Pennsylvania Department of Education Administration

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Introduction and FAQs

The Pennsylvania Educator Dashboard and Early Warning System is the result of an initiative jointly sponsored by the Pennsylvania Department of Education (PDE) and First Lady Susan Corbett. This voluntary tool provides relevant education information in an easy-to-use and intuitive interface to educators, principals, and administrators. The Early Warning System (EWS) component will be used to identify middle school students who, according to research metrics, may be at future risk of dropping out of high school. The goal is to provide an appropriate intervention or interventions to these identified at-risk students to get them back on track to graduation.

What does PIMS have to do with the Educator Dashboard and EWS?

The data displayed on the Dashboard is voluntarily submitted by participating LEAs through PIMS. PIMS provides a familiar data submission process for LEAs to follow and provides for high-quality Dashboard data by applying robust validations to the data during the submission process.

Will PDE have access to or use the data submitted to PIMS for the Educator Dashboard in any way?
No, the data is only used to power the Dashboard for the participating LEAs.

Will the data submitted for the Educator Dashboard be “mixed” with the “accountability” data in PIMS?

PDE defines Accountability Data or Accountability Submissions as the data submitted and subsequently certified by LEAs that is used for federal and state reporting purposes. LEAs have been submitting this data to PIMS since the 2007-08 school year.

The Dashboard data is voluntarily submitted by LEAs to PIMS and is considered uncertified. This data is intended to be a reflection of the participating LEA Student Information Systems (SIS) and may contain data items and values that do not exist or are unavailable in the PIMS accountability submissions.

PDE must maintain the integrity of the certified accountability data within PIMS. For this reason the Dashboard data is logically separated within PIMS.

What are the other differences between the PIMS Accountability Submissions and the Dashboard Data Submission I need to be aware of?

Additional important details regarding the Dashboard Data Submission include:

- There is one collection window that is relevant to the Dashboard Data Submission. This window will always be open.
- Because the data collection window will always be open, the Dashboard data submission frequency will be determined by each participating LEA. This upload frequency will likely vary based on the type of data. As an example, attendance data will likely be refreshed more frequently than course grades.
- The Dashboard Data Submission templates described in this document include templates already known to LEAs (i.e., included in the Accountability Submissions) and templates that are new. It is important to note that for some of the known templates, there are slight differences between the Dashboard version of the template and the Accountability version. They may include the following:
  - A different "scope" of records to include in the template. For example, LEAs will submit additional incidents beyond state reportable offenses within the discipline-related templates for the Dashboard.
  - Differing code sets for certain fields.
  - Additional fields required for the Dashboard that are not collected in the Accountability version of the template.
  - Fields that are relevant to the Accountability version of the template but not necessary for the Dashboard. Note that even though these fields are not relevant to the Dashboard, LEAs can still submit them.
• Dashboard data submitted to PIMS will be loaded by PDE to the Dashboard application each night and will be available to Dashboard users the following day.
• Data submitted to the Dashboard data collection will be excluded from all existing state reports and accountability reports.
Change Summary – Volume 1

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

<table>
<thead>
<tr>
<th>Version</th>
<th>Domain</th>
<th>Section</th>
<th>Change</th>
</tr>
</thead>
</table>
## Template Dependencies & Load Order

The following table describes the dependencies between the templates available for submission in the Dashboard Data Collection window.

<table>
<thead>
<tr>
<th>Load This</th>
<th>Before This</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Course Instructor Snapshot</td>
</tr>
<tr>
<td></td>
<td>Student Course Enrollment</td>
</tr>
<tr>
<td></td>
<td>Student Class Grade Detail</td>
</tr>
<tr>
<td>Course Instructor Snapshot</td>
<td>Student Course Enrollment</td>
</tr>
<tr>
<td></td>
<td>Student Course Attendance</td>
</tr>
<tr>
<td></td>
<td>Student Class Grade Detail</td>
</tr>
<tr>
<td>Location Marking Period</td>
<td>Location MP Calendar Date</td>
</tr>
<tr>
<td>Staff Snapshot</td>
<td>Course Instructor Snapshot</td>
</tr>
<tr>
<td></td>
<td>Person</td>
</tr>
<tr>
<td></td>
<td>Staff Assignment</td>
</tr>
<tr>
<td></td>
<td>Staff Attendance</td>
</tr>
<tr>
<td></td>
<td>Staff Assigned Cohort Group</td>
</tr>
<tr>
<td>Student Snapshot</td>
<td>Student Daily Attendance</td>
</tr>
<tr>
<td></td>
<td>Student Course Enrollment</td>
</tr>
<tr>
<td></td>
<td>Student Class Grade Detail</td>
</tr>
<tr>
<td></td>
<td>Person</td>
</tr>
<tr>
<td></td>
<td>School Enrollment</td>
</tr>
<tr>
<td></td>
<td>Student Academic Plan</td>
</tr>
<tr>
<td></td>
<td>Student Contact Fact</td>
</tr>
<tr>
<td></td>
<td>Student Course Attendance</td>
</tr>
<tr>
<td></td>
<td>Programs Fact</td>
</tr>
<tr>
<td></td>
<td>Student Cohort Group Fact</td>
</tr>
<tr>
<td></td>
<td>Student Credit GPA</td>
</tr>
<tr>
<td></td>
<td>Student Course Transcript</td>
</tr>
<tr>
<td>Person</td>
<td>Incident Offender</td>
</tr>
<tr>
<td></td>
<td>Incident Offender Disciplinary Action</td>
</tr>
<tr>
<td></td>
<td>Incident Offender Infraction</td>
</tr>
<tr>
<td>Incident</td>
<td>Incident Offender</td>
</tr>
<tr>
<td></td>
<td>Incident Offender Disciplinary Action</td>
</tr>
<tr>
<td></td>
<td>Incident Offender Infraction</td>
</tr>
<tr>
<td>Incident Offender</td>
<td>Incident Offender Disciplinary Action</td>
</tr>
<tr>
<td></td>
<td>Incident Offender Infraction</td>
</tr>
<tr>
<td>Contact</td>
<td>Student Contact Fact</td>
</tr>
<tr>
<td>Cohort Group</td>
<td>Student Cohort Group Fact</td>
</tr>
<tr>
<td></td>
<td>Staff Assigned Cohort Group</td>
</tr>
<tr>
<td>Load This</td>
<td>Before This</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>Student Local Assessment Subtest</td>
<td>Student Local Assessment Objective</td>
</tr>
<tr>
<td></td>
<td>Student Local Assessment Question</td>
</tr>
<tr>
<td>Student Credit GPA</td>
<td>Student Course Transcript</td>
</tr>
</tbody>
</table>
Data Access and Associations in Dashboard Data

LEAs should submit all Students at each school for which they choose to implement the Educator Dashboard. LEAs should also submit any staff member at the school or within the district who will have access to the Dashboard. The level of access for staff members is determined based on their Staff Assignment records and their course and cohort group associations.

Staff Assignments
The existing PiMS Staff Assignment codes have all been mapped to Dashboard staff classifications to allow LEAs to submit the familiar and existing assignments in support of the Dashboard.

- District-level assignments, such as superintendent, will allow the staff member to access all students at all schools within the district.
- Location-level classifications, such as school counselor or principal, will grant access to all students within the location to which they are assigned.
- Course and cohort-level classifications, such as a teacher, will allow staff to view only those students to whom they are associated through a course or a cohort group. If the teacher is not associated to any classes or cohorts they will not be able to view students at their school.

Multi-Location Users
Location-level users who require access to multiple locations, for example a school counselor working at 2 different schools, will require a staff assignment record at each location. Teachers who need access to courses at multiple locations would require Staff Assignment records for each location as well as Course Instructor records associating them to the courses at each location.

Course Associations
LEAs will submit their courses in the Course template, the Course Instructor template will define course sections offered in a particular term and associate up to 6 teachers to that course section. Students are then associated to the course section through the Student Course Enrollment template. The teachers associated to that section are then able to view the students enrolled in that section.

Cohort Group Associations
Cohort groups allow LEAs and schools to define groups of students and allow staff members to view the profiles of students they normally would not have access to view. For example, a school could define a cohort group based on a sports team and assign the athletic coach to the cohort group, allowing the coach to monitor the academic performance of their athletes. Groups can be created at the district level and include students from multiple locations, or at a specific location. Students are associated to a group through the Student Cohort Group Fact template and staff members are assigned through the Staff Assigned Cohort Group template. To access district-level cohorts, staff members must have a Staff Assignment record also at the district-level. To access location-level cohorts, staff members must have a Staff Assignment record at the same location as the cohort.
Minimum Templates Required for Dashboard Data Submission

The Early Warning System component of the Dashboard is based on students’ Attendance, Behavior, and Course Performance. At a minimum, this core data must be provided to power the Dashboard and EWS. The core data and its prerequisites includes 15 templates that can be submitted at varying frequencies.

- **Beginning of Year**: Templates such as Location Marking Period define a school’s terms and grading periods and only needs to be submitted once to establish the schedule or if there is a change to the information.
- **As-Needed**: Templates such as School Enrollment and Staff Assignment impact the students enrolled at a school and staff members access to the Dashboard application and should be submitted anytime there is a change to such information.
- **Frequently**: Templates such as Student Daily Attendance or Student Class Grade Detail supply metrics that are critical to the Early Warning System functionality and should be loaded frequently to ensure the school is seeing the maximum benefit of the EWS.

<table>
<thead>
<tr>
<th>Domain</th>
<th>Template</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>Student Daily Attendance</td>
<td>Frequently</td>
</tr>
<tr>
<td>Course &amp; Grades Domain</td>
<td>Course</td>
<td>Beginning of Year</td>
</tr>
<tr>
<td>Course &amp; Grades Domain</td>
<td>Course Instructor</td>
<td>As-NEEDED</td>
</tr>
<tr>
<td>Course &amp; Grades Domain</td>
<td>Student Class Grade Detail</td>
<td>Frequently</td>
</tr>
<tr>
<td>Course &amp; Grades Domain</td>
<td>Student Course Enrollment</td>
<td>As-NEEDED</td>
</tr>
<tr>
<td>Discipline Domain</td>
<td>Incident Offender</td>
<td>Frequently</td>
</tr>
<tr>
<td>Discipline Domain</td>
<td>Incident Offender Infraction</td>
<td>Frequently</td>
</tr>
<tr>
<td>Discipline Domain</td>
<td>Incident Template</td>
<td>Frequently</td>
</tr>
<tr>
<td>Discipline Domain</td>
<td>Person Template</td>
<td>As-NEEDED</td>
</tr>
<tr>
<td>Enrollment Domain</td>
<td>School Enrollment</td>
<td>Frequently</td>
</tr>
<tr>
<td>Location</td>
<td>Location Marking Period</td>
<td>Beginning of Year</td>
</tr>
<tr>
<td>Location</td>
<td>Location MP Calendar Date</td>
<td>Beginning of Year</td>
</tr>
<tr>
<td>Staff</td>
<td>Staff Assignment</td>
<td>As-NEEDED</td>
</tr>
<tr>
<td>Staff</td>
<td>Staff Snapshot</td>
<td>As-NEEDED</td>
</tr>
<tr>
<td>Student</td>
<td>Student Snapshot</td>
<td>As-NEEDED</td>
</tr>
</tbody>
</table>

State assessment results for students will be made available to LEAs based on the assessment data already residing in PIMS.
Attendance Domain

The Dashboard Data Submission includes the following template within the Attendance Domain. Please note that in order to power the Early Warning System Either the Student Daily Attendance or the Student Course Attendance template must be submitted.

- Student Daily Attendance
- Student Course Attendance (Optional)
- Staff Attendance (Optional)
Student Daily Attendance
(11 Fields, 9 Submitted)

Data Manager File Name: STUD_ATTEND_DAY

Template Description

This template is used to store daily student absence. It is important to note that only records for student absences, late arrivals, or early departures should be submitted. Records should NOT be included for students who are in attendance.

Grain: One record per District Code / Location Code / Attendance Date / Student ID

Please note that only the Fields highlighted will be used in Educator Dashboard EWS submissions. Remember that all fields may not be mandatory to power the Dashboard; however, all fields within a template MUST BE accounted for in order to transmit data.

PIMS Student Daily Attendance Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
<td>DISTRICT CODE</td>
<td>R</td>
<td>K, M</td>
<td>The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education</td>
<td>Example: 123456789</td>
<td>All LEA and School codes can be found at EdNA website (<a href="http://www.edna.ed.state.pa.us">www.edna.ed.state.pa.us</a>)</td>
</tr>
<tr>
<td>2</td>
<td>12</td>
<td>LOCATION CODE</td>
<td>R</td>
<td>KU,M</td>
<td>The PDE-defined, 4-digit code identifying the school</td>
<td>Example: 1234</td>
<td>All LEA and School codes can be found at EdNA website (<a href="http://www.edna.ed.state.pa.us">www.edna.ed.state.pa.us</a>)</td>
</tr>
<tr>
<td>3</td>
<td>12</td>
<td>STUDENT ID</td>
<td>R</td>
<td>K,M</td>
<td>The unique, 10-digit PAsecureID assigned to the student</td>
<td>Example: 1000000009</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>10</td>
<td>ATTENDANCE DATE</td>
<td>R</td>
<td>K,M</td>
<td>The date for which the absence is being reported</td>
<td>All dates must be entered in ISO format: YYYY-MM-DD</td>
<td>Example: 2017-11-04</td>
</tr>
<tr>
<td>5</td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# PIMS Student Daily Attendance Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>40</td>
<td>ATTENDANCE COMMENT</td>
<td>O</td>
<td>U</td>
<td>Description of the absence on the specified date</td>
<td></td>
<td>Example: Absent - Doctor’s Appointment</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>25</td>
<td>ATTENDANCE CODE LONG</td>
<td>R</td>
<td>K</td>
<td>A code representing the reason for the student’s absence on the specified date</td>
<td>Valid Values:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>01 - Excused</td>
<td>[Valid Values:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>02 - Unexcused</td>
<td>- 03 - Tardy</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>04 - Early Departure</td>
<td>- 05 - Excused Full Day</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>06 - Unexcused Full Day</td>
<td>- 07 - Tardy Excused (Half Day-AM)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- 08 - Tardy Unexcused (Half Day-AM)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- 09 - Excused Early Departure (Half Day-PM)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- 10 - Unexcused Early Departure (Half Day-PM)</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>SCHOOL YEAR DATE</td>
<td>R</td>
<td>Z</td>
<td>A single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2017-2018 school year would be indicated by 2018-06-30.</td>
<td>All dates must be entered in ISO format: YYYY-MM-DD</td>
<td>Example: 2017-06-30</td>
</tr>
<tr>
<td>10</td>
<td>40</td>
<td>MARKING PERIOD CODE</td>
<td>R</td>
<td>U, M</td>
<td>When submitting attendance information always use N/A</td>
<td>Use N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
# PIMS Student Daily Attendance Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>20</td>
<td>TERM CODE</td>
<td>R</td>
<td>U, M</td>
<td>The term in which the student attendance event occurred.</td>
<td>Submit the smallest term in which a student is enrolled in course sections.</td>
<td>Valid Values:&lt;br&gt;• Q1 - First Quarter&lt;br&gt;• Q2 - Second Quarter&lt;br&gt;• Q3 - Third Quarter&lt;br&gt;• Q4 - Fourth Quarter&lt;br&gt;• S1 - Fall Semester&lt;br&gt;• S2 - Spring Semester&lt;br&gt;• SS - Summer Semester&lt;br&gt;• YR - Year</td>
</tr>
</tbody>
</table>

## Rules
1. Date fields (field name ends in DATE) must be in ISO format: YYYY-MM-DD
2. ATTENDANCE DATE must not be greater than the current date
3. SCHOOL YEAR DATE is the date of the last day of the school year in ISO format: YYYY-06-30
4. Code Column: Z - SCHOOL YEAR DATE is not supplied, it is determined from ATTENDANCE DATE
5. Code Column: K - component of primary key, U - value is updated if row exists, M - a value must be supplied
6. Data can be supplied in either ASCII or EBCDIC flat file or delimited formats. Full delimiter support is available.

