



June 17, 2019

Re: Reporting of 2018-19 PIMS-Child Accounting

Dear Chief Executive Officer:

The PIMS submission window for uploading child accounting files for school year 2018-19 will open on June 17, 2019.

The due date for submission of the child accounting templates, School Calendar and Student Calendar Fact, is **August 1, 2019**. Note that a signed ACS is required for each and every submission of data.

Section 2552.1 of the School Code allows for data to be submitted without penalty up to 30 days after the due date, until August 31. Beginning September 1, 2019, late submissions will be subject to a forfeiture of \$300 per day until all child accounting data files are successfully uploaded in PIMS, contain reasonably accurate data, and the signed Accuracy Certification Statement (ACS) is received by my office.

For charter schools that operate a kindergarten program, the District Snapshot template for 2019-20 school year with kindergarten starting age information is uploaded in PIMS Collection 1, which opens October 1, 2019.

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

Sincerely,

A handwritten signature in black ink that reads "Benjamin T. Hanft". The signature is written in a cursive style with a large initial "B" and a stylized "H".

Benjamin T. Hanft, Chief  
Division of Subsidy Administration