



Pennsylvania Information Management System

Volume 1

2015-16 Postsecondary Perkins User Manual

Version 1.0

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Introduction

Purpose

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

PIMS was developed with the purpose of:

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

The *PIMS Postsecondary Perkins User Manual* describes the data elements and templates postsecondary administrators submit to the system in order to comply with federal law (The Carl D. Perkins Career and Technical Education Act of 2006), as well as the collection timelines.

Family Educational Rights and Privacy Act

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

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

PIMS Postsecondary Perkins User Manual Change Summary

Below are the changes and additions that are included in this version of the PIMS Postsecondary Perkins User Manual, Volumes 1 and 2.

Version	Volume	Section	Change
1.0	1	Campus Student Program Fact Template	Clarification of POS articulated credits.
1.0	2	Appendix B	<p>Added the following four Perkins Postsecondary CIP Codes within the following CIP Clusters:</p> <p>Law, Public Safety & Security:</p> <ul style="list-style-type: none"> • 43.0303 Critical Infrastructure Protection <p>Architecture & Construction:</p> <ul style="list-style-type: none"> • 46.0415 Building Construction Technology <p>Marketing, Sales & Service:</p> <ul style="list-style-type: none"> • 47.0000 Mechanics and Repairers, General <p>Hospitality & Tourism:</p> <ul style="list-style-type: none"> • 52.0909 Hotel, Motel, and Restaurant Management

PIMS Perkins Postsecondary Data Collections

The collection of postsecondary Perkins data in PIMS will remain an end-of-academic-year (EOY) collection for 2015-16 and beyond. Institutions are to submit students enrolled in postsecondary Perkins programs at any time during the July 1 – June 30 academic year. The table below provides more detail on this data collection.

Data Collection Type	Data Collection Period	Templates Included
Postsecondary Perkins EOY	August 1 – August 31	<ul style="list-style-type: none"> • PS Student Institution • Campus Student Program Fact

Postsecondary Perkins Students to be reported in PIMS

Institutions should report all students enrolled in a Perkins postsecondary program at any time during the July 1 – June 30 academic year in question. To be defined as a Perkins postsecondary program the program must meet the following criteria:

- Each program must be in compliance with Pennsylvania statutes, regulations, and policies.
- Each program shall be a career and technical education program offering a sequence of courses based on challenging academic and technical standards to prepare students for paid employment within current or emerging professions, including high skill, high wage, or high demand occupations (Carl D. Perkins Act, P.L. 109-270).
- Each program shall be a credit-based program and shall be identified with an accepted Classification of Instructional Program (CIP) code.
- Each program shall have a statement of objectives that will be printed in the institution's catalog. The statement must indicate clearly that the program is designed for job placement incorporating employment-related job skills and knowledge. The catalog must indicate that the program is primarily occupational.
- Each program shall have an occupational objective that is consistent with gainful employment opportunities (as opposed to volunteer) available at the local, regional, or state level.
- Each program shall involve a planned coherent sequence of courses, and also shall have at least 50 percent of the course work (minimum of 15 credit hours) devoted to the development of directly related job skills and knowledge including, but not necessarily limited to, training labs, work experience, on-the-job cooperative experience, and clinical work.
- Each program shall be designed in such a way that all postsecondary-level requirements, including requirements for admission to the program or for courses within the program, can be completed in two calendar years (24 months) or less when pursued by a full-time student.
- Each program must offer formal recognition for completion. Acknowledgment may be an associate degree, diploma, certificate, or other recognition, including registered apprenticeship, which is less than a baccalaureate degree.
- Each program must be under the direct control of the institution regarding curriculum, faculty, admissions, work experience, on-the-job cooperative experience, and clinical work.

Note: Other programs meeting the above criteria, but planned to be listed in the institution's official catalog, will be evaluated for approval with submission of proper documentation to the Bureau of Career and Technical Education.

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, institutions are able to use a variety of file formats (comma, tab, or pipe (|) delimited) 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. If a field is not collected, it is important to note that it still must be accounted for in the template file through use of the appropriate delimiter.

Key Items to note with Template Creation

- PIMS provides lookup tables for recoding.
 - Ethnic Codes to Ethnic Descriptions
 - e.g. 5 = White, 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 what templates must be submitted prior to the template in question.
- Recommendation: start with the PS Student Institution template.