## Load Sequence/Dependencies

```
Load Sequence/Dependency
STUDENT SNAPSHOT
```

## FAQs
None at this time
Course and Grades Domain

The Dashboard Data Submission includes the below templates within the Course and Grades Domain. Of these templates, note that the Student Class Grade Detail is new to LEAs (i.e., it is not included in the PIMS accountability submissions).

- Course
- Course Instructor
- Student Course Enrollment
- Student Class Grade Detail

Course grades are necessary for the Early Warning System metric calculations.
Course Template
(79 Fields, 30 Submitted)

Data Manager File Name: COURSE

Template Description

This template is used to store the attributes of each course at each school and maps local courses to the standardized state course codes. The Course template should **include all courses with students enrolled during the 2017-2018 school year**.

Use the Course Instructor template to associate the Teacher of Record with each course section. Use the Student Course Enrollment template to associate courses with the students enrolled in each section.

Non-academic classes, such as study hall and lunch, are not required, but may be submitted at the discretion of the LEA.

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

**Grain:** One record per District Code / Location Code / School Year / Course Code Long

Please note that only the **Fields highlighted** will be used in Educator Dashboard EWS submissions. Remember that all fields may not be mandatory to power the Dashboard; however, all fields within a template **MUST BE** accounted for in order to transmit data.
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<tr>
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<th>Sample / Valid Value</th>
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<td>The unique, 9-digit Administrative Unit Number (AUN) assigned by the</td>
<td>Example: 123456789</td>
<td>All LEA and School codes can be found at EdNA website (<a href="http://www.edna.ed.state.pa.us">www.edna.ed.state.pa.us</a>)</td>
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<td>Example: 1234</td>
<td>All LEA and School codes can be found at EdNA website (<a href="http://www.edna.ed.state.pa.us">www.edna.ed.state.pa.us</a>)</td>
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<td>SCHOOL YEAR DATE</td>
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<td>K, M</td>
<td>A single date indicating the whole school year; the June 30 at the end of</td>
<td>All dates must be entered in ISO format: YYYY-MM-DD</td>
<td>Example: 2018-06-30</td>
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<td>the standard school year is used to designate a school year. Thus, the</td>
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<td>COURSE NAME</td>
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<td>The descriptive local course name given to a course of study offered in</td>
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## PIMS Course Template Specifications

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<td><strong>NOTE:</strong> Courses may have multiple sections. Each course should have a single COURSE CODE LONG. Do not assign a separate course code to sections of the same course.</td>
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<td>Placement credits for a postsecondary institution</td>
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## PIMS Course Template Specifications

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<td>For College/High School Credit (Dual Enrollment) courses, use the course code that best describes the content of the postsecondary course.</td>
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<td>If no other course characteristic indicators (fields 11, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 55, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78) are applicable (Y), this indicator should be set to Y</td>
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<td>An indication of whether the course is NOT part of any particular track of learning, e.g., Honors track or AP track</td>
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### PIMS Course Template Specifications

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<td>An indication of whether the course is offered through distance learning</td>
<td></td>
<td>Valid Value: Y or N</td>
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<td>GRADUATION CREDIT INDICATOR</td>
<td>O</td>
<td>U</td>
<td>An indication of whether students completing the course receive credit towards graduation</td>
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<td>Valid Value: Y or N</td>
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<tr>
<td>76</td>
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<td>MAGNET INDICATOR</td>
<td>O</td>
<td>U</td>
<td>An indication that the course is eligible to enroll students from outside the normal boundaries of the district</td>
<td></td>
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<td>PRE-ADVANCED PLACEMENT INDICATOR</td>
<td>O</td>
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<td>An indication of whether the course is a pre-requisite to an advanced placement course</td>
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<td>Valid Value: Y or N</td>
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<td>PRE-INTERNATIONAL BACCALAUREATE INDICATOR</td>
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<td>U</td>
<td>An indication of whether this course is a pre-requisite to an International Baccalaureate program/course</td>
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**Rules**

1. SCHOOL YEAR DATE is the date of the last day of the school year in ISO format: YYYY-06-30.
2. COURSE CODE LONG must be unique within a LEA and Location.
3. Code Column: K* - COURSE CODE LONG must be populated
4. SUBJECT AREA is restricted to 15 byte or less matching lookup entries.
5. SPECIAL PROGRAM INDICATORS are Y for Special Programs or N otherwise.
6. Code Column: K - component of primary key; U - a value is updatable if row exists; M - a value must be supplied; R - recommended
7. Only delimited files are accepted.

**Load Sequence/Dependencies**
No dependencies

**FAQs**
None at this time.
Course Instructor Template
(106 Fields, 34 Submitted)

Data Manager File Name: CRSE_INSTRUCT

Template Description

The Course Instructor Template is used to identify course offerings, associate instructors to the offering, and identify the teacher of record for each section of courses reported in the Course Template. The Course Instructor Template should be submitted at the beginning of each term and each time there is an instructor change in the course section. The instructor associations defined in this template are used to identify the classes and student profiles that instructional staff members are able to view in the Educator Dashboard. A staff member must have a Staff Assignment record at the same location where the course section is offered in order to have access to view the students enrolled in the section.

All active teachers should have course instructor records. Teachers who are terminated during the school year are not reported unless the course they were teaching also ended with their departure. Long term substitutes are reported only when they are filling a vacancy and become the teacher of record or are granted access to the dashboard application.

The combination of Course Code and Section code should uniquely identify a course section during the

Grain: One record per District Code / Location Code / School Year / Course Code / Section Code

Please note that only the Fields highlighted will be used in Educator Dashboard EWS submissions. Remember that all fields may not be mandatory to power the Dashboard; however, all fields within a template MUST BE accounted for in order to transmit data.
# PIMS Course Instructor Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
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<td>DISTRICT CODE</td>
<td>R</td>
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<td>The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education</td>
<td>Example: 123456789 All LEA and School codes can be found at EdNA website (<a href="http://www.edna.ed.state.pa.us">www.edna.ed.state.pa.us</a>)</td>
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<td>LOCATION CODE</td>
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<td>The PDE defined 4-digit code identifying the school</td>
<td>Example: 1234 All LEA and School codes can be found at EdNA website (<a href="http://www.edna.ed.state.pa.us">www.edna.ed.state.pa.us</a>)</td>
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<td>SCHOOL DATE YEAR</td>
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<td>K, M</td>
<td>For the 2017-2018 school year, this field should be populated with 2018-06-30</td>
<td>All dates must be entered in ISO format: YYYY-MM-DD Example: 2018-06-30</td>
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<td>PRIMARY INSTRUCTOR ID</td>
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<td>U, M*</td>
<td>A unique identifier for the instructor, regardless of whether they hold a PA certificate, the 7-digit Professional Personnel ID (PPID) Professional personnel can obtain a PPID from the TIMS system. Helpful information is found at the PDE website under “Teachers and Teacher Certification.”</td>
<td>Note: The Primary Instructor ID is considered the teacher of record for the course Example: 3456789</td>
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<td>ADDITIONAL INSTRUCTOR 1 ID</td>
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<td>U</td>
<td>A unique identifier for all instructors, regardless of whether they hold a PA certificate, the 7-digit Professional Personnel ID (PPID)</td>
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<td>Example: 3456789</td>
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<td>ADDITIONAL INSTRUCTOR 2 ID</td>
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<td>U</td>
<td>A unique identifier for all instructors, regardless of whether they hold a PA certificate, the 7-digit Professional Personnel ID (PPID)</td>
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<td>ADDITIONAL INSTRUCTOR 3 ID</td>
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<td>U</td>
<td>A unique identifier for all instructors, regardless of whether they hold a PA certificate, the 7-digit Professional Personnel ID (PPID)</td>
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<td>Example: 3456789</td>
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<td>ADDITIONAL INSTRUCTOR 4 ID</td>
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<td>A unique identifier for all instructors, regardless of whether they hold a PA certificate, the 7-digit Professional Personnel ID (PPID)</td>
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<td>Example: 3456789</td>
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<td>ADDITIONAL INSTRUCTOR 5 ID</td>
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<td>U</td>
<td>A unique identifier for all instructors, regardless of whether they hold a PA certificate, the 7-digit Professional Personnel ID (PPID)</td>
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## PIMS Course Instructor Template Specifications

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<td>19</td>
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<td>COURSE CODE</td>
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<td>The unique, local, LEA-specific COURSE CODE</td>
<td><strong>NOTE:</strong> Courses may have multiple sections. Each course should have a single COURSE CODE LONG. Do not assign separate course codes to sections of the same course.</td>
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<td>PRIMARY INSTRUCTION LANGUAGE CODE</td>
<td>O</td>
<td>U</td>
<td>The primary language in which a course is taught</td>
<td>See Appendix F in Volume 2 of the Dashboard data submission user manual for a complete list of valid values. Use 0000 for U.S. English.</td>
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<td>SECTION CODE</td>
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<td>Class section number assigned by LEA to identify distinct classes</td>
<td>This field should be the local section number only.</td>
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<td>SNAPSHOT DATE</td>
<td>R</td>
<td>K</td>
<td>For Dashboard Data Submissions this should always be the School Year Date</td>
<td>2017-06-30</td>
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</table>
| 25        | 20         | ADDITIONAL INSTRUCTOR 1 TYPE CODE | CR     | U    | A code defining the type of instructor assigned to the course in addition to the primary instructor | Submit if there is an Additional Instructor ID assigned to this course section (field # 9) | Valid Values:  
  - 02 - Assistant Teacher  
  - 03 - Support Teacher  
  - 04 - Substitute Teacher |
| 26        | 20         | ADDITIONAL INSTRUCTOR 2 TYPE CODE | CR     | U    | A code defining the type of instructor assigned to the course in addition to the primary instructor | Submit if there is an Additional Instructor ID assigned to this course section (field # 10) | Valid Values:  
  - 02 - Assistant Teacher  
  - 03 - Support Teacher  
  - 04 - Substitute Teacher |
| 27        | 20         | ADDITIONAL INSTRUCTOR 3 TYPE CODE | CR     | U    | A code defining the type of instructor assigned to the course in addition to the primary instructor | Submit if there is an Additional Instructor ID assigned to this course section (field # 11) | Valid Values:  
  - 02 - Assistant Teacher  
  - 03 - Support Teacher  
  - 04 - Substitute Teacher |
## PIMS Course Instructor Template Specifications

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<th>Field No.</th>
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<td>ADDITIONAL INSTRUCTOR 4 TYPE CODE</td>
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<td>A code defining the type of instructor assigned to the course in addition to the primary instructor</td>
<td>Submit if there is an Additional Instructor ID assigned to this course section (field # 12)</td>
<td>Valid Values: 02 - Assistant Teacher, 03 - Support Teacher, 04 - Substitute Teacher</td>
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<td>ADDITIONAL INSTRUCTOR 5 TYPE CODE</td>
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<td>A code defining the type of instructor assigned to the course in addition to the primary instructor</td>
<td>Submit if there is an Additional Instructor ID assigned to this course section (field # 13)</td>
<td>Valid Values: 02 - Assistant Teacher, 03 - Support Teacher, 04 - Substitute Teacher</td>
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## PIMS Course Instructor Template Specifications

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<td>NUMBER OF CREDITS</td>
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<td>U</td>
<td>The number of credits students will earn upon completion of this course</td>
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</tr>
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</table>
## PIMS Course Instructor Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
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<td>85</td>
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<td>87</td>
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</tr>
<tr>
<td>88</td>
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<td></td>
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</tr>
<tr>
<td>89</td>
<td>20</td>
<td>COURSE SEQUENCE CODE</td>
<td>R</td>
<td>U</td>
<td>When a section is part of a sequence of parts for a course, the number if the sequence</td>
<td>If the course has only one part, the value of this section attribute should be 1.</td>
<td>Example: 1</td>
</tr>
<tr>
<td>90</td>
<td></td>
<td>Not Submitted</td>
<td></td>
<td></td>
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<td></td>
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</tr>
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<td>91</td>
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<td>Not Submitted</td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>92</td>
<td>40</td>
<td>MARKING PERIOD CODE</td>
<td>R</td>
<td>U</td>
<td>Use N/A</td>
<td>All Course Instructor records should use N/A as the Marking Period Value</td>
<td>Example: N/A</td>
</tr>
<tr>
<td>93</td>
<td>20</td>
<td>TERM CODE</td>
<td>R</td>
<td>U</td>
<td>The type of the session during the school year in which the course section is offered</td>
<td></td>
<td>Valid Values:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Q1 - First Quarter</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Q2 - Second Quarter</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Q3 - Third Quarter</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Q4 - Fourth Quarter</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• S1 - Fall Semester</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• S2 - Spring Semester</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>• SS - Summer Semester</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• YR - Year</td>
</tr>
<tr>
<td>94</td>
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<td>Not Submitted</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>95</td>
<td>10</td>
<td>PRIMARY INSTRUCTOR START DATE</td>
<td>O</td>
<td>U</td>
<td>The date the primary instructor began teaching the assigned section</td>
<td></td>
<td>Example: 2017-01-06</td>
</tr>
</tbody>
</table>

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Volume 1
Release Date 8/16/2017
Page 30
### PIMS Course Instructor Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>96</td>
<td>10</td>
<td>ADDITIONAL INSTRUCTOR 1 START DATE</td>
<td>O</td>
<td>U</td>
<td>The date the additional instructor began teaching the assigned section</td>
<td></td>
<td>Example: 2017-01-06</td>
</tr>
<tr>
<td>97</td>
<td>10</td>
<td>ADDITIONAL INSTRUCTOR 2 START DATE</td>
<td>O</td>
<td>U</td>
<td>The date the additional instructor began teaching the assigned section</td>
<td></td>
<td>Example: 2017-01-06</td>
</tr>
<tr>
<td>98</td>
<td>10</td>
<td>ADDITIONAL INSTRUCTOR 3 START DATE</td>
<td>O</td>
<td>U</td>
<td>The date the additional instructor began teaching the assigned section</td>
<td></td>
<td>Example: 2017-01-06</td>
</tr>
<tr>
<td>99</td>
<td>10</td>
<td>ADDITIONAL INSTRUCTOR 4 START DATE</td>
<td>O</td>
<td>U</td>
<td>The date the additional instructor began teaching the assigned section</td>
<td></td>
<td>Example: 2017-01-06</td>
</tr>
<tr>
<td>100</td>
<td>10</td>
<td>ADDITIONAL INSTRUCTOR 5 START DATE</td>
<td>O</td>
<td>U</td>
<td>The date the additional instructor began teaching the assigned section</td>
<td></td>
<td>Example: 2017-01-06</td>
</tr>
<tr>
<td>101</td>
<td>10</td>
<td>PRIMARY INSTRUCTOR END DATE</td>
<td>O</td>
<td>U</td>
<td>The date of the primary instructor’s last day of assignment to the section</td>
<td></td>
<td>Example: 2017-05-06</td>
</tr>
<tr>
<td>102</td>
<td>10</td>
<td>ADDITIONAL INSTRUCTOR 1 END DATE</td>
<td>O</td>
<td>U</td>
<td>The date of the additional instructor’s last day of assignment to the section</td>
<td></td>
<td>Example: 2017-05-06</td>
</tr>
<tr>
<td>103</td>
<td>10</td>
<td>ADDITIONAL INSTRUCTOR 2 END DATE</td>
<td>O</td>
<td>U</td>
<td>The date of the additional instructor’s last day of assignment to the section</td>
<td></td>
<td>Example: 2017-05-06</td>
</tr>
<tr>
<td>104</td>
<td>10</td>
<td>ADDITIONAL INSTRUCTOR 3 END DATE</td>
<td>O</td>
<td>U</td>
<td>The date of the additional instructor’s last day of assignment to the section</td>
<td></td>
<td>Example: 2017-05-06</td>
</tr>
<tr>
<td>105</td>
<td>10</td>
<td>ADDITIONAL INSTRUCTOR 4 END DATE</td>
<td>O</td>
<td>U</td>
<td>The date of the additional instructor’s last day of assignment to the section</td>
<td></td>
<td>Example: 2017-05-06</td>
</tr>
<tr>
<td>106</td>
<td>10</td>
<td>ADDITIONAL INSTRUCTOR 5 END DATE</td>
<td>O</td>
<td>U</td>
<td>The date of the additional instructor’s last day of assignment to the section</td>
<td></td>
<td>Example: 2017-05-06</td>
</tr>
</tbody>
</table>
Rules
1. SCHOOL YEAR DATE is the date of the last day of the school year in ISO format: YYYY-06-30
2. Code Column: K1* - COURSE CODE LONG must be supplied.
3. Code Column: K2* - SECTION CODE LONG must be supplied.
4. Code Column: M* - PRIMARY INSTRUCTOR ID must be supplied, otherwise the record is rejected.
5. INSTRUCTOR ID fields should be filled with the unique STAFF IDs from the STAFF Table.
6. Code Column: K - component of primary key; U - value is updated if row exists; M - a value must be supplied.
7. Only delimited files are accepted.

