

# Pennsylvania Information Management System

## 2021-2022 TAOC ACT 76 USER MANUAL

### Volume 1

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*Version 1.3*





# pennsylvania

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Commonwealth of Pennsylvania  
Tom Wolf, Governor

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# Table of Contents

|   |           |
|---|-----------|
| <b>Introduction</b> .....                         | <b>5</b>  |
| Purpose .....                                     | 5         |
| Family Educational Rights and Privacy Act .....   | 5         |
| <b>PIMS Manual Change Summary</b> .....           | <b>6</b>  |
| <b>Data Collections</b> .....                     | <b>7</b>  |
| <b>Data Correction Window</b> .....               | <b>7</b>  |
| <b>Students to Be Reported in PIMS</b> .....      | <b>8</b>  |
| <b>Templates</b> .....                            | <b>9</b>  |
| Key Items to Note with Template Creation .....    | 9         |
| Development Priority.....                         | 9         |
| <b>Extracting Data into Template Format</b> ..... | <b>12</b> |
| File Naming Conventions .....                     | 12        |
| <b>Student Domain</b> .....                       | <b>13</b> |
| PS Student Institution Template .....             | 14        |
| PS Student Enrollment Template .....              | 19        |
| Student Award Template.....                       | 25        |
| PS Student Transfer Fact Template .....           | 28        |

## 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 (USDE);
- 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 *TAOC Act 76 User Manual* describes the data elements and templates postsecondary administrators submit to the system, 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 the PDE for the purposes of auditing and evaluating education programs and complying with federal and state regulations.

## PIMS Manual Change Summary

The following changes have been included in this version of the *TAOC Act 76 User Manual*.

| Version | Volume | Section                         | Change   |
|---------|--------|---------------------------------|--|
| 1.1     | 1      | Data Collection Period          | Delayed the opening of the 2021-2022 collection from 7/1/2022 to 7/15/2022   |
| 1.1     | 1      | Students to be Reported in PIMS | Clarified the description of students who are to be reported in this collection  |
| 1.1     | 1      | Students to be Reported in PIMS | Updated the link for the Opt-Out Survey  |
| 1.1     | 1      | PS Student Institution          | Added the following value for Field #17, Race Code: <ul style="list-style-type: none"> <li>• 11 – Unknown</li> </ul>   |
| 1.1     | 1      | PS Student Institution          | Removed the following values from Field #38, Student Transfer Type Code: <ul style="list-style-type: none"> <li>• 5 - None</li> </ul>                                    |
| 1.1     | 1      | PS Student Enrollment           | Added field definitions to Field #10, Minor CIP Code, and #11, Second Minor CIP Code   |
| 1.1     | 1      | Student Transfer Fact           | Updated field definition of Field #8, Transfer Collection Type, to specify EOY, not EOT  |
| 1.2     | 1      | PS Student Institution          | Updated the link to <a href="http://EDNA.pa.gov">EDNA (pa.gov)</a> in Field #1,  |
| 1.2     | 1      | PS Student Institution          | Updated the link to <a href="http://EDNA.pa.gov">EDNA (pa.gov)</a> in Field #1, Institution ID   |
| 1.2     | 1      | PS Student Enrollment           | Updated the link to <a href="http://EDNA.pa.gov">EDNA (pa.gov)</a> in Field #1, Institution ID<br>Field #2, Campus ID  |
| 1.2     | 1      | PS Student Award                | Updated the link to <a href="http://EDNA.pa.gov">EDNA (pa.gov)</a> in Field #1, Institution ID   |
| 1.2     | 1      | Student Transfer Fact           | Updated the link to <a href="http://EDNA.pa.gov">EDNA (pa.gov)</a> in Field #1, Transfer Into Institution ID   |
| 1.2     | 1      | PS Student Institution          | Changed Field #3, Collection Term, field definition to reflect an entry of “EOY”, not “EOT”  |
| 1.2     | 1      | PS Student Institution          | Add note to Field #57, First Term of Academic History Date to show an example of adding 1900-01-01 as the date for this required field if the historical date is unknown |
| 1.3     | 1      | PS Student Institution          | Changed Field #4, Collection Term, field definition and valid values to reflect an entry of “EOY”, not “EOT”   |

## Data Collections

The table below presents the planned data collection windows for Academic Year (AY) 2021-22 and AY 2022-23.

| Academic Year | Data Collection Type | Data Collection Period |
|---------------|----------------------|------------------------|
| 2021-22       | End of Year          | 7/15/2022 – 9/30/2022  |
| 2022-23       | End of Year          | 7/1/2023 – 9/30/2023   |

The table below details the templates to be submitted for each data collection.

| Data Collection | Templates Included  |
|-----------------|---|
| End of Year     | <ul style="list-style-type: none"><li>• PS Student Institution</li><li>• PS Student Enrollment</li><li>• PS Student Transfer Fact</li><li>• Student Award</li></ul> |

## Data Correction Window

PDE understands that data can change after it is submitted to PIMS. This occurs most frequently with course completions and grades. For instance, at some institutions students have up to a year after the term ends to complete a course and have an “Incomplete” changed to an actual grade, resulting in credits being earned. Or a student may appeal a course grade and have it changed up to a year after the end of the term.

