP for Precode. See Valid Values.	LEAs with registered **Adult Affidavit Programs (AAPs)** should code all AAP grade-level students as N.	Valid Values: • Y – has IEP • E – exited IEP < 2 years • N – no IEP or exited IEP > 2 years
39	Not collected						
40	Not collected						

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
41	N/A	LEP/ELL STATUS	R	U	This field indicates whether the student: • is currently identified as an ELL; • is currently identified as an ELL, but ESL or Bilingual Instruction is provided by another LEA; • was formerly ELL, has exited, and is being monitored; • was formerly ELL, has exited, and no longer is being monitored, or; • was never identified as ELL.	Code **Adult Affidavit Program** (AAP) grade-level students as 01 when student has limited ability in speaking, reading, writing or understanding English language and whose native language is other than English or lives in environment in which a language other than English is dominant. Otherwise, code AAP students as 99.	Valid Values: • 01 – current ELL • 03 – former ELL, exited, and in 1st year of monitoring • 04 – former ELL, exited, and in 2nd year of monitoring • 05 – former ELL, exited, and no longer monitored • 98 – (01) Current ELL, ESL or Bilingual Instruction provided by another LEA • 99 – never ELL
42	Not collected						
43	Not collected						
44	Not collected						
45	Not collected						
46	N/A	REPEATING LAST YEAR	R	U	Y or N to indicate student is repeating current grade level during the school year.	LEAs with registered **Adult Affidavit Programs (AAPs)** may code all AAP grade-level students as N.	Valid Value: Y or N
47	Not collected						
48	Not collected						
49	Not collected						
50	Not collected						
51	Not collected						
52	Not collected						

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
53	4	EXPECTED GRADUATION TIMEFRAME	CR	U	The expected timeframe for the student to graduate, in the form MMYY, where MM is a 2-digit number representing the expected month of graduation, and YY is the last 2 digits of the expected year of graduation. As an example, June 2015 would be represented 0615. If the exact month is unknown, use June (06) as the graduation month.	This field can be left as null for elementary and middle school students but must be populated for all students who have entered grade 9. **This field should be left blank for Adult Affidavit Program (AAP) students.**	Example: 0614
54	Not collected						
55	Not collected						
56	Not collected						
57	Not collected						
58	Not collected						
59	Not collected						
60	Not collected						
61	Not collected						
62	Not collected						
63	Not collected						
64	Not collected						
65	N/A	GRADUATION STATUS CODE (*Continued on next page*)	CR	U	Indication of whether a student graduates, drops out, or transfers.	This field pertains to graduation status *and* dropout status, as well as transfers. Use appropriate code for students grades 7 through 12 for whom one of the situations in the Valid Values list applies. **This field does not apply to Adult Affidavit Program (AAP) students.**	Valid Values: • A – dropped out: academic problems • B – dropped out: behavior problems • C – dropped out: child, married, or pregnant • D – dropped out: disliked school • E – exceeded maximum school age and did not complete a state or district-approved educational program (Dropout) • F – exceeded maximum school age and completed a state or district-approved educational program

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
							• G – graduation with regular diploma or GED • H – enrolled but did not show (Dropout) • I – retired PAsecureID **(PDE use only)** • L – left PA public school system but didn't drop out (e.g., transferred out of PA, transferred to private school, died, etc.) • O – dropped out: other reason • R – dropped out: runaway or expelled • S – ONLY for students graduating between July 1 and September 30 (inclusive) whose graduation is reported in the prior school year, and who must be reported in the current year Student template because of other reporting requirements. Examples include Special Ed students graduating after July 1 whose exit must be reported in the school year that began on July 1; and students who complete graduation requirements after classes begin in the school year that began on July 1 and whose membership must be reported in the new school year that began on July 1. • T – transferred to another LEA in PA • W – dropped out; wanted to work • X – transferred to another school in same LEA

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
66	N/A	EXPECTED POST-GRADUATE ACTIVITY	CR	U	Indication of the type of activity the student plans for after graduation or after dropping out.	Value 998 is valid for dropouts only. Values 010 – 100 are valid for graduates only. Value 997 is valid for special education students with an IEP only. **Required for dropouts and high school graduates only.**	See Appendix M in Volume 2 of the PIMS User Manual for a complete list of valid values.
67	N/A	STUDENT STATUS	CR	U, R	Indication of the current status of the student.	Required for students that fall into one of the situations described in the value list. If a student is court placed, use court placed for the code value.	See Appendix L in Volume 2 of the PIMS User Manual for a complete list of valid values.
68	4	DATE FIRST ENROLLED IN AN ESL or BILINGUAL EDUCATION PROGRAM (CORE)	CR	U	The date, in ISO format, when the student was initially enrolled in an ESL or bilingual education (core) program in a US school. Use best information available on prior enrollments.	All dates must be entered in ISO format: YYYY-MM-DD. **This field does not apply to Adult Affidavit Program (AAP) students that are coded as "Current ELL" in Field 41 (LEP/ELL STATUS).**	Example: 2008-09-01
69	Not collected						

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
70	N/A	ADA STATUS INDICATOR	R	U	Field identifies students who: (1) have a current Section 504 service agreement plan in place AND (2) are considered disabled and eligible for protection under the Americans with Disabilities Act (ADA) of 1990, as amended by the ADA Amendments Act of 2008. ADA (as amended) defines "disability" as (1) a physical or mental impairment that substantially limits a major life activity; (2) a record of such an impairment; or (3) being regarded as having such an impairment.	Populate this data element, as appropriate, for all students. Consult appropriate LEA Section 504/ADA compliance officer(s) to determine those students with a current Section 504 service agreement plan in place. **NOTE:** Populate this field (70) with N for students recorded as having a current/active IEP in Field 38 (SPECIAL EDUCATION) of this template.	Valid Values: • Y – Student has a current Section 504 service agreement plan in place and is considered disabled per ADA. • N – Student does not have a current Section 504 service agreement plan in place.
71	Not collected						
72	Not collected						
73	N/A	FOREIGN EXCHANGE STUDENT	R	U	An indication of whether the student has entered the country on a student visa (usually 2-year) and is not intending to remain here permanently.	LEAs with registered **Adult Affidavit Programs (AAPs)** may code all AAP grade-level students as N.	Valid Value: Y or N
74	Not collected						
75	Not collected						
76	Not collected						
77	Not collected						
78	Not collected						
79	Not collected						
80	N/A	GIFTED AND TALENTED	R	U	Indicates the student's gifted status and participation in a Gifted and Talented program. See Valid Values.	LEAs with registered **Adult Affidavit Programs (AAPs)** may code all AAP grade-level students as N.	Valid Values: • GY – Gifted, has GIEP • GN – Gifted, does not have GIEP • N – Not applicable
81	Not collected						
82	Not collected						
83	Not collected						

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
84	Not collected						
85	Not collected						
86	Not collected						
87	Not collected						
88	N/A	ECONOMIC DISADVANTAGED STATUS CODE	R	U	This field indicates the economically disadvantaged status of a student, and is used to provide the economically disadvantaged disaggregation.	To determine if a student is economically disadvantaged, poverty data sources such as Temporary Assistance for Needy Families cases, census poor, Medicaid, children living in institutions for the neglected or delinquent, or those supported in foster homes may be used. If such data are not available, use the most recent reliable data available at the time of determination, such as free and reduced price lunch eligibility. For Community Eligibility Provision (CEP) schools, do not use free and reduced price lunch eligibility to determine a student's economic status. By definition, all students in CEP schools are to be reported as food program eligible (Field 131 of the student and student snapshot templates).	Valid Values: • Y – Yes • N – No
89	Not collected						
90	Not collected						

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
91	N/A	DIPLOMA TYPE CODE	CR	U	The type of diploma/credential that is awarded to a student in recognition of his/her completion of the curricular requirements. See Valid Values.	This field is required for students that have graduated. (Field 65 = "G").	Valid Values: • 806 – Regular diploma • 816 – General Education Development (GED) credential
92	Not collected						
93	25	ALTERNATE STUDENT ID	R	U	A Student ID that is different than the primary identifier associated such as a local student identifier.		
94	Not collected						
95	3	LEP/ELL ELIGIBILITY	CR	U	A Title III Indicator to identify ELL students that are Title III served. LEAs that accept Title III funding as a single sub-grantee or consortium member must indicate all current ELLs as Title III served.	This field is conditionally required for ELLs with a Valid Value of 01 in Field 41 (LEP/ELL STATUS). See Valid Values.	Valid Values: • Y – Title III served • N – Not Title III served
96	Not collected						
97	10	GRADE 09 ENTRY DATE	CR	U	The school year in which the student entered 9th grade for the first time. The school year is represented by a single date indicating the whole school year; June 30 at the end of the standard school year is used to designate a school year. Thus, the 2015-2016 school year would be indicated by 2016-06-30.	This field is required for any student enrolled in grades 9 – 12 . All dates must be entered in ISO format: YYYY-MM-DD.	Valid Value: If a student enters 9th grade for the first time in the 2015-2016 school year, submit 2016-06-30 as the grade 09 entry date.

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
98	10	DISTRICT ENTRY DATE	R	U	The most recent date that the student entered the LEA.	For new students in their first year at an LEA only, this should be the current school year. LEAs with registered **Adult Affidavit Programs (AAP)** may code all AAP grade-level students with a July 1 reporting year date (2015-07-01).	Example: 2009-09-01
99	10	SCHOOL ENTRY DATE	R	U	The most recent date that the student entered the school.	For new students in their first year at an LEA only, this should be the current school year. LEAs with registered **Adult Affidavit Programs (AAP)** may code all AAP grade-level students with a July 1 reporting year date (2015-07-01).	Example: 2010-09-01
100	Not collected						
101	Not collected						
102	Not collected						
103	Not collected						
104	Not collected						
105	Not collected						
106	Not collected						
107	Not collected						
108	Not collected						

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
109	10	STATE ENTRY DATE	R	U	The most recent date that the student entered Pennsylvania; if that is not known, the most recent date enrolled in a school in PA.	This field must be populated with the actual date. LEAs with registered **Adult Affidavit Programs (AAP)** may code all AAP grade-level students with a July 1 reporting year date (2015-07-01).	Example: 1997-08-01
110	10	DATE FIRST ENROLLED IN A US SCHOOL	CR	U	The date, in ISO format, that the student first enrolled in a US school. For this purpose, enrollment in a school in Puerto Rico does not count as enrollment in a US school. Use best information available on prior enrollments.	This data is needed for ELL students only. All dates must be entered in ISO format: YYYY-MM-DD. This field does not apply to **Adult Affidavit Program (AAP)** students that are coded as "Current ELL" in Field 41 (LEP/ELL STATUS).	Example: 2003-08-01
111	Not collected						
112	Not collected						
113	Not collected						
114	Not collected						
115	Not collected						
116	Not collected						

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
117	9	DISTRICT CODE OF RESIDENCE	R	U	The AUN of the school district where the parent/legal guardian resides.	This must be one of the following: • one of the 500 Pennsylvania school districts. • the generic PA state code of 999999999. • the generic out-of-state code of 888888888. **BEWARE: this field is checked by the Data Quality Engine (DQE)**	Example: 123456789 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/ Refer to Appendix N in Volume 2 of the PIMS User Manual for a complete list of valid values.
118	Not collected						
119	Not collected						
120	N/A	STUDENT IS A SINGLE PARENT	CR	U	Specifies whether the student is a single parent. A single parent is any individual who is unmarried or legally separated from a spouse and who has a minor child or children for which the parent has either custody or joint custody, or is pregnant. This is an element required for secondary and adult affidavit program CTE students only.		Valid Value: Y or N
121	Not collected						
122	Not collected						
123	N/A	HOME LANGUAGE CODE	CR	U	The NCES Code for the **native** language a child is/was exposed to that resulted in identification as an English language learner. Conditionally required if **native** language is other than US English.	LEAs with registered **Adult Affidavit Programs (AAP)** may leave this field blank for all AAP grade-level students.	See Appendix J in Volume 2 of the PIMS User Manual for a complete list of valid NCES country and language codes. If **native** language is US English, leave blank.
124	Not collected						

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
125	4	YEARS IN US SCHOOLS	CR	U	An integer value (1, 2 or 3) that indicates the years that a student meets the Title III immigrant definition as follows: • is age 3 – 21; and • was not born in any U.S. state; and • has not been attending one or more schools in any one or more U.S. state for more than three full academic years. This information is used for Title III funding purposes only. **NOTE**: Students from Puerto Rico are not considered immigrant students.	In the case of re-entry into US schools, the calculation for YEARS IN US SCHOOLS is cumulative. Calculation of number of months is from date of enrollment to October 1 of the current school year. Use best information available.	Valid Values: 1, 2, or 3 as defined in the Business Rules. If student has been in US schools: • 0 – 12 months = 1 • 13 – 24 months = 2 • 25 – 36 months = 3
126	10	NAME SUFFIX	O	U	An appendage, if any, used to denote an individual's generation in his family (e.g., Jr., Sr., III); see Valid Values.	**Suffix should be split out from last name, both here and in PAsecureID.** If student previously submitted into PAsecureID with suffix in last name field, please resubmit into PAsecureID with the suffix split out. **NOTE:** DO NOT create a new PAsecureID; edit the existing one. See FAQ 5 for further information.	Valid Values: Jr., Sr., II, III, IV, V, Esq., etc.
127	Not collected						
128	Not collected						
129	Not collected						
130	Not collected						

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
131	N/A	FOOD PROGRAM ELIGIBILITY	R	U	The student's eligibility to participate in the free/reduced lunch program.	All students receiving free or reduced price lunch in Community Eligibility Provision (CEP) schools are to be reported as food program eligible, regardless of their economic status. Students in non-CEP schools are to be reported as eligible if they are eligible to participate in the free or reduced price lunch program.	Valid Values: • F – Free • R – Reduced price • N – Neither
132	Not collected						
133	60	LAST NAME LONG	R	U	The legal last name (surname) of the student.	See FAQ 1 for new guideline regarding hyphenated last names.	Example: Harley
134	60	FIRST NAME LONG	R	U	The legal first name of the student.		Example: George
135	Not collected						
136	Not collected						
137	Not collected						
138	Not collected						
139	Not collected						
140	Not collected						
141	Not collected						
142	60	MIDDLE NAME	O	U	The middle name of the student.	Whenever possible, this is to be the **FULL** middle name, not just the middle initial.	Example: Howard
143	Not collected						
144	Not collected						
145	Not collected						
146	Not collected						
147	Not collected						
148	Not collected						
149	Not collected						

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
150	Not collected						
151	Not collected						
152	Not collected						
153	Not collected						
154	40	ADDRESS 3	O	U	Additional information concerning the street address of the student's mailing address, such as a building or site number.	Address information is needed for CTE secondary students and Perkins funded CTE adult affidavit program students.	
155	Not collected						
156	Not collected						
157	Not collected						
158	Not collected						
159	Not collected						
160	Not collected						
161	Not collected						
162	Not collected						
163	Not collected						
164	Not collected						

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
165	4	LOCATION CODE OF RESIDENCE	R	U	The school number of the public school that the student would attend, based on (1) his/her grade level and (2) home address of the parents/legal guardian. This must be a school number related to the reported DISTRICT CODE OF RESIDENCE (Field 117).	If the district code of residence is the PA State Code 999999999 use location code 9999. If the district code of residence is out of state (88888888) use 9999. If the district of residence does not have a school with the appropriate grade level for the student (a 12th grade student whose district of residence does not have a high school), use 0000. For charter school students use the location code of the school the student would attend in the district of residence if not in the charter school. For students reported as being educated in a magnet school located within the student's district of residence use the magnet school's location code, not the school the student would attend based on their home address. LEAs with registered **Adult Affidavit Programs (AAP)** may code all AAP grade-level students as 9999.	All LEA and school codes can be found at http://www.edna.ed.state.pa.us/

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
166	N/A	DISPLACED HOMEMAKER	CR	U	An indication of whether the student is considered a displaced homemaker. The term 'displaced homemaker' means an individual who, "(A)(i) has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills; (ii) has been dependent on the income of another family member but is no longer supported by that income; or (iii) is a parent whose youngest dependent child will become ineligible to receive assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) not later than 2 years after the date on which the parent applies for assistance under such title"; and "(B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment."	This field is needed for secondary and adult affidavit CTE students only.	Valid Value: Y or N
167	4	SPECIAL EDUCATION REFERRAL (Special Education Services Provided Outside the LEA. See Definition)	R	U	Special Education students that are receiving 100% of their services from a PIMS Reporting agency (SD, IU, CS, CTC, APS, PRRI, SJCI) other than their Special Education Reporting Entity (School District or Charter School). If the Special Education Reporting Agency is also the educating LEA, this field should equal N.	Must be a Special Education student. Valid Value in Field 38 (SPECIAL EDUCATION) must be "Y" or "E" to value this field with a "Y." District of Residence and Charter Schools are the only entities allowed to have "Y" in this field.	Valid Value: Y or N
168	Not collected						
169	Not collected						
170	Not collected						

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
171	Not collected						
172	Not collected						
173	Not collected						
174	Not collected						
175	Not collected						
176	Not collected						
177	Not collected						
178	Not collected						
179	Not collected						
180	Not collected						
181	Not collected						
182	N/A	HOME ADDRESS STATE COUNTY CODE	O	U	The 2-digit county code of the student's mailing address; counties in PA are numbered 01 – 67 in alphabetical order.		See Appendix D in Volume 2 of the PIMS User Manual for the full list of state abbreviations.
183	Not collected						
184	Not collected						
185	Not collected						
186	Not collected						
187	Not collected						
188	Not collected						

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
189	9	FUNDING DISTRICT CODE	R	U	The district code that applies to the school district financially responsible for the student. In most cases, this will be the same district as reported under the district code of residence **EXCEPT** in the case of non-resident foster or institutionalized students.	**This must be one of 500 Pennsylvania school districts.** Refer to section "Students to be Reported in PIMS" in Volume 1 of the PIMS User Manual. LEAs with registered **Adult Affidavit Programs (AAP)** may code all AAP grade-level students with the AUN of the school district where the CTE AAP education entity is located.	Example: 123456789 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/ Refer to Appendix N in Volume 2 of the PIMS User Manual for a full list of valid values.