Load Sequence/Dependencies

<table>
<thead>
<tr>
<th>Load Sequence/Dependencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>COURSE</td>
</tr>
<tr>
<td>STAFF SNAPSHOT</td>
</tr>
</tbody>
</table>

FAQs
None at this time.
Student Course Enrollment Template
(23 Fields, 11 Submitted)

Data Manager File Name: COURSE_ENROLL

Template Description

The Student Course Enrollment Template contains information on student enrollments in each course section offered during a school year. This template, combined with the Course Instructor Template, will determine which students associated to a course can be viewed by the instructors associated to the same course. Note that students cannot be enrolled in a course section that does not also have an instructor associated to it and therefore the Course Instructor Snapshot must be submitted prior to OR along with the Student Course Enrollment template.

**Grain:** One record per District Code / Location Code / School Year / Course Code / Section Code / Student ID

Please note that only the **Fields highlighted** will be used in Educator Dashboard EWS submissions. Remember that all fields may not be mandatory to power the Dashboard; however, all fields within a template **MUST BE** accounted for in order to transmit data.

**PIMS Student Course Enrollment Template Specifications**

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
<td>DISTRICT CODE</td>
<td>R</td>
<td>K,M</td>
<td>The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education</td>
<td>Example: 123456789</td>
<td>All LEA and School codes can be found at EdNA website (<a href="http://www.edna.ed.state.pa.us">www.edna.ed.state.pa.us</a>)</td>
</tr>
<tr>
<td>2</td>
<td>12</td>
<td>LOCATION CODE</td>
<td>R</td>
<td>K,M</td>
<td>The PDE defined 4-digit code identifying the school</td>
<td>Example: 1234</td>
<td>All LEA and School codes can be found at EdNA website (<a href="http://www.edna.ed.state.pa.us">www.edna.ed.state.pa.us</a>)</td>
</tr>
<tr>
<td>3</td>
<td>10</td>
<td>SCHOOL YEAR DATE</td>
<td>R</td>
<td>K,M</td>
<td>A single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2017-2018 school year would be indicated by 2017-06-30.</td>
<td>All dates must be entered in ISO format: YYYY-MM-DD</td>
<td>Example: 2018-06-30</td>
</tr>
<tr>
<td>4</td>
<td>3,0</td>
<td>ENROLLMENT PERIOD NUMBER</td>
<td>R</td>
<td>K,M</td>
<td>All LEAs should enter a value of 002 in the Enrollment Period Number field</td>
<td>Example: 002</td>
<td></td>
</tr>
</tbody>
</table>
### PIMS Student Course Enrollment Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>10</td>
<td>EFFECTIVE DATE</td>
<td>R</td>
<td>K,M</td>
<td>The date on which the enrollment information becomes effective. If the actual entry date is unknown, the first day of the marking period should be used. All dates must be entered in ISO format: YYYY-MM-DD</td>
<td></td>
<td>Example: 2012-09-01</td>
</tr>
<tr>
<td>6</td>
<td>20</td>
<td>ENROLLMENT CODE</td>
<td>R</td>
<td>K,M</td>
<td>The enrollment code that indicates the type of course enrollment activity that occurred. Valid Values: E1 - student enrolls in a course, W1 - student withdraws from a course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>12</td>
<td>STUDENT ID</td>
<td>R</td>
<td>K,M</td>
<td>The unique, 10-digit PAsecureID assigned to the student.</td>
<td></td>
<td>Example: 1000000009</td>
</tr>
<tr>
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</tr>
<tr>
<td>10</td>
<td>3.0</td>
<td>REQUEST SEQUENCE</td>
<td>CR</td>
<td>K,D</td>
<td>Use the Request Sequence field to distinguish between enrollments in identical course/section combinations for the same student. This can happen with Independent Study Hall, for example. Required if there are multiple course enrollments with the same Course &amp; Section Code combination</td>
<td></td>
<td>Example: 2</td>
</tr>
<tr>
<td>11</td>
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<td></td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>30</td>
<td>COURSE CODE LONG</td>
<td>O</td>
<td>K</td>
<td>The unique, local, LEA-specific COURSE CODE</td>
<td><strong>NOTE:</strong> Courses may have multiple sections. Each course should have a single COURSE CODE LONG. <strong>Do not</strong> assign separate course codes to sections of the same course.</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>17</td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>
### PIMS Student Course Enrollment Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td></td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
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<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>30</td>
<td>SECTION CODE LONG</td>
<td>R</td>
<td>K</td>
<td>Class section number assigned by LEA to identify distinct classes</td>
<td>This field should be the local section number only.</td>
</tr>
<tr>
<td>21</td>
<td></td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>3</td>
<td>HOMEROOM INDICATOR</td>
<td>R</td>
<td>U</td>
<td>Indicates whether or not the class is considered the students Homeroom</td>
<td>Valid Value: Y or N</td>
</tr>
<tr>
<td>23</td>
<td></td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Rules

1. SCHOOL YEAR DATE is the date of the last day of the school year in ISO format: YYYY-06-30
2. Date fields (field name ends in DATE) must be in ISO format: YYYY-MM-DD
3. REQUEST SEQUENCE is used for a student enrolled in more than one course with the same Course Code and Section Code (may occur with courses such as Independent Study). A default value of 0 is used if REQUEST SEQUENCE is not supplied.
4. Code Column: K - component of primary key, U - value is updated if row exists, M - a value must be supplied, D - a value is required but a default is supplied
5. Data can be supplied in either ASCII or EBCDIC flat file or delimited formats. Full delimiter support is available.

### Load Sequence/Dependencies

<table>
<thead>
<tr>
<th>Load Sequence/Dependencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>COURSE</td>
</tr>
<tr>
<td>STUDENT SNAPSHOT</td>
</tr>
<tr>
<td>COURSE INSTRUCTOR SNAPSHOT</td>
</tr>
</tbody>
</table>

### FAQs

None at this time
**Student Class Grade Detail Template**

(39 Fields, 13 Submitted)

**Data Manager File Name:** STUDENT_CLASS_GRADE_DETAIL

**Template Description**

The Student Class Grade Detail template contains a record for the grade each student earned in each marking period and the final course grade for their enrollment in a course section. Course sections must have a teacher associated to the section (via Course Instructor Snapshot) before student grades can be loaded for the section.

The Early Warning System (EWS) is designed to calculate at-risk metrics based on numeric class grades. If LEAs do not submit numeric grades, the EWS will process letter grades based on the following numeric equivalents:

<table>
<thead>
<tr>
<th>Letter Grades</th>
<th>EWS Processing Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+, A, A-</td>
<td>95</td>
</tr>
<tr>
<td>P (Pass)</td>
<td></td>
</tr>
<tr>
<td>O (Outstanding)</td>
<td></td>
</tr>
<tr>
<td>B+, B, B-</td>
<td>85</td>
</tr>
<tr>
<td>C+, C, C-</td>
<td>75</td>
</tr>
<tr>
<td>S (Satisfactory)</td>
<td></td>
</tr>
<tr>
<td>WP (Withdraw Pass)</td>
<td></td>
</tr>
<tr>
<td>D+, D, D-</td>
<td>65</td>
</tr>
<tr>
<td>F+, F, F-,</td>
<td>55</td>
</tr>
<tr>
<td>U (Unsatisfactory)</td>
<td></td>
</tr>
<tr>
<td>WF (Withdraw Fail)</td>
<td></td>
</tr>
<tr>
<td>IP (In Progress)</td>
<td></td>
</tr>
<tr>
<td>INC (Incomplete)</td>
<td></td>
</tr>
<tr>
<td>MD (Medical)</td>
<td></td>
</tr>
<tr>
<td>NG (No Grade)</td>
<td></td>
</tr>
<tr>
<td>WD (Withdraw)</td>
<td></td>
</tr>
</tbody>
</table>

*If a student does not earn a final grade in the course for any reason (withdrawn, medical leave, un-graded course, etc.) the course will not be considered in EWS calculations, however it will still appear as a course in which the student was enrolled to users who have access to the student's profile.

**Example:**
During a marking period LEAs can submit a student’s current in-progress grade with a Grade Detail Code of ‘01’ to indicate that it is the marking period (or grading period) grade. There should be a single record for each marking period that is updated each time the record is submitted.

When the course ends and the student’s grade is final, a record should be submitted where the Grade Detail Code is ‘02’ and the Marking Period Code is ‘YR’ indicating the grade is the final year-end grade for the course. The Term Code should still represent the term in which the course was offered.

The table below shows the records that should exist at the end of a school year for a single student enrolled in a Fall Semester Math course and a Spring Semester English course (note that this example does NOT include all required fields in the template):

<table>
<thead>
<tr>
<th>District Code</th>
<th>Location Code</th>
<th>Student ID</th>
<th>Course Code</th>
<th>Section Code</th>
<th>Marking Period Code</th>
<th>Term Code</th>
<th>Grade Detail Code</th>
<th>Numeric Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456789</td>
<td>1234</td>
<td>0000000001</td>
<td>MATH</td>
<td>1</td>
<td>Q1 (Quarter 1)</td>
<td>S1 (Fall Semester)</td>
<td>01 (Grading Period)</td>
<td>90</td>
</tr>
<tr>
<td>123456789</td>
<td>1234</td>
<td>0000000001</td>
<td>MATH</td>
<td>1</td>
<td>Q2 (Quarter 2)</td>
<td>S1 (Fall Semester)</td>
<td>01 (Grading Period)</td>
<td>96</td>
</tr>
<tr>
<td>123456789</td>
<td>1234</td>
<td>0000000001</td>
<td>MATH</td>
<td>1</td>
<td>YR (End of Year)</td>
<td>S1 (Fall Semester)</td>
<td>02 (Final)</td>
<td>93</td>
</tr>
<tr>
<td>123456789</td>
<td>1234</td>
<td>0000000001</td>
<td>ENGLISH</td>
<td>2</td>
<td>Q3 (Quarter 3)</td>
<td>S2 (Spring Semester)</td>
<td>01 (Grading Period)</td>
<td>90</td>
</tr>
<tr>
<td>123456789</td>
<td>1234</td>
<td>0000000001</td>
<td>ENGLISH</td>
<td>2</td>
<td>Q4 (Quarter 4)</td>
<td>S2 (Spring Semester)</td>
<td>01 (Grading Period)</td>
<td>92</td>
</tr>
<tr>
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<td>1234</td>
<td>0000000001</td>
<td>ENGLISH</td>
<td>2</td>
<td>YR (End of Year)</td>
<td>S2 (Spring Semester)</td>
<td>02 (Final)</td>
<td>91</td>
</tr>
</tbody>
</table>

**Grain:** One record per LEA / Location / Course Code / Section / School Year / Student ID / Grade Detail Code / Marking Period Code / Reporting Date

Please note that only the **Fields highlighted** will be used in Educator Dashboard EWS submissions. Remember that all fields may not be mandatory to power the Dashboard; however, all fields within a template MUST BE accounted for in order to transmit data.
### PIMS Student Class Grade Detail Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9</td>
<td>DISTRICT CODE</td>
<td>R</td>
<td>K, M</td>
<td>The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education. Use the AUN of the LEA submitting this PIMS template.</td>
<td>Example: 123456789</td>
<td>All LEA and School codes can be found at EdNA website (<a href="http://www.edna.ed.state.pa.us">www.edna.ed.state.pa.us</a>)</td>
</tr>
<tr>
<td>2</td>
<td>12</td>
<td>LOCATION CODE</td>
<td>R</td>
<td>K,M</td>
<td>The PDE defined 4-digit code identifying the school</td>
<td></td>
<td>Example: 1234</td>
</tr>
<tr>
<td>3</td>
<td>30</td>
<td>COURSE CODE</td>
<td>R</td>
<td>K,M</td>
<td>The locally unique COURSE CODE assigned by the Local Education Agency.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>10</td>
<td>SCHOOL YEAR DATE</td>
<td>R</td>
<td>K,M</td>
<td>A single date representing the entirety of the school year. To designate a SCHOOL YEAR DATE, use the school year being reported followed by June 30 (the end of the standard school year); for example, the 2017-2018 SY would be reported as 2018-06-30.</td>
<td>All dates must be entered in ISO format: YYYY-MM-DD</td>
<td>Example: 2018-06-30</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Not Submitted</td>
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<td></td>
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</tr>
<tr>
<td>6</td>
<td>30</td>
<td>SECTION CODE</td>
<td>R</td>
<td>K,M</td>
<td>The number assigned by the LEA to identify distinct classes within a course offering.</td>
<td>This field should be the local section number only.</td>
<td></td>
</tr>
</tbody>
</table>
# PIMS Student Class Grade Detail Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>12</td>
<td>STUDENT ID</td>
<td>R</td>
<td>K,M</td>
<td>The unique, 10-digit identifier (PAsecureID) assigned by the Department of Education to each student.</td>
<td></td>
<td>Example: 1000000009</td>
</tr>
<tr>
<td>8</td>
<td>20</td>
<td>GRADE DETAIL CODE</td>
<td>R</td>
<td>K,M</td>
<td>The type of grade reported for the specified course and section</td>
<td></td>
<td>Valid Values: 01 – Grading Period 02 – Final</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>REPORTING DATE</td>
<td>R</td>
<td>K,M</td>
<td>For Dashboard Data Submissions this should always be the School Year Date</td>
<td>For Dashboard Data Submissions this should always be the School Year Date</td>
<td>2017-06-30</td>
</tr>
<tr>
<td>10</td>
<td>40</td>
<td>MARKING PERIOD CODE</td>
<td>R</td>
<td>K,M</td>
<td>A code indicating the marking period during the school year for which the student earned a grade in the class section</td>
<td></td>
<td>Valid Values: 6W1 - First Six Weeks 6W2 - Second Six Weeks 6W3 - Third Six Weeks 6W4 - Fourth Six Weeks 6W5 - Fifth Six Weeks 6W6 - Sixth Six Weeks Q1 - Quarter 1 Q2 - Quarter 2 Q3 - Quarter 3 Q4 - Quarter 4 S1 - Semester 1 S2 - Semester 2 SS - Summer Semester SS1 - Summer Session 1 SS2 - Summer Session 2 SS3 - Summer Session 3 YR - Year</td>
</tr>
<tr>
<td>11</td>
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</tr>
</tbody>
</table>
# PIMS Student Class Grade Detail Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
</table>
| 12        | 20         | ALPHA GRADE| O      | U    | A letter grade indicator of student performance in a class as submitted by the instructor | Valid Values:  | A+  
|           |            |            |        |      | A                                                                         |                | A                  |
|           |            |            |        |      | A-                                                                        |                | A-                 |
|           |            |            |        |      | B+                                                                        |                | B+                 |
|           |            |            |        |      | B                                                                         |                | B                 |
|           |            |            |        |      | B-                                                                        |                | B-                 |
|           |            |            |        |      | C+                                                                        |                | C+                 |
|           |            |            |        |      | C                                                                         |                | C                 |
|           |            |            |        |      | C-                                                                        |                | C-                 |
|           |            |            |        |      | D+                                                                        |                | D+                 |
|           |            |            |        |      | D                                                                         |                | D                 |
|           |            |            |        |      | D-                                                                        |                | D-                 |
|           |            |            |        |      | F                                                                         |                | F                  |
|           |            |            |        |      | P                                                                         |                | P                  |
|           |            |            |        |      | O (Outstanding)                                                           |                | O                  |
|           |            |            |        |      | S (Satisfactory)                                                          |                | S                  |
|           |            |            |        |      | U (Unsatisfactory)                                                        |                | U                  |
|           |            |            |        |      | IP (In Progress)                                                          |                | IP                 |
|           |            |            |        |      | INC (Incomplete)                                                          |                | INC                |
|           |            |            |        |      | MD (Medical)                                                              |                | MD                 |
|           |            |            |        |      | NG (No Grade)                                                             |                | NG                 |
|           |            |            |        |      | WD (Withdraw)                                                             |                | WD                 |
|           |            |            |        |      | WF (Withdraw Fail)                                                        |                | WF                 |
|           |            |            |        |      | WP (Withdraw Pass)                                                        |                | WP                 |
## PIMS Student Class Grade Detail Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>7,3</td>
<td>NUMERIC GRADE</td>
<td>CR</td>
<td>U</td>
<td>A numeric grade indicator of student performance in a class as submitted by the instructor</td>
<td>This should be the student’s percentage grade in the course on a scale of 0-100. If the student earned higher than 100% through extra credit, submit 100. Either a numeric OR an Alpha Grade must be submitted for students.</td>
<td>Example: 92.7</td>
</tr>
<tr>
<td>14</td>
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</tr>
</tbody>
</table>
| 20        | 20         | TERM CODE         | R      | K, M | The type of the session during the school year in which the course section was offered | Valid Values:  
- Q1 - First Quarter  
- Q2 - Second Quarter  
- Q3 - Third Quarter  
- Q4 - Fourth Quarter  
- S1 - Fall Semester  
- S2 - Spring Semester  
- SS - Summer Semester  
- YR - Year |                     |
<p>| 21        | Not Submitted |                  |        |      |                                                                             |                                                                                                                                                                                                                                          |                     |
| 22        | Not Submitted |                  |        |      |                                                                             |                                                                                                                                                                                                                                          |                     |
| 23        | Not Submitted |                  |        |      |                                                                             |                                                                                                                                                                                                                                          |                     |
| 24        | Not Submitted |                  |        |      |                                                                             |                                                                                                                                                                                                                                          |                     |</p>
<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Rules**