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

Template Information

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	Description
Field #	eScholar-designated field number. Each field can be uniquely identified within the template.
Max Length	Field lengths are identified in each template in the Max 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 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.
Field Name	eScholar Field Name. Those fields that are highlighted are the fields collected for PDE.
R/O/CR	This column indicates if a field is required (R), conditionally required (CR), or optional (O). <u>Note:</u> if a record is submitted to PIMS without a required field populated, the record will be rejected.
Not Collected	Some fields are not collected.
Definitions	The PDE definition of each field to be collected.
Business Rules	Defines any relevant PDE business rules that must be followed in creating the field value.
Valid/Sample Value(s)	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.

Load Sequence/Dependencies

This section identifies any prerequisite files that must be loaded into PIMS prior to loading the given template file. For example, a student must be loaded in the PS Student Institution template before he/she can be loaded in the Campus Student Program Fact template.

Extraction Data into Template Format

This section provides 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 and submission involve the process of:

- extracting 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

Template files must be in one of the following delimited formats:

- comma delimited (csv)
- tab delimited
- pipe (|) delimited

Templates can be created with or without a header record (record at the beginning of the file with the field names).

File Naming Conventions

The following naming convention must be used for the extracted data files:

- InstitutionID_TargetTable_YYYYMMDDHHMM.xxx
- Example: 100000009_PS_STUDENT_ENROLL_201608031134.csv
 1. Institution ID = 9-digit Administrative Unit Number
 - for example, 100000009
 2. Target Table (located on template) e.g., "PS_STUDENT_ENROLL"
 3. Time Stamp (ensures uniqueness for the file) e.g., "201608031134"
 4. File Extension (data separator type) e.g., "csv"
 - csv: comma delimited
 - tab: tab delimited
 - del: pipe (|) delimited

PS Student Institution Template

Target Table: PS_STUDENT_INSTITUTION

Template Description

The PS Student Institution Template contains basic demographic information regarding an institution's students. Submit one record for each student enrolled in a postsecondary Perkins program at any time during the academic year.

Grain: One record per student / institution / academic year

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.

PS Student Institution Template Specifications

Field #	Max Length	Field Name	R / O / CR	Field Definition	Business Rules	Valid / Sample Value(s)
1*	9	INSTITUTION ID	R	The unique 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education.		Example: 123456789 All institution and campus codes can be found at the EdNA website (http://www.edna.ed.state.pa.us/Screens/wfHome.aspx)
2*	10	PS STUDENT ID	R	The 10-digit unique PAsecureID assigned to the student.		Example: 100000009
3*	40	COLLECTION TERM	R	Academic term of data collection. Use value of "EOY."	Values must be in all capital letters.	Constant: EOY
4*	40	COLLECTION TYPE	R	Specifies type of data collection. Use value of "PERKINS".	Values must be in all capital letters.	Constant: PERKINS
5*	4,0	ACADEMIC YEAR	R	Academic year of data collection. Format is YYYY where YYYY represents the latter year. For example, 2015-2016 would be represented as 2016.		Example: 2016
6	Not Collected					
7	60	LAST NAME	R	Student's full legal last name		Example: Smith

PS Student Institution Template Specifications

Field #	Max Length	Field Name	R / O / CR	Field Definition	Business Rules	Valid / Sample Value(s)
8	60	FIRST NAME	R	Student's full legal first name		Example: John
9	60	MIDDLE NAME	O	Student's full legal middle name or initial		Example: Lee
10	10	BIRTH DATE	R	Provide the birth date of the student.	All dates must be entered in ISO format (YYYY-MM-DD).	Example: 1992-07-15
11	Not collected (This field previously was used for Social Security Number.)					
12	12	PS LOCAL STUDENT ID	O	Student's local institutional ID. This is an optional field.		Example: 12345
13	Not Collected					
14	Not Collected					
15	Not Collected					
16	N/A	GENDER CODE	R	Student's gender	Values must be in all capital letters.	Valid values: <ul style="list-style-type: none"> • M – Male • F - Female
17	N/A	RACE CODE	R	Student's race See valid values.		Valid values: <ul style="list-style-type: none"> • 1 – American Indian/ Alaskan Native • 3 – Black or African American, non-Hispanic • 4 – Hispanic of any race • 5 – White, non-Hispanic • 6 - Two or more races • 7 - Nonresident alien • 8 – Race and ethnicity unknown • 9 – Asian • 10 – Native Hawaiian or other Pacific Islander
18	Not Collected					
19	Not Collected					
20	Not Collected					
21	Not Collected					