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
190	3	CTE INDICATOR	CR	U	This field is only required for students educated by LEA schools classified as either "occupational" or "comprehensive" Career and Technical Centers (CTCs) on PDE's EdNA website, http://www.edna.ed.state.pa.us/ This field indicates whether or not a normal full complement of "primary academics" is administered and provided to this student by the reported CTC school identified in LOCATION CODE (Field 2 of this template). For the purpose of this data element, "primary academics" include English, Reading/Language Arts, ESL or Bilingual instruction, Mathematics, Sciences, and Social Studies (history, economics, geography, and civics and government). **Note**: According to the Attribution Map used for assessment and accountability, if an assessed subject is taught, the occupational or comprehensive CTC will be attributed with the student's participation and performance.	Field needs to be populated for all students educated by occupational and comprehensive CTC schools as identified in Field 2 (LOCATION CODE) of this template.	Valid Value: Y or N
191	Not collected						
192	Not collected						
193	Not collected						
194	Not collected						
195	Not collected						
196	Not collected						

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
197	Not collected						
198	Not collected						
199	Not collected						
200	Not collected						
201	Not collected						
202	Not collected						
203	Not collected						
204	Not collected						
205	Not collected						
206	Not collected						
207	Not collected						
208	Not collected						
209	Not collected						
210	Not collected						
211	Not collected						

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
212	20	ASSESSMENT PARTICIPATION CODE	R	U	Identifies the associated assessment(s) in which a student participates throughout the given school year. This field will facilitate PDE parsing data for LEAs administering the test and support the creation of pre-code labels by various testing vendors. Follow these rules for applying the assessment participation code: • LEAs not administering an assessment to a student are to use Code I. • LEAs administering an assessment indicate the appropriate code. **NOTE:** Code B must be selected in order to receive PSSA precode labels. All student's grade 3-8 must be coded with a B in adherence to chapter 4 requirements.		Valid Values: • A – PASA • B – PSSA • I – Not participating in any of these assessments • J – NIMS and NOCTI • K – NIMS • L – NOCTI
213	Not collected						

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
214	20	ASSESSMENT PARTICIPATION CODE 2 (Keystone Winter Assessment)	R	U	Identifies the associated assessment(s) in which a student participates throughout the given school year. This field will facilitate PDE parsing data for LEAs administering the test and support the creation of pre-code labels by various testing vendors. Follow these rules for applying the assessment participation code: • LEAs not administering an assessment to a student are to use Code Z. • LEAs administering an assessment indicate the appropriate code. **NOTE:** adherence to these rules will reduce the need for hand-bubbling of test booklets.		Valid Values: • A – Algebra • B – Literature • C – Biology • D – Algebra and Literature • E – Algebra, Literature, Biology • F – Literature and Biology • G – Algebra and Biology • Z – N/A; not participating in this Keystone

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
215	20	ASSESSMENT PARTICIPATION CODE 3 (Keystone Spring Assessment)	R	U	Identifies the associated assessment(s) in which a student participates throughout the given school year. This field will facilitate PDE parsing data for LEAs administering the test and support the creation of pre-code labels by various testing vendors. Follow these rules for applying the assessment participation code: • LEAs not administering an assessment to a student are to use Code Z. • LEAs administering an assessment indicate the appropriate code. **NOTE:** adherence to these rules will reduce the need for hand-bubbling of test booklets.		Valid Values: • A – Algebra • B – Literature • C – Biology • D – Algebra and Literature • E – Algebra, Literature, Biology • F – Literature and Biology • G – Algebra and Biology • Z – N/A; not participating in this Keystone

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
216	20	ASSESSMENT PARTICIPATION CODE 4 (Keystone Summer Assessment)	R	U	Identifies the associated assessment(s) in which a student participates throughout the given school year. This field will facilitate PDE parsing data for LEAs administering the test and support the creation of pre-code labels by various testing vendors. Follow these rules for applying the assessment participation code: • LEAs not administering an assessment to a student are to use Code Z. • LEAs administering an assessment indicate the appropriate code. **NOTE:** adherence to these rules will reduce the need for hand-bubbling of test booklets.		Valid Values: • A – Algebra • B – Literature • C – Biology • D – Algebra and Literature • E – Algebra, Literature, Biology • F – Literature and Biology • G – Algebra and Biology • Z – N/A; not participating in this Keystone
217	20	DISTRICT OF ENROLLMENT CODE	R	U	Provide the District Code (AUN) of the LEA providing the majority of the student's core academic education. Only PIMS Reporting Agency AUNs are valid (SD, IU, CS, CTC, APS, PRRI, SJCI). • If this is an out-of-state provider, use 888888888. • If it is an in-state provider that does not have an AUN, use 999999999.	This field is used to identify the LEA providing the majority of the student's core academic education. If this is the same as the reporting LEA (district code is reported in Field 1), a school enrollment must exist in the warehouse, or in an accompanying school enrollment upload file.	Example: 123456789 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/

Rules

1. SCHOOL YEAR DATE is the date of the last day of the school year in ISO format: YYYY-06-30.
2. Date fields (field name ends in DATE) must be in the ISO format: YYYY-MM-DD.
3. STUDENT IDs must be unique within an LEA.
4. Only a single instance of a student is to be supplied in source file.
5. Zip code information for home address can be supplied by component (BASE ZIP CODE and ZIP CODE +4) or as a single FULL ZIP CODE.
6. If components only are supplied, a FULL ZIP CODE will be generated by combining BASE ZIP CODE, '-', and ZIP CODE +4.
7. Code Column: OBS - GROUP NAME and GROUP REMOVAL DATE are obsolete; use STUDENT GROUP FACT TEMPLATE for memberships.
8. BIRTH DATE must be within set range set by client; the default range is 1971-01-01 to current date. Students with birthdays on or after January 1, 1994, and up to and including December 31, 2010, will receive PSSA precodes if valid value in field 212=B.
9. When a record is updated and LAST NAME, BIRTH DATE, and CURRENT GRADE LEVEL are all different than the existing Table record, a warning is generated.
10. SNAPSHOT DATE is reserved for compatibility with the STUD_SNAPSHOT Table.
11. Field 167 (SPECIAL EDUCATION REFERRAL) can only be valued if the student is identified as “Y” or “E” in Field 38 (SPECIAL EDUCATION).
12. Field 190 (CTE INDICATOR) should only be valued by valid CTCs.
13. The columns identified with an NCES code are recommended to follow the NCES Non-Fiscal Data Handbook V4.0.
14. Only delimited files are accepted.

Load Sequence/Dependencies

No dependencies

FAQs

Please note that FAQs in this section pertain to the Student Template and other related templates in the Student Domain.

1. How do I enter a student’s last name that is hyphenated?

- In all cases of entering a student’s name, whether hyphenated or not, the **legal** names (first and last) are to be used. If a student’s name changes, legal documentation should be requested for verification.

2. What students should be included when submitting the Student and Student Snapshot templates?

- The Student template should be submitted by LEAs in a cumulative fashion (all students enrolled in the school on a year-to-date basis).
  - **NOTE:** The student template contains many updatable fields. Any submissions should contain all available and up-to-date data or previously submitted data will be overwritten.
- The June 30 CTE Student Snapshot must (at a minimum) include a comprehensive list of students enrolled (at any point during the reporting year) in PDE-approved, reimbursable CTE secondary programs or registered adult affidavit programs held (owned) and operated by the LEA. LEAs that do not hold (own) and operate PDE-approved, reimbursable secondary CTE programs or registered adult affidavit programs do not need to submit June 30 Student Snapshot data.
- **For the Special Education Collection ONLY** – The **Special Education Snapshot** template should be submitted by the school district of residence, **NOT** by educating LEA, IU, APS, County Prison, CTC, or other entity. Exceptions:
  - Students enrolled in a charter school are reported by the charter school.
  - 1305 (Foster Home) – these students are reported by the school district in which the student resides with the foster parents.
  - Students educated in state adult and state juvenile correctional facilities are reported by the PA Department of Corrections Education.
  - Students designated as Wards of State in county prisons are reported by the school district in which the prison is located.
  - Gifted students are not included in the Special Education submissions.
  - PIMS will limit the AUNs to those LEAs permitted to upload to the Special Education collection. This AUN should be identical to the AUN in Field 1 (DISTRICT CODE) of the Special Education template.
  - **NOTE:** A corresponding Student template record must exist for each student record in the Special Education Snapshot. The DQE will determine if a student record has been uploaded by the Special Education Reporting LEA for the current school year. If no student record exists, an error report will be generated. The student records on the error report must be uploaded in the Student template before the corresponding Special Education Snapshot records will be accepted.
  - **December Special Education submission (Student template and Special Education Snapshot)** – include all special education students with a valid IEP as of 12/1 of the current school year. Field 38 (SPECIAL EDUCATION) should be populated with Y – has IEP.
  - **July Special Ed submission (Student template and Special Education Snapshot)** – include all students that received special education services from July 1 through June 30 who exited at any time during the current school year. Report the status of the student as of June 30. (See FAQ 4 in the Special Education domain for required fields.)
  - **NOTE:** Field 38 (SPECIAL EDUCATION) must equal “Y – has IEP.” The only exceptions are those students who transferred from Special Education to Regular Education. In these instances Field 38 must equal “E – Exited IEP < 2 Years.” Field 52 (REASON FOR EXITING SPECIAL EDUCATION) must equal “05 – Returned to Regular Ed.” Field 38 must be changed to “N” two years from the actual date the student exited special education.

3. How do I use field 217 and the School Enrollment template in the following situations?

- A student is enrolled and attends school at their district of residence, but is taking one class at your LEA, taught by one of your teachers.
  - Because you will be reporting this student in the Course data set, you must upload a record to the Student template.
  - Identify the other LEA in field 217.
- A student is receiving the vocational and academic portions of their education at your CTC.
  - Report your District Code in Field 217.
- A student is taking vocation courses at your CTC, and taking all academic courses at another LEA.
  - Report the LEA's District Code in Field 217.
- One of your teachers teaches a course to students from several LEAs as part of a consortium.
  - Since you will be reporting these students in the Course data set, you must upload them to the Student template. Identify the sending LEAs in field 217.
- Your LEA provides space for an IU-run classroom for special education students in one of your schools. One of the students participates in courses taught by your teachers at that school.
  - Since you will be reporting this student in the Course data set, you must upload the student to the Student template. Identify the IU in field 217.

4. If data for a student on some particular element is entered in a field that is not collected, is missing, or if that element doesn't apply, what should be done?

- Rules for loading records:
  - All key fields (those marked with a "K" in the templates) must have a value or the record will fail to load.
- All mandatory fields (those marked with an "M") must have a value if the record is new. If the record is an update of an existing record, mandatory fields need not have a value.
- Records with data entered into a field that is not collected will be rejected.
- Rules for record validation after records are loaded:
  - Required fields without a value will be listed on the validation report.
  - Conditionally required fields need to have a value only if they apply.
  - If the field is not required no value needs to be submitted.
  - **NOTE:** Make sure the delimiter (e.g., tab, comma) is submitted in the template file as a placeholder for fields with no value.

5. There are multiple first and last name fields within these templates. Which of these fields should LEAs use?

- LEAs can only populate the First Name Long and Last Name Long.

6. The student's name is entered incorrectly (e.g., suffix is included in the Last Name field); how is this fixed in PAsecureID?

- It is imperative that incorrect entries in PAsecureID are edited, not corrected through the creation of a new record. To edit an error in PAsecureID, follow these steps:
  - from Menu on the PAsecureID home page, select "Enter Individual Student;" this will bring up a screen with blank fields
  - fill in all the fields with the appropriate data, making sure to enter the existing PAsecureID number in the "State ID" field; failure to populate this field will result in the creation of a new (duplicate) ID number for the student
  - click the "Assign State ID" button
  - if/when presented with a near match message, resolve the near match as for any other transaction.

7. **Can an LEA decide to populate the Snapshot Date in the Student template so that the format of this template is consistent with the Student Snapshot template?**
   - Yes, LEAs can populate this field. It will be ignored in the Student template.

8. **How should students participating in off-site preschool programs be entered in PIMS?**
   - Each school district and charter school should submit enrollment data for students at any of the LEA offsite programs. A generic offsite location will be created with a generic Location ID of "9999." Students participating in off-site programs should be associated with this location. The specific class of the student should be entered in the Homeroom field (Field 13) on the Student template.

9. **Who is considered a CTE (Career and Technical Education) student?**
   - CTE students are those enrolled either in a PDE-approved, reimbursable, occupational CTE program or a registered adult affidavit program. Secondary CTE students complete and sign "Annual Educational and Occupational Objectives for Students Enrolled in a PDE Approved CTE Program" form (PDE-408) or a similar locally developed form, and take courses in the reporting year that are part of the approved reimbursable CTE program.
   - Reporting of CTE students is to be completed by the school entity (school district, charter school, intermediate unit or career and technical center) that holds the PDE reimbursable secondary CTE program. For example, if the district holds (owns) the reimbursable CTE PDE program approval or the adult affidavit program registration, then the district submits the student data. If the career and technical center holds the reimbursable CTE PDE program approval or adult affidavit program registration, then the CTC submits the student data.
   - **NOTE:** CTE students are reported by the district of residence for Special Education templates.

10. **Who is considered an LEP/ELL student?**
    - A student not born in the United States or whose native language is other than English and comes from an environment where a language other than English is dominant; or is a Native American or Alaska Native who is native resident of the outlying areas and comes from an environment where a language other than English has had a significant impact on such an individual's level of English proficiency; or is migratory and whose language is other than English and comes from an environment where a language other than English is dominant; and has sufficient difficulty speaking, reading, writing, or understanding the English language and whose difficulties may deny such individual the opportunity to learn successfully in classrooms where the language of instruction is English or to participate fully in our society.

11. **What Location Code of Residence (Field 165) do I use for a foreign exchange student?**
    - Foreign exchange students, with a foreign exchange company and using a J-1 visa, are considered residents of the district where they are living.

12. **Who is considered an immigrant student?**
    - A student who meets the following criteria:
      - is age 3 through 21;
      - was not born in any state; and
      - has not been attending one or more schools in any one or more states for more than 3 full academic years.
    - **NOTE:** Students from Puerto Rico are NOT considered immigrants.