1. Code Column: K - component of primary key, U - value is updated if row exists, M - a value must be supplied, D - a value is required but a default is supplied

2. File to be provided in delimited format - full delimiter support is available.

**Load Sequence/Dependencies**

<table>
<thead>
<tr>
<th>Load Sequence/Dependencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>COURSE</td>
</tr>
</tbody>
</table>
FAQs

None at this time
Discipline Domain

The Dashboard Data Submission includes the below templates within the Discipline Domain.

- Incident
- Person
- Incident Offender
- Incident Offender Infraction
- Incident Offender Disciplinary Action (Optional)

Discipline incidents are necessary for the Early Warning System metric calculations. An incident is defined as a specific act or offense involving one or more victims or offenders. All incidents with known offenders should be included in the Dashboard Data Submission, including school code of conduct violations and state reportable offenses.

NOTE: An incident is to be reported by the entity that provides the discipline. For example, if a reportable incident occurs in the confines of a class offered by an IU the IU should report the incident if the IU disciplines the student. If the student is referred to the district of residence (home district) for discipline, the district of residence should report the incident.
Incident Template
(20 Fields, 6 Submitted)

Data Manager File Name: INCIDENT

Template Description

This template defines the primary details of a discipline incident. An incident is defined as a specific act or offense involving one or more victims or offenders. All incidents with known offenders should be included in the Dashboard Data Submission, including school code of conduct violations and state reportable offenses. One record should be submitted per each incident.

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

Please note that only the Fields highlighted will be used in Educator Dashboard EWS submissions. Remember that all fields may not be mandatory to power the Dashboard; however, all fields within a template MUST BE accounted for in order to transmit data.

PIMS Incident Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
<td>SUBMITTING DISTRICT CODE</td>
<td>R</td>
<td>K, M</td>
<td>The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education</td>
<td>Example: 123456789</td>
<td>All LEA and School codes can be found at EdNA website (<a href="http://www.edna.ed.state.pa.us">www.edna.ed.state.pa.us</a>)</td>
</tr>
<tr>
<td>2</td>
<td>10</td>
<td>SCHOOL YEAR DATE</td>
<td>R</td>
<td>K, M</td>
<td>A single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2017-2018 school year would be indicated by 2018-06-30.</td>
<td>All dates must be entered in ISO format: YYYY-MM-DD</td>
<td>Example: 2018-06-30</td>
</tr>
<tr>
<td>3</td>
<td>30</td>
<td>INCIDENT ID</td>
<td>R</td>
<td>K, M</td>
<td>An identifier assigned by the LEA to the incident; this identifier must be unique within each LEA per school year.</td>
<td>Example: 9801</td>
<td></td>
</tr>
<tr>
<td>Field No.</td>
<td>Max Length</td>
<td>Name</td>
<td>R/O/CR</td>
<td>Code</td>
<td>Definition</td>
<td>Business Rules</td>
<td>Sample / Valid Value</td>
</tr>
<tr>
<td>----------</td>
<td>------------</td>
<td>-------------------------------</td>
<td>--------</td>
<td>------</td>
<td>-----------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>4</td>
<td>10</td>
<td>INCIDENT DATE</td>
<td>R</td>
<td>F, M</td>
<td>The date the incident took place</td>
<td>All dates must be entered in ISO format: YYYY-MM-DD</td>
<td>Example: 2017-10-05</td>
</tr>
<tr>
<td>5</td>
<td>12</td>
<td>LOCATION CODE OF INCIDENT</td>
<td>R</td>
<td>F, M</td>
<td>The PDE-defined 4-digit code identifying the school where the incident took place</td>
<td>All LEA and School codes can be found at EdNA website (<a href="http://www.edna.ed.state.pa.us">www.edna.ed.state.pa.us</a>)</td>
<td>Example: 1234</td>
</tr>
<tr>
<td>6</td>
<td>Not Submitted</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>7</td>
<td>Not Submitted</td>
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</tr>
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<td>8</td>
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</tr>
<tr>
<td>9</td>
<td>5</td>
<td>INCIDENT AGAINST PROPERTY INDICATOR</td>
<td>R</td>
<td>U</td>
<td>A Y/N indicator that specifies whether the incident was against property</td>
<td>Valid Value: Y or N</td>
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</tr>
<tr>
<td>10</td>
<td>Not Submitted</td>
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</tr>
</tbody>
</table>
Rules
1. Date fields (field name ends in DATE) must be in ISO format: YYYY-MM-DD.
2. SCHOOL YEAR DATE is the date of the last day of the school year in ISO format: YYYY-06-30.
3. Code Column: F - INCIDENT DATE is inserted once into the INCIDENT record; no updates are allowed.
4. Code Column: K - component of primary key; U - value is updatable if row exists; M - a value must be supplied.
5. Data must be supplied in delimited format. Full delimiter support is available.
6. Code Column: F - LOCATION CODE OF INCIDENT is inserted once into the INCIDENT record; no updates are allowed.

Load Sequence/Dependencies

No dependencies

FAQs

None at this time
Person Template
(12 Fields, 6 Submitted)

Data Manager File Name: PERSON

Template Description

This template defines the primary details of offenders involved in incidents. For the purposes of the Educator Dashboards and Early Warning System, only students should be associated to incidents. If the offender of an incident is unknown or not a student, the incident does not need to be submitted to the dashboard data collection.

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

Please note that only the Fields highlighted will be used in Educator Dashboard EWS submissions. Remember that all fields may not be mandatory to power the Dashboard; however, all fields within a template MUST BE accounted for in order to transmit data.

PIMS Person Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
<td>SUBMITTING DISTRICT CODE</td>
<td>R</td>
<td>K, M</td>
<td>The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education</td>
<td></td>
<td>Example: 123456789</td>
</tr>
<tr>
<td>2</td>
<td>20</td>
<td>PERSON ID</td>
<td>R</td>
<td>K, M</td>
<td>An identifier for the person involved in an incident; this can be the PAsecureID or an identifier assigned by the LEA.</td>
<td></td>
<td>Example: 887 or 1000000009</td>
</tr>
</tbody>
</table>
### PIMS Person Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>10</td>
<td>SCHOOL YEAR DATE</td>
<td>R</td>
<td>K, M</td>
<td>A single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2017-2018 school year would be indicated by 2018-06-30.</td>
<td>All dates must be entered in ISO format: YYYY-MM-DD</td>
<td>Example: 2018-06-30</td>
</tr>
<tr>
<td>4</td>
<td>20</td>
<td>PERSON DISTRICT CODE</td>
<td>O</td>
<td>U, D</td>
<td>The unique, 9-digit Administrative Unit Number (AUN) of the LEA to which the person belongs; AUN is assigned by the Pennsylvania Department of Education.</td>
<td>Example: 123456789</td>
<td>All LEA and School codes can be found at EdNA website (<a href="http://www.edna.ed.state.pa.us">www.edna.ed.state.pa.us</a>)</td>
</tr>
<tr>
<td>5</td>
<td>12</td>
<td>STUDENT ID</td>
<td>CR</td>
<td>U</td>
<td>The unique, 10-digit PAsecureID assigned to the student</td>
<td>If submitted, this field must be the student’s PAsecureID.</td>
<td>Example: 1000000009</td>
</tr>
<tr>
<td>6</td>
<td>20</td>
<td>LOCAL PERSON ID</td>
<td>CR</td>
<td>U</td>
<td>The Student Identifier used in discipline incident tracking. This could be the Local Student Identifier used in the LEAs SIS, the ID used in the School Wide Information System (SWIS) discipline incident tracking system, or another identifier to match Person IDs to Student Snapshot records.</td>
<td>If submitted, this field should match the student’s Alternate Student ID value in Field 93 of Student Snapshot.</td>
<td>Example: 1523</td>
</tr>
<tr>
<td>7</td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>8</td>
<td>Not Submitted</td>
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<tr>
<td>9</td>
<td>Not Submitted</td>
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<tr>
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<tr>
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<tr>
<td>12</td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Rules
1. SCHOOL YEAR DATE is the date of the last day of the school year in ISO format: YYYY-06-30.
2. Code Column: D - If PERSON DISTRICT CODE is not supplied, SUBMITTING DISTRICT CODE is used.
3. If STUDENT ID is supplied, PERSON DISTRICT CODE is used to obtain STUDENT_KEY.
4. Code Column: K - component of primary key; U - value is updatable if row exists; M - a value must be supplied.
5. Data must be supplied in delimited format. Full delimiter support is available.

Load Sequence/Dependencies

| Load Sequence/Dependency | STUDENT SNAPSHOT |

FAQs

None at this time.
Incident Offender Template
(19 Fields, 4 Submitted)

Data Manager File Name: INCIDENT_OFFNDR

Template Description

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

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

Please note that only the **Fields highlighted** will be used in Educator Dashboard EWS submissions. Remember that all fields may not be mandatory to power the Dashboard; however, all fields within a template **MUST BE** accounted for in order to transmit data.

PIMS Incident Offender Template Specifications

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

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>10</td>
<td>SCHOOL YEAR DATE</td>
<td>R</td>
<td>K, M</td>
<td>A single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2017-2018 school year would be indicated by 2018-06-30</td>
<td>All dates must be entered in ISO format: YYYY-MM-DD</td>
<td>Example: 2018-06-30</td>
</tr>
</tbody>
</table>

5 Not Submitted  
6 Not Submitted  
7 Not Submitted  
8 Not Submitted  
9 Not Submitted  
10 Not Submitted  
11 Not Submitted  
12 Not Submitted  
13 Not Submitted  
14 Not Submitted  
15 Not Submitted  
16 Not Submitted  
17 Not Submitted  
18 Not Submitted  
19 Not Submitted

### Rules

1. SCHOOL YEAR DATE is the date of the last day of the school year in ISO format: YYYY-06-30.
2. Code Column: K - component of primary key; U - value is updatable if row exists; M - a value must be supplied.
3. Data must be supplied in delimited format. Full delimiter support is available.
Load Sequence/Dependencies

<table>
<thead>
<tr>
<th>Load Sequence/Dependencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>INCIDENT</td>
</tr>
<tr>
<td>PERSON</td>
</tr>
</tbody>
</table>

FAQs

None at this time
Incident Offender Infraction Template
(8 Fields, 5 Submitted)

Data Manager File Name: INCIDENT_OFFNDR_INFRACTION

Template Description

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

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

Please note that only the Fields highlighted will be used in Educator Dashboard EWS submissions. Remember that all fields may not be mandatory to power the Dashboard; however, all fields within a template MUST BE accounted for in order to transmit data.

PIMS Incident Offender Infraction Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
<td>SUBMITTING</td>
<td>R</td>
<td>K, M</td>
<td>The unique, 9-digit Administrative Unit Number (AUN) assigned by the</td>
<td>Example: 123456789 All LEA and School codes can be found at EdNA website (<a href="http://www.edna.ed.state.pa.us">www.edna.ed.state.pa.us</a>)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DISTRICT CODE</td>
<td></td>
<td></td>
<td>Pennsylvania Department of Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>30</td>
<td>INCIDENT ID</td>
<td>R</td>
<td>K, M</td>
<td>An identifier assigned by the LEA to the incident; this identifier must be</td>
<td>Example: 9801</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>unique within each LEA per school year.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>20</td>
<td>OFFENDER ID</td>
<td>R</td>
<td>K, M</td>
<td>An identifier for the offender involved in an incident</td>
<td>Must be the same value used in the PERSON ID field (Field 2) within the Person template</td>
<td>Example: 887</td>
</tr>
<tr>
<td>4</td>
<td>20</td>
<td>INFRACTION CODE</td>
<td>R</td>
<td>K, M</td>
<td>The code of the infraction for the offender</td>
<td>See Appendix D in Volume 2 of Dashboard data submission user manual for a complete list of valid values.</td>
<td></td>
</tr>
</tbody>
</table>
**PIMS Incident Offender Infraction Template Specifications**

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>10</td>
<td>SCHOOL YEAR DATE</td>
<td>R</td>
<td>K, M</td>
<td>A single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2017-2018 school year would be indicated by 2018-06-30</td>
<td>All dates must be entered in ISO format: YYYY-MM-DD</td>
<td>Example: 2018-06-30</td>
</tr>
<tr>
<td>6</td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Rules**

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

**Load Sequence/Dependencies**

<table>
<thead>
<tr>
<th>Load Sequence/Dependencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>INCIDENT</td>
</tr>
<tr>
<td>PERSON</td>
</tr>
<tr>
<td>INCIDENT OFFENDER</td>
</tr>
</tbody>
</table>

**FAQs**

None at this time
Incident Offender Disciplinary Action Template
(22 Fields, 8 Submitted)

Data Manager File Name: INCIDENT_OFFNDR_DSPLNRY_ACTION

Template Description

This template is used to track disciplinary sanctions, it is an optional template for the Dashboard data submission. If LEAs choose to submit the template all disciplinary actions assigned to an offender as the result of a particular incident should be submitted and all required fields in the template must be populated.