PS Student Institution Template Specifications

Field #	Max Length	Field Name	R / O / CR	Field Definition	Business Rules	Valid / Sample Value(s)
22	N/A	HISPANIC INDICATOR	R	Indicator of whether student is Hispanic.	Values must be in all capital letters.	Valid values: YES NO UNK (Unknown)
23	Not Collected					
24	N/A	NONRESIDENT ALIEN INDICATOR	R	Indicator of whether student is a Nonresident Alien.	Values must be in all capital letters.	Valid values: YES NO UNK (Unknown)
25	N/A	DISABILITY INDICATOR	R	<p>Yes or No indication of whether the student qualifies as an individual with any disability (as defined in section 3 of the Americans with Disabilities Act of 1990 (ADA)). Under section 3(2) of the ADA, the term "disability" means, with respect to an individual:</p> <ul style="list-style-type: none"> • a physical or mental impairment that substantially limits one or more of the major life activities of such individual • a record of such an impairment, or • being regarded as having such impairment. <p>NOTE: Section 504 students should be coded as "Yes."</p>	Values must be in all capital letters	Valid values: • YES • NO
26	Not Collected					
27	Not Collected					
28	Not Collected					
29	Not Collected					
30	N/A	SINGLE PARENT INDICATOR	R	Specifies whether 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.	Values must be in all capital letters.	Valid values: • YES • NO
31	Not Collected					
32	Not Collected					
33	Not Collected					

PS Student Institution Template Specifications

Field #	Max Length	Field Name	R / O / CR	Field Definition	Business Rules	Valid / Sample Value(s)
34	N/A	LEP INDICATOR	R	<p>Specifies whether student is Limited English Proficient (LEP) as of the reporting period. This includes any individual who:</p> <ul style="list-style-type: none"> • has limited ability in speaking, reading, writing, or understanding the English language • whose native language is a language other than English, or • lives in a family or community environment in which a language other than English is the dominant language. 	Values must be in all capital letters.	<p>Valid values:</p> <ul style="list-style-type: none"> • YES • NO
35	N/A	DISPLACED HOMEMAKER INDICATOR	R	<p>Specifies whether student is considered a displaced homemaker. A displaced homemaker is any individual who:</p> <ul style="list-style-type: none"> • has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills • has been dependent on the income of another family member but is no longer supported by that income, or • 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 two years after the date on which the parent applies for assistance under this title <p style="text-align: center;"><u>AND</u></p> <ul style="list-style-type: none"> • is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment. 	Values must be in all capital letters.	<p>Valid values:</p> <ul style="list-style-type: none"> • YES • NO

PS Student Institution Template Specifications

Field #	Max Length	Field Name	R / O / CR	Field Definition	Business Rules	Valid / Sample Value(s)
36	N/A	ECONOMICALLY DISADVANTAGED INDICATOR	R	<p>Specifies whether student is considered to be economically disadvantaged. An economic disadvantage may include individuals or members of families who are eligible for any of the following:</p> <ul style="list-style-type: none"> • program for the Temporary Assistance for Needy Families under Part A of Title IV of the Social Security Act (42 U.S.C. 601). Benefits under the Food Stamp Act of 1977, or • in receipt of a Pell grant or assistance under a comparable state program of need-based financial assistance. <p>For Perkins reporting, aside from the federal programs mentioned, the ONLY state program of need-based financial assistance that should be considered for the ECONOMICALLY DISADVANTAGED INDICATOR is a need-based PHEAA State Grant.</p>	Values must be in all capital letters.	<p>Valid values:</p> <ul style="list-style-type: none"> • YES • NO
37	Not Collected					
38	Not Collected					
39	Not Collected					
40	Not Collected					
41	40	PERMANENT STREET ADDRESS 1	R	Line 1 of student's permanent address		Example: 100 Main St.
42	40	PERMANENT STREET ADDRESS 2	CR	Provide additional information concerning the street address of the student's mailing address, such as apartment number.	Field required if relevant.	Example: Apt # 2B
43	40	PERMANENT STREET ADDRESS 3	CR	Provide additional information concerning the street address of the student's mailing address, such as apartment number.	Field required if relevant.	
44	30	PERMANENT ADDRESS CITY	R	Provide the city of the student's mailing address.		Example: Harrisburg