PDE uses a data correction window to capture these changes. When a correction window is open, institutions may update or correct data previously submitted in PIMS. The following templates are included in these correction windows:

- PS Student Institution
- PS Student Enrollment (to update credit fields if necessary)
- PS Student Transfer Fact
- Student Award

An annual correction window is available each year for the previous academic year. For example, the annual data correction window for AY 2021-22 will be in July 2023. At that time institutions will be able to submit corrections for AY 2021-22.

Institutions should contact PDE at [RA-HigherEducation@pa.gov](mailto:RA-HigherEducation@pa.gov) if they need to correct data in other collections/templates and/or at different times.

## Students to Be Reported in PIMS

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

- Act 76 of 2019, Transfer and Articulation Oversight Committee annual data reporting requirements.
- Carl D. Perkins Vocational and Technical Education Act.

To meet these reporting requirements, institutions should submit data for all students enrolled in any academic program who first enrolled at the institution during the 2021-22 AY after previously having matriculated at another postsecondary institution and where an articulation agreement exists between the two institutions. For the purposes of this collection, the academic year begins with the summer term and proceeds through Fall, Intercession/Winter, and concludes with the Spring term.

Postsecondary students may opt out of a commonwealth data collection by submitting the electronic [Postsecondary Data Collection Opt-Out Form](#)<sup>1</sup> to PDE at least one month prior to the data submission. Prior to each data collection, PDE will provide institutions with a list of students who have submitted an Opt-Out Form to PDE for the respective collection term. The postsecondary institution is responsible for excluding those students' information from the collection.

PDE collects data from postsecondary institutions July through September of each year. The collection covers all semesters of the previous academic year (Summer, Fall, Intercession, Spring).

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<sup>1</sup> <https://www.education.pa.gov/Postsecondary-Adult/PIMSPostsecondary/Pages/Postsecondary-Data-Collection-Opt-Out.aspx>



## Templates

Templates are the files institutions use 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. Templates allow institutions to use a variety of file formats (comma or tab 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., 9 = Asian
- 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 the PS Student Institution template.

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

- **Template Information**
- **Field Information**
- **Load Sequence/Dependencies**
- **FAQs**

#### Template Information

|                             |  |
|-----------------------------|--|
| <b>Template Name</b>        | eScholar Template Name   |
| <b>Template Description</b> | General description of the template  |
| <b>Target Table</b>         | 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:

|                   |   |
|-------------------|---|
| <b>Field #</b>    | eScholar designated field number. Each field can be uniquely identified within the template.  |
| <b>Max Length</b> | 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 which 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. |
| <b>Field Name</b> | eScholar Field Name. Those fields that are highlighted are the fields collected for PDE.  |
| <b>R/CR/O</b>     | This column indicates if a field is R (required), CR (conditionally required) or O (optional). Note: A record submitted to PIMS without a required field populated will be rejected.  |
| <b>Code</b>       | <p>The code column is used to identify how the specific field is applied to the target table in the data warehouse.</p> <p>"K" indicates that this column is a component of the set of columns that make up the logical key for the target table. The logical key specifies the uniqueness of each entry in the target table.</p> <p>A value of "U" indicates that this column will be updated in the target table if the entry exists, and the value of this column has changed.</p>   |

A value of "M" indicates that the field is mandatory - a value must be supplied.

A value of "D" indicates that the field is required but that the load plan will supply a default value if no value is supplied in the record.

A value of "F" indicates that this column value will only be applied on the first load of this entry, and it cannot be updated.

A value of "N" indicates that this target column value will only be updated if it is null.

**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.

**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.

**Not Collected**

Some fields are not collected.

**Load Sequence/Dependencies**

This section identifies any prerequisite files that must be loaded into PIMS prior to loading the given template file. For example, students must be loaded in the PS Student Institution Template before they can be loaded in the PS Student Enrollment Template.

**FAQs**

The FAQs section will list Frequently Asked Questions (FAQs) for the specific template and provide answers.

## 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 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

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\_200903051134.csv
  1. Institution ID = 9-digit Administrative Unit Number (AUN)
    - For example, 100000009
  2. Target Table (located on template) e.g., "PS\_STUDENT\_ENROLL"
  3. Time Stamp (ensures uniqueness for the file) e.g., "200709051134"
  4. File Extension (data separator type) e.g., "csv"
    - csv: comma-delimited
    - tab: tab-delimited

## **Student Domain**

Institutions are required to submit the following templates in the Student Domain:

- **PS Student Institution**
- **PS Student Enrollment**

## PS Student Institution Template

### Target Table: PS\_STUDENT\_INSTITUTION

#### Template Description

The PS Student Institution Template contains basic information regarding an institution's students. Institutions should submit one record for each student enrolled during at least on term during the year. Report students enrolled as of the term's freeze date (even if the student was not enrolled at the end of the term) as well as records for any additional students who enrolled after the freeze date. Please see the notes directly below for additional details and one exception to this rule.