13. How do we submit graduates, dropouts and transfers into PIMS?

- The reporting of any withdrawals is an update made to the Student template with additional attention placed on Field 65 (Graduation Status code), Field 66 (Expected Post-Graduate Activity), and Field 91 (Diploma Type Code).
- The Student template contains many updatable fields. Maintain all available and up-to-date data and submit it with the above three fields as additions. Continue to report all future Student template records with these additions or they will be lost.
- If a withdrawal status changes, make the appropriate changes in your SIS and continue to upload those changes with all future Student template submissions.
- When entering the withdrawal into the Student template the Data Quality Engine will check if the last School Enrollment template record for this student (if required) has the corresponding Enrollment Code. Please refer to Appendix E in Volume 2 of the PIMS Manual for acceptable codes for the DQE rule.

14. Why is it important to accurately identify the state assessment(s) in which all students are participating?

- The Bureau of Curriculum, Assessment and Instruction, Division of Performance Analysis and Reporting will use counts derived from this data for planning and budgeting purposes.
- This data is also used to generate pre-code labels for PSSA and Keystone Exams.
- For accountability, student participation will be used to calculate participation rate and facilitate the attribution of performance results.

Note related to Migrant Status

Official Migrant data is sourced into PIMS from MIS2000, the official source. Therefore, submission of migrant data in the template is optional.

Student Snapshot Template

(217 Fields, 59 Collected)

Target Table: STUD_SNAPSHOT

Template Description

The Student Snapshot template contains the same information as the Student Template, with the addition of a snapshot date. Each Student Snapshot template is used for a different purpose and the criteria of the students included may be different from other Student Snapshots. Some Student Snapshots are not true Snapshots in time. Please refer to the FAQs section for exceptions.

Grain: One record per LEA / School Year / Student / Snapshot Date

Please note that only the fields highlighted will be collected for the Pennsylvania Department of Education. Remember that all fields may not be mandatory; however, all fields within a template MUST BE accounted for in order to transmit data.

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	9	DISTRICT CODE	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education for the LEA that is reporting the student.		Example: 123456789 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
2	4	LOCATION CODE	R	U, M	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.		Example: 1234 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
3	10	SCHOOL YEAR DATE	R	K, M	A single date indicating the whole school year; June 30 at the end of the standard school year is used to designate a school year. Thus, the 2015-2016 school year would be indicated by 2016-06-30.	All dates must be entered in ISO format: YYYY-MM-DD.	Example: 2016-06-30
4	10	STUDENT ID	R	K, M	The unique, 10-digit PAsecureID assigned to the student.		Example: 1000000009

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
5	Not collected						
6	Not collected						
7	Not collected						
8	Not collected						
9	Not collected						
10	N/A	CURRENT GRADE LEVEL	R	U, R	Indication of the student's grade level.	Special Ed students must be coded with an actual grade level. The appropriate grade level can be found on the student's IEP.	See Appendix K in Volume 2 of the PIMS User Manual for a complete list of valid values.
11	Not collected						
12	Not collected						
13	20	HOME ROOM	R	U	Provide the homeroom number for the student for the given year. This field is used for determining class size in the elementary school grades and in off-site preschool programs.	LEAs with registered **Adult Affidavit Programs (AAPs)** may code all AAP grade-level students as AAPHR.	Example: 206A
14	10	BIRTH DATE	R	U, R	Provide the birth date of the student.	All dates must be entered in ISO format: YYYY-MM-DD.	Example: 1991-07-15
15	N/A	GENDER CODE	R	U, R	Provide a code that represents the gender of the student.		Valid Values: • M - male • F - female
16	40	ADDRESS 1	CR	U	Provide the street name and number of the student's mailing address.	Address information is needed for CTE secondary students and Perkins funded CTE adult affidavit program students.	Example: 222 Main St.
17	40	ADDRESS 2	CR	U	Provide additional information concerning the street address of the student's mailing address, such as apartment number.	Address information is needed for CTE secondary students and Perkins funded CTE adult affidavit program students.	Example: Apt. 107
18	30	CITY	CR	U	Provide the city of the student's mailing address.	Address information is needed for CTE secondary students and Perkins funded CTE adult affidavit program students.	Example: York

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
19	N/A	STATE CODE	CR	U	Provide the official 2-character US Postal Service abbreviation for the student's mailing address.	Address information is needed for CTE secondary students and Perkins funded CTE adult affidavit program students.	Example: PA See Appendix D of Volume 2 of the PIMS User Manual for the full list of state abbreviations.
20	10	FULL ZIP CODE	CR	U	Provide the official US Postal Code for the student's mailing address.	Address information is needed for CTE secondary students and Perkins funded CTE adult affidavit program students. If this field is populated, the values should be in the format NNNNN or NNNNN-NNNN.	Example: 17401 or 17401-1234
21	Not collected						
22	Not collected						
23	N/A	GUARDIAN RELATIONSHIP	R	U	A person's status in relation to legal adulthood, as specified by state law. See Valid Values.	LEAs with registered **Adult Affidavit Programs (AAP)** may code all AAP grade-level students as A.	Valid Values: • M – minor (for the purposes of PIMS, a student is considered a minor until the age of 21) • A – adult • E – emancipated minor
24	Not collected						
25	Not collected						
26	Not collected						
27	N/A	RACE OR ETHNICITY CODE	R	U, R	A single code indicating the race and ethnicity of the student; see Valid Values.	Refer to "Race/Ethnicity: Federal Race and Ethnicity Standards" in this volume of the manual for an explanation of the federal race and ethnicity codes.	Valid Values: • 1 – American Indian/Alaskan Native (not Hispanic) • 3 – Black or African American (not Hispanic) • 4 – Hispanic (any race) • 5 – White (not Hispanic) • 6 – Multi-Racial (not Hispanic) • 9 – Asian (not Hispanic) • 10 – Native Hawaiian or other Pacific Islander (not Hispanic)
28	Not collected						
29	Not collected						

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
30	Not collected						
31	Not collected						
32	Not collected						
33	N/A	ECONOMIC STATUS (FOOD PROGRAM PARTICIPANT)	R	U, R	Use this field to indicate if a student participates in free or reduced lunch program. See Valid Values.	LEAs with registered **Adult Affidavit Programs (AAPs)** should code all AAP grade-level students as N.	Valid Values: • F – free • R – reduced price • N – neither
34	N/A	CHALLENGE TYPE	CR	U	Student's primary Challenge Type. This often is referred to as Disability throughout PDE. **NOTE:** This MUST match Field 11 (PRIMARY DISABILITY) of the Special Education Snapshot template.	This field is required only if Field 38 (SPECIAL EDUCATION) is Y or E.	See Appendix H in Volume 2 of the PIMS User Manual for a complete list of valid values.
35	Not collected						
36	Not collected						
37	Not collected						
38	N/A	SPECIAL EDUCATION	R	U, R	Provide an indication of whether the student is a special education student. This field is used for tracking presence of IEP for Precode. See Valid Values.	LEAs with registered **Adult Affidavit Programs (AAPs)** should code all AAP grade-level students as N.	Valid Values: • Y – has IEP • E – exited IEP < 2 years • N – no IEP or exited IEP > 2 years
39	Not collected						
40	Not collected						

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
41	N/A	LEP/ELL STATUS	R	U	This field indicates whether the student: • is currently identified as an ELL; • is currently identified as an ELL, but ESL or Bilingual Instruction is provided by another LEA; • was formerly ELL, has exited, and is being monitored; • was formerly ELL, has exited, and no longer is being monitored, or; • was never identified as ELL.	Code **Adult Affidavit Program** (AAP) grade-level students as 01 when student has limited ability in speaking, reading, writing or understanding English language and whose native language is other than English or lives in environment in which a language other than English is dominant. Otherwise, code AAP students as 99.	Valid Values: • 01 – current ELL • 03 – former ELL, exited, and in 1st year of monitoring • 04 – former ELL, exited, and in 2nd year of monitoring • 05 – former ELL, exited, and no longer monitored • 98 – (01) Current ELL, ESL or Bilingual Instruction provided by another LEA • 99 – never ELL
42	Not collected						
43	Not collected						
44	Not collected						
45	Not collected						
46	N/A	REPEATING LAST YEAR	R	U	Y or N to indicate student is repeating current grade level during the school year.	LEAs with registered **Adult Affidavit Programs (AAPs)** may code all AAP grade-level students as N.	Valid Value: Y or N
47	Not collected						
48	Not collected						
49	Not collected						
50	Not collected						
51	Not collected						
52	Not collected						

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
53	4	EXPECTED GRADUATION TIMEFRAME	CR	U	The expected timeframe for the student to graduate, in the form MMYY, where MM is a 2-digit number representing the expected month of graduation, and YY is the last 2 digits of the expected year of graduation. As an example, June 2015 would be represented 0615. If the exact month is unknown, use June (06) as the graduation month.	This field can be left as null for elementary and middle school students but must be populated for all students who have entered grade 9. **This field should be left blank for Adult Affidavit Program (AAP) students.**	Example: 0614
54	Not collected						
55	Not collected						
56	Not collected						
57	Not collected						
58	Not collected						
59	Not collected						
60	Not collected						
61	Not collected						
62	Not collected						
63	Not collected						
64	Not collected						
65	N/A	GRADUATION STATUS CODE *(continued on next page)*	CR	U	Indication of whether a student graduates, drops out, or transfers.	This field pertains to graduation status *and* dropout status, as well as transfers. Use appropriate code for students grades 7 through 12 for whom one of the situations in the Valid Values list applies. **This field does not apply to Adult Affidavit Program (AAP) students.**	Valid Values: • A – dropped out: academic problems • B – dropped out: behavior problems • C – dropped out: child, married, or pregnant • D – dropped out: disliked school • E – exceeded maximum school age and did not complete a state or district-approved educational program (Dropout) • F – exceeded maximum school age and completed a state or district-approved educational program

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
							• G – graduation with regular diploma or GED • H – enrolled but did not show (Dropout) • I – retired PAsecureID **(PDE use only)** • L – left PA public school system but didn't drop out (e.g., transferred out of PA, transferred to private school, died, etc.) • O – dropped out: other reason • R – dropped out: runaway or expelled • S – ONLY for students graduating between July 1 and September 30 (inclusive) whose graduation is reported in the prior school year, and who must be reported in the current year Student template because of other reporting requirements. Examples include Special Ed students graduating after July 1 whose exit must be reported in the school year that began on July 1; and students who complete graduation requirements after classes begin in the school year that began on July 1 and whose membership must be reported in the new school year that began on July 1. • T – transferred to another LEA in PA • W – dropped out; wanted to work • X – transferred to another school in same LEA

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
66	N/A	EXPECTED POST-GRADUATE ACTIVITY	CR	U	Indication of the type of activity the student plans for after graduation or after dropping out.	Value 998 is valid for dropouts only. Values 010 – 100 are valid for graduates only. Value 997 is valid for special education students with an IEP only. **Required for dropouts and high school graduates only.**	See Appendix M in Volume 2 of the PIMS User Manual for a complete list of valid values.
67	N/A	STUDENT STATUS	CR	U, R	Indication of the current status of the student.	Required for students that fall into one of the situations described in the value list. If a student is court placed, use court placed for the code value.	See Appendix L in Volume 2 of the PIMS User Manual for a complete list of valid values.
68	4	DATE FIRST ENROLLED IN AN ESL or BILINGUAL EDUCATION PROGRAM (CORE)	CR	U	The date, in ISO format, when the student was initially enrolled in an ESL or bilingual education (core) program in a US school. Use best information available on prior enrollments.	All dates must be entered in ISO format: YYYY-MM-DD. **This field does not apply to Adult Affidavit Program (AAP) students that are coded as "Current ELL" in Field 41 (LEP/ELL STATUS).**	Example: 2008-09-01
69	Not collected						

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
70	N/A	ADA STATUS INDICATOR	R	U	Field identifies students who: (1) have a current Section 504 service agreement plan in place AND (2) are considered disabled and eligible for protection under the Americans with Disabilities Act (ADA) of 1990, as amended by the ADA Amendments Act of 2008. ADA (as amended) defines "disability" as (1) a physical or mental impairment that substantially limits a major life activity; (2) a record of such an impairment; or (3) being regarded as having such an impairment.	Populate this data element, as appropriate, for all students. Consult appropriate LEA Section 504/ADA compliance officer(s) to determine those students with a current Section 504 service agreement plan in place. **NOTE:** Populate this field (70) with N for students recorded as having a current/active IEP in Field 38 (SPECIAL EDUCATION) of this template.	Valid Values: • Y – Student has a current Section 504 service agreement plan in place and is considered disabled per ADA. • N – Student does not have a current Section 504 service agreement plan in place.
71	Not collected						
72	Not collected						
73	N/A	FOREIGN EXCHANGE STUDENT	R	U	An indication of whether the student has entered the country on a student visa (usually 2-year) and is not intending to remain here permanently.	LEAs with registered **Adult Affidavit Programs (AAPs)** may code all AAP grade-level students as N.	Valid Value: Y or N
74	Not collected						
75	Not collected						
76	Not collected						
77	Not collected						
78	Not collected						
79	Not collected						
80	N/A	GIFTED AND TALENTED	R	U	Indicates the student's gifted status and participation in a Gifted and Talented program. See Valid Values.	LEAs with registered **Adult Affidavit Programs (AAPs)** may code all AAP grade-level students as N.	Valid Values: • GY – Gifted, has GIEP • GN – Gifted, does not have GIEP • N – Not applicable
81	Not collected						
82	Not collected						

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
83	10	SNAPSHOT DATE	R	N/A	One of the standard reporting dates defined by PDE.	All dates must be entered in ISO format: YYYY-MM-DD.	• Example: 2015-10-01
84	Not collected						
85	Not collected						
86	Not collected						
87	Not collected						
88	N/A	ECONOMIC DISADVANTAGED STATUS CODE	R	U	This field indicates the economically disadvantaged status of a student, and is used to provide the economically disadvantaged disaggregation.	To determine if a student is economically disadvantaged, poverty data sources such as Temporary Assistance for Needy Families cases, census poor, Medicaid, children living in institutions for the neglected or delinquent, or those supported in foster homes may be used. If such data are not available, use the most recent reliable data available at the time of determination, such as free and reduced price lunch eligibility. For Community Eligibility Provision (CEP) schools, do not use free and reduced price lunch eligibility to determine a student's economic status. By definition, all students in CEP schools are to be reported as food program eligible (Field 131 of the student and student snapshot templates).	Valid Values: • Y – Yes • N – No
89	Not collected						
90	Not collected						

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
91	N/A	DIPLOMA TYPE CODE	CR	U	The type of diploma/credential that is awarded to a student in recognition of his/her completion of the curricular requirements. See Valid Values.	This field is required for students that have graduated. (Field 65 = "G").	Valid Values: • 806 – Regular diploma • 816 – General Education Development (GED) credential
92	Not collected						
93	25	ALTERNATE STUDENT ID	R	U	A Student ID that is different than the primary identifier associated such as a local student identifier.		
94	Not collected						
95	3	LEP/ELL ELIGIBILITY	CR	U	A Title III Indicator to identify ELL students that are Title III served. LEAs that accept Title III funding as a single sub-grantee or consortium member must indicate all current ELLs as Title III served.	This field is conditionally required for ELLs with a Valid Value of 01 in Field 41 (LEP/ELL STATUS). See Valid Values.	Valid Values: • Y – Title III served • N – Not Title III served
96	Not collected						
97	10	GRADE 09 ENTRY DATE	CR	U	The school year in which the student entered 9th grade for the first time. The school year is represented by a single date indicating the whole school year; June 30 at the end of the standard school year is used to designate a school year. Thus, the 2015-2016 school year would be indicated by 2016-06-30.	This field is required for any student enrolled in grades 9 – 12. All dates must be entered in ISO format: YYYY-MM-DD.	Valid Value: If a student enters 9th grade for the first time in the 2015-2016 school year, submit 2016-06-30 as the grade 09 entry date