PS Student Institution Template Specifications

Field #	Max Length	Field Name	R / O / CR	Field Definition	Business Rules	Valid / Sample Value(s)
45	N/A	PERMANENT ADDRESS STATE CODE	R	Provide the official two-character US Postal Service abbreviation for the student's mailing address. Use value of "XX" for international students.		See Appendix A in volume 2 of the user manual.
46	5	PERMANENT ADDRESS BASE ZIP	R	Provide the base zip code of the student's address.		Example: 19606
47	4	PERMANENT ADDRESS ZIP CODE 4	O	Provide the +4 component of the student's zip code.		Example: 1234
48	Not Collected					
49	Not Collected					

* Field is part of the unique key for the template

Load Sequence/Dependencies

Load Sequence/Dependencies
No dependencies

FAQs

1. What should institutions report for the Single Parent Indicator if they are unsure whether or not the student is actually a parent of a minor?
 - This should only be reported as "YES" if the institution is certain the student in question is a parent of a minor.

Campus Student Program Fact Template

Target Table: CAMPUS_STUDENT_PGM_FACT

Template Description

This template is for the collection of various “data items” such as the Perkins Tech Prep Student Indicator and the Cumulative Occupational GPA. The words “data items” are used in quotes because this template is different than other PIMS templates. Instead of submitting one record per student, institutions will submit one record *per data item per student*. The template structure is defined as usual below. The data items to submit within the template are defined in the table subsequent to the template structure.

There are nine required and five conditionally required data items. Note, however, that four of the conditionally required data items are mutually exclusive. For example, if a student completed the program and earned an award this should be indicated by submitting only one of these four conditionally required “Degree Awarded Code” data items. For this reason the number of records institutions submit for each student in this template will vary depending on the student’s situation:

- Student is not enrolled in an articulated program of study and did not earn a degree in the reporting year – 9 records
- Student is not enrolled in an articulated program of study and earned a degree in the reporting year – 10 records
- Student is enrolled in an articulated program of study and did not earn a degree in the reporting year – 10 records
- Student is enrolled in an articulated program of study and earned a degree in the reporting year – 11 records

Grain: One record per student / institution / campus / academic year / category set code / measure type

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.

Campus Student Program Fact Template Specifications

Field#	Max Length	Field Name	R / O / CR	Field Definition	Business Rules	Valid / Sample Value(s)
1*	9	INSTITUTION ID	R	The unique 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education.		Example: 123456789 All institution and campus codes can be found at the EdNA website (http://www.edna.ed.state.pa.us/Screens/wfHome.aspx)
2*	4	CAMPUS ID	R	For main campuses use "9999". If submitting data for branch campuses, use the PDE defined 4-digit code identifying the campus.		Example: 9999 All institution and campus codes can be found at the EdNA website (http://www.edna.ed.state.pa.us/Screens/wfHome.aspx)
3*	10	PS STUDENT ID	R	The 10-digit unique PAsecureID assigned to the student.		Example: 1234567890
4*	N/A	PROGRAM CODE	R	Six character Classification of Instructional Programs (CIP) code of the student's primary Perkins program. The CIP Code is the accepted government standard for program coding in all education information surveys. Format is XX.XXXX.	If a student was enrolled in more than one Perkins program during the school year, report either: <ol style="list-style-type: none">1. if applicable, the CIP the student completed during the school year, or2. the CIP the student was enrolled in last.	See Appendix B in volume 2 of the User Manual for the list of reportable Perkins postsecondary CIP codes. Contact the Bureau of Career and Technical Education at (717) 783-6860 to inquire about the potential use of other CIP codes not listed in this appendix.
5*	N/A	COLLECTION TERM	R	Academic term of data collection. Use value of "EOY."	Values must be in all capital letters.	Constant: EOY
6*	N/A	COLLECTION TYPE	R	Specifies type of data collection. Use value of "PERKINS."	Values must be in all capital letters.	Constant: PERKINS
7*	4,0	ACADEMIC YEAR	R	Academic year of data collection. Format is YYYY where YYYY represents the latter year. For example, 2015-2016 would be represented as 2016.		Example: 2016