- In rare cases an institution may “administratively drop” a student. That is, the institution may realize that a student never did enroll for the term in question and may remove that student from their student information system for that term. These administratively dropped students, because they are not considered enrolled for the term, **SHOULD NOT** be included in the submission if they were not enrolled during any other term during the year.
- Institutions **SHOULD NOT** submit students that are exclusively auditing courses since they are not considered for-credit.

**The PS Student Institution Template should include all students enrolled in courses for credit who transferred into the institution during the academic year 2021-22. For purposes of this collection, the academic year is defined as Summer 2021, Fall 2021, Intercession/Winter Term, Spring 2022.**

**Grain:** One record per student / institution / collection term / collection type and academic year

PDE is collecting only the **fields highlighted**. 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 | Code  | Field Definition   | Business Rules  | Valid / Sample Value(s)  |
|--------|---------------|------------------------------|------------|-------|--|---|--|
| 1*     | 9             | INSTITUTION ID               | R          | K, M  | The unique 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education.                                    |   | Example: 123456789<br><br>All Institution and Campus codes can be found at: <a href="#">EdNA website</a> |
| 2*     | 10            | PS STUDENT ID                | R          | K, M  | The 10-digit unique PAsecureID assigned to the student.  |   | Example: 100000009   |
| 3*     | N/A           | COLLECTION TERM              | R          | K, M  | Academic term of data submission. Use "EOY" only.  | Values must be in all capital letters.                | Constant:<br>EOY   |
| 4*     | N/A           | COLLECTION TYPE              | R          | K, M  | Specifies type of data collection. Use "EOY" only.   | Values must be in all capital letters.                | Constant:<br>EOY   |
| 5*     | 4,0           | ACADEMIC YEAR                | R          | K, M  | Academic year of data submission. Format is YYYY where YYYY represents the latter year. For example, 2018-2019 would be represented as 2019. |   | Example: 2021  |
| 6      | Not Collected |                              |            |       |  |   |  |
| 7      | 60            | LAST NAME                    | R          | U, M* | Student's full legal last name.  |   | Example: Smith   |
| 8      | 60            | FIRST NAME                   | R          | U, M* | Student's full legal first name.   |   | Example: John  |
| 9      | 60            | MIDDLE NAME                  | O          | U     | Student's full legal middle name or initial.   |   | Example: Lee   |
| 10     | 10            | BIRTH DATE                   | R          | U     | Provide the birth date of the student.   | All dates must be entered in ISO format (YYYY-MM-DD). | Example: 1996-07-15  |
| 11     | 11            | Social Security Number       | CR         | U     | Provide the social security number for the student, if known.  |   | Example: 123-45-6789   |
| 12     | 12            | PS Local Student ID          | O          | U     | Student's local institutional ID. This is an optional field.   |   | Example: 98765   |
| 13     | Not Collected |                              |            |       |  |   |  |
| 14     | Not Collected |                              |            |       |  |   |  |
| 15     | N/A           | FIRST GENERATION STATUS CODE | CR         | U     | First generation status code of student, if known.   | Values must be in all capital letters.                | Valid values:<br>YES<br>NO   |
| 16     | N/A           | GENDER CODE                  | R          | U, M  | Student's gender.  | Values must be in all capital letters.                | Valid Values:<br>M – Male<br>F – Female<br>O – Other   |

| Field# | Max Length    | Field Name                  | R / O / CR | Code | Field Definition  | Business Rules                         | Valid / Sample Value(s)  |
|--------|---------------|-----------------------------|------------|------|---|--|--|
| 17     | N/A           | RACE CODE                   | R          | U, M | Student's race. See valid values.   |  | Valid values:<br>1 – American Indian/ Alaskan Native<br>3 – Black or African American, non-Hispanic<br>4 – Hispanic of any race<br>5 – White, non-Hispanic<br>6 – Two or more races<br>8 – Race and ethnicity unknown<br>9 – Asian<br>10 – Native Hawaiian or other Pacific Islander<br>11 – Unknown |
| 18     | Not Collected |                             |            |      |   |  |  |
| 19     | Not Collected |                             |            |      |   |  |  |
| 20     | Not Collected |                             |            |      |   |  |  |
| 21     | Not Collected |                             |            |      |   |  |  |
| 22     | N/A           | HISPANIC INDICATOR          | R          | U, M | Indicator of whether student is Hispanic.   | Values must be in all capital letters. | Valid values:<br>YES<br>NO<br>UNK (Unknown)  |
| 23     | Not Collected |                             |            |      |   |  |  |
| 24     | N/A           | NONRESIDENT ALIEN INDICATOR | R          | U, M | Nonresident Alien Indicator will not be collected in PIMS at this time. Use the default value of "UNK." | Values must be in all capital letters. | Constant:<br>UNK   |
| 25     | Not Collected |                             |            |      |   |  |  |
| 26     | Not Collected |                             |            |      |   |  |  |
| 27     | Not Collected |                             |            |      |   |  |  |
| 28     | Not Collected |                             |            |      |   |  |  |
| 29     | N/A           | MILITARY STATUS CODE        | CR         | U    | Indicator of whether student is a veteran or currently serving in the Military, if known.               | Values must be in all capital letters. | Valid values:<br>YES<br>NO   |
| 30     | N/A           | SINGLE PARENT INDICATOR     | CR         | U    | Indicator of whether student is a single parent, if known.  | Values must be in all capital letters. | Valid values:<br>YES<br>NO   |
| 31     | N/A           | HAS DEPENDENT INDICATOR     | CR         | U    | Indicator of whether student has dependents, if known.  | Values must be in all capital letters. | Valid values:<br>YES<br>NO   |
| 32     | Not Collected |                             |            |      |   |  |  |
| 33     | Not Collected |                             |            |      |   |  |  |