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
98	10	DISTRICT ENTRY DATE	R	U	The most recent date that the student entered the LEA.	For new students in their first year at an LEA only, this should be the current school year. LEAs with registered **Adult Affidavit Programs (AAP)** may code all AAP grade-level students with a July 1 reporting year date (2015-07-01).	Example: 2009-09-01
99	10	SCHOOL ENTRY DATE	R	U	The most recent date that the student entered the school.	For new students in their first year at an LEA only, this should be the current school year. LEAs with registered **Adult Affidavit Programs (AAP)** may code all AAP grade-level students with a July 1 reporting year date (2015-07-01).	Example: 2010-09-01
100	Not collected						
101	Not collected						
102	Not collected						
103	Not collected						
104	Not collected						
105	Not collected						
106	Not collected						
107	Not collected						
108	Not collected						

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
109	10	STATE ENTRY DATE	R	U	The most recent date that the student entered Pennsylvania; if that is not known, the most recent date enrolled in a school in PA.	This field must be populated with the actual date. LEAs with registered **Adult Affidavit Programs (AAP)** may code all AAP grade-level students with a July 1 reporting year date (2015-07-01).	Example: 1997-08-01
110	10	DATE FIRST ENROLLED IN A US SCHOOL	CR	U	The date, in ISO format, that the student first enrolled in a US school. For this purpose, enrollment in a school in Puerto Rico does not count as enrollment in a US school. Use best information available on prior enrollments.	This data is needed for ELL students only. All dates must be entered in ISO format: YYYY-MM-DD. This field does not apply to **Adult Affidavit Program (AAP)** students that are coded as "Current ELL" in Field 41 (LEP/ELL STATUS).	Example: 2003-08-01
111	Not collected						
112	Not collected						
113	Not collected						
114	Not collected						
115	Not collected						
116	Not collected						

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
117	9	DISTRICT CODE OF RESIDENCE	R	U	The AUN of the school district where the parent/legal guardian resides.	This must be one of the following: • one of the 500 Pennsylvania school districts. • the generic PA state code of 999999999. • the generic out-of-state code of 888888888. **BEWARE: this field is checked by the Data Quality Engine (DQE)**	Example: 123456789 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/ Refer to Appendix N in Volume 2 of the PIMS User Manual for a complete list of valid values.
118	Not collected						
119	Not collected						
120	N/A	STUDENT IS A SINGLE PARENT	CR	U	Specifies whether the student is a single parent. A single parent is any individual who is unmarried or legally separated from a spouse and who has a minor child or children for which the parent has either custody or joint custody, or is pregnant. This is an element required for secondary and adult affidavit program CTE students only.		Valid Value: Y or N
121	Not collected						
122	Not collected						
123	N/A	HOME LANGUAGE CODE	CR	U	The NCES Code for the **native** language a child is/was exposed to that resulted in identification as an English language learner. Conditionally required if **native** language is other than US English.	LEAs with registered **Adult Affidavit Programs (AAP)** may leave this field blank for all AAP grade-level students.	See Appendix J in Volume 2 of the PIMS User Manual for a complete list of valid NCES country and language codes. If **native** language is US English, leave blank.
124	Not collected						

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
125	4	YEARS IN US SCHOOLS	CR	U	An integer value (1, 2 or 3) that indicates the years that a student meets the Title III immigrant definition as follows: • is age 3 – 21; and • was not born in any U.S. state; and • has not been attending one or more schools in any one or more U.S. state for more than three full academic years. This information is used for Title III funding purposes only. **NOTE**: Students from Puerto Rico are not considered immigrant students.	In the case of re-entry into US schools, the calculation for YEARS IN US SCHOOLS is cumulative. Calculation of number of months is from date of enrollment to October 1 of the current school year. Use best information available.	Valid Values: 1, 2, or 3 as defined in the Business Rules. If student has been in U.S. schools: • 0 – 12 months = 1 • 13 – 24 months = 2 • 25 – 36 months = 3
126	10	NAME SUFFIX	O	U	An appendage, if any, used to denote an individual's generation in his family (e.g., Jr., Sr., III); see Valid Values.	**Suffix should be split out from last name, both here and in PAsecureID.** If student previously submitted into PAsecureID with suffix in last name field, please resubmit into PAsecureID with the suffix split out. **NOTE:** DO NOT create a new PAsecureID; edit the existing one. See FAQ 5 for further information.	Valid Values: Jr., Sr., II, III, IV, V, Esq., etc.
127	Not collected						
128	Not collected						
129	Not collected						
130	Not collected						

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
131	N/A	FOOD PROGRAM ELIGIBILITY	R	U	The student's eligibility to participate in the free/reduced lunch program.	All students receiving free or reduced price lunch in Community Eligibility Provision (CEP) schools are to be reported as food program eligible, regardless of their economic status. Students in non-CEP schools are to be reported as eligible if they are eligible to participate in the free or reduced price lunch program.	Valid Values: F – Free R – Reduced price N – Neither
132	Not collected						
133	60	LAST NAME LONG	R	U	The legal last name (surname) of the student.	See FAQ 1 for new guideline regarding hyphenated last names.	Example: Harley
134	60	FIRST NAME LONG	R	U	The legal first name of the student.		Example: George
135	Not collected						
136	Not collected						
137	Not collected						
138	Not collected						
139	Not collected						
140	Not collected						
141	Not collected						
142	60	MIDDLE NAME	O	U	The middle name of the student.	Whenever possible, this is to be the **FULL** middle name, not just the middle initial.	Example: Howard
143	Not collected						
144	Not collected						
145	Not collected						
146	Not collected						
147	Not collected						
148	Not collected						
149	Not collected						

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
150	Not collected						
151	Not collected						
152	Not collected						
153	Not collected						
154	40	ADDRESS 3	O	U	Additional information concerning the street address of the student's mailing address, such as a building or site number.	Address information is needed for CTE secondary students and Perkins funded CTE adult affidavit program students.	
155	Not collected						
156	Not collected						
157	Not collected						
158	Not collected						
159	Not collected						
160	Not collected						
161	Not collected						
162	Not collected						
163	Not collected						
164	Not collected						

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
165	4	LOCATION CODE OF RESIDENCE	R	U	The school number of the public school that the student would attend, based on (1) his/her grade level and (2) home address of the parents/legal guardian. This must be a school number related to the reported DISTRICT CODE OF RESIDENCE (Field 117).	If the district code of residence is the PA State Code 999999999 use location code 9999. If the district code of residence is out of state (88888888) use 9999. If the district of residence does not have a school with the appropriate grade level for the student (a 12th grade student whose district of residence does not have a high school), use 0000. For charter school students use the location code of the school the student would attend in the district of residence if not in the charter school. For students reported as being educated in a magnet school located within the student's district of residence use the magnet school's location code, not the school the student would attend based on their home address. LEAs with registered **Adult Affidavit Programs (AAP)** may code all AAP grade-level students as 9999.	All LEA and school codes can be found at http://www.edna.ed.state.pa.us/

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
166	N/A	DISPLACED HOMEMAKER	CR	U	An indication of whether the student is considered a displaced homemaker. The term 'displaced homemaker' means an individual who, "(A)(i) has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills; "(ii) has been dependent on the income of another family member but is no longer supported by that income; or "(iii) is a parent whose youngest dependent child will become ineligible to receive assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) not later than 2 years after the date on which the parent applies for assistance under such title; and "(B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.	This field is needed for secondary and adult affidavit CTE students only.	Valid Value: Y or N
167	4	SPECIAL EDUCATION REFERRAL (Special Education Services Provided Outside the LEA. See Definition)	R	U	Special Education students that are receiving 100% of their services from a PIMS Reporting agency (SD, IU, CS, CTC, APS, PRRI, SJCI) other than their Special Education Reporting Entity (School District or Charter School). If the Special Education Reporting Agency is also the educating LEA, this field should equal N.	Must be a Special Education student. Valid Value in Field 38 (SPECIAL EDUCATION) must be "Y" or "E" to value this field with a "Y." District of Residence and Charter Schools are the only entities allowed to have "Y" in this field.	Valid Value: Y or N
168	Not collected						
169	Not collected						
170	Not collected						

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
171	Not collected						
172	Not collected						
173	Not collected						
174	Not collected						
175	Not collected						
176	Not collected						
177	Not collected						
178	Not collected						
179	Not collected						
180	Not collected						
181	Not collected						
182	N/A	HOME ADDRESS STATE COUNTY CODE	O	U	The 2-digit county code of the student's mailing address; counties in PA are numbered 01 – 67 in alphabetical order.		See Appendix D in Volume 2 of the PIMS User Manual for the full list of state abbreviations.
183	Not collected						
184	Not collected						
185	Not collected						
186	Not collected						
187	Not collected						
188	Not collected						

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
189	9	FUNDING DISTRICT CODE	R	U	The district code that applies to the school district financially responsible for the student. In most cases, this will be the same district as reported under the district code of residence **EXCEPT** in the case of non-resident foster or institutionalized students.	**This must be one of 500 Pennsylvania school districts.** Refer to section "Students to be Reported in PIMS" in Volume 1 of the PIMS User Manual. LEAs with registered **Adult Affidavit Programs (AAP)** may code all AAP grade-level students with the AUN of the school district where the CTE AAP education entity is located.	Example: 123456789 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/ Refer to Appendix N in Volume 2 of the PIMS User Manual for a full list of valid values.

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
190	3	CTE INDICATOR	CR	U	This field is only required for students educated by LEA schools classified as either "occupational" or "comprehensive" Career and Technical Centers (CTCs) on PDE's EdNA website, http://www.edna.ed.state.pa.us/ This field indicates whether or not a normal full complement of "primary academics" is administered and provided to this student by the reported CTC school identified in LOCATION CODE (Field 2 of this template). For the purpose of this data element, "primary academics" include English, Reading/Language Arts, ESL or Bilingual instruction, Mathematics, Sciences, and Social Studies (history, economics, geography, and civics and government). **Note**: According to the Attribution Map used for assessment and accountability, if an assessed subject is taught, the occupational or comprehensive CTC will be attributed with the student's participation and performance.	Field needs to be populated for all students educated by occupational and comprehensive CTC schools as identified in Field 2 (LOCATION CODE) of this template.	Valid Value: Y or N
191	Not collected						
192	Not collected						
193	Not collected						
194	Not collected						
195	Not collected						
196	Not collected						

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
197	Not collected						
198	Not collected						
199	Not collected						
200	Not collected						
201	Not collected						
202	Not collected						
203	Not collected						
204	Not collected						
205	Not collected						
206	Not collected						
207	Not collected						
208	Not collected						
209	Not collected						
210	Not collected						
211	Not collected						

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
212	20	ASSESSMENT PARTICIPATION CODE	R	U	Identifies the associated assessment(s) in which a student participates throughout the given school year. This field will facilitate PDE parsing data for LEAs administering the test and support the creation of pre-code labels by various testing vendors. Follow these rules for applying the assessment participation code: • LEAs not administering an assessment to a student are to use Code I • LEAs administering an assessment indicate the appropriate code. **NOTE:** Code B must be selected in order to receive PSSA precode labels. All students grade 3-8 must be coded with a B in adherence to chapter 4 requirements.		Valid Values: • A – PASA • B – PSSA • I – Not participating in any of these assessments • J – NIMS and NOCTI • K – NIMS • L – NOCTI
213	Not collected						

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
214	20	ASSESSMENT PARTICIPATION CODE 2 (Keystone Winter Assessment)	R	U	Identifies the associated assessment(s) in which a student participates throughout the given school year. This field will facilitate PDE parsing data for LEAs administering the test and support the creation of pre-code labels by various testing vendors. Follow these rules for applying the assessment participation code: • LEAs not administering an assessment to a student are to use Code Z • LEAs administering an assessment indicate the appropriate code **NOTE:** adherence to these rules will reduce the need for hand-bubbling of test booklets.		Valid Values: • A – Algebra • B – Literature • C – Biology • D – Algebra and Literature • E – Algebra, Literature, Biology • F – Literature and Biology • G – Algebra and Biology • Z – N/A; not participating in this Keystone

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
215	20	ASSESSMENT PARTICIPATION CODE 3 (Keystone Spring Assessment)	R	U	Identifies the associated assessment(s) in which a student participates throughout the given school year. This field will facilitate PDE parsing data for LEAs administering the test and support the creation of pre-code labels by various testing vendors. Follow these rules for applying the assessment participation code: • LEAs not administering an assessment to a student are to use Code Z. • LEAs administering an assessment indicate the appropriate code. **NOTE:** adherence to these rules will reduce the need for hand-bubbling of test booklets.		Valid Values: • A – Algebra • B – Literature • C – Biology • D – Algebra and Literature • E – Algebra, Literature, Biology • F – Literature and Biology • G – Algebra and Biology • Z – N/A; not participating in this Keystone

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
216	20	ASSESSMENT PARTICIPATION CODE 4 (Keystone Summer Assessment)	R	U	Identifies the associated assessment(s) in which a student participates throughout the given school year. This field will facilitate PDE parsing data for LEAs administering the test and support the creation of pre-code labels by various testing vendors. Follow these rules for applying the assessment participation code: • LEAs not administering an assessment to a student are to use Code Z. • LEAs administering an assessment indicate the appropriate code. **NOTE:** adherence to these rules will reduce the need for hand-bubbling of test booklets		Valid Values: • A – Algebra • B – Literature • C – Biology • D – Algebra and Literature • E – Algebra, Literature, Biology • F – Literature and Biology • G – Algebra and Biology • Z – N/A; not participating in this Keystone
217	20	DISTRICT OF ENROLLMENT CODE	R	U	Provide the District Code (AUN) of the LEA providing the majority of the student's core academic education. Only PIMS Reporting Agency AUNs are valid (SD, IU, CS, CTC, APS, PRRI, SJCI). • If this is an out-of-state provider, use 888888888. • If it is an in-state provider that does not have an AUN, use 999999999.	This field is used to identify the LEA providing the majority of the student's core academic education. If this is the same as the reporting LEA (district code is reported in Field 1), a school enrollment must exist in the warehouse, or in an accompanying school enrollment upload file.	Example: 123456789 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/

Rules

1. SCHOOL YEAR DATE is the date of the last day of the school year is in format: YYYY-06-30.
2. Date fields (field name ends in DATE) must be in the ISO format: YYYY-MM-DD.
3. STUDENT IDs must be unique within a LEA.
4. Only a single instance of a student is to be supplied in source file.
5. Zip code information for home address can be supplied by component (BASE ZIP CODE and ZIP CODE +4) or as a single FULL ZIP CODE.
6. If components only are supplied, a FULL ZIP CODE will be generated by combining BASE ZIP CODE, '-', and ZIP CODE +4.
7. Code Column: OBS – GROUP NAME and GROUP REMOVAL DATE are obsolete; use STUDENT GROUP FACT TEMPLATE for memberships.
8. BIRTH DATE must be within set range set by client; default range 1971-01-01 to current date. . Students with birthdays on or after January 1, 1994, and up to and including December 31, 2010 will receive PSSA precodes if valid value in field 212=B.
9. When a record is updated and LAST NAME, BIRTH DATE, and CURRENT GRADE LEVEL are all different than the existing Table record, a warning is generated.
10. SNAPSHOT DATE is reserved for compatibility with the STUD_SNAPSHOT Table.
11. Field 167 (SPECIAL EDUCATION REFERRAL) can only be valued if the student is identified as “Y” or “E” in Field 38 (SPECIAL EDUCATION).
12. Field 190 (CTE INDICATOR) should only be valued by valid CTCs.
13. The columns identified with an NCES code are recommended to follow the NCES Non-Fiscal Data Handbook V4.0.
14. Code Column: K – component of primary key; U – value is updatable if row exists; M – a value must be supplied; R – recommended.
15. Code Column: When enclosed within parentheses – e.g. (K,M) – the value is assigned by eScholar.
16. Only delimited files are supported.

Load Sequence/Dependencies

Load Sequence/Dependency
STUDENT

FAQs

Please note that FAQs in this section pertain to the Student Template and other related templates in the Student Domain.

1. How do I enter a student’s last name that is hyphenated?

- In all cases of entering a student’s name, whether hyphenated or not, the **legal** names (first and last) are to be used. If a student’s name changes, legal documentation should be requested for verification.