Campus Student Program Fact Template Specifications

Field#	Max Length	Field Name	R / O / CR	Field Definition	Business Rules	Valid / Sample Value(s)
8*	N/A	CATEGORY SET CODE	R	See the table below for data items to submit during each collection. Use the appropriate Category Set Code as defined in this table.	Values must be in all capital letters.	Valid values are defined in the table below.
9*	N/A	MEASURE TYPE	R	See the table below for data items to submit during each collection. Use the appropriate Measure Type as defined in this table.	Values must be in all capital letters.	Valid values are defined in the table below.
10	17,4	STUDENT PROGRAM FACT AMOUNT	CR	The numerical amount related to the Category Set Code. For example, when submitting the Cumulative Occupational GPA (CATEGORY SET CODE = COGPA), this value could be 3.16.	This field should only be populated if MEASURE TYPE (#9) = AMOUNT.	See example values in table below.
11	N/A	STUDENT PROGRAM CATEGORY SET INDICATOR	CR	The indicator related to the Category Set Code. For example, when submitting the Perkins Tech Prep/POS Student Indicator (CATEGORY SET CODE = PTPSI), this value could be "YES" or "NO."	This field should only be populated if MEASURE TYPE (#9) = INDICATOR or PARTICIPATION.	Valid values are defined in the table below.
12	10	START DATE	CR	The date the student started in the student's reported primary Perkins program (CIP) at your postsecondary institution. If the student cycles in and out of the program, continue to use the original program start date.	This field should be populated only if the CATEGORY SET CODE (#8) = PPI. All dates must be entered in ISO format (YYYY-MM-DD).	Example: 2013-09-01

Campus Student Program Fact Template Specifications

Field#	Max Length	Field Name	R / O / CR	Field Definition	Business Rules	Valid / Sample Value(s)
13	10	END DATE	CR	The date the student completed or dropped out of the student's reported primary postsecondary Perkins program (CIP).	<p>This field should be populated only if the CATEGORY SET CODE (#8) = PPI and the student completed or dropped out of the postsecondary Perkins program during the academic year.</p> <p>All dates must be entered in ISO format (YYYY-MM-DD).</p>	Example: 2016-05-01

* Field is part of the unique key for the template

Data Items to be submitted in the Campus Student Program Fact Template

The table below presents the data items to be submitted within the Campus Student Program Fact Template structure. Note that a few of the conditionally required data items are mutually exclusive. For example, if a student completed the program and earned an award this should be indicated by submitting only one of the four “Degree Awarded Code” data items.

Data Item Name	R / O / CR	Category Set Code	Measure Type	Data Item Definition	Business Rule	Valid / Sample Value(s)
Perkins Participation Indicator	R	PPI	PARTICIPATION	Report a constant value of “YES” since all students submitted in this collection will be Perkins students. Note that the Program Start Date must be submitted with this data item. Program End Date must be submitted only if relevant.	Values must be in all capital letters.	Constant: YES
Perkins Tech Prep Student Indicator	R	PTPSI	INDICATOR	An indicator that specifies if a student is a Tech Prep (TP) student. Report “YES” if student utilizes the formal articulation agreement documented within the PDE-approved Tech Prep program by both having (1) completed the secondary education component of the PDE-approved Tech Prep program, and (2) enrolled in the postsecondary articulated program (CIP documented in Field 4, Program Code, in this template).	Values must be in all capital letters.	Valid values: <ul style="list-style-type: none"> • YES • NO

Data Item Name	R / O / CR	Category Set Code	Measure Type	Data Item Definition	Business Rule	Valid / Sample Value(s)
Program of Study Articulated Credits	CR	POSAC	AMOUNT	<p>The number of Program of Study (POS) Articulated Credits awarded to the student at a postsecondary Institution that apply to the postsecondary articulated POS program (CIP documented in Field 4, Program Code, in this template).</p> <p>Students are awarded POS Articulated Credits via the formal PDE-approved Perkins POS-statewide articulation agreement by having (1) successfully completed the secondary school portion of the POS at a performance level that meets the qualifying requirements as outlined by the POS articulated agreement, and (2) enrolled in the postsecondary articulated POS program (CIP documented in Field 4, Program Code, in this template).</p> <p>“Program of Study” is a combined PDE-approved secondary and postsecondary program that leads to a certificate, diploma, or associate’s degree. It provides integration of academic and technical preparation in such areas as: engineering technology; applied science; mechanical, industrial, or practical art or trade; agriculture; health; or business. This includes development of competence in mathematics, science, and communications through a sequential course of study.</p>	<p>Report student POS articulated credits awarded in the current school year.</p> <p>Only report POS articulated credits in this item <u>that apply to the postsecondary articulated POS program (CIP documented in Field 4, Program Code, in this template).</u></p>	<p>Example: 3.5</p> <p>NOTE: Refer to “PIMS PS POS CIPs by Institution 2015-16” posted on the PIMS website at www.education.pa.gov, Teachers & Administrators, PIMS and PIMS PS Perkins Documents. This document lists reportable POS program CIPs by Perkins institution. <u>Only students reported in these specific LEA operated programs (CIPs) may have POS credits reported in this item.</u></p>