| Field# | Max Length    | Field Name                           | R / O / CR | Code | Field Definition  | Business Rules                         | Valid / Sample Value(s)   |
|--------|---------------|--------------------------------------|------------|------|---|--|---|
| 34     | Not Collected |                                      |            |      |   |  |   |
| 35     | Not Collected |                                      |            |      |   |  |   |
| 36     | N/A           | ECONOMICALLY DISADVANTAGED INDICATOR | R          | U    | Indicator of whether student is economically disadvantaged. Use receipt of Pell Grant as a proxy. | Values must be in all capital letters. | Valid values:<br>YES<br>NO<br>UNK   |
| 37     | Not Collected |                                      |            |      |   |  |   |
| 38     | 20            | STUDENT TRANSFER TYPE CODE           | R          | U    | Identify the type of transfer agreement the student transferred under.                            |  | 1=TAOC credit transfer<br>2=TAOC P2P<br>3=Non-TAOC institutional agreement<br>4=Non-TAOC program specific agreement   |
| 39     | Not Collected |                                      |            |      |   |  |   |
| 40     | Not Collected |                                      |            |      |   |  |   |
| 41     | Not Collected |                                      |            |      |   |  |   |
| 42     | Not Collected |                                      |            |      |   |  |   |
| 43     | Not Collected |                                      |            |      |   |  |   |
| 44     | 30            | PERMANENT ADDRESS CITY               | R          | U    | Provide the city of the student's permanent address   |  | Example: Harrisburg   |
| 45     | 3             | PERMANENT ADDRESS STATE CODE         | R          | U    | Provide the state of the student's permanent address  |  | Example: PA   |
| 46     | 5             | PERMANENT ADDRESS BASE ZIP CODE      | R          | U    | Provide the zip code of the student's permanent address   |  | Example: 19610  |
| 47     | Not Collected |                                      |            |      |   |  |   |
| 48     | Not Collected |                                      |            |      |   |  |   |
| 49     | 20            | STATE RESIDENCY CODE                 | R          | U    | Specifies the student's residency status as of the reporting period.                              |  | Valid values:<br>1 – Student is a Pennsylvania resident<br>2 – Student is not a Pennsylvania resident<br>3 – Student is a legal resident within the sponsored area (CCs only)<br>4 – Student is not a legal resident within the sponsored area (CCs only) |
| 50     | Not Collected |                                      |            |      |   |  |   |
| 51     | Not Collected |                                      |            |      |   |  |   |
| 52     | Not Collected |                                      |            |      |   |  |   |
| 53     | Not Collected |                                      |            |      |   |  |   |
| 54     | Not Collected |                                      |            |      |   |  |   |
| 55     | Not Collected |                                      |            |      |   |  |   |

| Field# | Max Length | Field Name                           | R / O / CR | Code | Field Definition  | Business Rules  | Valid / Sample Value(s)                               |
|--------|------------|--------------------------------------|------------|------|---|---|---|
| 56     | 3          | HOMELESS INDICATOR                   | CR         | U    | Indicator of whether student is housing insecure.   | Values must be in all capital letters.                | Valid values:<br>YES<br>NO<br>UNK                     |
| 57     | 10         | FIRST TERM OF ACADEMIC HISTORY DATE  | R          | U    | The date of the student's first term of undergraduate academic history following high school graduation.  | All dates must be entered in ISO format (YYYY-MM-DD). | Example: 2018-08-31<br>- If unknown, enter 1900-01-01 |
| 58     | 10         | FIRST ENROLLMENT AT INSTITUTION DATE | R          | U    | Date of student's first enrollment at the institution for the same level (e.g., undergraduate, graduate, etc.). Do not reset this date if a student receives multiple degrees/awards over time at the same level. | All dates must be entered in ISO format (YYYY-MM-DD). | Example: 2018-08-31                                   |

\* Field is part of the unique key for the template.

### Load Sequence/Dependencies

| Load Sequence/Dependencies |
|----------------------------|
| No dependencies            |

### FAQs

#### 1. What if a student does not report his or her gender to the college?

The collection and reporting of race/ethnicity and gender data on students and completers are mandatory for all institutions which receive, are applicants for, or expect to be applicants for Federal financial assistance as defined in the U.S. Department of Education (ED) regulations implementing Title VI of the Civil Rights Act of 1964 (34 CFR 100), or defined in any ED regulation implementing Title IX of the Education Amendments of 1972 (34 CFR 106). Gender also is a required element for obtaining PAsureID numbers for students. The gender data submitted in PAsureID must match the data submitted in PIMS.