2. What students should be included when submitting the Student and Student Snapshot templates?

- The Student template should be submitted by LEAs in a cumulative fashion (all students enrolled in the school on a year-to-date basis).
- **NOTE**: The end of year Student template submission must be a cumulative submission including all students enrolled throughout the entire school year.
- The Student Snapshot template contains the same information as the Student Template, with the addition of a snapshot date. Each Student Snapshot template is used for a different purpose, and the criteria of the students included may be different from other Student Snapshots. (Following are some of the exceptions to this rule.) Some Student Snapshots are not true Snapshots in time.
- The **October 1 Student Snapshot** should include only students being educated by the LEA (students being served either directly, in person, via an LEA virtual instruction program, or placed in a program by the LEA).
- The **June 30 CTE Student Snapshot** must (at a minimum) include a comprehensive list of students enrolled (at any point during the reporting year) in PDE-approved, reimbursable CTE secondary programs or registered adult affidavit programs held (owned) and operated by the LEA. LEAs that do not hold (own) and operate PDE-approved, reimbursable secondary CTE programs or registered adult affidavit programs do not need to submit June 30 Student Snapshot data.
- **For the Special Education Collection <u>ONLY</u>** – The **Special Education Snapshot** template should be submitted by the School District of Residence, **NOT** by educating LEA, IU, APS, County Prison, CTC, or other entity). Exceptions:
  - Students enrolled in a charter school are reported by the charter school.
  - 1305 (Foster Home) – these students are reported by the school district in which the student resides with the foster parents.
  - Students educated in state adult and state juvenile correctional facilities are reported by the PA Department of Corrections Education.
  - Students designated as Wards of State in county prisons are reported by the school district in which the prison is located.
  - Gifted students are not included in the Special Education submissions.
  - PIMS will limit the AUNs to those LEAs permitted to upload to the Special Education collection. This AUN should be identical to the AUN in Field 1 (DISTRICT CODE) of the Special Education template.
  - **NOTE:** A corresponding Student template record must exist for each student record in the Special Education Snapshot. The DQE will determine if a student record has been uploaded by the Special Education Reporting LEA for the current school year. If no student record exists, an error report will be generated. The student records on the error report must be uploaded in the Student template before the corresponding Special Education Snapshot records will be accepted.
  - **December Special Education submission (Student template and Special Education Snapshot)** – include all special education students with a valid IEP as of 12/1 of the current school year. Field 38 (SPECIAL EDUCATION) should be populated with Y – has IEP.
  - **July Special Ed submission (Student template and Special Education Snapshot)** – include all students that received special education services from July 1 through June 30 who exited at any time during the current school year. Report the status of the student as of June 30. (See FAQ 4 in the Special Education domain for required fields.)
  - **NOTE:** Field 38 (SPECIAL EDUCATION) must equal “Y – has IEP.” The only exceptions are those students who transferred from Special Education to Regular Education. In these instances Field 38 must equal “E – Exited IEP < 2 Years.” Field 52 (REASON FOR EXITING SPECIAL EDUCATION) must equal “05 – Returned to Regular Ed.” Field 38 must be changed to “N” two years from the actual date the student exited special education.

3. How do I use Field 217 and the School Enrollment template in the following situations?

- A student is enrolled and attends school at his district of residence, but is taking one class at your high school, taught by one of your teachers.
  - Because you will be reporting this student in the Course data set, you must upload a record to the Student template.
  - Identify the other LEA in field 217.
- A student is receiving the vocational and academic portions of his education at your CTC.
  - Report your District Code in Field 217.
- A student is taking vocation courses at your CTC, and taking all academic courses at a school district.
  - Report the school district's district Code in Field 217.
- One of your teachers teaches a course to students from several districts as part of a consortium.
  - Since you will be reporting these students in the Course data set, you must upload them to the Student template. Identify the sending LEAs in field 217.
- Your LEA provides space for an IU-run classroom for special education students in one of your schools. One of the students participates in courses taught by your teachers at that school.
  - Since you will be reporting this student in the Course data set, you must upload the student to the Student template. Identify the IU in field 217.

4. If data for a student on some particular element is missing, or if that element doesn't apply, what should be done?

- Rules for loading records:
  - All key fields (those marked with a "K" in the templates) must have a value or the record will fail to load.
  - All mandatory fields (those marked with an "M") must have a value if the record is new. If the record is an update of an existing record, mandatory fields need not have a value.
- Rules for record validation after records are loaded:
  - Required fields without a value will be listed on the validation report.
  - Conditionally required fields need to have a value only if they apply.
  - If the field is not required no value needs to be submitted.
  - **NOTE:** Make sure the delimiter (e.g., tab, comma) is submitted in the template file as a placeholder for fields with no value.

5. The student's name is entered incorrectly (e.g., suffix is included in the Last Name field); how is this fixed in PAsecureID?

- It is imperative that incorrect entries in PAsecureID are edited, not corrected through the creation of a new record. To edit an error in PAsecureID, follow these steps:
  - From Menu on the PAsecureID home page, select "Enter Individual Student;" this will bring up a screen with blank fields.
  - Fill in all the fields with the appropriate data, making sure to enter the existing PAsecureID number in the "State ID" field; failure to populate this field will result in the creation of a new (duplicate) ID number for the student.
  - Click the "Assign State ID" button.
  - If/when presented with a near match message, resolve the near match as for any other transaction.

6. How should students participating in off-site preschool programs be entered in PIMS?

- Each school district and charter school should submit enrollment data for students at any of the LEA offsite programs. A generic offsite location will be created with a generic Location ID of "9999." Students participating in off-site programs should be associated with this location. The specific class of the student should be entered in the Homeroom field (Field 13) on the Student template.

7. Who is considered a CTE (Career and Technical Education) student?

- CTE students are enrolled either in a PDE-approved, reimbursable, occupational secondary CTE program or a registered adult affidavit program. Secondary CTE students complete and sign "Annual Educational and Occupational Objectives for Students Enrolled in a PDE Approved CTE Program" form (PDE-408) or a similar locally developed form, and take courses in the reporting year that are part of the approved reimbursable CTE program.
- Reporting of CTE students is to be completed by the school entity (school district, charter school, intermediate unit or career and technical center) that holds the PDE reimbursable secondary CTE program approval or the formal adult affidavit program registration. For example, if the district holds (owns) the reimbursable CTE PDE program approval or the adult affidavit program registration, then the district submits the student data. If the career and technical center (CTC) holds the reimbursable CTE PDE program approval or the adult affidavit program registration, then the CTC submits the student data.

8. Who is considered an LEP/ELL student?

- A student not born in the United States or whose native language is other than English and comes from an environment where a language other than English is dominant; or is a Native American or Alaska Native who is a native resident of the outlying areas and comes from an environment where a language other than English has had a significant impact on such an individual's level of English proficiency; or is migratory and whose language is other than English and comes from an environment where a language other than English is dominant; and
- has sufficient difficulty speaking, reading, writing, or understanding the English language and whose difficulties may deny such individual the opportunity to learn successfully in classrooms where the language of instruction is English or to participate fully in our society.

9. Who is considered an immigrant student?

- A student who meets the following criteria:
  - is age 3 through 21;was not born in any state; and
  - has not been attending one or more schools in any one or more states for more than 3 full academic years.
- **NOTE:** Students from Puerto Rico are NOT considered immigrants.

10. What Location Code of Residence (Field 165) do I use for a foreign exchange student?

- Foreign exchange students, with a foreign exchange company and using a J-1 visa, are considered residents of the district where they are living.

11. Why is it important to accurately identify the state assessment(s) in which all students are participating?

- The Bureau of Curriculum, Assessment and Instruction will use counts derived from this data for planning and budgeting purposes.
- This data is also used to generate precode labels for PSSA and Keystone Exams.

Note related to Migrant Status

Official Migrant data will be sourced into PIMS from MIS2000, the official source. Therefore, submission of migrant data in the template is optional beginning in 2009-10.

Career and Technical Education (CTE) Domain

Only LEAs with Pennsylvania Department of Education-approved reimbursable secondary CTE programs or registered adult affidavit programs offered by their schools during the reporting year are required to submit the following templates in the CTE Domain, as appropriate:

- CTE Student Fact
  - Submit only if LEA had reportable enrollees in approved reimbursable secondary CTE programs and/or registered adult affidavit programs.
- CTE Student Industry Credential
  - Submit only if CTE (secondary and/or adult affidavit) program enrollees earned reportable industry certifications.

Do not report any students enrolled in General Family Consumer Science programs, Career Exploration/Awareness Skills programs, **or any adults enrolled in secondary program classes (adult intergenerational programs)** within these templates. See CTE Student Fact Template Description for further guidance concerning what students to report as CTE students.

REPORTING SECONDARY CTE STUDENTS

If a school has PDE-reimbursable CTE program approvals in place for the reporting year but does not have any CTE student enrollments to report within **all** of an LEA's approved reimbursable CTE programs, notify the Division of Data Quality at ra-catsdata@pa.gov.

In addition to these CTE templates, all required data elements within the June 30 Student Snapshot template and School Enrollment template must also be submitted for secondary CTE students for an LEA. Be aware that there are Student Snapshot template data elements that are conditionally required specifically for secondary CTE students. Those elements include the address fields (Fields 16 – 20) along with the "STUDENT IS A SINGLE PARENT field (Field 120) and DISPLACED HOMEMAKER field (Field 166). Note the following grade levels (Field 10, CURRENT GRADE LEVEL, within Student Snapshot Data elements) are considered valid for secondary CTE students:

- 009 – Grade 9
- 010 – Grade 10
- 011 – Grade 11
- 012 – Grade 12

Refer to the Student Domain and Enrollment Domain sections of the user manual for additional information on each Student Snapshot and School Enrollment template data element. The PIMS Summer Submission (June 30) Student Snapshot template and School Enrollment template data must be submitted and processed to support the CTE Domain template student data.

REPORTING ADULT AFFIDAVIT CTE STUDENTS

If a school has PDE-registered adult affidavit CTE programs in place for the reporting year but does not have any adult affidavit CTE student enrollments to report within **all** of an LEA's adult affidavit CTE programs, notify the Division of Data Quality at ra-catsdata@pa.gov.

In addition to these CTE templates, specific data elements within the June 30 Student Snapshot template must be accurately populated to accommodate state adult CTE accountability statistics. **Reporting adult affidavit students in the School Enrollment template is not required.** Be aware that there are Student Snapshot template data elements that are conditionally required specifically for adult affidavit CTE students. Those elements include the address fields (Fields 16 – 20) along with the STUDENT IS A SINGLE PARENT field (Field 120) and DISPLACED HOMEMAKER field (Field 166). Use the following grade level (Field 10 within Student Snapshot Data elements) to report CTE adult affidavit program students:

AAP – Adult Affidavit Program Student.

Refer to the Student Domain section of the user manual for additional information on Student Snapshot template data elements. The PIMS Summer Submission (June 30) Student Snapshot template must be submitted and processed to support the CTE Domain template adult affidavit student data.

NOTE: Submit June 30 CTE Student Snapshot data **only** if LEA had reportable enrollees in PDE-approved reimbursable secondary CTE programs and/or registered adult affidavit programs. The June 30 CTE Student Snapshot must, at a minimum, include a comprehensive list of students enrolled (at any point during the reporting year) in PDE-approved, reimbursable secondary CTE programs and/or registered adult affidavit programs held (owned) and operated by the LEA.

CTE Student Fact Template

(28 Fields, 25 Collected)

Target Table: CTE_STUDENT_FACT

Template Description

This template defines the CTE Student Fact table. This table contains the primary details of each CTE student's enrollment within a Pennsylvania Department of Education-approved school-level CTE program and/or registered adult affidavit CTE operated by each LEA.

This template serves to accommodate Pennsylvania Department of Education (PDE) data collection requirements for federal (The Carl D. Perkins Career and Technical Education Act of 2006) accountability requirements, and PDE's need to account for students that enroll in or complete approved reimbursable secondary CTE programs and/or registered adult affidavit programs.

REPORTING SECONDARY CTE STUDENTS

Report all secondary students within this template who: (1) were enrolled in the technical component of a PDE-approved reimbursable secondary CTE program during the reporting year, AND; (2) had completed and signed "Annual Educational and Occupational Objectives for Students Enrolled in a PDE Approved CTE Program" form (PDE-408) or a similar locally developed form directly related to the student's enrollment in the CTE program reported within Field 6 (CIP Code) of this template. The student's completed and signed PDE-408 form (or similar form) must be on file with the LEA that holds (owns) the approved CTE program in which the student is reported as enrolled.

NOTE: Do **not** report secondary students within the CTE Student Fact Template who either:

(1) lack appropriate signed educational and occupational objectives (PDE-408 form or similar form),

(2) are taking one career and technical education course without intending to pursue the approved program of study as indicated by an appropriate complete educational and occupational objective form (PDE-408 or similar form),

(3) are enrolled in General Family Consumer Science (CIP 19.0101), or

(4) are taking a career and technical education course in order to explore careers.

IMPORTANT: LEAs with students enrolled in 2015-2016 PDE approved reimbursable secondary CTE programs held (owned) and operated by the LEA need to submit this template. **A secondary CTE student may only be reported once at the CIP-LOCATION CODE (SCHOOL)-LEVEL within this template. A secondary student may be reported more than once within this template only if the student was enrolled in approved CTE programs within more than one school (CIP-LOCATION CODE) within an LEA during the reporting year.**

REPORTING ADULT AFFIDAVIT STUDENTS

Report all students enrolled in registered adult (only) affidavit CTE programs that meet state program standards/requirements and were submitted and registered as operational in the Career and Technical Education Information System (CATS) for this reporting year. ***Do not report adult students enrolled in secondary programs (adult intergenerational programs).*** Adult affidavit programs are **adult only** programs. CATS registered adult affidavit programs **do not include:**

- Enrichment/hobby-type programs for personal benefit that are not job related and that do not contribute to a person's occupational objective.
- Programs in Adult Basic Education (ABE), Standard Evening High School (SEHS) or General Education Development (GED) unless the program also meets Career and Technical Education requirements.
- State-funded Customized Job Training Programs (CJT).
- Programs funded 100% with federal monies (e.g. Workforce Investment Act).
- 100% employer-funded programs.
- Any program not open to the public.

CATS registered adult affidavit programs should include the following program types:

- Registered Apprenticeship: a program for adults enrolled in a registered apprenticeship program involving on-the-job training.
- Emergency Service: a program for adults in voluntary public emergency service (e.g. Emergency Medical Technology and Firefighting).
- Other Occupational: a program for adults enrolled in a career and technical program for new occupational preparation or to upgrade their skills.

Questions related to the CTE adult affidavit registration process should be directed to the Bureau of Career and Technical Education at (717) 783-6996.

IMPORTANT: LEAs with students enrolled in 2015-2016 PDE registered adult (only) affidavit programs held (owned) and operated by the LEA need to submit this template. **An adult affidavit CTE student may be reported more than once within this template to document each registered adult affidavit program the student was actively enrolled in during the reporting year.**

Grain: One record per LEA / School Year / Student ID / CIP Location Code / CIP Code / Delivery Method Code / Reporting Date / Reporting Date Period Level.

Please note that only the fields highlighted will be collected for Pennsylvania Department of Education. Remember that all fields may not be mandatory; however, all fields within a template **MUST BE** accounted for in order to transmit data.

IMPORTANT TECHNICAL NOTE: This template is designed to accommodate both secondary and AAP CTE students. LEAs need to develop data extracts to accommodate the 28-field layout of this template for BOTH secondary **AND** AAP student records.