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

Please note that only the *Fields highlighted* will be used in Educator Dashboard EWS submissions. Remember that all fields may not be mandatory to power the Dashboard; however, all fields within a template **MUST BE** accounted for in order to transmit data.

PIMS Incident Offender Disciplinary Action Template Specifications

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

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>20</td>
<td>DISCIPLINARY ACTION CODE</td>
<td>R</td>
<td>K, M</td>
<td>The code of the sanction taken against the offender for the incident or the remedial program the offender has been referred to or is participating in. See Valid Values.</td>
<td></td>
<td>Valid Values:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• S1 - none</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• S2 - detention</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• S3 - in school suspension</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• S4 - out of school suspension</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• S5 - expulsion, less than one calendar year</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• S6 - expulsion, one calendar year</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• S7 - expulsion, more than one calendar year</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• S8 - special education student removed to an interim alternative educational setting by school personnel</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• S9 - special education student removed to an interim alternative educational setting by due process hearing officer</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• S10 - other</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• S20 - Removal from Classroom</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• S21 - Community Service</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• S22 - Disciplinary Transfer</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• R1 - alternative education</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>• R2 - home study instruction</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>• R3 - student assistance referral</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• R4 - drug/alcohol counseling</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• R5 - guidance counseling</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• R6 - psychological evaluation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• R7 - peer mediation / conflict resolution</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• R8 - anger management</td>
</tr>
</tbody>
</table>
### PIMS Incident Offender Disciplinary Action Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>10</td>
<td>SCHOOL YEAR DATE</td>
<td>R</td>
<td>K,M</td>
<td>A single date indicating the whole school year; the June 30 at the end of</td>
<td>All dates must be entered in ISO format: YYYY-MM-DD</td>
<td>Example: 2017-06-30</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>Not submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
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</tr>
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</tr>
<tr>
<td>11</td>
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<td>Not Submitted</td>
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<td></td>
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</tr>
<tr>
<td>12</td>
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</tr>
<tr>
<td>13</td>
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<td>Not Submitted</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>10</td>
<td>DISCIPLINARY ACTION DETERMINATION DATE</td>
<td>R</td>
<td>U</td>
<td>The date the disciplinary action was assigned to the student.</td>
<td>Example: 2017-12-10</td>
<td></td>
</tr>
<tr>
<td>15</td>
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</tr>
<tr>
<td>16</td>
<td>20</td>
<td>DISCIPLINARY ACTION ID</td>
<td>R</td>
<td>U</td>
<td>Local LEA identifier used to identify the disciplinary action.</td>
<td>This field is required. If this field is not present, the loading process will reject the record, and possibly the entire template.</td>
<td>Example: 001</td>
</tr>
<tr>
<td>17</td>
<td></td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>12</td>
<td>RESPONSIBLE LOCATION CODE</td>
<td>R</td>
<td>U</td>
<td>The PDE-defined 4-digit code identifying the school responsible for overseeing the disciplinary action</td>
<td>Example: 1234</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td></td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td></td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td></td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## PIMS Incident Offender Disciplinary Action Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Rules

1. SCHOOL YEAR DATE is the date of the last day of the school year in ISO format: YYYY-06-30.
2. Date fields (field name ends in DATE) must be in ISO format: YYYY-MM-DD.
3. Code Column: K - component of primary key; U - value is updatable if row exists; M - a value must be supplied.
4. Data must be supplied in delimited format. Full delimiter support is available.

### Load Sequence/Dependencies

<table>
<thead>
<tr>
<th>Load Sequence/Dependencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERSON</td>
</tr>
<tr>
<td>INCIDENT</td>
</tr>
<tr>
<td>INCIDENT OFFENDER</td>
</tr>
</tbody>
</table>

### FAQs

None at this time
Location Domain

Participating LEAs are required to fill out the following templates in the Location Domain:

- Location Marking Period
- Location MP Calendar Date
Location Marking Period
(11 Fields, 9 Submitted)

Data Manager File Name: LOCATION_MARKING_PERIOD

Template Description

This template defines the start and end dates for marking periods and terms during a school year at a specific location.

- Marking Period start and end dates are defined when the Term Code is N/A.
- Term start and end dates are defined when the Marking Period is N/A.
- Include 1 record where both Marking Period = N/A and Term = YR.
  - The Marking Period Start and End Dates should represent the full year calendar for the location.
  - This record is required before loading the Location MP Calendar Date template and specifying the instructional days within the school year.

LEAs do not need to submit combinations of marking periods and terms in this template. Combinations can be submitted in the Student Class Grade Detail template.

**Grain:** One record per District Code / Location Code / School Year / Marking Period

Or:

**Grain:** One record per District Code / Location Code / School Year / Term

See the example below with 1 record defining Quarter 1 Marking Period start and end dates, 1 record defining the Fall Semester, and 1 record for the school year.

<table>
<thead>
<tr>
<th>District Code</th>
<th>Location Code</th>
<th>Marking Period Code</th>
<th>School Year Date</th>
<th>Marking Period Start Date</th>
<th>Marking Period End Date</th>
<th>NC</th>
<th>Term Code</th>
<th>Instructional Days</th>
<th>NC</th>
<th>Location Term Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>999999999</td>
<td>999</td>
<td>Q1</td>
<td>2018-06-30</td>
<td>2017-08-26</td>
<td>2017-10-25</td>
<td>N/A</td>
<td></td>
<td>45</td>
<td></td>
<td>Fall Quarter 1 - 2017/2018</td>
</tr>
<tr>
<td>999999999</td>
<td>999</td>
<td>N/A</td>
<td>2018-06-30</td>
<td>2017-08-26</td>
<td>2017-12-20</td>
<td>S1</td>
<td></td>
<td>90</td>
<td></td>
<td>Fall Semester - 2017/2018</td>
</tr>
<tr>
<td>999999999</td>
<td>999</td>
<td>N/A</td>
<td>2018-06-30</td>
<td>2017-07-01</td>
<td>2018-06-30</td>
<td>YR</td>
<td></td>
<td>180</td>
<td></td>
<td>2017-17 School Year</td>
</tr>
</tbody>
</table>

Please note that only the **Fields highlighted** will be used in Educator Dashboard EWS submissions. Remember that all fields may not be mandatory to power the Dashboard; however, all fields within a template **MUST BE** accounted for in order to transmit data.
### PIMS Location Marking Period Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
<td>DISTRICT CODE</td>
<td>R</td>
<td>K, M</td>
<td>The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education</td>
<td>Example: 123456789</td>
<td>All LEA and School codes can be found at <a href="www.edna.ed.state.pa.us">EdNA website</a></td>
</tr>
<tr>
<td>2</td>
<td>12</td>
<td>LOCATION CODE</td>
<td>R</td>
<td>K, M</td>
<td>The PDE-defined 4-digit code identifying the school</td>
<td>Example: 1234</td>
<td>All LEA and School codes can be found at <a href="www.edna.ed.state.pa.us">EdNA website</a></td>
</tr>
<tr>
<td>3</td>
<td>40</td>
<td>MARKING PERIOD CODE</td>
<td>R</td>
<td>K, M</td>
<td>A code specifying a marking period during the school year</td>
<td>Use N/A when defining start and end dates for a Term. Otherwise, see valid values.</td>
<td>Valid Values:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• 6W1 - First Six Weeks</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• 6W2 - Second Six Weeks</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• 6W3 - Third Six Weeks</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• 6W4 - Fourth Six Weeks</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• 6W5 - Fifth Six Weeks</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• 6W6 - Sixth Six Weeks</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Q1 - Quarter 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Q2 - Quarter 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Q3 - Quarter 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Q4 - Quarter 4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• S1 - Semester 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• S2 - Semester 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• SS - Summer Semester</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• SS1 - Summer Session 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• SS2 - Summer Session 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• SS3 - Summer Session 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• YR - Year</td>
</tr>
<tr>
<td>4</td>
<td>10</td>
<td>SCHOOL YEAR DATE</td>
<td>R</td>
<td>K, M</td>
<td>A single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2017-2018 school year would be indicated by 2018-06-30</td>
<td>All dates must be entered in ISO format: YYYY-MM-DD</td>
<td>Example: 2018-06-30</td>
</tr>
<tr>
<td>Field No.</td>
<td>Max Length</td>
<td>Name</td>
<td>R/O/CR</td>
<td>Code</td>
<td>Definition</td>
<td>Business Rules</td>
<td>Sample / Valid Value</td>
</tr>
<tr>
<td>-----------</td>
<td>------------</td>
<td>--------------------</td>
<td>--------</td>
<td>------</td>
<td>-----------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>5</td>
<td>10</td>
<td>MARKING PERIOD START DATE</td>
<td>R</td>
<td>U,M</td>
<td>The date on which the marking period begins at the specified school</td>
<td>All dates must be entered in ISO format: YYYY-MM-DD</td>
<td>Example: 2018-01-04</td>
</tr>
<tr>
<td>6</td>
<td>10</td>
<td>MARKING PERIOD END DATE</td>
<td>R</td>
<td>U,M</td>
<td>The date on which the marking period ends at the specified school</td>
<td>All dates must be entered in ISO format: YYYY-MM-DD</td>
<td>Example: 2017-05-30</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>20</td>
<td>TERM CODE</td>
<td>R</td>
<td>U,M</td>
<td>The type of the session during the school year</td>
<td>Use N/A when defining start and end dates for a Marking Period. Otherwise, see valid values.</td>
<td>Valid Values:</td>
</tr>
<tr>
<td>9</td>
<td>3,0</td>
<td>INSTRUCTIONAL DAYS</td>
<td>R</td>
<td>U,M</td>
<td>The number of instructional days offered during the specified marking period</td>
<td></td>
<td>Example: 92</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>50</td>
<td>LOCATION TERM CATEGORY</td>
<td>R</td>
<td>U,M</td>
<td>The local identifying name for the marking period or term (e.g., Fall 2017-2018, 2018 Summer).</td>
<td></td>
<td>Example: Fall Semester 2017-17</td>
</tr>
</tbody>
</table>

**Rules**

1. **SCHOOL YEAR DATE** is the date of the last day of the school year in ISO format: YYYY-06-30
2. Date fields (field name ends in DATE) must be in ISO format: YYYY-MM-DD
3. **MARKING PERIOD END DATE** must be greater than or equal to **MARKING PERIOD START DATE**
4. Marking period start and end dates must not fall on weekend or holidays.
5. The School Year of MARKING PERIOD END DATE may be optionally validated to match SCHOOL YEAR DATE

6. Code Column: K - component of primary key, U - value is updated if row exists, M - a value must be supplied, D - a value is required but a default is supplied

7. File to be provided in delimited format - full delimiter support is available

Load Sequence/Dependencies

No dependencies

FAQs

None at this time
Location MP Calendar Date
(7 Fields, 7 Submitted)

Data Manager File Name: LOCATION_MPCALENDAR_DATE

Template Description

This template specifies the day type for days in a school’s academic calendar. This template is used in conjunction with the attendance domain to determine the percentage of instructional days a student was absent/present within a given period.

The Marking Period Code values should always be N/A in this template and the Term should always be YR, this record must be submitted in the Location Marking Period template prior to submitting the Location MP Calendar Date template. LEAs should submit one record per date, do not submit multiple records per date.

Grain: One record per District Code / Location Code / School Year / Calendar Date

Please note that only the Fields highlighted will be used in Educator Dashboard EWS submissions. Remember that all fields may not be mandatory to power the Dashboard; however, all fields within a template MUST BE accounted for in order to transmit data.

PIMS Location MP Calendar Date Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
</table>
| 1         | 9          | DISTRICT CODE    | R      | K, M | The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education | Example: 123456789
All LEA and School codes can be found at EdNA website (www.edna.ed.state.pa.us) |
| 2         | 4          | LOCATION CODE    | R      | K, M | The PDE-defined 4-digit code identifying the school                       | Example: 1234
All LEA and School codes can be found at EdNA website (www.edna.ed.state.pa.us) |
| 3         | 40         | MARKING PERIOD CODE | R    | K,M  | Use N/A                                                                   |                                                                                                    | N/A                                                                                      |
| 4         | 20         | TERM CODE        | R      | K,M  | Use YR                                                                   |                                                                                                    | YR                                                                                       |
### PIMS Location MP Calendar Date Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>10</td>
<td>SCHOOL YEAR DATE</td>
<td>R</td>
<td>K, M</td>
<td>A single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2017-2018 school year would be indicated by 2018-06-30</td>
<td>All dates must be entered in ISO format: YYYY-MM-DD</td>
<td>Example: 2018-06-30</td>
</tr>
<tr>
<td>6</td>
<td>10</td>
<td>CALENDAR DATE</td>
<td>R</td>
<td>K,M</td>
<td>A date within the specified school year, Marking Period, and Term</td>
<td>All dates must be entered in ISO format: YYYY-MM-DD</td>
<td>Example: 2018-02-01</td>
</tr>
<tr>
<td>7</td>
<td>20</td>
<td>DAY TYPE</td>
<td>R</td>
<td>U</td>
<td>The type of scheduled or unscheduled event for the specified calendar date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Rules

1. Date fields (field name ends in DATE) must be in ISO format: YYYY-MM-DD
2. SCHOOL YEAR DATE is the date of the last day of the school year in ISO format: YYYY-06-30
3. Code Column: K - component of primary key, M - a value must be supplied
4. File to be provided in delimited format - full delimiter support is available

### Load Sequence/Dependencies

| Load Sequence/Dependency | Location Marking Period |
FAQs

None at this time
Enrollment Domain

The Dashboard Data Submission includes the following templates within the Enrollment Domain.

- School Enrollment
School Enrollment Template
(15 Fields, 11 Submitted)

Data Manager File Name: SCHOOL_ENROLL

Template Description

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

For each template submission, submit all enrollment entry and exit transactions that occurred since the previous submission.

Grain: One record per District Code / Location Code / School Year / Student ID / "Mobility Transaction"

Please note that only the Fields highlighted will be used in Educator Dashboard EWS submissions. Remember that all fields may not be mandatory to power the Dashboard; however, all fields within a template MUST BE accounted for in order to transmit data.