Data Item Name	R / O / CR	Category Set Code	Measure Type	Data Item Definition	Business Rule	Valid / Sample Value(s)
First Year Tech Prep Enrolled in a Remedial Language Arts Course	R	FYTPRL	INDICATOR	<p>A YES/NO/NA indicator that specifies if the Perkins student is a first-year Tech Prep (TP) student that was enrolled in a remedial Language Arts course during the academic year. See valid values.</p> <p>"Tech Prep" students utilize the formal articulation agreement documented within the PDE-approved Tech Prep program by having:</p> <ol style="list-style-type: none"> completed the secondary education component of the PDE-approved Tech Prep program <p style="text-align: center;"><u>AND</u></p> <ol style="list-style-type: none"> enrolled in the postsecondary articulated TP program (CIP documented in Field 4, Program Code, in this template). 		<p>Valid values:</p> <ul style="list-style-type: none"> YES – First-year TP student enrolled in a remedial Language Arts course NO - First-year TP student not enrolled in a remedial Language Arts course NA – Not a first-year TP student
First Year Tech Prep Enrolled in a Remedial Math Course	R	FYTPRM	INDICATOR	<p>A YES/NO/NA indicator that specifies if the Perkins student is a first-year Tech Prep (TP) student that was enrolled in a remedial Math course during the academic year. See valid values.</p> <p>"Tech Prep" students utilize the formal articulation agreement documented within the PDE-approved Tech Prep program by having:</p> <ol style="list-style-type: none"> completed the secondary education component of the PDE-approved Tech Prep program <p style="text-align: center;"><u>AND</u></p> <ol style="list-style-type: none"> enrolled in the postsecondary articulated TP program (CIP documented in Field 4, Program Code, in this template). 		<p>Valid values:</p> <ul style="list-style-type: none"> YES – First-year TP student enrolled in a remedial Math course NO - First-year TP student not enrolled in a remedial Math course NA – Not a first-year TP student

Data Item Name	R / O / CR	Category Set Code	Measure Type	Data Item Definition	Business Rule	Valid / Sample Value(s)
Perkins Industry Credential Earned Indicator	R	PICEI	INDICATOR	<p>A YES/NO indicator that specifies if the Perkins student earned an industry credential during the reporting year as a result of the primary Perkins program CIP reported for the student.</p> <p>See the following website for a resource guide that lists industry-recognized certifications for secondary career and technical programs in Pennsylvania's career clusters. This guide was compiled by the Pennsylvania Department of Education, Bureau of Career and Technical Education (BCTE). If you have questions about whether certifications your programs offer not listed within this guide qualify a student's record to be recorded with a "YES" for this data item-- Contact BCTE at (717) 783-6860.</p> <p>PIMS website at www.education.pa.gov, K-12, Career and Technical Education and Teacher Resources under Industry-Recognized Certifications for CTE Programs.</p>	Values must be in all capital letters.	<p>Valid values:</p> <ul style="list-style-type: none"> • YES • NO
Cumulative Occupational Credits Completed	R	COCC	AMOUNT	<p>Cumulative occupational credits that are successfully earned (passed) by the student as part of the student's reported primary Perkins postsecondary program (CIP). An occupational course is one whose only content is specific to an occupation as identified by the CIP and the industry.</p> <p>Related to the student's primary Perkins program, include transfer occupational credits along with all occupational credits successfully earned since the student's Perkins program start date at your institution.</p>		Example: 27.5