## PS Student Enrollment Template

Target Table: PS\_STUDENT\_ENROLL

### Template Description

The PS Student Enrollment Template contains indicators and measures for each transfer student enrolled in an institution. Institutions should submit one record in this template for each student enrolled during the academic year as of any term's freeze date (even if the student was not enrolled at the end of the term), as well as include records for any additional students enrolled after the freeze date. Institutions should not submit in this template "administratively dropped" students or students who exclusively audited courses during any given term of the academic year.

**The PS Student Enrollment Template should include all new transfer students enrolled in courses for credit.**

**Grain:** One record per student / institution / campus / collection term / collection type and academic year

PDE is collecting only the **fields highlighted**. All fields may not be mandatory; however, all fields within a template **MUST BE** accounted for in order to transmit data.

## PS Student Enrollment Template Specifications

| Field# | Max Length | Field Name          | R / O / CR | Code | Field Definition  | Business Rules                         | Valid / Sample Value(s)   |
|--------|------------|---------------------|------------|------|---|--|---|
| 1*     | 9          | INSTITUTION ID      | R          | K, M | The unique 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education.   |  | Example: 123456789<br><br>All institution and campus codes can be found at: <a href="#">EdNA website</a>    |
| 2*     | 4          | CAMPUS ID           | R          | K, M | For main campuses use "9999." See the "Campus Reporting in PIMS" section for important information. If submitting data for branch campuses, use the PDE defined 4-digit code identifying the campus.  |  | Example: 9999<br><br>All institution and campus codes can be found at: <a href="#">EdNA website</a>         |
| 3*     | 10         | PS STATE STUDENT ID | R          | K, M | The 10-digit unique PASecureID assigned to the student.   |  | Example: 1234567890   |
| 4*     | N/A        | COLLECTION TERM     | R          | K, M | Academic term of data submission. Use "EOY" only.   | Values must be in all capital letters. | Constant:<br>EOY  |
| 5*     | N/A        | COLLECTION TYPE     | R          | K, M | Specifies type of data collection. Use "EOY" only.  | Values must be in all capital letters. | Constant:<br>EOY  |
| 6*     | 4,0        | ACADEMIC YEAR       | R          | K, M | Academic year of data submission. Format is YYYY where YYYY represents the latter year. For example, 2018-2019 would be represented as 2019.  |  | Example: 2021   |
| 7      | 7          | MAJOR CIP CODE      | R          | U, D | Six character Classification of Instructional Programs (CIP) code of the student's major. The CIP Code is the accepted government standard for program coding in all education information surveys. Format is XX.XXXX. Use value of "90.0000" for undeclared.<br><br>If the student is pursuing multiple degree types (e.g., an Associate and a Bachelor's degree), this field should include the CIP code of the major associated with the highest degree. |  | Valid values:<br>Any valid CIP code from the National Center for Education Statistics 2020 CIP Code Edition |

| Field# | Max Length    | Field Name                | R / O / CR | Code | Field Definition  | Business Rules                         | Valid / Sample Value(s)   |
|--------|---------------|---------------------------|------------|------|---|--|---|
| 8      |               | SECOND MAJOR CIP CODE     | CR         | U, D | Six character Classification of Instructional Programs (CIP) code of the student's second major. The CIP Code is the accepted government standard for program coding in all education information surveys. Format is XX.XXXX. |  | Valid values:<br>Any valid CIP code from the National Center for Education Statistics 2020 CIP Code Edition   |
| 9      | Not Collected |                           |            |      |   |  |   |
| 10     |               | MINOR CIP CODE            | CR         | U, D | Six character Classification of Instructional Programs (CIP) code of the student's first Minor. The CIP Code is the accepted government standard for program coding in all education information surveys. Format is XX.XXXX.  |  | Valid values:<br>Any valid CIP code from the National Center for Education Statistics 2020 CIP Code Edition   |
| 11     |               | SECOND MINOR CIP CODE     | CR         | U, D | Six character Classification of Instructional Programs (CIP) code of the student's second minor. The CIP Code is the accepted government standard for program coding in all education information surveys. Format is XX.XXXX. |  | Valid values:<br>Any valid CIP code from the National Center for Education Statistics 2020 CIP Code Edition   |
| 12     | Not Collected |                           |            |      |   |  |   |
| 13     | Not Collected |                           |            |      |   |  |   |
| 14     | Not Collected |                           |            |      |   |  |   |
| 15     | Not Collected |                           |            |      |   |  |   |
| 16     | Not Collected |                           |            |      |   |  |   |
| 17     | 20            | DEGREE SEEKING TYPE CODE  | R          | U    | Specifies academic award of program student enrolled in.  |  | Valid values:<br>1 - Certificate<br>2 - Diploma<br>3 - Associate<br>5 - Terminal Associate<br>6 - Bachelor's<br>7 - Joint Bachelor's/Master's<br>8 - Joint Bachelor's/Doctorate |
| 18     | Not Collected |                           |            |      |   |  |   |
| 19     | 20            | DUAL ENROLLMENT TYPE CODE | CR         | U    | Does the student have dual enrollment credits reflected on their transcript   | Values must be in all capital letters. | Valid values:<br>YES<br>NO  |