PIMS CTE Student Fact Template Specifications

Field No.	Max Length	Name	R/O /CR	Code	Definition	Business Rules	Sample / Valid Value
1	9	DISTRICT CODE	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education.		Example: 123456789 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
2	10	SCHOOL YEAR DATE	R	K, M	A single date indicating the whole school year; June 30 at the end of the standard school year is used to designate a school year. Thus, the 2015-2016 school year would be indicated by 2016-06-30.	All dates must be entered in ISO format: YYYY-MM-DD.	Example: 2016-06-30
3	10	STUDENT ID	R	K, M	The unique, 10-digit PAsecureID assigned to the student.	The 10-digit PAsecureID must be reported for the same student within the June 30 Student Snapshot and Student templates.	Example: 1000000009
4	4	CIP LOCATION CODE	R	K, M	The unique, PDE-defined, 4-digit school code assigned to the school that owns the CTE program approval or registered adult affidavit program reported for this student in Field 6 (CIP CODE) of this template.		Example: 1234 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
5	4	STUDENT LOCATION CODE	R	U, M	This is a mandatory field within the eScholar templates. Therefore, it will be necessary for all LEAs to enter the same value populated in Field 4 (CIP CODE).		Example: 1234 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/

PIMS CTE Student Fact Template Specifications

Field No.	Max Length	Name	R/O /CR	Code	Definition	Business Rules	Sample / Valid Value
6	12	CIP CODE	R	K, M	The 6-digit Classification of Instructional Program (CIP) code that identifies the approved reimbursable secondary CTE program or adult affidavit program (owned and operated by a specific LEA school) serving this student.	**Secondary Students:** Report secondary students in only one CIP per CIP-location code (school) for a reporting year. If the student was enrolled in multiple CTE programs at a school during the reporting year, report the CIP the student was enrolled in last. **EXCEPTION:** If a secondary student completed a program before the end of the school year, report the CIP that the student completed. **Adult Affidavit Program (AAP) Students:** Report AAP student CIP code(s) in distinct CTE Student Fact Template entries for each AAP CIP in which the student was actively enrolled during the reporting year within a school.	Example: 015999 • Include leading zeros. • Do not include any decimal point. Refer to the following link to view a school's approved secondary programs and associated CIP codes for the appropriate reporting year: http://www.catsv@.ed.state.pa.us/Screens/Login/wPublicHome.aspx Refer to the Career and Technical Education folder within the PIMS Documents website to view a list of both approved secondary programs and any registered adult affidavit programs for your school.
7	12	DELIVERY METHOD CODE (*Continued on the next page*)	R	K, M	Code identifies "occupational," "tech prep" or "program of study" program delivery for secondary CTE. Code also specifically identifies a registered adult affidavit program. OCCUPATIONAL – A plan delivering rigorous workforce preparedness through knowledge, skills, and attributes required for a specific or cluster occupation through completion of a CTE program. TECH PREP – A plan consisting of at least two years of secondary education. Includes rigorous academic and technical components, and leads to admission into a postsecondary certificate, associate degree, or registered apprenticeship program.	Report the PDE-approved Delivery Method (Plan of Delivery) Code (50, 60 or 70) associated with the appropriate CIP code of the approved reimbursable secondary program (owned and operated by your LEA) serving this student and reported in Field 6 (CIP CODE) of this template. Use code 80 to identify all Adult Affidavit program CIPs reported in Field 6. **NOTE:** The code 80 identifier does not include or relate to "adult intergenerational programs."	Valid Values: • 50 – Occupational • 60 – Tech Prep • 70 – Program of Study • 80 – Adult Affidavit Program Refer to the following site to view a school's approved secondary programs and their associated CIP codes and Delivery Method (Plan of Delivery) approvals for the appropriate reporting year: http://www.catsv2.ed.state.pa.us/Screens/Login/wfPublicHome.aspx Refer to the Career and Technical Education folder within the PIMS Documents website to view a list of

PIMS CTE Student Fact Template Specifications

Field No.	Max Length	Name	R/O /CR	Code	Definition	Business Rules	Sample / Valid Value
					PROGRAM OF STUDY – A plan incorporating secondary and postsecondary education elements. Includes coherent and rigorous content aligned with challenging academic standards and relevant career and technical content in a coordinated, non-duplicative progression of courses that align secondary education with postsecondary education to adequately prepare students to succeed in postsecondary education; may include the opportunity for secondary education students to participate in dual or concurrent enrollment programs or other ways to acquire postsecondary education credits that lead to an industry-recognized credential or certificate at the postsecondary level or an associate or baccalaureate degree. All programs of study operate with the agreement conditions specified in the Perkins Statewide Articulation Agreement. ADULT AFFIDAVIT PROGRAM – Adult only programs formally registered with PDE's Career and Technical Education Information System (CATS) for this reporting year.		both approved secondary programs and any registered adult affidavit programs for your school.
8	10	REPORTING DATE	R	K, M	One of the standard reporting dates defined by PDE.	All dates must be entered in ISO format: YYYY-MM-DD.	For the 2015-2016 school year, enter a reporting date of 2016-06-30.
9	10	REPORTING DATE PERIOD LEVEL	R	K, M	All LEAs should provide a value of Year to indicate a student was involved in a CTE program during the reporting school year. See Valid Value.	All LEAs should provide value of Year to indicate a student involved in a CTE program during the reporting school year.	Valid value for 2015-2016 is Year.

PIMS CTE Student Fact Template Specifications

Field No.	Max Length	Name	R/O /CR	Code	Definition	Business Rules	Sample / Valid Value
10	12	CTE STATUS TYPE CODE	R	U, M	A 2-digit code reflecting the most appropriate CTE student status after student received all related technical instruction for the reporting year within the specific program (CIP code) reported in Field 6 (CIP CODE) of this template. See Sample / Valid Values.	**FOR SECONDARY STUDENTS:**Terminology of "COMPLETED" or "DID NOT COMPLETE CTE PROGRAM" directly relate to whether a student: • completed all secondary-level competencies necessary to achieve his/her career objective (or met appropriate related IEP objectives), and • completed a PDE-approved occupational end-of-program assessment for the student's reported program CIP (or completed a program that has an assessment waiver). Refer to the NOCTI-CIP crosswalk document within the Career and Technical Education folder within the PIMS Documents web page for guidance on which CTE programs have approved end-of-program assessments and those that have assessment waivers.	Sample / Valid Values: • 10 – Continued or will continue CTE at this school. • 22 – Transferred or will transfer to a different school. Refer to Appendix P of Volume 2 of the PIMS User Manual for a complete list of valid values. **NOTE:** AAP students have a distinct status code set within Appendix P of Volume 2 of the PIMS User Manual.
11	12	CTE PROGRAM COMPLETION PLAN CODE	R	U, M	This is a mandatory field within the eScholar templates. Therefore, it will be necessary for all LEAs to enter a value of N/A in this field.		Valid Value: N/A

PIMS CTE Student Fact Template Specifications

Field No.	Max Length	Name	R/O /CR	Code	Definition	Business Rules	Sample / Valid Value
12	1	REGISTERED APPRENTICE INDICATOR	O	U, D	The CTE program-related (Field 6, CIP CODE) learning component experience for in-school youth, ages 16 and older (11th and 12th grades), designed to link employers in need of an educated workforce with local education agencies seeking to provide quality work-based education. Must include an apprenticeship sponsor registered with the US Department of Labor. Learning experience includes a prescribed program of academic and technical preparation, achievement of a high school diploma, a skills certificate, and direct access into postsecondary education or registered apprenticeship training by way of an articulation agreement. See Valid Values.	Indicate by Y (Yes) or N (No) whether this CTE student actively participated in this learning component during the reporting year in order to enhance required instruction in the student's reported program CIP CODE (Field 6).	Valid Values: • Y – Student did actively participate in this learning component during reporting year. • N – Student did not actively participate in this learning component during reporting year.
13	1	INTERNSHIP INDICATOR	O	U, D	The CTE program-related (Field 6, CIP CODE) learning component that provides planned, supervised experiential learning with rotation periods of work observation and work exploration in a variety of employment situations ordinarily for short periods of time. Students are usually not paid for their experience; however, they do receive school credit. These experiences are primarily intended to develop career awareness rather than occupational competence. See Valid Values.	Indicate by Y (Yes) or N (No) whether or not this CTE student actively participated in this learning component during the reporting year in order to enhance required instruction in the student's reported program CIP CODE (Field 6). **LEAs may code all adult affidavit students N.**	Valid Values: • Y – Student did actively participate in this learning component during reporting year. • N – Student did not actively participate in this learning component during reporting year.

PIMS CTE Student Fact Template Specifications

Field No.	Max Length	Name	R/O /CR	Code	Definition	Business Rules	Sample / Valid Value
14	1	COOPERATIVE WORK INDICATOR	O	U, D	The CTE program-related (Field 6, CIP CODE) learning component providing on-the-job experience in a career and technical education program. Through written arrangement between the school and employer, the student received instruction, including required academic courses and related career and technical instruction, by alternation of study in school with a job related to the career and technical education instruction. See Valid Values.	Indicate by Y (Yes) or N (No) whether this CTE student actively participated in this learning component during the reporting year in order to enhance required instruction in the student's reported program CIP CODE (Field 6). **LEAs may code all adult affidavit students N."**	Valid Values: • Y – Student did actively participate in this learning component during reporting year. • N – Student did not actively participate in this learning component during reporting year.
15	1	JOB EXPLORATION INDICATOR	O	U, D	CTE program-related (Field 6, CIP CODE) learning component providing off-campus, credit-bearing exploratory learning activities occurring in the community with the specific intent to provide realistic career exploration experiences for students. See Valid Values.	Indicate by Y (Yes) or N (No) whether this CTE student actively participated in this learning component during the reporting year in order to enhance required instruction in the student's reported program CIP CODE (Field 6). **LEAs may code all adult affidavit students N.**	Valid Values: • Y – Student did actively participate in this learning component during reporting year. • N – Student did not actively participate in this learning component during reporting year.

PIMS CTE Student Fact Template Specifications

Field No.	Max Length	Name	R/O /CR	Code	Definition	Business Rules	Sample / Valid Value
16	1	AGRICULTURE EXPERIENCE INDICATOR	O	U, D	The CTE program-related (Field 6, CIP CODE) learning component providing an educational experience, and which operates as an integral part of a career and technical education agriculture program. These experiences take place at any time during the calendar year and require the students to record, summarize, and use supervised agriculture experience record books. Most experiences are supervised by the agriculture teachers. Students may have paid or unpaid experiences. See Valid Values.	Indicate by Y (Yes) or N (No) whether this CTE student actively participated in this learning component during the reporting year in order to enhance required instruction in the student's reported program CIP CODE (Field 6). **LEAs may code all adult affidavit students N.**	Valid Values: • Y – Student did actively participate in this learning component during reporting year. • N – Student did not actively participate in this learning component during reporting year.
17	1	SCHOOL-SPONSORED ENTERPRISE INDICATOR	O	U, D	The CTE program-related (Field 6, CIP CODE) learning component for small businesses created and operated by students where the school implements a real, economically viable business venture. These typically are non-profit activities and can include activities such as house refurbishing and the repair of parks. See Valid Values.	Indicate by "Yes" (Y) or "No" (N) whether this CTE student actively participated in this learning component during the reporting year in order to enhance required instruction in the student's reported program CIP CODE (Field 6). **LEAs may code all adult affidavit students N.**	Valid Values: • Y – Student did actively participate in this learning component during reporting year. • N – Student did not actively participate in this learning component during reporting year.

PIMS CTE Student Fact Template Specifications

Field No.	Max Length	Name	R/O /CR	Code	Definition	Business Rules	Sample / Valid Value
18	7, 2	NUMBER OF PROGRAM HOURS COMPLETED	R	U	**SECONDARY STUDENTS:** The cumulative total secondary CTE program technical component instructional hours the student successfully completed for the student's reported CIP (Field 6 – CIP CODE) over the span of the student's secondary education (not just this reporting year) within that CIP. LEAs should use periodic (e.g., quarterly) grades, not year-end cumulative grades to tally successful hours. **ADULT AFFIDAVIT STUDENTS:** The cumulative total adult affidavit CTE program technical instructional hours the student successfully completed for the student's reported CIP (Field 6) over the span of the student's adult education (not just this reporting year). Report the hours to the nearest hundredth of an hour.	**SECONDARY STUDENTS:** Report 0.00 for students that received a failing grade for all technical instructional hours received within the reported program CIP. **ADULT AFFIDAVIT STUDENTS:** For **graded** adult affidavit programs report cumulative, successfully completed technical program hours for which the student received a passing grade. Report 0.00 for adult affidavit students that received a failing grade for all technical program instructional hours received within the reported program CIP. For **ungraded** adult affidavit programs (including Young Farmers programs) report successfully completed program hours based on the student's active program participation and attendance. Truncate to the nearest hundredth of an hour.	Example: 9999.99

PIMS CTE Student Fact Template Specifications

Field No.	Max Length	Name	R/O /CR	Code	Definition	Business Rules	Sample / Valid Value
19	6, 2	PERCENTAGE OF PROGRAM COMPLETE (*continued on next page*)	R	U	**SECONDARY STUDENTS:** The cumulative percent of the (normally scheduled) total CTE program technical component hours the student successfully completed (passed) for the student's reported program CIP CODE (Field 6). **Secondary Example:** If student's reported secondary program normally operates over the span of three years, the percent reported would be a percent of the total program technical hours normally offered over three years. Refer to the technical component documented in the program's scope and sequence. The total program technical hours normally offered **over one year**. (*see following page for continuation of definitions)*	Percent equals cumulative total program instructional hours successfully completed (Field 18) divided by total technical hours for the entire secondary program or total program hours for the entire Adult Affidavit CIP reported in Field 6, multiplied by 100. If a student failed all instructional hours for reporting year AND prior years in the reported program, report 0.00. **Adult Affidavit student reporting:** Report appropriate percentage based on total program technical hours normally offered by the entire program (Field 6). A reminder: for ungraded Adult Affidavit programs, base percentage on student participation hours (versus technical instructional hours passed) divided by total hours offered by entire program. **EXCEPTION:** Report 1.00 for all adult affidavit students reported in Young Farmers programs (CIP 01.0301).	Valid range of values is 0.00 to 100.00 **NOTE:** Truncate to nearest hundredth of a percent.

PIMS CTE Student Fact Template Specifications

Field No.	Max Length	Name	R/O /CR	Code	Definition	Business Rules	Sample / Valid Value
19	6, 2	PERCENTAGE OF PROGRAM COMPLETED (*continued from previous page*)	R	U	**ADULT AFFIDAVIT STUDENTS:** The cumulative percent of the (normally scheduled) total CTE program technical hours the student successfully completed (passed) for the student's reported program CIP (Field 6). **Adult Affidavit Example 1:** If adult affidavit program normally operates over the span of 1 year, the percent reported is a percent of the total program technical hours normally offered over 1 year. **Adult Affidavit Example 2:** If adult affidavit program normally operates over a 6-week period, the percent reported is a percent of total program technical hours normally offered over the 6-week period. **NOTE:** This is a percentage of the total technical hours offered by a CTE program's entire normal operational schedule. EXAMPLE: If program normally operates over the span of three years, the percent reported would be a percent of the total program technical hours normally offered over three years.		