Data Item Name	R / O / CR	Category Set Code	Measure Type	Data Item Definition	Business Rule	Valid / Sample Value(s)
Cumulative Occupational GPA	R	COGPA	AMOUNT	<p>Student's cumulative Grade Point Average for occupational courses taken as part of the student's reported primary Perkins program (CIP) on a 0.00 to 4.00 scale. An occupational course is one whose only content is specific to an occupation as identified by the CIP and the industry.</p> <p>Do not include transfer credits.</p>	<p>NOTE: If student was enrolled in only the academic portion of the Perkins program to date, report "9.99;" otherwise, report accurate occupational GPA from 0.0 to 4.0. A 0.0 GPA indicates student failed all program-related occupational courses to date.</p>	Example: 3.16
Cumulative Academic Credits Completed	R	CACC	AMOUNT	<p>Cumulative academic credits successfully earned (passed) by the student as part of the student's reported primary Perkins program (CIP). An academic course is one that focuses on academic subject matter such as mathematics, language arts, or a science content that is not occupationally specific but applied to the occupation. Examples are Applied Mathematics in Electronics, Biology in Nursing, Applied Statistics in Accounting, or Applied English in Elementary Education.</p> <p>Related to the student's primary Perkins program, include academic transfer credits along with all academic credits successfully earned since the student's Perkins program start date at your institution.</p>		Example: 12.5
Pell Grant Indicator	R	PGI	INDICATOR	A YES/NO indicator that specifies whether the student received a federal Pell need-based grant during the academic year.	Values must be in all capital letters.	<p>Valid values:</p> <ul style="list-style-type: none"> • YES • NO

Data Item Name	R / O / CR	Category Set Code	Measure Type	Data Item Definition	Business Rule	Valid / Sample Value(s)
Degree Awarded Code – Certificate	CR	DACC	INDICATOR	A YES-only indicator that specifies if the student completed the program and was awarded a certificate solely related to the student's Primary Perkins CIP.	<p>These four data items (DACC, DACD, DACA, and DACTA) are mutually exclusive for a student.</p> <p>If a student completed the program and earned a certificate, diploma, associate's degree, or terminal associate's degree, that student should be submitted only for the appropriate award.</p>	<p>Valid values:</p> <ul style="list-style-type: none"> • YES – Student completed the program and was awarded a certificate.
Degree Awarded Code – Diploma	CR	DACD	INDICATOR	A YES-only indicator that specifies if the student completed the program and was awarded a diploma solely related to the student's Primary Perkins CIP.	<p>These four data items (DACC, DACD, DACA, and DACTA) are mutually exclusive for a student.</p> <p>If a student completed the program and earned a certificate, diploma, associate's degree, or terminal associate's degree, that student should be submitted only for the appropriate award.</p>	<p>Valid values:</p> <ul style="list-style-type: none"> • YES – Student completed the program and was awarded a diploma.

Data Item Name	R / O / CR	Category Set Code	Measure Type	Data Item Definition	Business Rule	Valid / Sample Value(s)
Degree Awarded Code – Associate	CR	DACA	INDICATOR	<p>A YES-only indicator that specifies if the student completed the program and was awarded an associate's degree solely related to the student's Primary Perkins CIP.</p> <p>Associate's degrees (or transfer associates degrees) are usually Associates of Art (AA) or Associates of Science (AS). These degrees are designed to impart knowledge and skills that represent the accumulated knowledge base in a subject area. The instruction is designed to be comprehensive and theoretical.</p>	<p>These four data items (DACC, DACD, DACA, and DACTA) are mutually exclusive for a student.</p> <p>If a student completed the program and earned a certificate, diploma, associate's degree, or terminal associate's degree, that student should be submitted only for the appropriate award.</p>	<p>Valid values:</p> <ul style="list-style-type: none"> • YES – Student completed the program and was awarded an associate's degree.
Degree Awarded Code – Terminal Associate	CR	DACTA	INDICATOR	<p>A YES-only indicator that specifies if the student completed the program and was awarded a terminal associate's degree solely related to the student's Primary Perkins CIP.</p> <p>Terminal associate degrees are usually Associates of Applied Science (AAS). They are designed to impart knowledge and skills that represent the relevant accumulated knowledge within the context of occupation-specific job requirements. The knowledge and skills imparted typically involve less theory, more application, and a narrower focus than what is taught in a traditional general education associates degree.</p>	<p>These four data items (DACC, DACD, DACA, and DACTA) are mutually exclusive for a student.</p> <p>If a student completed the program and earned a certificate, diploma, associate's degree, or terminal associate's degree, that student should be submitted only for the appropriate award.</p>	<p>Valid values:</p> <ul style="list-style-type: none"> • YES – Student completed the program and was awarded a terminal associate's degree.