| Field# | Max Length    | Field Name                  | R / O / CR | Code | Field Definition   | Business Rules                         | Valid / Sample Value(s)    |
|--------|---------------|-----------------------------|------------|------|--|--|----------------------------|
| 20     | 3             | FULL TIME STUDENT INDICATOR | R          | U    | <p>Specifies student's full- or part-time status as of the reporting period during Fall and Spring terms.</p> <p>A full-time undergraduate student is defined as a student enrolled for 12 or more semester credits, or 12 or more quarter credits during <b>BOTH</b> Fall and Spring semesters.</p> <p>Students participating in a co-op or internship during the term should be reported as full-time.</p> | Values must be in all capital letters. | Valid values:<br>YES<br>NO |
| 21     | Not Collected |                             |            |      |  |  |                            |
| 22     | Not Collected |                             |            |      |  |  |                            |
| 23     | Not Collected |                             |            |      |  |  |                            |
| 24     | Not Collected |                             |            |      |  |  |                            |
| 25     | Not Collected |                             |            |      |  |  |                            |
| 26     | 3             | ALTERNATE CREDIT INDICATOR  | CR         | U    | Did the student submit documentation for the approval of alternate credits during the academic year. (ie. CLEP, Dantes, CLE, etc.)   | Values must be in all capital letters. | Valid values:<br>YES<br>NO |
| 27     | Not Collected |                             |            |      |  |  |                            |
| 28     | 3             | GRADUATION INDICATOR        | CR         | U    | Did the student graduate during the current academic year  | Values must be in all capital letters. | Valid values:<br>YES<br>NO |
| 29     | 3             | FAFSA INDICATOR             | R          | U    | Did the student complete a FAFSA for the current academic year.  | Values must be in all capital letters. | Valid values:<br>YES<br>NO |
| 30     | Not Collected |                             |            |      |  |  |                            |
| 31     | Not Collected |                             |            |      |  |  |                            |
| 32     | Not Collected |                             |            |      |  |  |                            |
| 33     | Not Collected |                             |            |      |  |  |                            |
| 34     | Not Collected |                             |            |      |  |  |                            |

| Field# | Max Length    | Field Name                               | R / O / CR | Code | Field Definition   | Business Rules  | Valid / Sample Value(s)   |
|--------|---------------|--|------------|------|--|---|---|
| 35     |               | EXIT REASON CODE                         | CR         | U    | Reason the student left the institution during or at the end of the year.  | Submit if the student exited the institution during the academic year and did not return prior to the end of Spring Semester. Note that this includes graduation. Use "Unknown" value if necessary. | Valid values:<br>1 – Obtained Employment<br>2 – Entered Military<br>3 – Personal Reasons<br>4 – Academic Dismissal<br>5 – Non-Academic Dismissal<br>6 – Verifiable transfer to two-year institution<br>7 – Verifiable transfer to four-year institution<br>8 – Student deceased or totally disabled<br>9 – Serving with a foreign aid service of the Federal Government, such as the Peace Corps<br>10 – Serving on official church mission<br>11 – Graduated<br>12 – Unknown<br>13 – Financial Reasons |
| 36     | Not Collected |  |            |      |  |   |   |
| 37     | Not Collected |  |            |      |  |   |   |
| 38     | Not Collected |  |            |      |  |   |   |
| 39     |               | NUMBER OF ALTERNATE CREDITS              | CR         | U    | The number of credits the student earned from alternative credit sources such as CLEP, Dantes, CLE, etc.   |   | Example:12  |
| 40     | 7,2           | CUMULATIVE CREDITS COMPLETED             | R          | U    | Cumulative credits earned by the student since first enrolling at the institution. Include the credits earned during the term in question.<br><br>Include transfer credits.  |   | Example:96  |
| 41     | 7,2           | CUMULATIVE REMEDIAL CREDITS COMPLETED    | CR         | U    | Cumulative remedial credits earned by the student. Include the credits earned during the term in question. Use 0 if appropriate.<br>Remedial courses are instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting. |   | Example:12  |
| 42     |               | CUMULATIVE NONREMEDIAL CREDITS COMPLETED | CR         | U    | The cumulative number of non-remedial/developmental credits the student has earned.  |   | Example:84  |
| 43     | Not Collected |  |            |      |  |   |   |
| 44     | 5             | CUMULATIVE GPA                           | R          | U    | The student's cumulative GPA as of the end of the Spring semester.   |   | Example: 3.23   |

| Field# | Max Length    | Field Name                     | R / O / CR | Code | Field Definition   | Business Rules                         | Valid / Sample Value(s)    |
|--------|---------------|--------------------------------|------------|------|--|--|----------------------------|
| 45     | Not Collected |                                |            |      |  |  |                            |
| 46     | Not Collected |                                |            |      |  |  |                            |
| 47     | Not Collected |                                |            |      |  |  |                            |
| 48     | Not Collected |                                |            |      |  |  |                            |
| 49     | 2             | NUMBER OF AP CREDITS           | R          | U    | The number of AP credits the student has been awarded based on a qualifying score on an AP subject exam. |  | Example: 6                 |
| 50     | Not Collected |                                |            |      |  |  |                            |
| 51     | Not Collected |                                |            |      |  |  |                            |
| 52     | Not Collected |                                |            |      |  |  |                            |
| 53     | Not Collected |                                |            |      |  |  |                            |
| 54     | 3             | ARTICULATION PROGRAM INDICATOR | R          | U    | Identify whether the student completed a degree at their prior institution.                              | Values must be in all capital letters. | Valid values:<br>YES<br>NO |

\* Field is part of the unique key for the template.