PIMS School Enrollment Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9</td>
<td>DISTRICT CODE</td>
<td>R</td>
<td>K, M</td>
<td>The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education</td>
<td></td>
<td>Example: 123456789</td>
</tr>
<tr>
<td>2</td>
<td>4</td>
<td>LOCATION CODE</td>
<td>R</td>
<td>K, M</td>
<td>The PDE-defined 4-digit code identifying the school</td>
<td></td>
<td>Example: 1234</td>
</tr>
</tbody>
</table>
### PIMS School Enrollment Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>10</td>
<td>SCHOOL YEAR DATE</td>
<td>R</td>
<td>K, M</td>
<td>A single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2017-2018 school year would be indicated by 2018-06-30</td>
<td>All dates must be entered in ISO format: YYYY-MM-DD</td>
<td>Example: 2018-06-30</td>
</tr>
<tr>
<td>4</td>
<td>10</td>
<td>STUDENT ID</td>
<td>R</td>
<td>K, M</td>
<td>The unique, 10-digit PAsecureID assigned to the student</td>
<td></td>
<td>Example: 1000000009</td>
</tr>
<tr>
<td>5</td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>10</td>
<td>ENROLLMENT DATE</td>
<td>R</td>
<td>K, M</td>
<td>The date on which the enrollment activity occurred. This applies to both entry and exit transactions.</td>
<td>All dates must be entered in ISO format: YYYY-MM-DD</td>
<td>Example: 2011-05-01</td>
</tr>
<tr>
<td>7</td>
<td>6</td>
<td>ENROLLMENT CODE</td>
<td>R</td>
<td>K, M</td>
<td>The enrollment code that indicates the type of enrollment transaction; this applies to both entry and exit transactions.</td>
<td>See Appendix B in Volume 2 of Dashboard data submission user manual for a complete list of valid values.</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>25</td>
<td>ENROLLMENT GRADE LEVEL</td>
<td>R</td>
<td>U</td>
<td>The grade level of the student involved in the enrollment transaction</td>
<td>See Appendix C in Volume 2 of the Dashboard data submission user manual for a complete list of valid values.</td>
<td></td>
</tr>
</tbody>
</table>
## PIMS School Enrollment Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
</table>
| 10        | 12         | RESIDENCE STATUS CODE | O      | U    | The residency status of the student as of the enrollment date of the enrollment transaction. For withdrawal-reentry transactions associated with residence status changes, populate the withdrawal record with the OLD residence status code and the reentry record with the NEW residence status code. | Valid Values:  
  - 01 - Resident of administrative unit and usual school attendance area  
  - 02 - Resident of administrative unit, but of other school attendance area  
  - 03 - Resident of an administrative unit that crosses state boundaries  
  - 04 - Resident of another state  
  - 05 - Resident of this state, but not of this administrative unit                                                                 |                                                                                                                                                                   |
| 11        | 12         | ENROLL CHANGE CODE   | O      | U    | An indicator of whether the student is enrolling to repeat a grade level, either by failure or an agreement to hold the student back                                                                                 | Valid Values:  
  - F - First Enrollment at Grade Level  
  - R - Repeating Current Grade Level                                                                                         |                                                                                                                                                                   |
| 12        | Not Submitted |                        |        |      |                                                                                                                                                                                                             |                                                                                                                                                                   |
| 13        | Not Submitted |                        |        |      |                                                                                                                                                                                                             |                                                                                                                                                                   |
| 14        | 3          | SCHOOL CHOICE TRANSFER INDICATOR | O | U    | An indication of whether the student who transferred in or out of the school did so during the school year under the provisions for public school choice in accordance with Title I, Part A, Section 1116 | Valid Value: Y or N                                                                                                                                                                                               |                                                                                                                                                                   |
| 15        | 20         | CLASS OF YEAR CODE   | O      | U    | The 4-character year in which the student is projected to graduate from high school                                                                                                                          | Example: 2017                                                                                                                                                                                                    |                                                                                                                                                                   |

### Rules

1. Date fields (field name ends in DATE) must be in the ISO format: YYYY-MM-DD.
2. ACTIVITY DATE is when the request was made; ENROLLMENT DATE is the effective date.
3. ACTIVITY DATE must not be greater than the current date.
4. ACTIVITY DATE defaults to ENROLLMENT DATE if not supplied; in this case, ENROLLMENT DATE must not be greater than the current date.

5. Code Column: K - component of primary key; U - value is updatable if row exists; M - a value must be supplied.

6. Only delimited files are accepted.

Load Sequence/Dependencies

| Load Sequence/Dependency | STUDENT SNAPSHOT |

FAQs

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

1. Must enrollment information be submitted for all students?
   • Yes, enrollment records must be submitted for all students enrolled at any time during a school year.

2. Do I have to submit all enrollment records for a student?
   • Yes. If, for example, a student enrolls and withdraws from a particular school twice during a school year, PIMS must receive four enrollment records for that student - two entry transactions and two withdrawal transactions.
   • It is not sufficient to send only the most recent transaction.
Staff Domain

The Dashboard Data Submission includes the below templates within the Staff Domain. Note that the Staff Template is not submitted within the Dashboard Data Submission.

- Staff Snapshot
- Staff Assignment
Staff Snapshot Template
(109 Fields, 24 Submitted)

Data Manager File Name: STAFF_SNAPSHOT

Template Description

This table is used to record a point-in-time view of the staff population. All types of professional staff should be included in this template. However, terminated staff should be included in this template only if they have been terminated since the last submission.

Any staff members who are assigned to a course as an instructor, assigned to a student cohort group, or will require access to the dashboard should be submitted in this template. This could include teachers, aides, counselors, principals, school/district administrators, system administrators, or other roles assigned in the Staff Assignment Template.

Note that for the Dashboard data submission, Race Codes must conform to the Ed-Fi standardized race code list, which includes five valid values:

- 1 - American Indian - Alaskan Native
- 3 - Black - African American
- 5 - White
- 9 - Asian
- 10 - Native Hawaiian - Pacific Islander

LEAs are encouraged to report Hispanic staff with the Hispanic Indicator (144) set to ‘Yes’ and the appropriate Race Code (27) value. Multi-Racial staff can be submitted with their true multiple Race codes in fields 21, 78, 79, 80, 81.

If LEAs continue to submit the two additional values included in the PIMS collection they will be decoded into the Ed-Fi value list for the Dashboard. Staff with a Race or Ethnicity Code of 4 will be loaded to the Dashboard as if their Hispanic Indicator (144) was ‘Yes’ and their Race Code was 5 (White). Staff with a Race or Ethnicity Code of 6 will be loaded to the Dashboard as if as if their first Race Code was 5 (White) and their Race 2 Code (field 78) was 3 (Black - African American).

Grain: One record per District Code / Staff ID / Snapshot Date

Please note that only the Fields highlighted will be used in Educator Dashboard EWS submissions. Remember that all fields may not be mandatory to power the Dashboard; however, all fields within a template MUST BE accounted for in order to transmit data.
<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9</td>
<td>DISTRICT CODE</td>
<td>R</td>
<td>K, M</td>
<td>The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education</td>
<td>Example: 123456789</td>
<td>All LEA and School codes can be found at EdNA website (<a href="http://www.edna.ed.state.pa.us">www.edna.ed.state.pa.us</a>)</td>
</tr>
<tr>
<td>2</td>
<td>9</td>
<td>STAFF ID</td>
<td>R</td>
<td>K, M</td>
<td>A unique identifier for each staff member; use the 7-digit Professional Personnel ID (PPID) for all certificated staff and non-certificated staff. Use the 5-digit Municipal Police Officer Training ID (MPTID) for school security staff preceded by SS. The staff ID must be consistent in all templates.</td>
<td>Do not use leading zeros or spaces in PPIDs. See Sample / Valid Value.</td>
<td>Examples: 6925031</td>
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</table>
### PIMS Staff Snapshot Template Specifications

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<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
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</tr>
<tr>
<td>14</td>
<td>6</td>
<td>PRIMARY LOCATION CODE</td>
<td>R</td>
<td>U,M</td>
<td>The PDE-defined, 4-digit school code identifying the primary school of employment for the staff member.</td>
<td>Example: 1234</td>
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<tr>
<td></td>
<td></td>
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<td></td>
<td>- LEA off-site locations, use 9999.</td>
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<td></td>
<td>- Staff assigned to district office, use 0000.</td>
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</tr>
<tr>
<td>20</td>
<td>N/A</td>
<td>GENDER CODE</td>
<td>R</td>
<td>U</td>
<td>A person’s gender</td>
<td>Valid Values:</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td>- M = Male</td>
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<td></td>
<td></td>
<td></td>
<td>- F = Female</td>
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<tr>
<td>21</td>
<td>N/A</td>
<td>RACE OR ETHNICITY CODE</td>
<td>R</td>
<td>U</td>
<td>The general racial or ethnic category that most clearly reflects the individual’s recognition of his or her community or with which the individual most identifies</td>
<td>Valid Values:</td>
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<td></td>
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<td>- 1 - American Indian - Alaskan Native</td>
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<td>- 3 - Black - African American</td>
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<td>- 4 - Hispanic</td>
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<td>- 5 - White</td>
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<td>- 6 - Multi-Racial</td>
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<td>- 9 - Asian</td>
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<td>- 10 - Native Hawaiian - Pacific Islander</td>
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</table>
PIMS Staff Snapshot Template Specifications

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<tr>
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<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
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</tr>
<tr>
<td>35</td>
<td>10</td>
<td>CURRENT SERVICE DATE</td>
<td>R  U</td>
<td></td>
<td>The month, day, and year on which an individual was hired for a position.</td>
<td>All dates must be in ISO format, with all 10 characters present, including dashes: YYYY-MM-DD</td>
<td>Example: 1990-09-01</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td><strong>This must be the date the professional first was hired for the current position, even if that is a prior year.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36</td>
<td>10</td>
<td>EXIT DATE</td>
<td>CR  U</td>
<td></td>
<td>The month, day, and year on which an individual ended a period of self-employment or employment with an organization or institution</td>
<td>This field is required only for exited staff. All dates must be in ISO format, with all 10 characters present, including dashes: YYYY-MM-DD</td>
<td>Example: 2017-07-15</td>
</tr>
<tr>
<td>37</td>
<td></td>
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<td>Field No.</td>
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<td>R/O/CR</td>
<td>Code</td>
<td>Definition</td>
<td>Business Rules</td>
<td>Sample / Valid Value</td>
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<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
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<td>--------------------------------------------</td>
</tr>
<tr>
<td>39</td>
<td>2</td>
<td>YEARS EXPERIENCE</td>
<td>O</td>
<td>U</td>
<td>The total number of years that an individual has worked in an educational institution. Enter whole numbers only, not fractions or decimals. NOTE: An individual in their first year should be reported as 1. Do not enter zero. Employment in states other than PA and in private schools may be counted. This should only include years as a professional in Pre-K - 12 education.</td>
<td>Example: 20</td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>10</td>
<td>BIRTH DATE</td>
<td>O</td>
<td>U</td>
<td>The month, day, and year on which an individual was born</td>
<td>All dates must be in ISO format, with all 10 characters present, including dashes: YYYY-MM-DD</td>
<td>Example: 1991-07-15</td>
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<td>R/O/CR</td>
<td>Code</td>
<td>Definition</td>
<td>Business Rules</td>
<td>Sample / Valid Value</td>
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<td>----------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>50</td>
<td>10</td>
<td>SNAPSHOT DATE</td>
<td>R</td>
<td>N/A</td>
<td>For Dashboard Data Submissions this should always be the School Year Date</td>
<td>All dates must be in ISO format: YYYY-MM-DD</td>
<td>2017-06-30</td>
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<tr>
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<td>20</td>
<td>ALTERNATE STAFF ID</td>
<td>R</td>
<td>U</td>
<td>A unique number or alphanumeric code assigned by the LEA to identify a staff member</td>
<td>If no local LEA ID exists, reenter PPID from the STAFF ID field (Field 2).</td>
<td>Example: 987654</td>
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</tr>
<tr>
<td>65</td>
<td>60</td>
<td>FIRST NAME LONG</td>
<td>R</td>
<td>U, R</td>
<td>A legal name given to an individual at birth, baptism, or during another naming ceremony, or through legal change</td>
<td>Example: Thomas</td>
<td></td>
</tr>
<tr>
<td>Field No.</td>
<td>Max Length</td>
<td>Name</td>
<td>R/O/CR</td>
<td>Code</td>
<td>Definition</td>
<td>Business Rules</td>
<td>Sample / Valid Value</td>
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</tr>
<tr>
<td>66</td>
<td>60</td>
<td>LAST NAME LONG</td>
<td>R</td>
<td>U, R</td>
<td>The legal name borne in common by members of a family, also known as surname</td>
<td></td>
<td>Example: Smith</td>
</tr>
<tr>
<td>67</td>
<td>10</td>
<td>NAME SUFFIX</td>
<td>O</td>
<td>U</td>
<td>An appendage, if any, used to denote an individual’s generation in his family (e.g., Jr., Sr., III)</td>
<td></td>
<td>Examples: Jr., Sr., II, III, IV, V, etc.</td>
</tr>
<tr>
<td>68</td>
<td>Not submitted</td>
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<td></td>
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</tr>
<tr>
<td>69</td>
<td>3</td>
<td>HISPANIC ETHNICITY INDICATOR</td>
<td>R</td>
<td>U</td>
<td>Indicator of whether staff member is Hispanic regardless of race</td>
<td></td>
<td>Valid Value: Y or N</td>
</tr>
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<td></td>
<td></td>
</tr>
<tr>
<td>76</td>
<td>80</td>
<td>E-MAIL ADDRESS</td>
<td>O</td>
<td>U</td>
<td>The numbers, letters, and symbols used to identify an electronic mail (e-mail) user within the network to which the individual or organization belongs</td>
<td></td>
<td>Example: <a href="mailto:jdoe@LEA.org">jdoe@LEA.org</a></td>
</tr>
<tr>
<td>77</td>
<td>60</td>
<td>MIDDLE NAME</td>
<td>O</td>
<td>U</td>
<td>A secondary name given to an individual at birth, baptism, or during another naming ceremony</td>
<td></td>
<td>Example: George</td>
</tr>
<tr>
<td>78</td>
<td>N/A</td>
<td>RACE 2 CODE</td>
<td>O</td>
<td>U</td>
<td>A single code indicating the race and ethnicity of the staff</td>
<td></td>
<td>Valid Values:</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
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<td>- 1 - American Indian - Alaskan Native</td>
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<tr>
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<td></td>
<td></td>
<td>- 3 - Black - African American</td>
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<td></td>
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<td></td>
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<td></td>
<td></td>
<td>- 5 - White</td>
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<tr>
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<td>- 9 - Asian</td>
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<td></td>
<td></td>
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<td>- 10 - Native Hawaiian - Pacific Islander</td>
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### PIMS Staff Snapshot Template Specifications

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<td>A single code indicating the race and ethnicity of the staff</td>
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## PIMS Staff Snapshot Template Specifications

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<thead>
<tr>
<th>Field No.</th>
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<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
</table>
| 94        | 20         | EMPLOYMENT STATUS CODE | O | U | Reflects the type of employment or contract desired for the position | | Valid Values: (Employment Status lookup) example:  
  - 01 - Contractual  
  - 02 - Employed or affiliated with outside agency pt  
  - 03 - Employed or affiliated with outside organization  
  - 04 - Employed part-time  
  - 05 - Non-contractual  
  - 06 - Other  
  - 07 - Probationary  
  - 08 - Substitute/temporary  
  - 09 - Tenured or permanent  
  - 10 - Volunteer/no contract |
| 95        | Not Submitted |
| 96        | Not submitted |
| 97        | Not submitted |
| 98        | Not submitted |
| 99        | Not Submitted |
| 100       | Not Submitted |
| 101       | Not Submitted |
| 102       | 5,2         | YEARS OF TEACHING EXPERIENCE | O | U | The total number of years that the staff member has held a teaching position in education institutions | | Example: 4 |
| 103       | Not Submitted |
| 104       | Not Submitted |
| 105       | Not Submitted |
| 106       | Not Submitted |
| 107       | Not Submitted |
PIMS Staff Snapshot Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>108</td>
<td>20</td>
<td>STAFF EDUCATION LEVEL CODE</td>
<td>O</td>
<td>U</td>
<td>The extent of formal instruction an individual has received (e.g., the highest grade in school completed or its equivalent or the highest degree received).</td>
<td></td>
<td>Valid Values:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• 9998 - Less than HS graduate</td>
<td></td>
<td>• 1044 - High school diploma</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• 1049 - Some college but no degree</td>
<td></td>
<td>• 1050 - Associate's degree (two years or more)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• 1051 - Bachelor's (Baccalaureate) degree (e.g., B.A., A.B., B.S.)</td>
<td></td>
<td>• 1054 - Master's degree (e.g., M.A., M.S., M. Eng., M.Ed., M.S.W., M.B.A., M.L.S.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• 1057 - Doctoral (Doctor's) degree (e.g., Ph.D., Ed.D.)</td>
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<tr>
<td>109</td>
<td>Not Submitted</td>
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</tr>
</tbody>
</table>

Rules

1. STAFF IDs must be unique within an LEA.
2. Date fields (field name ends in DATE) must be in the ISO format: YYYY-MM-DD.
3. SOCIAL SECURITY NUMBER should be in the format NNNNNNNNN.
4. The LOCATION CODE is the code of the primary location for the staff member and is required.
5. Phone numbers should be in the format 555-555-5555.
6. BIRTH DATE must be within set range such that staff age is between 22 and 75.
7. Code Column: K - component of primary key; U - a value is updated if row exists; M - a value must be supplied; R - recommended.
8. Only delimited files are accepted.