Sample Data

The table below provides a sample of what a Campus Student Program Fact template should look like. This table contains records for all of the data items defined in the table above for two program of study students; non program of study students would omit the record with the POSAC category set code. For clarity purposes this is shown in tabular format instead of comma, tab, or pipe (|) delimited format. Field names in the header record are abbreviated.

Inst ID	Cmp ID	PS Student ID	Program Code	Coll Term	Coll Type	Acad Year	Cat Set Code	Measure Type	Stud Pgm Fact Amt	Stud Pgm Cat Set Ind	Start Date	End Date
422090752	9999	1234567890	01.1001	EOY	PERKINS	2016	PPI	PARTICIPATION		YES	2013-09-01	
422090752	9999	1234567890	01.1001	EOY	PERKINS	2016	PTPSI	INDICATOR		NO		
422090752	9999	1234567890	01.1001	EOY	PERKINS	2016	POSAC	AMOUNT	6			
422090752	9999	1234567890	01.1001	EOY	PERKINS	2016	FYTPRL	INDICATOR		NA		
422090752	9999	1234567890	01.1001	EOY	PERKINS	2016	FYTPRM	INDICATOR		NA		
422090752	9999	1234567890	01.1001	EOY	PERKINS	2016	PICEI	INDICATOR		YES		
422090752	9999	1234567890	01.1001	EOY	PERKINS	2016	COCC	AMOUNT	27.5			
422090752	9999	1234567890	01.1001	EOY	PERKINS	2016	COGPA	AMOUNT	3.16			
422090752	9999	1234567890	01.1001	EOY	PERKINS	2016	CACC	AMOUNT	12.5			
422090752	9999	1234567890	01.1001	EOY	PERKINS	2016	PGI	INDICATOR		YES		
422090752	9999	5654141411	11.0801	EOY	PERKINS	2016	PPI	PARTICIPATION		YES	2013-09-01	2016-05-30
422090752	9999	5654141411	11.0801	EOY	PERKINS	2016	PTPSI	INDICATOR		YES		
422090752	9999	5654141411	11.0801	EOY	PERKINS	2016	POSAC	AMOUNT	6			
422090752	9999	5654141411	11.0801	EOY	PERKINS	2016	FYTPRL	INDICATOR		NO		
422090752	9999	5654141411	11.0801	EOY	PERKINS	2016	FYTPRM	INDICATOR		YES		
422090752	9999	5654141411	11.0801	EOY	PERKINS	2016	PICEI	INDICATOR		YES		
422090752	9999	5654141411	11.0801	EOY	PERKINS	2016	COCC	AMOUNT	32			
422090752	9999	5654141411	11.0801	EOY	PERKINS	2016	COGPA	AMOUNT	2.78			
422090752	9999	5654141411	11.0801	EOY	PERKINS	2016	CACC	AMOUNT	18.5			
422090752	9999	5654141411	11.0801	EOY	PERKINS	2016	PGI	INDICATOR		NO		
422090752	9999	5654141411	11.0801	EOY	PERKINS	2016	DACTA	INDICATOR		YES		

Load Sequence/Dependencies

Load Sequence/Dependencies
PS Student Institution

FAQs

1. What values should be reported in the Cumulative Occupational Credits and Cumulative Occupational GPA data records for students that take only Pass/Fail courses, or that have not completed any courses and therefore do not have any credits or a valid GPA?
 - A value of 0 can be reported for the Cumulative Occupational Credits Completed data item for students that have not successfully earned (passed) any occupational credits related to the student's reported primary Perkins program (CIP). A value of 9.99 can be reported for a student's Cumulative Occupational GPA data item if the student does not have a calculable occupational GPA (e.g., students enrolled in the Perkins program that have taken ONLY Perkins program related academic courses to date or students that have taken all Perkins program related occupational courses to date as Pass/Fail). Pass/Fail courses/credits successfully completed (passed) should be included in the Cumulative Occupational Credits Completed data item.
2. How should institutions handle duplicate student records for students that exit and return to the institution, or students that are enrolled in multiple Perkins eligible programs?
 - Institutions should submit only one set of records per student. The demographic information should be the most recent available, and the program specific details should be the student's primary, Perkins eligible, area of study. If the primary area of study cannot be determined it is up to the institution to select a single record.
3. What should be reported for the degree awarded data items for students that have not earned a degree in the academic year of the submission?
 - One of the four degree awarded data items in the Campus Student Program Fact template should be reported only if the student earned a degree in the academic year in question. Otherwise, no degree awarded data item records should be submitted.