### Load Sequence/Dependencies

#### Load Sequence/Dependencies

**PS STUDENT INSTITUTION**



## Student Award Template

Target Table: STUDENT\_AWARD

### Template Description

Institutions should submit in this template all awards conferred on relevant students for the entire academic year.

Note that institutions should include awards conferred on previous students that were not enrolled during the academic year in question (award conferred late) in this template.

If a student received multiple awards, these should be submitted as separate records with a different Award Code and/or Award CIP Code.

**The Student Award Template should include all students enrolled in courses for credit.**

*Prior to submitting the Student Award Template to PIMS, institutions are responsible for **excluding the entire record of a student who has elected to opt-out** of a commonwealth collection in accordance with the policy and procedure established under Act 24 of 2011.*

**Grain:** One record per student per award code

PDE is collecting only the **fields highlighted**. All fields may not be mandatory; however, all fields within a template **MUST BE** accounted for in order to transmit data.

## Student Award Template Specifications

| Field# | Max Length    | Field Name                                   | R/O/CR | Field Definition  | Business Rules  | Valid / Sample Values   |
|--------|---------------|--|--------|---|---|---|
| 1*     | 9             | INSTITUTION ID                               | R      | The unique 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education.   |   | Example: 123456789<br><br>All institution and campus codes can be found at: <a href="http://EDNA.pa.gov">EDNA (pa.gov)</a>  |
| 2*     | 10            | PS STATE STUDENT ID                          | R      | The 10-digit unique PAsecureID assigned to the student.   |   | Example: 1000000009   |
| 3*     | N/A           | AWARD CODE                                   | R      | The type of award/degree conferred on the student.  |   | Valid values:<br>1 – Certificate<br>2 – Diploma<br>3 – Associates<br>5 – Terminal Associates<br>6 – Bachelor's<br>7 – Joint Bachelor's/Master's<br>8 – Joint Bachelor's/Doctorate |
| 4*     | 4,0           | ACADEMIC YEAR                                | R      | Academic year of data submission. Format is YYYY where YYYY represents the latter year. For example, 2021-2022 would be represented as 2022.  |   | Example: 2022   |
| 5      | 7             | AWARD CIP CODE                               | R      | Six-character Classification of Instructional Programs (CIP) code of the student's degree, certificate or diploma earned at the end of the term. The CIP Code is the accepted government standard for program coding in all education information surveys. Format is XX.XXXX. |   | Any valid CIP code from the National Center for Education Statistics 2020 CIP Code Edition  |
| 6      | 4             | CAMPUS ID                                    | R      | For main campuses use "9999." See the "Campus Reporting in PIMS" section for important information. If submitting data for branch campuses, use the PDE defined 4-digit code identifying the campus.  | Use constant value: 9999                              | Constant=9999   |
| 7      | 10            | AWARD DATE                                   | R      | The date the award was conferred on the student.  | All dates must be entered in ISO format (YYYY-MM-DD). | Example: 2022-12-17   |
| 8      | Not Collected |  |        |   |   |   |
| 9      | 10            | FIRST ENROLLMENT AT AWARING INSTITUTION DATE | R      | Use the start date of the semester during which the student entered the institution. Format should be YYYY-MM-DD.   | All dates must be entered in ISO format (YYYY-MM-DD). | Example: 2022-12-17   |
| 10     | Not Collected |  |        |   |   |   |

| Field# | Max Length | Field Name                     | R/O/CR | Field Definition  | Business Rules                         | Valid / Sample Values      |
|--------|------------|--------------------------------|--------|---|--|----------------------------|
| 11     | 3          | ARTICULATION PROGRAM INDICATOR | R      | Were credits awarded under a transfer agreement included in the student's degree. | Values must be in all capital letters. | Valid values:<br>YES<br>NO |

\* Field is part of the unique key for the template

### Load Sequence/Dependencies

| Load Sequence/Dependencies |
|----------------------------|
| PS STUDENT INSTITUTION     |

## PS Student Transfer Fact Template

Target Table: PS\_STUDENT\_TRANSFER\_FACT

### Template Description

This template is used to collect college-level credits transferred by students to the current institution. This template is included in the Fall EOT and Spring EOT collections.

Institutions should submit transfer credit data in the term in which the student's transfer credit is evaluated and recorded on the student's transcript at the current institution. For example, if a transfer student enrolls into an institution in the fall term, but the transcript is not received, evaluated and recorded until the spring term, the student's transfer credit data should be submitted during the Spring EOT collection. Transfer credit data should only be submitted for enrolled students.