PIMS CTE Student Fact Template Specifications

Field No.	Max Length	Name	R/O /CR	Code	Definition	Business Rules	Sample / Valid Value
20	6, 2	CUMULATIVE POSTSECONDARY CREDITS EARNED	R	U	Report total postsecondary credits earned as a secondary student. Report the credits to the hundredth of a credit.	Report only earned credits awarded and documented on an official postsecondary institution transcript. An example would be credits earned through an LEA College/High School Credit (Dual Enrollment) program where the LEA partners with eligible postsecondary institution(s) to offer high school students the chance to earn both secondary and postsecondary credit via enrollment in postsecondary coursework. Report appropriate postsecondary credits earned for either technical and/or academic postsecondary coursework. Round to the nearest hundredth of a credit. **LEAs may code all adult affidavit students 0.00.**	Example: 99.99
21	Not collected						
22	1	WORK-BASED EXPERIENCE INDICATOR	O	U, D	The CTE program-related (Field 6, CIP CODE) learning component providing off-campus learning gained through training and instruction. Work-based experiences refer to technical skills occurring in a work setting. <u>This learning component primarily is implemented and used within Job Seeking/Changing Skills, Diversified Occupations, programs (CIP 32.0105).</u> See Valid Values.	Indicate by Y (Yes) or N (No) whether this CTE student actively participated in this learning component during the reporting year in order to enhance required instruction in the student's reported program CIP CODE (Field 6). **LEAs may code all adult affidavit students N.**	Valid Values: • Y – Student did actively participate in this learning component during reporting year. • N – Student did not actively participate in this learning component during reporting year.
23	Not collected						
24	Not collected						

PIMS CTE Student Fact Template Specifications

Field No.	Max Length	Name	R/O /CR	Code	Definition	Business Rules	Sample / Valid Value
25	20	CTE PROGRAM PERFORMANCE CODE	CR	U	Required for AAP students. Indicates whether an adult CTE student is reported as enrolled in a program (CIP CODE reported in Field 6) supported by Perkins funds and achieved a passing grade for the occupational instruction received during the reporting year. Determination of "a passing grade" within an AAP program supported by Perkins funds is made locally by AAP LEAs that have formal approved Perkins Local Plans on file with PDE's Bureau of Career and Technical Education (BCTE) for the reporting year. Contact BCTE at (717) 346-3188 with questions concerning LEA Perkins Local Plan approvals or grading adult performance in occupational instruction.	Report Y if the adult CTE student is reported as enrolled in a program (CIP CODE reported in Field 6) supported by Perkins funds and achieved a passing grade for the occupational instruction received during the reporting year. Report N if the adult CTE student is reported as enrolled in a program (CIP CODE reported in Field 6) supported by Perkins funds and DID NOT achieve a passing grade for the occupational instruction received during the reporting year. Report N/A if the student is reported enrolled in: • AAP occupational instruction that is not graded, OR • a program that is not supported with Perkins funds.	Valid Values: • Y – Yes • N – No • N/A – Adult Student CTE Program Not Graded or Not Perkins Funded
26	3	PELL GRANT INDICATOR	CR	U	Required for AAP students. A YES/NO indicator that specifies whether the AAP student received a federal Pell need-based grant during the academic year.		Valid Values: • Y – Yes • N – No
27	Not collected						

PIMS CTE Student Fact Template Specifications

Field No.	Max Length	Name	R/O /CR	Code	Definition	Business Rules	Sample / Valid Value
28	3	POS TASK LIST COMPLETION INDICATOR	CR	U	Required for 12th grade students. **Indicates** whether a secondary student has completed all the program of study (POS) competencies on the school's task list that is maintained as students move through the program, and **demonstrates** eligibility to receive articulated credits by way of a statewide POS articulation agreement by aligning secondary and postsecondary programs. This field does not apply to 9th – 11th grade students or AAP.	**Secondary Students** • Report Y if a teacher signs the list signifying that the student fulfilled all of the competency requirements on the task list during the course of the student's reported program. • Report N if the student has not yet completed all the competencies. • Report N/A if the student: 1) is not in a POS, or 2) is not in 12th grade. **Adult Affidavit Students** Report N/A for all AAP students.	Valid Values: • Y – Yes • N – No • N/A - Indicates the template record applies to an AAP student or a student not in 12th grade POS.

Rules

1. Date fields (field name ends in DATE) must be in ISO format: YYYY-MM-DD.
2. The combination of CIP CODE and DELIVERY METHOD CODE must exist in the CTE_CIP Table at the school-level for the matching SCHOOL YEAR DATE.
3. CTE STATUS TYPE CODE must exist in the CTE_STATUS_TYPE Table for the matching SCHOOL YEAR DATE.
4. CTE PROGRAM COMPLETION PLAN CODE must exist in the CTE_PGM_COMP_PLAN Table for the matching SCHOOL YEAR DATE.
5. If populated, REGISTERED APPRENTICESHIP INDICATOR, INTERNSHIP INDICATOR, COOPERATIVE WORK INDICATOR, JOB EXPLORATION INDICATOR, AGRICULTURE EXPERIENCE INDICATOR, SCHOOL SPONSORED ENTERPRISE INDICATOR, WORK BASED EXPERIENCE INDICATOR must be Y or N.
6. If not populated, each of these fields defaults to N (Code Column D).
7. The fields identified with an NCES code are recommended to follow the NCES Non-Fiscal Data Handbook V5.0.
8. Code Column: K – component of primary key; U – value is updatable if row exists; M – a value must be supplied; D – value is required but a default is supplied.
9. File to be provided in delimited format - full delimiter support is available.

Load Sequence/Dependencies

Load Sequence/Dependency
STUDENT

FAQs

1. How many times may a student be reported in the CTE Student Fact Template?

- A student may only be reported once per school (CIP Location Code, Field 4) at the secondary level. An adult affidavit program CTE student may be reported more than once per school within this template to document each registered adult affidavit program the student was actively enrolled in during the reporting year.

2. May a student be reported multiple times within the CTE Student Fact Template to document a student's enrollment in more than one CTE program (CIP Code, Field 6)?

- Only if a secondary student received CTE from two different schools (CIP Location Code, Field 4) within your LEA. Example: Student is enrolled in CTE agriculture program within School A and transfers to School B mid-year. Student enrolls in CTE business program within School B for the last half of the reporting year. Student would be reported once for School A (CIP Location Code, Field 4) within appropriate CIP Code (Field 6) for the agriculture program and once for School B (CIP Location Code, Field 4) within appropriate CIP Code (Field 6) for the business program.
- An adult affidavit program CTE student may be reported more than once per school within this template to document each registered adult affidavit program the student was actively enrolled in during the reporting year.

3. **Should a history of CTE learning components (Fields 12 – 17 and 22) be reported for the student or only those the student actively participated in during the school year?**
   - Report only those learning components the student actively participated in during the school year AND only those learning components that were directly related to the student's enrollment in the reported program (CIP Code, Field 6). **NOTE**: Reporting values for these CTE learning component fields is now OPTIONAL.

4. **What if a school within our LEA did not have any CTE enrollments in any of the school's reporting year approved reimbursable secondary CTE programs and/or registered adult affidavit programs?**
   - Notify PDE's Division of Data Services of that fact via ra-catsdata@pa.gov. Submit CTE Student Fact Data related to the remaining LEA schools (CIP Location Code, Field 4) that had CTE enrollments in approved secondary or registered adult affidavit CTE programs. If the school that did not have reporting year CTE enrollments in any of their approved reimbursable CTE programs is the only LEA school with CTE program approvals, no LEA submission is required for the CTE Student Fact (0970) or the CTE Student Credential (0980) templates.

5. **What if our LEA's high school(s) does (do) not have any reporting year secondary CTE approved programs or registered adult affidavit programs?**
   - Your LEA does not need to submit data for the CTE Student Fact or the CTE Student Credential templates.

CTE Student Industry Credential Template

(9 Fields, 9 Collected)

Target Table: CTE_STUDENT_CREDENTIAL

Template Description

The CTE Student Industry Credential Template serves to record industry certifications earned by **students during the reporting year as a direct result of the student's enrollment within a PDE-approved reimbursable secondary CTE program or registered adult affidavit program reported within the CTE Student Fact Template.**

IMPORTANT: Only LEAs with reporting year PDE-approved reimbursable secondary CTE programs or registered adult affidavit CTE programs need to submit this template only to record appropriate industry certifications earned by students reported within the CTE Student Fact template. LEAs need not submit this template if none of their CTE students reported within the CTE Student Fact template earned certifications.

Grain: One record per LEA / School Year / Student ID / Student Location Code / CIP Code / Delivery Method Code / Industry Credential Code / Credential Earned Date / Credential Earned Period Level.

Please note that only the fields highlighted will be collected for Pennsylvania Department of Education. Remember that all fields may not be mandatory; however, all fields within a template **MUST BE** accounted for in order to transmit data.

PIMS Student Industry Credential Template Specifications

Field No.	Max Length	Name	R/O /CR	Code	Definition	Business Rules	Sample / Valid Value
1	9	DISTRICT CODE	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education.	This AUN must represent the LEA that owns the CTE-approved program reported in Field 6 (CIP CODE).	Example: 123456789 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
2	10	SCHOOL YEAR DATE	R	K, M	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 2015-2016 school year would be indicated by 2016-06-30.	All dates must be entered in ISO format: YYYY-MM-DD.	Example: 2016-06-30
3	10	STUDENT ID	R	K, M	The unique, 10-digit PAsecureID assigned to the student.	This Student ID must also be reported for the same student within the CTE Student Fact Template.	Example: 1000000009
4	4	STUDENT LOCATION CODE	R	U, M	This is a mandatory field within the eScholar templates. Therefore, it will be necessary for all LEAs to enter the same value populated in Field 4 (CIP LOCATION CODE) in the CTE Student Fact Template.	This location code must match a CIP LOCATION CODE (Field 4) reported for the student within the CTE Student Fact Template.	Example: 1234 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/

PIMS Student Industry Credential Template Specifications

Field No.	Max Length	Name	R/O /CR	Code	Definition	Business Rules	Sample / Valid Value
5	12	CIP CODE	R	K, M	The 6-digit Classification of Instructional Program (CIP) code that identifies the approved reimbursable secondary CTE program or adult affidavit program (owned and operated by a specific LEA school) serving this student.	**Secondary Students:** Report secondary students in only one CIP per CIP-location code (school) for a reporting year. If student was enrolled in multiple CTE programs at a school during the reporting year, report the CIP the student was enrolled in last. **EXCEPTION:** If the student completed a program before the end of the school year, report the CIP that the student completed. This CIP code must match the CIP Code reported for the student within Field 6 (CIP CODE) of the CTE Student Fact Template. **Adult Affidavit Program (AAP) Students:** Report AAP student CIP code documenting the program that enabled the student to receive the certification reported in Field 7 (INDUSTRY CREDENTIAL CODE).	Example: 015999 • Include leading zeros. • Do not include any decimal point Refer to the following link to view a school's approved programs and associated CIP codes for the appropriate reporting year: http://www.catsv2.ed.state.pa.us/Screens/Login/wfPublicHome.aspx Refer to the Career and Technical Education folder within the PIMS Documents website to view a list of both approved secondary programs and any registered adult affidavit programs for your school.
6	12	DELIVERY METHOD CODE (*continued on next page*)	R	K, M	Code identifies "occupations," "tech prep," or "program of study" program delivery for secondary CTE. Code also specifically identifies a registered adult affidavit program. OCCUPATIONAL – A plan delivering rigorous workforce preparedness through knowledge, skills, and attributes required for a specific or cluster occupation through completion of a CTE program. TECH PREP – A plan consisting of at least 2 years of secondary education. Includes rigorous academic and technical components, and leads to admission into a	Use Code 50, 60, or 70 to report the PDE-approved DELIVERY METHOD CODE (Plan of Delivery) associated with the appropriate CIP code of the approved reimbursable secondary program (owned and operated by your LEA) serving this student and reported in Field 5 (CIP CODE) of this template. Use code 80 to identify all Adult Affidavit program CIPs reported in Field 5. **NOTE:** The code 80 identifier does not include or relate to "adult intergenerational programs."	Valid Values: • 50 – Occupational • 60 – Tech Prep • 70 – Program of Study • 80 – Adult Affidavit Program Refer to the following site to view a school's approved secondary programs and their associated CIP codes and Delivery Method (Plan of Delivery) approvals for the appropriate reporting year: http://www.catsv2.ed.state.pa.us/Screens/Login/wfPublicHome.aspx

PIMS Student Industry Credential Template Specifications

Field No.	Max Length	Name	R/O /CR	Code	Definition	Business Rules	Sample / Valid Value
					postsecondary certificate, associate degree, or registered apprenticeship program. PROGRAM OF STUDY – A plan incorporating secondary and postsecondary education elements. Includes coherent and rigorous content aligned with challenging academic standards and relevant career and technical content in a coordinated, non-duplicative progression of courses that align secondary education with postsecondary education to adequately prepare students to succeed in postsecondary education; may include the opportunity for secondary education students to participate in dual or concurrent enrollment programs or other ways to acquire postsecondary education credits that lead to an industry-recognized credential or certificate at the postsecondary level or an associate or baccalaureate degree. All Programs of Study operate with the agreement conditions specified in the Perkins Statewide Articulation Agreement. ADULT AFFIDAVIT PROGRAM – Adult only programs formally registered with PDE's Career and Technical Education Information System (CATS) for this reporting year.	This DELIVERY METHOD CODE must match the appropriate DELIVERY METHOD CODE (Field 7) reported for the student within the CTE Student Fact Template.	Refer to the Career and Technical Education folder within the PIMS Documents website to view a list of both approved secondary programs and any registered adult affidavit programs for your school.

PIMS Student Industry Credential Template Specifications

Field No.	Max Length	Name	R/O /CR	Code	Definition	Business Rules	Sample / Valid Value
7	12	INDUSTRY CREDENTIAL CODE	R	K, M	A 3-digit code identifying the industry certification and industry certification provider of the credential that the CTE student earned during the reporting period and as a result of the student's enrollment in the program (CIP CODE) reported in Field 5 of this template.	Earned certifications will be crosschecked against an industry certification's relationship to a program CIP. Refer to the following site to view industry certifications documented as offered by a school's program: http://www.catsv2.ed.state.pa.us/Screens/Login/wfPublicHome.aspx	Include leading zeros. Refer to Appendix Q of Volume 2 of the PIMS User Manual for a complete list of valid values.
8	10	CREDENTIAL EARNED DATE	R	U, M	A date to indicate the industry certification was earned by the student during the reporting year.	All dates must be entered in ISO format: YYYY-MM-DD.	Valid value for 2015-2016: 2016-06-30.
9	10	CREDENTIAL EARNED PERIOD LEVEL	R	K, M	All LEAs should provide a value of Year to indicate that a student earned industry credentials during the school year.		Valid value is Year.

Rules

1. Date fields (field name ends in DATE) must be in ISO format: YYYY-MM-DD.
2. The combination of CIP CODE and DELIVERY METHOD CODE must exist in the CTE_CIP Table at the school-level for the matching SCHOOL YEAR DATE.
3. INDUSTRY CREDENTIAL CODE must exist in the CTE_CIP_INDUSTRY_CREDENTIAL Table at the LEA-CIP-Level for the matching SCHOOL YEAR DATE.
4. The fields identified with an NCES code are recommended to follow the NCES Non-Fiscal Data Handbook V5.0.
5. Code Column: K – component of primary key; U – value is updatable if row exists; M – a value must be supplied.
6. File to be provided in delimited format - full delimiter support is available.

Load Sequence/Dependencies

Load Sequence/Dependency
STUDENT

FAQs

1. What if our LEA's high school(s) does (do) not have any reporting year secondary CTE approved programs?

- Your LEA does not need to submit data for the CTE Student Fact (0970) or the CTE Student Credential (0980) templates.

2. What if none of the students reported within our LEA's CTE Student Fact data earned any industry certification credentials related to their enrollment within our CTE programs?

- There is no need to submit any CTE Student Credential (0980) template data.

3. Are there limitations to which industry certification credentials we may report for a student?

- Only industry certifications earned as a direct result of the student's reported enrollment within an LEA school's CTE program (CIP CODE, Field 5) should be reported.
  - Valid reportable certification codes are provided in Volume 2 of the PIMS User Manual.
  - Reported industry certifications earned will be checked for a reasonable relationship to the student's program. All reported student-earned industry certifications not documented as offered by LEA programs within the CATS Program Approval system may need to be verified as accurate locally for this data submission.
- **IMPORTANT NOTE:** At times, PDE is required to base the reporting of industry certifications earned by students on ONLY THOSE CERTIFICATIONS DOCUMENTED AS OFFERED BY A SCHOOL'S APPROVED PROGRAM WITHIN THE CATS SECONDARY PROGRAM APPROVAL SYSTEM FOR A SPECIFIC SCHOOL YEAR; therefore, LEAs are responsible for making certain that an accurate up-to-date record of "industry certifications offered" by their specific approved programs are properly recorded within the CATS Secondary Program Approval System on an annual basis.

4. **How many times may a student be reported within this template?**
   - A student should be reported as many times as necessary to document each industry certification credential earned during the reporting year as a result of the student's reported enrollment within an LEA school's CTE program (CIP Code – Field 5).

5. **Must all "District Code – School Year Date – Student ID – Student Location Code – CIP Code – Delivery Method Code" combinations for a student reported within this template match up with an identical "District Code – School Year Date – Student ID – CIP Location Code – CIP Code – Delivery Method Code" combination within the CTE Student Fact data?**
   - Yes

Special Education Domain

All Pennsylvania school districts and charter schools must submit the following templates as part of the Special Education Data Collection:

- Student
- Special Education Snapshot
- **NOTE** – A corresponding Student template record must exist for each student record in the Special Education Snapshot. The DQE will determine if a student record has been uploaded by the Special Education Reporting LEA for the current school year. If no student record exists, an error report will be generated. The student records on the error report must be uploaded in the Student template before the corresponding Special Education Snapshot records will be accepted.