Load Sequence/Dependencies

None
FAQs

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

1. How should the Staff Snapshot template be submitted?
   - Any staff members who require access to the dashboard or are assigned as instructors to a classroom should be submitted.

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

3. Who should be reported?
   - Report all professional personnel employed at your LEA.
Staff Assignment Template
(27 Fields, 9 Submitted)

Data Manager File Name: STAFF_ASSIGNMENT

Template Description

This template will be used to designate staff assignments. There is no limit to the number of staff assignments that can be included here. Please include all assignments for each staff member. Assignments should exist for all staff included on the Staff Snapshot Template. Include substitutes ONLY where filling a vacancy or where the instructor will be granted access to the Educator Dashboard application.

Staff assignments in the Dashboard application are location specific, if a staff member works at multiple locations they must have an assignment record at each location where they will be granted access to class sections or cohort groups.

Grain: One record per District Code / Staff ID / Location Code / Assignment Code

Please note that only the Fields highlighted will be used in Educator Dashboard EWS submissions. Remember that all fields may not be mandatory to power the Dashboard; however, all fields within a template MUST BE accounted for in order to transmit data.

PIMS Staff Assignment Template Specifications

<table>
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<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9</td>
<td>DISTRICT CODE</td>
<td>R</td>
<td>K, M</td>
<td>The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education</td>
<td></td>
<td>Example: 123456789</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>All LEA and School codes can be found at EdNA website (<a href="http://www.edna.ed.state.pa.us">www.edna.ed.state.pa.us</a>)</td>
</tr>
</tbody>
</table>
## PIMS Staff Assignment Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>9</td>
<td>STAFF ID</td>
<td>R</td>
<td>K, M</td>
<td>A unique identifier for each staff member; use the 7-digit Professional Personnel ID (PPID) for all certificated staff and non-certificated staff. Use the 5-digit Municipal Police Officer Training ID (MPTID) for school security staff preceded by SS. The staff ID must be consistent in all templates.</td>
<td>Do not use leading zeros or spaces in PPIDs. See Sample / Valid Value.</td>
<td>Examples: 6925031</td>
</tr>
<tr>
<td>3</td>
<td>N/A</td>
<td>ASSIGNMENT CODE</td>
<td>R</td>
<td>K, M</td>
<td>Code for the certificated or non-certificated assignment</td>
<td>Valid Values: See the full list of Staff Assignment Codes in Appendix H in Volume 2 of the PIMS User Manual.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>4</td>
<td>LOCATION CODE</td>
<td>R</td>
<td>K, M</td>
<td>The PDE-defined, 4-digit code identifying the school where the staff member is assigned</td>
<td>Example: 1234                                                                                                      All LEA and School codes can be found at EdNA website (<a href="http://www.edna.ed.state.pa.us">www.edna.ed.state.pa.us</a>)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>10</td>
<td>SCHOOL YEAR DATE</td>
<td>R</td>
<td>K, M</td>
<td>A single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2017-2018 school year would be indicated by 2018-06-30</td>
<td>All dates must be in ISO format, with all 10 characters present, including dashes: YYYY-MM-DD</td>
<td>Example: 2018-06-30</td>
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<tr>
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<td>10</td>
<td>ASSIGNMENT DATE</td>
<td>R</td>
<td>K, M</td>
<td>If the assignment is a continuation from the previous school year, enter the actual date the employee began an assignment. For staff assignments within the current school year, enter the actual start date of the staff assignment. For school security staff ONLY, you may use 2017-07-01 if the actual start date during the year is unknown.</td>
<td>All dates must be in ISO format, with all 10 characters present, including dashes: YYYY-MM-DD</td>
<td>Example: 1987-01-04 or 2017-07-01</td>
</tr>
<tr>
<td>7</td>
<td>10</td>
<td>COMPLETION DATE</td>
<td>CR</td>
<td>U</td>
<td>Assignment exit date - the date an employee left a specific assignment to move to another assignment in the same LEA, or the date an employee was terminated from the LEA. This field does not apply to school security staff.</td>
<td>All dates must be in ISO format, with all 10 characters present, including dashes: YYYY-MM-DD</td>
<td>Example: 2017-10-31</td>
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<td>ASSIGNMENT PROGRAMS CODE</td>
<td>R</td>
<td>U</td>
<td>The name of the program for which the individual is assigned. If a staff members is not assigned to one of the Programs Code options use code ‘03’ for ‘Regular Education’.</td>
<td>Valid Values: • 01 - Bilingual/English as a Second Language • 02 - Other • 03 - Regular Education • 04 - Special Education • 05 - Title I-Academic • 06 - Title I-Non-Academic</td>
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<td>ASSIGNMENT TITLE</td>
<td>O</td>
<td>U</td>
<td>Description of the staff members assignment</td>
<td></td>
<td>Example: MS Math Teacher</td>
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</tr>
</tbody>
</table>

**Rules**

1. Date fields (field name ends in DATE) must be in the ISO format: YYYY-MM-DD.
2. ASSIGNMENT CODE must exist in the STAFF_ASSIGN_CODE Table for matching SCHOOL YEAR DATE.
3. COMPLETION DATE must be greater than or equal to ASSIGNMENT DATE.
4. If populated, ASSIGNMENT PROGRAMS CODE must exist in the PROGRAMS_CODE Table for matching SCHOOL YEAR DATE.
5. Code Column: K - component of primary key; U - value is updatable if row exists; M - a value must be supplied.
6. Only delimited files are accepted.
FAQs

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

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

2. **Do I need to report assignments for terminated staff?**
   - No, you do not need to report an assignment for terminated staff.

3. **Should I report substitutes?**
   - Substitutes are reported only when they are filling a long term vacancy or when they will be granted access to the educator dashboard application.

4. **Do staff that provide security services at extracurricular activities such as sports need to be submitted?**
   - Only if they will be granted access to the educator dashboard application.

5. **In the past I used a start date of July 1 of the current school year for any assignment that began before the current reporting year. Has that changed?**
   - Yes. You must enter the true start date into Field 6 of this template.
Student Domain (Required template)

The Dashboard Data Submission includes the template below, at a minimum, within the Student Domain.

- Student Snapshot
Student Snapshot Template
(212 Fields, 48 Submitted)
Data Manager File Name: STUD_SNAPSHOT

Template Description
The Student Snapshot template contains a snapshot of student information as of the snapshot date.

Note that for the Dashboard data submission, Race Codes must conform to the Ed-Fi standardized race code list, which includes five valid values:
- 1 - American Indian - Alaskan Native
- 3 - Black - African American
- 5 - White
- 9 - Asian
- 10 - Native Hawaiian - Pacific Islander

LEAs are encouraged to report Hispanic students with the Hispanic Indicator (144) set to ‘Yes’ and the appropriate Race Code (27) value. Multi-Racial students can be submitted with their true multiple Race codes in fields 27, 146, 147, 148, and 149.

If LEAs continue to submit the two additional values included in the PIMS collection they will be decoded into the Ed-Fi value list for the Dashboard. Students with a Race or Ethnicity Code of 4 will be loaded to the Dashboard as if their Hispanic Indicator (144) was ‘Yes’ and their Race Code was 5 (White). Students with a Race or Ethnicity Code of 6 will be loaded to the Dashboard as if as if their first Race Code was 5 (White) and their Race 2 Code (field 146) was 3 (Black - African American).

Grain: One record per District Code / School Year / Student ID / Snapshot Date

Please note that only the Fields highlighted will be used in Educator Dashboard EWS submissions. Remember that all fields may not be mandatory to power the Dashboard; however, all fields within a template MUST BE accounted for in order to transmit data.
<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9</td>
<td>DISTRICT CODE</td>
<td>R</td>
<td>K, M</td>
<td>The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education</td>
<td>Example: 123456789</td>
<td>All LEA and School codes can be found at EdNA website (<a href="http://www.edna.ed.state.pa.us">www.edna.ed.state.pa.us</a>)</td>
</tr>
<tr>
<td>2</td>
<td>4</td>
<td>LOCATION CODE</td>
<td>R</td>
<td>U, M</td>
<td>The PDE-defined, 4-digit code identifying the school</td>
<td>Example: 1234</td>
<td>All LEA and School codes can be found at EdNA website (<a href="http://www.edna.ed.state.pa.us">www.edna.ed.state.pa.us</a>)</td>
</tr>
<tr>
<td>3</td>
<td>10</td>
<td>SCHOOL YEAR DATE</td>
<td>R</td>
<td>K, M</td>
<td>A single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2017-2018 school year would be indicated by 2018-06-30</td>
<td>All dates must be entered in ISO format: YYYY-MM-DD</td>
<td>Example: 2018-06-30</td>
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<td>STUDENT ID</td>
<td>R</td>
<td>K, M</td>
<td>The unique, 10-digit PAsecureID assigned to the student</td>
<td>Example: 1000000009</td>
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<td>Definition</td>
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<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td>Provide the birth date of the student</td>
<td>All dates must be entered in ISO format: YYYY-MM-DD</td>
<td>Example: 1991-07-15</td>
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</tr>
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<tr>
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<td>BIRTH DATE</td>
<td>R</td>
<td>Provide the birth date of the student</td>
<td>All dates must be entered in ISO format: YYYY-MM-DD</td>
<td>Example: 1991-07-15</td>
<td></td>
</tr>
<tr>
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<td>N/A</td>
<td>GENDER CODE</td>
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<td>Provide a code that represents the gender of the student</td>
<td>Valid Values:</td>
<td>M - male</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>U</td>
<td></td>
<td></td>
<td>F - female</td>
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<tr>
<td>16</td>
<td>40</td>
<td>ADDRESS 1</td>
<td>R</td>
<td>Provide the street name and number of the student's mailing address</td>
<td></td>
<td>Example: 222 Main St.</td>
<td></td>
</tr>
<tr>
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<td>40</td>
<td>ADDRESS 2</td>
<td>O</td>
<td>Provide additional information concerning the street address of the student's mailing address, such as apartment number</td>
<td></td>
<td>Example: Apt. 107</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>30</td>
<td>CITY</td>
<td>R</td>
<td>Provide the city of the student's mailing address</td>
<td></td>
<td>Example: York</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>N/A</td>
<td>STATE CODE</td>
<td>R</td>
<td>Provide the official 2-character US Postal Service abbreviation for the student's mailing address</td>
<td></td>
<td>Example: PA</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>U</td>
<td></td>
<td>See the full list of state abbreviations in Appendix A of Volume 2 of the PIMS User Manual.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>10</td>
<td>FULL ZIP CODE</td>
<td>R</td>
<td>Provide the official US Postal Code for the student's home address</td>
<td>If this field is populated, the values should be in the format NNNNN or NNNNN-NNNN</td>
<td>Example: 17401 or 17401-1234</td>
<td></td>
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</table>
**PIMS Student Snapshot Template Specifications**

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<th>R/O/CR</th>
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<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
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<td>HOME PHONE</td>
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<td>The home telephone number including the area code and extension, if applicable</td>
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<td>Example: 717-555-1234</td>
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<td>RACE OR ETHNICITY CODE</td>
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<td>A single code indicating the race and ethnicity of the student</td>
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<tr>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td>1 - American Indian - Alaskan Native</td>
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<td></td>
<td></td>
<td>3 - Black - African American</td>
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<td></td>
<td></td>
<td>4 - Hispanic</td>
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<td>5 - White</td>
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<td>9 - Asian</td>
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<td></td>
<td>10 - Native Hawaiian - Pacific Islander</td>
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<td>NATIVE LANGUAGE</td>
<td>O</td>
<td>U</td>
<td>The code for the native language to which a child is/was exposed</td>
<td>See Appendix F in Volume 2 of Dashboard data submission user manual for a complete list of valid NCES country and language codes. Use 0000 for U.S. English.</td>
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<td>SPECIAL EDUCATION</td>
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<td>U</td>
<td>Provide an indication of whether the student is a special education student.</td>
<td></td>
<td>Valid Values: Y or N</td>
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<td>LEP/ELL STATUS</td>
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<td>This field indicates whether the student:</td>
<td>Valid Values:</td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>• is currently identified as an ELL;</td>
<td>• 01 - current ELL</td>
<td></td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
<td>• was formerly ELL, has exited, and is being monitored;</td>
<td>• 03 - former ELL, exited, and in 1st year of monitoring</td>
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</tr>
<tr>
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<td></td>
<td>• was formerly ELL, has exited, and no longer is being monitored;</td>
<td>• 04 - former ELL, exited, and in 2nd year of monitoring</td>
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<td></td>
<td>• was never identified as ELL.</td>
<td>• 05 - former ELL, exited, and no longer monitored</td>
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## PIMS Student Snapshot Template Specifications

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<th>Field No.</th>
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<th>Name</th>
<th>R/O/CR Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
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### PIMS Student Snapshot Template Specifications

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<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
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| 70        | N/A        | ADA STATUS INDICATOR | O       | U    | Field identifies students who: (1) have a current Section 504 service agreement plan in place AND (2) are considered "disabled" and eligible for protection under the Americans with Disabilities Act (ADA) of 1990, as amended by the ADA Amendments Act of 2008. ADA (as amended) defines "disability" as (1) a physical or mental impairment that substantially limits a major life activity; (2) a record of such an impairment; or (3) being regarded as having such an impairment. | Populate this data element, as appropriate, for all students. Consult appropriate LEA Section 504/ADA compliance officer(s) to determine those students with a current Section 504 service agreement plan in place. | Valid Values:  
- Y - Student has a current Section 504 service agreement plan in place and is considered disabled per ADA.  
- N - Student does not have a current Section 504 service agreement plan in place. |
<p>| 71        | Not submitted | | | | | |
| 72        | Not Submitted | | | | | |
| 73        | Not Submitted | | | | | |
| 74        | Not Submitted | | | | | |
| 75        | Not Submitted | | | | | |
| 76        | Not Submitted | | | | | |
| 77        | Not Submitted | | | | | |
| 78        | Not Submitted | | | | | |
| 79        | Not Submitted | | | | | |
| 80        | 3          | GIFTED PARTICIPATION CODE | O       | U    | Indicates the student’s gifted status and participation in a Gifted and Talented program. See Valid Values | | Valid Values: Y or N |</p>
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<td>SNAPSHOT DATE</td>
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<td>All dates must be entered in ISO format: YYYY-MM-DD</td>
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<td>ECONOMIC DISADVANTAGED STATUS CODE</td>
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<td>This field indicates the economically disadvantaged status of a student.</td>
<td>Provision II Districts should not use “base year” Free and Reduced Eligibility data for reporting individual student poverty code data in “non-base years.”</td>
<td>Valid Values:</td>
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<td>To determine if a student is economically disadvantaged, poverty data sources such as Temporary Assistance for Needy Families cases, census poor, Medicaid, children living in institutions for the neglected or delinquent, or those supported in foster homes may be used.</td>
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<td>If such data are not available, use the most recent reliable data available at the time of determination, such as free and reduced price lunch eligibility.</td>
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<td>An alternate student identifier. This could be the Local Student Identifier used in the LEAs SIS or the ID used in the School Wide Information System (SWIS) discipline incident tracking system.</td>
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<td>HOMELESS STATUS CODE</td>
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<td>An indicator of the students residential status</td>
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<td>STUDENT IS A SINGLE PARENT</td>
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<td>Specifies whether the student is a single parent. A single parent is any</td>
<td>This is an element required for secondary and adult affidavit program CTE students only.</td>
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<td>individual who is unmarried or legally separated from a spouse and who has a</td>
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<td>minor child or children for which the parent has either custody or joint</td>
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<td>custody, or is pregnant.</td>
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<td>STUDENT IS PREGNANT</td>
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<td>An indication of whether or not the student is pregnant as of the snapshot</td>
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<td>HOME LANGUAGE CODE</td>
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<td>The NCES Code for the language a child uses to communicate in their</td>
<td>See Appendix F in Volume 2 of the Dashboard data submission user manual for a complete list of valid NCES country and language codes. Use 0000 for U.S. English.</td>
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<td>NEGLECTED OR DELINQUENT</td>
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<td>An indication that the student is participating in programs for neglected or delinquent students</td>
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<td>NAME SUFFIX</td>
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<td>An appendage, if any, used to denote an individual’s generation in his family (e.g., Jr., Sr., III)</td>
<td>Suffix should be separated from last name, both here and in PAsecureID. If student previously submitted into PAsecureID with suffix in last name field, please resubmit into PAsecureID with the suffix entered in the Suffix field. NOTE: DO NOT create a new PAsecureID; edit the existing one. See FAQ 4 for further information.</td>
<td>Valid Values: Jr., Sr., II, III, IV, V, Esq., etc.</td>
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<td>FOOD PROGRAM ELIGIBILITY</td>
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<td>The student’s eligibility to participate in the free/reduced lunch program</td>
<td>Valid Values: F - Free R - Reduced price N - Neither</td>
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<td>LAST NAME LONG</td>
<td>R</td>
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<td>The legal last name (surname) of the student</td>
<td>See FAQ 1 for guideline regarding hyphenated last names. Example: Harley</td>
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### PIMS Student Snapshot Template Specifications