Institutions will need to submit at least three records per student that transferred credit in this template. One record must be submitted for:

- Total Credits Presented (CREDIT GPA CODE = 10)
- Total Credits Accepted (CREDIT GPA CODE = 20)
- Total Credits Rejected (CREDIT GPA CODE = 30)

If a student is transferring credit from multiple institutions, submit multiple sets of records, one set per TRANSFER FROM IPEDS UNIT ID.

**Prior to submitting the PS Student Transfer Fact Template to PIMS, institutions are responsible for excluding the entire record of a student who has elected to opt-out of a commonwealth collection in accordance with the policy and procedure established under Act 24 of 2011.**

**Grain:** One record per student per TRANSFER FROM IPEDs UNIT ID per CREDIT GPA CODE.

PDE is collecting only the **fields highlighted**. All fields may not be mandatory; however, all fields within a template **MUST BE** accounted for in order to transmit data.

## PS Student Transfer Fact Template Specifications

| Field# | Max Length | Field Name                   | R/O/CR | Field Definition   | Business Rules  | Valid / Sample Values  |
|--------|------------|------------------------------|--------|--|---|--|
| 1*     | 9          | TRANSFER INTO INSTITUTION ID | R      | The unique 9-digit Administrative Unit Number (AUN) of the reporting institution assigned by the Pennsylvania Department of Education.   |   | Example: 123456789<br><br>All institution and campus codes can be found at: <a href="http://edna.pa.gov">EDNA (pa.gov)</a> |
| 2*     | 4          | TRANSFER INTO CAMPUS ID      | R      | Use default value of "9999"  | Use constant value of 9999                            | Example: 9999  |
| 3*     | 10         | PS STATE STUDENT ID          | R      | The 10-digit unique PAsecureID assigned to the student.  |   | Example: 1000000009  |
| 4*     | 6          | TRANSFER FROM IPEDS UNIT ID  | R      | The IPEDS Unit ID of the postsecondary institution the student is transferring credit from. If the student is transferring credit from a foreign institution use a constant of "999999."<br><br>To look up an IPEDS Unit ID for an institution, go to the IPEDS Data Center at <a href="http://nces.ed.gov/ipeds/datacenter/">http://nces.ed.gov/ipeds/datacenter/</a> . |   | Example: 210669  |
| 5*     | 10         | TRANSFER DATE                | R      | Use the start date of the semester during which the student entered the institution. Format should be YYYY-MM-DD.  | All dates must be entered in ISO format (YYYY-MM-DD). | Example: 2021-08-30  |
| 6*     | N/A        | CREDIT GPA CODE              | R      | Identifies the type of credits submitted in Field #10 TRANSFER CREDITS. See valid values.  |   | 10 - Total Credits Presented<br>20 - Total Credits Accepted<br>30 - Total Credits Rejected                                 |
| 7      | N/A        | TRANSFER COLLECTION TERM     | R      | Academic term of data submission. See valid values.  | Values must be in all capital letters.                | Valid values:<br>EOY   |
| 8      | N/A        | TRANSFER COLLECTION TYPE     | R      | Specifies type of data collection. Use "EOY" only.   | Values must be in all capital letters.                | Constant: EOY  |
| 9      | 4,0        | TRANSFER ACADEMIC YEAR       | R      | Academic year of data submission. Format is YYYY where YYYY represents the latter year. For example, 2014-2015 would be represented as 2015.   |   | Example: 2015  |

| Field# | Max Length    | Field Name       | R/O/CR | Field Definition  | Business Rules | Valid / Sample Values |
|--------|---------------|------------------|--------|---|----------------|-----------------------|
| 10     | 7,2           | TRANSFER CREDITS | R      | The number of credits transferred. The type corresponds to the value submitted in Field #6 CREDIT GPA CODE. |                | Example: 12.5         |
| 11     | Not Collected |                  |        |   |                |                       |

\* Field is part of the unique key for the template

## Load Sequence/Dependencies

Load Sequence/Dependencies

PS STUDENT INSTITUTION

### FAQs

- 1. Should transfer credit be reported from all institutions or only those that are regionally accredited?**
  - All college-level credit that is transferred and recorded on a student's transcript should be reported, regardless of accreditation.
- 2. Should developmental courses be reported in the credit totals for transfer students?**
  - Report all college-level credits presented by the student. "Credits Presented" is defined as college-level credits earned by a student at the previous institution. If no credit was awarded for a developmental course (or any other course) at the prior institution, it should not be reported.
- 3. How are Credit GPA Codes 10, 20, 30 reported for each student?**
  - Each student should receive up to three records per transcript presented to the institution for evaluation. See the table below for definitions of the Credit GPA codes 10, 20, and 30.

| Credit GPA Code | Credit GPA Name         | Credit GPA Definition   |
|-----------------|-------------------------|---|
| 10              | Total Credits Presented | The total number of college-level credits presented by the student for transfer from the sending institution during the term. This includes only those credits completed by a student. Courses attempted by a student but not completed (such as a Withdraw or Incomplete) or not earned (such as a Failed course) should not be included here. |
| 20              | Total Credits Accepted  | The total number of college-level credits accepted from the sending institution during the term for the student.  |
| 30              | Total Credits Rejected  | The total number of college-level credits not accepted from the sending institution during the term for the student.  |