Timeline for Submission

- The two snapshot dates for the 2015/2016 school year (12/1 and 6/30)

The following fields submitted in the Student templates will be used for Special Education reporting:

- Current Grade level (Field 10)
- Birth Date (Field 14)
- Gender Code (Field 15)
- Address 1 (Field 16)
- Address 2 (Field 17)
- City (Field 18)
- State Code (Field 19)
- Full Zip Code (Field 20)
- Race or Ethnicity Code (Field 27)
- Challenge Type (Field 34)
- Special Education (Field 38)
- LEP Participation (Field 41)
- Name Suffix (Field 126)
- Last Name Long (Field 133)
- First Name Long (Field 134)
- Middle Name (Field 142)

Responsibility of reporting Special Education Students

For the Special Education Collection ONLY – The **Special Education Snapshot** should be submitted by the School District of Residence, **NOT** by educating LEA, IU, APS, county prison, CTC, or other entity. Exceptions:

- Students enrolled in a charter school are reported by the charter school.
- 1305 (Foster Home) – these students are reported by the school district in which the student resides with the foster parents.
- Students educated in state adult and state juvenile correctional facilities are reported by the PA Department of Corrections Education.
- Students designated as wards of state in county prisons are reported by the school district in which the prison is located.

Gifted students are not included in the Special Education submissions.

PIMS will limit the AUNs to those LEAs permitted to upload to the Special Education Collection.

December Special Education submission (Student template and Special Education Snapshot) – include all special education students with a valid IEP as of 12/1 of the current school year.

July Special Education submission (Student template and Special Education Snapshot) – include all students that received special education services from July 1 through June 30 who exited at any time during the current school year. Report the status of the student as of June 30. (See FAQ 4 in the Special Education domain for required fields.)

NOTE – Field 38 (SPECIAL EDUCATION) must equal "Y – has IEP". The only exceptions are those students who transferred from special education to regular education. In these instances Field 38 must equal "E – Exited IEP < 2 Years". Field 52 (REASON FOR EXITING SPECIAL EDUCATION) must equal "05 – Returned to Regular Ed". Field 38 must be changed to "N" two years from the actual date the student exited special education.

NOTE – the "Field Name" column within each template represents the IEP field name. In some instances, the IEP field name does not correspond with the eScholar field name. The actual eScholar field name has been populated in the "eScholar Field Name" column of the template. It is necessary to know the actual eScholar field name in order to resolve any issues during the data submission process.

It is recommended that LEAs reference the current school year Resource Guide located on the on the PennData website at http://penndata.hbg.psu.edu for additional information and explanation. PIMS staff also should consult with the LEA Special Education Office and their IU Special Education Data Manager to ensure accurate reporting. Should questions arise regarding specific special education issues, please contact Jodi Rissinger at jrissinger@pa.gov or Dan Ficca at c-dficca@pa.gov in PDE's Bureau of Special Education.

Special Education Snapshot Template

(71 Fields, 16 Collected)

Target Table: SPECIAL_ED_SNAP

Template Description

This template describes the primary details of students' participation in special education in the current school year. Only students in school age programs K4 – 12 who have a valid IEP on 12/1 should be included in the December submission. The July submission should include **only** special education students with a valid IEP from July 1 through June 30 **who exited** as of June 30.

Grain: One record per District Code / School Year Date / Student ID / Snapshot Date

Please note that only the fields highlighted will be collected for Pennsylvania Department of Education. Remember that all fields may not be mandatory; however, all fields within a template **MUST BE** accounted for in order to transmit data.

PIMS Special Education Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Field Name	Sample / Valid Value
1	9	(Special Education) DISTRICT CODE	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education.	The Valid Value must equal the (Special Education) school district, the charter school where the student is enrolled, or corrections ed (**NOT** educating LEA, IU, APS, CTC, or other entity).		Example: 123456789 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
2	4	LOCATION CODE	R	U, M	The PDE-defined, 4-digit code identifying the school the student attends within the district of residence. For Special Ed Reporting – the District of Residence should indicate 9999 for students educated in other LEAs.	If the district of residence does not have a school with the appropriate grade level for the student (a 12th grade student whose district of residence does not have a high school), use 0000.		Example: 1234 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
3	10	SCHOOL YEAR DATE	R	K, M	The SCHOOL YEAR DATE is YYYY-06-30 of the current school year.	All dates must be entered in ISO format: YYYY-MM-DD.		For the 2015-2016 school year, this field should be populated with 2016-06-30.
4	Not collected							
5	12	STUDENT ID	R	K, M	The unique, 10-digit PAsecureID assigned to the student			Example: 1000000009
6	Not collected							
7	Not collected							
8	Not collected							
9	Not collected							

PIMS Special Education Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Field Name	Sample / Valid Value
10	30	SPECIAL EDUCATION TEACHER NAME	R	U	Enter the legal last name of the teacher providing the majority of the special education services.			Example: Smith
11	30	PRIMARY DISABILITY	R	U	Enter the PRIMARY DISABILITY as identified on the Evaluation / Reevaluation Report. **NOTE:** This MUST match Field 34 (CHALLENGE TYPE) of the Student template.			See Appendix H in Volume 2 of the PIMS User Manual for a complete list of valid values.
12	30	SECONDARY DISABILITY	CR	U	Enter the secondary disability as identified on the Evaluation / Reevaluation Report.			See Appendix H in Volume 2 of the PIMS User Manual for a complete list of valid values.
13	Not collected							
14	Not collected							
15	30	AMOUNT OF SPECIAL EDUCATION SERVICES	R	U	The amount of special education services as identified on the IEP or Notice of Recommended Educational Placement See Valid Values.			Valid Values: • 01 – Itinerant • 02 – Reserved (formerly Resource) • 03 – Reserved (formerly Part-time) • 04 – Full-time • 05 - Reserved • 06 – Supplemental Resource
16	Not collected							

PIMS Special Education Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Field Name	Sample / Valid Value
17	30	TYPE OF SUPPORT	R	U	The support provided to student based on their needs as identified on the IEP or Notice of Recommended Educational Placement. See Valid Values.			Valid Values: • 01 – Learning • 02 – Life Skills • 03 – Multi-disabilities • 04 – Emotional • 06 – Deaf or Hearing Impaired • 07 – Speech and Language • 08 – Physical • 10 – Blind or Visually Impaired • 26 – Autistic
18	Not collected							
19	Not collected							
20	Not collected							
21	Not collected							
22	Not collected							
23	Not collected							
24	Not collected							
25	Not collected							
26	Not collected							
27	Not collected							
28	Not collected							
29	Not collected							
30	Not collected							
31	Not collected							
32	Not collected							
33	Not collected							
34	10	DATE EXITED SPECIAL EDUCATION	CR	U	The date the student exited the special education program.	All dates must be entered in ISO format: YYYY-MM-DD.	SPECIAL ED EXIT DATE	Example: 2015-12-06
35	10	SNAPSHOT DATE	R	K, M	One of the standard reporting dates defined by PDE.	All dates must be entered in ISO format: YYYY-MM-DD.	SNAPSHOT DATE	Example: 2015-12-01
36	Not collected							
37	Not collected							
38	Not collected							

PIMS Special Education Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Field Name	Sample / Valid Value
39	Not collected							
40	Not collected							
41	Not collected							
42	Not collected							
43	Not collected							
44	8	EDUCATIONAL ENVIRONMENT	R	U	Students with disabilities must be educated in regular public school buildings with non-disabled students to the extent possible, as indicated in Section VIII (A or B) of the IEP.		PRIMARY SETTING CODE	See Appendix U in Volume 2 of the PIMS User Manual for a complete list of valid values.
45	Not collected							
46	Not collected							
47	Not collected							
48	Not collected							
49	3, 0	EDUCATIONAL ENVIRONMENT PERCENTAGE (SCHOOL AGE PROGRAM)	CR	U	Actual percentage of time that students are educated in regular classrooms in public school buildings with non-disabled students as indicated in Section VIII (A) of the IEP.	This item is not applicable to students not educated in regular buildings as indicated in Section VIII (B) of the IEP.	PROGRAM INTEGRATED PERCENTAGE	Example: 60
50	Not collected							
51	Not collected							
52	16	REASON FOR EXITING SPECIAL EDUCATION	CR	U, D	Indicate the reason the student exited the program.		PRIMARY EXIT REASON CODE	See Appendix V in Volume 2 of the PIMS User Manual for a complete list of valid values.
53	Not collected							
54	Not collected							
55	Not collected							
56	Not collected							
57	Not collected							
58	Not collected							
59	Not collected							
60	Not collected							

PIMS Special Education Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Field Name	Sample / Valid Value
61	Not collected							
62	Not collected							
63	Not collected							
64	Not collected							
65	Not collected							
66	Not collected							
67	Not collected							
68	Not collected							
69	Not collected							
70	50	SERVICE PROVIDER	R	U	Enter the 9-digit AUN of the special education service provider as indicated on the IEP or Notice of Recommended Educational Placement. If the AUN doesn't exist, enter the actual name of the service provider. ***This indicates the entity providing special education services.***		PRIMARY SERVICE PROVIDER	Example: 100000009 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
71	100	LOCATION OF SPECIAL EDUCATION SERVICES	R	U	The PDE-defined, 4-digit code identifying the school ***where special education services are provided.*** If a student is at a location that does not have a designated school code, enter the actual name of the building.	9999 is not a valid value. Services being provided in IU, PRRI or APS buildings may use code 0000 or enter the actual name of the building.		Example: 1234 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/

Rules

1. SNAPSHOT DATE must be populated.
2. SCHOOL YEAR DATE is the date of the last day of the school year in ISO format: YYYY-06-30.
3. Date fields (field name ends in DATE) must be in ISO format: YYYY-MM-DD.
4. STUDENT IDs must be unique within a school district.
5. Code Column: K – component of primary key; U – value is updatable if row exists; M – a value must be supplied; R – recommended; D – a value is required but a default is supplied; X – field only used for identification. Data can be supplied in either ASCII flat file or delimited formats. Full delimiter support is available.

Load Sequence/Dependencies

Load Sequence/Dependency
STUDENT

FAQs

1. **What are the special education services/placements that must be reported for submission of the Student and Special Education Snapshot templates?**
   - Services include, but are not limited to, itinerant speech, hearing, vision, out of district placements, CTCs, county prisons, 1306 (Institutionalized, Group Homes, PRRIs), APSs, other public and private facilities, hospital/homebound, out of state facilities, instruction in the home, etc.
2. **What grade level is used to code Special Education students who are 18 to 21 years of age who have completed their 12th grade year and are continuing in school?**
   - Grade 12
3. **Are all Special Education students that exited to be reported in July?**
   - If a student exited and returned during the school year, do not report the exit. Exiting information should reflect the status of the special education student as of June 30th of the current school year.

4. What fields are required in the Special Education Snapshot for the July submission?

- Field 1 – SPECIAL EDUCATION DISTRICT CODE
- Field 2 – LOCATION CODE
- Field 3 – SCHOOL YEAR DATE
- Field 5 – STUDENT ID
- Field 11 – PRIMARY DISABILITY
- Field 34 – DATE EXITED SPECIAL EDUCATION
- Field 35 – SNAPSHOT DATE
- Field 52 – REASON FOR EXITING SPECIAL EDUCATION
- All other fields in the Special Education Snapshot are optional for the July submission.

5. Is a Student template record required for Special Education submissions?

- A corresponding Student template record must exist for each student record in the Special Education Snapshot. The DQE will determine if a student record has been uploaded by the Special Education Reporting LEA for the current school year. If no student record exists, an error report will be generated. The student records on the error report must be uploaded in the Student template before the corresponding Special Education Snapshot records will be accepted.

Student Fact Template – Special Education for the Act 16 Report

(13 Fields, 7 Collected)

Target Table: STUDENT_FACT

Template Description

For the previous school year, identify the educational expenditure cost range category (see Appendix AJ) for each student with disabilities. The expenditure range is based on the total cost of the student's special education program directed by an individualized education program (IEP) for the entire school year (7/1 through 6/30).

The template should be submitted by the School District of Residence, NOT by educating LEA, IU, APS, county prison, CTC, or other entity.

Exceptions:

- Students enrolled in a charter school are reported by the charter school.
- 1305 (Foster Home) students are reported by the school district in which the student resides with the foster parents.
- Students educated in state adult and state juvenile correctional facilities are reported by the PA Department of Corrections Education.
- Students designated as Wards of State in county prisons are reported by the school district in which the prison is located.
- Gifted students are not included in this submission.

Grain: One record per District Code / School Year / Student ID / Reporting Date / Category Set Code.

Please note that only the fields highlighted will be collected for Pennsylvania Department of Education. Remember that all fields may not be mandatory; however, all fields within a template **MUST BE** accounted for in order to transmit data.

PIMS Student Fact Template Specifications for use in submitting the Act 16 Report

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	9	DISTRICT CODE	R	(K, M)	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education.		Example: 123456789 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
2	10	SCHOOL YEAR DATE	R	(K, M)	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 2015-2016 school year would be indicated by 2016-06-30.	All dates must be entered in ISO format: YYYY-MM-DD.	Example: 2016-06-30
3	10	STUDENT ID	R	(K, M)	The unique, 10-digit PAsecureID assigned to the student.		Example: 1000000009
4	10	REPORTING DATE	R	(K, M)	A single date indicating the whole school year; June 30 at the end of the standard school year is used to designate a school year. Thus, the 2015-2016 school year would be indicated by 2016-06-30.	All dates must be entered in ISO format: YYYY-MM-DD.	Example: 2016-06-30
5	100	CATEGORY SET CODE	R	(K, M)			Refer to Appendix AJ of Volume 2 of the PIMS User Manual for a complete list of valid values for Special Education Act 16 Funds. Example: ACT 16 FUNDS 1
6	9	MEASURE TYPE	R	(K, M)	Constant Value of 'INDICATOR'.		Valid Values: INDICATOR
7	Not collected						
8	Not collected						
9	Not collected						
10	3	INDICATOR	R	U	Constant Value of 'Yes'.		Valid Values: Yes
11	Not collected						
12	Not collected						
13	Not collected						

Rules

1. SCHOOL YEAR DATE is the date of the last day of the school year in ISO format: YYYY-06-30.
2. Date fields (field name ends in DATE) must be in ISO format: YYYY-06-30.
3. The combination of CATEGORY SET CODE and PRIMARY MEASURE TYPE must exist in the MEASURE_CATEGORY_SET table with a CATEGORY_SET_TYPE of STUDENT and for the matching SCHOOL YEAR DATE.
4. PRIMARY MEASURE TYPE must be INDICATOR (case ignored).
5. Code Column – M*: COUNT, AMOUNT, PERCENT, and INDICATOR fields must be populated in accordance with the Validation Type values of the matching MEASURE_CATEGORY_SET record.
6. The fields identified with an NCES code are recommended to follow the NCES Non-Fiscal Data handbook v10.0.
7. Code Column: K – component of primary key; U – value is updatable if row exists; M – a value must be supplied;
8. Data can be supplied in either ASCII flat file or delimited formats. Full delimiter support is available.

Load Sequence/Dependencies

Load Sequence/Dependency
STUDENT

Extracting Data into Template Format

This section will provide guidance on extracting data from source systems into eScholar template format. This information can be used to create individual extraction routines or a system of extraction.

Data Extraction

Data extraction and submission involve the process of:

- taking data from source systems
- securely submitting files to PIMS
- loading data into the PIMS data warehouse

The components of data extraction include:

- extraction tools
- eScholar templates
- automation components
- documentation

File Naming Conventions

The following naming convention must be used to extract data files:

- DistrictCode_TargetTable_YYYYMMDDHHMM.xxx
- Example: 100000009_student_201509051134.csv
  1. District Code = 9-digit Administrative Unit Number
     - For example, 100000009
  2. Target Table (located on template) e.g., “Student”
  3. Time Stamp (ensures uniqueness for the file) e.g., “201509051134”
  4. File Extension (data separator type) e.g., “csv”
     - csv: comma separated
     - tab: tab separated
     - del: other delimiter

Naming Convention Common Problems

- The District Code is the 9 digit AUN code.
- Time Stamp is related to the time the file is created, not the collection reporting dates.
- Target Table is located on line 5 of the eScholar templates.
  - Exact name listed must be used for File naming convention (e.g. Student Course Enrollment Template is COURSE_ENROLL).

eScholar Guide to Extracting Data

- For more detail around data extraction, Refer to the *eScholar Guide to Extracting Data*.