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<td>FIRST NAME LONG</td>
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<td>The legal first name of the student</td>
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<td>Example: George</td>
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<td>MIDDLE NAME</td>
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<td>The middle name of the student.</td>
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<td>Example: Howard</td>
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<td>HISPANIC ETHNICITY INDICATOR</td>
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<td>The primary language in which the student communicates</td>
<td>See Appendix F in Volume 2 of the Dashboard data submission user manual for a complete list of valid values. Use 0000 for U.S. English.</td>
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<td>Additional information concerning the street address of the student's mailing address, such as a building or site number.</td>
<td>Address information is needed for CTE secondary students and Perkins funded CTE adult affidavit program students. <strong>NOTE:</strong> For Special Education students, provide the parents' home address.</td>
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<td>MAILING ADDRESS CITY</td>
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<td>The name of the city in which the mailing address is located</td>
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<td>MAILING ADDRESS STATE CODE</td>
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<td>The 2-character abbreviation for the state (within the United States) or outlying area in which the mailing address is located</td>
<td>Example: PA See the full list of state abbreviations in Appendix A in Volume 2 of the PIMS User Manual.</td>
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</tbody>
</table>
Rules

1. This template is a mirror of the STUDENT Template where SNAPSHOT DATE must be supplied
2. SCHOOL YEAR DATE is the date of the last day of the school year in ISO format: YYYY-06-30
3. Date fields (field name ends in DATE) must be in ISO format: YYYY-MM-DD
4. BIRTH DATE must be within a range specified by the client; the default range is 1971-01-01 to current date
5. Zip code information for home address can be supplied by component (BASE ZIP CODE and ZIP CODE +4) or as a single FULL ZIP CODE.
6. If components only are supplied, a FULL ZIP CODE is generated by combining BASE ZIP CODE, '-', and ZIP CODE +4
7. For fixed-width files, UNWEIGHTED GPA, WEIGHTED GPA, and MINIMUM GPA REQUIRED can support up to 4 digits to the left of the decimal or up to 5 digits to the right of the decimal within the field length of 9
8. For fixed-width files, CUMULATIVE CREDIT ATTEMPTED, CUMULATIVE CREDIT EARNED, and GRAD REQUIREMENT can support up to 4 digits to the left of the decimal or up to 3 digits to the right of the decimal within the field length of 7
9. The School Year of SNAPSHOT DATE may be optionally validated to match SCHOOL YEAR DATE
10. Place of birth may be supplied by component (CITY OF BIRTH, STATE CODE OF BIRTH), or as a single PLACE OF BIRTH. Recommend tracking COUNTRY OF BIRTH CODE separately.
11. When a record is updated and LAST NAME, BIRTH DATE, and CURRENT GRADE LEVEL are all different than the existing Table record, a warning is generated
12. Code Column: K - component of primary key, U - value is updated if row exists, M - a value must be supplied, OBS - field is Obsolete
13. Data can be supplied in either ASCII or EBCDIC flat file or delimited formats. Full delimiter support is available.

Load Sequence/Dependencies

None

FAQs

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

1. How do I enter a student's last name that is hyphenated?
   - When a student has a hyphenated last name, the student and her family should be permitted to choose whether one or both of the last names will be used on enrollment and PIMS information. The Department requests that when enrolling a student as a transfer to your district, you determine the name that was used in the previous district and make every effort to remain consistent. The same applies to a student with two last names that are not separated by a hyphen.
2. If data for a student on some particular element is missing, or if that element doesn’t apply, what should be done?
   - Rules for loading records:
     - All key fields (those marked with a "K" in the templates) must have a value or the record will fail to load.
     - All mandatory fields (those marked with an "M") must have a value if the record is new. If the record is an update of an existing record, mandatory fields need not have a value.
   - Rules for record validation after records are loaded:
     - Required fields without a value will be listed on the validation report.
     - Conditionally required fields need to have a value only if they apply.
     - If the field is not required no value needs to be submitted.
     - **NOTE:** Make sure the delimiter (e.g., tab, comma) is submitted in the template file as a placeholder for fields with no value.

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

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

5. Do partial years count toward the Number of Years in US schools?
   - No, only full academic years count. For example, if a student attended kindergarten and first grade and is now in his/her first month of second grade, the LEA should report “2” for the number of years in US schools.
6. **Who is considered an LEP/ELL student?**
   - A student not born in the United States or whose native language is other than English and comes from an environment where a language other than English is dominant; or is a Native American or Alaska Native who is a native resident of the outlying areas and comes from an environment where a language other than English has had a significant impact on such an individual's level of English proficiency; or is migratory and whose language is other than English and comes from an environment where a language other than English is dominant; and
   - has sufficient difficulty speaking, reading, writing, or understanding the English language and comes from an environment where a language other than English is dominant; or
   - is migratory and whose language is other than English and comes from an environment where a language other than English is dominant; and
   - has sufficient difficulty speaking, reading, writing, or understanding the English language and whose difficulties may deny such individual the opportunity to learn successfully in classrooms where the language of instruction is English or to participate fully in our society.

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

Each LEA has the option of providing additional data to support a more comprehensive view of students’ performance and attendance. The optional areas include local assessment results, cohort creation and tracking, student academic plans, student contact information, and academic record information for transfer students.

The table below describes the additional data domains, templates, and their prerequisites that can be submitted to the dashboard data collection to enable more detailed views of student performance.

<table>
<thead>
<tr>
<th>Domain</th>
<th>Template</th>
<th>Template Requirement</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Record Domain</td>
<td>Student Course Transcript</td>
<td>Optional</td>
<td></td>
</tr>
<tr>
<td>Academic Record Domain</td>
<td>Student Credit GPA</td>
<td>Conditionally Required</td>
<td>Required if Student Course Transcript is submitted</td>
</tr>
<tr>
<td>Assessment Domain</td>
<td>Academic Standards</td>
<td>Conditionally Required</td>
<td>Required if Assessment ItemR Academic Standards is submitted</td>
</tr>
<tr>
<td>Assessment Domain</td>
<td>Academic Standards Document</td>
<td>Conditionally Required</td>
<td>Required if Assessment ItemR Academic Standards is submitted</td>
</tr>
<tr>
<td>Assessment Domain</td>
<td>Assessment ItemR Academic Standards</td>
<td>Optional</td>
<td></td>
</tr>
<tr>
<td>Assessment Domain</td>
<td>Student Local Assessment Objective</td>
<td>Optional</td>
<td></td>
</tr>
<tr>
<td>Assessment Domain</td>
<td>Student Local Assessment Question</td>
<td>Optional</td>
<td></td>
</tr>
<tr>
<td>Assessment Domain</td>
<td>Student Local Assessment Subtest</td>
<td>Optional or Conditionally Required</td>
<td>Can stand alone or Required if Student Local Assessment Objective or Student Local Assessment Question is submitted</td>
</tr>
<tr>
<td>Attendance</td>
<td>Staff Attendance</td>
<td>Optional</td>
<td></td>
</tr>
<tr>
<td>Attendance</td>
<td>Student Course Attendance</td>
<td>Optional</td>
<td></td>
</tr>
<tr>
<td>Discipline</td>
<td>Incident Offender Disciplinary Action</td>
<td>Optional</td>
<td></td>
</tr>
<tr>
<td>Groups &amp; Programs Domain</td>
<td>Cohort Group</td>
<td>Conditionally Required</td>
<td>Required if Student Cohort Group Fact is submitted</td>
</tr>
<tr>
<td>Groups &amp; Programs Domain</td>
<td>Staff Assigned Cohort Group</td>
<td>Conditionally Required</td>
<td>Required if Student Cohort Group Fact is submitted</td>
</tr>
<tr>
<td>Groups &amp; Programs Domain</td>
<td>Student Cohort Group Fact</td>
<td>Optional</td>
<td></td>
</tr>
<tr>
<td>Groups &amp; Programs Domain</td>
<td>Programs Fact</td>
<td>Optional</td>
<td></td>
</tr>
<tr>
<td>Student</td>
<td>Contact</td>
<td>Conditionally Required</td>
<td>Required if Student Contact Fact is submitted</td>
</tr>
<tr>
<td>Student</td>
<td>Student Contact Fact</td>
<td>Optional</td>
<td></td>
</tr>
<tr>
<td>Student</td>
<td>Student Academic Plan</td>
<td>Optional</td>
<td></td>
</tr>
</tbody>
</table>
**Attendance Domain**

**Staff Attendance**
(13 Fields, 6 Collected)

Data Manager File Name: STAFF_ATTENDANCE

**Template Description**

This template is used to track staff attendance and extended leave information. Staff absence and leave information should be submitted for instructional staff who are assigned to course sections only.

**Grain:** One record per District Code / Location Code / Attendance Date / Staff ID / Attendance Code

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

**PIMS Staff Attendance Template Specifications**

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
<td>DISTRICT CODE</td>
<td>R</td>
<td>K, M</td>
<td>The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education</td>
<td>Example: 123456789</td>
<td>All LEA and School codes can be found at <a href="http://www.edna.ed.state.pa.us">EdNA website</a></td>
</tr>
<tr>
<td>2</td>
<td>12</td>
<td>LOCATION CODE</td>
<td>R</td>
<td>KU,M</td>
<td>The PDE-defined, 4-digit code identifying the school. If a student is at a location that does not have a designated school code, use 9999 as the LOCATION CODE.</td>
<td>Example: 1234</td>
<td>All LEA and School codes can be found at <a href="http://www.edna.ed.state.pa.us">EdNA website</a></td>
</tr>
<tr>
<td>Field No.</td>
<td>Max Length</td>
<td>Name</td>
<td>R/O/CR</td>
<td>Code</td>
<td>Definition</td>
<td>Business Rules</td>
<td>Sample / Valid Value</td>
</tr>
<tr>
<td>----------</td>
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<td>--------</td>
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<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>3</td>
<td>12</td>
<td>STAFF ID</td>
<td>R</td>
<td>K,M</td>
<td>A unique identifier assigned by the Pennsylvania Department of Education to each staff member reported in PIMS. Use the 7-digit Professional Personnel ID (PPID) for all certificated and non-certificated staff with direct instructional responsibility for the course.</td>
<td>Do not use leading zeros or spaces in PPIIDs.</td>
<td>Example: 3456789</td>
</tr>
<tr>
<td>4</td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>10</td>
<td>ATTENDANCE PERIOD START DATE</td>
<td>R</td>
<td>K,M</td>
<td>The date for which attendance is being reported</td>
<td>All dates must be entered in ISO format: YYYY-MM-DD</td>
<td>Example: 2017-11-04</td>
</tr>
<tr>
<td>6</td>
<td>Not Submitted</td>
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<td></td>
</tr>
<tr>
<td>7</td>
<td>Not Submitted</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Not Submitted</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>9</td>
<td>Not Submitted</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Not Submitted</td>
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</tr>
</tbody>
</table>
## PIMS Staff Attendance Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>25</td>
<td>STAFF ATTENDANCE CODE LONG</td>
<td>R</td>
<td>K,M</td>
<td>A code representing the student’s attendance on the specified date</td>
<td></td>
<td>Valid Values:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• 01 - Administrative</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• 02 - Annual leave</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td>• 03 - Bereavement</td>
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<td></td>
<td></td>
<td></td>
<td>• 04 - Compensatory leave time</td>
</tr>
<tr>
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<td></td>
<td></td>
<td>• 05 - Family and medical leave</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>• 06 - Flex time</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>• 07 - Government-requested</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>• 08 - Jury duty</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• 09 - Military leave</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• 10 - Other</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• 11 - Personal</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>• 12 - Professional development</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>• 13 - Release time</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>• 14 - Sabbatical leave</td>
</tr>
<tr>
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<td></td>
<td></td>
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<td>• 15 - Sick leave</td>
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<td></td>
<td></td>
<td>• 16 - Suspension</td>
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<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• 17 - Work compensation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• 18 - Vacation</td>
</tr>
<tr>
<td>12</td>
<td>Not Submitted</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>100</td>
<td>STAFF ATTENDANCE COMMENT</td>
<td>O</td>
<td>U</td>
<td>Description of the attendance on the specified date</td>
<td></td>
<td>Example: Doctor’s Appointment</td>
</tr>
</tbody>
</table>

### Rules

1. STAFF ID must exist in the STAFF Table for the matching DISTRICT CODE
2. Date fields (field name ends in DATE) must be in ISO format: YYYY-MM-DD
3. ATTENDANCE PERIOD END DATE must be greater than or equal to ATTENDANCE PERIOD START DATE
4. Code Column: K - component of primary key, U - value is updated if row exists, M - a value must be supplied
5. Data can be supplied in either ASCII flat file or delimited formats. Full delimiter support is available.
### Load Sequence/Dependencies

<table>
<thead>
<tr>
<th>Load Sequence/Dependency</th>
<th>STAFF SNAPSHOT</th>
</tr>
</thead>
</table>

### FAQs

None at this time
**Student Course Attendance**

(14 Fields, 9 Submitted)

Data Manager File Name: STUD_ATTEND_CRSE

**Template Description**

This template stores course level attendance information for students. It is important to note that only records for student absences, late arrivals, or early departures should be submitted. Records should NOT be included for students who are in attendance.

**Grain:** One record per District Code / Location Code / Course Code Long / Section Code Long / Attendance Date / Student ID

Please note that only the **Fields highlighted** will be used in Educator Dashboard EWS submissions. Remember that all fields may not be mandatory to power the Dashboard; however, all fields within a template MUST BE accounted for in order to transmit data.

**PIMS Student Course Attendance Template Specifications**

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
<td>DISTRICT CODE</td>
<td>R</td>
<td>K, M</td>
<td>The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education</td>
<td>Example: 123456789</td>
<td>All LEA and School codes can be found at EdNA website (<a href="http://www.edna.ed.state.pa.us">www.edna.ed.state.pa.us</a>)</td>
</tr>
<tr>
<td>2</td>
<td>12</td>
<td>LOCATION CODE</td>
<td>R</td>
<td>KU,M</td>
<td>The PDE-defined, 4-digit code identifying the school</td>
<td>Example: 1234</td>
<td>All LEA and School codes can be found at EdNA website (<a href="http://www.edna.ed.state.pa.us">www.edna.ed.state.pa.us</a>)</td>
</tr>
<tr>
<td>3</td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td>All public schools have a 4-digit school code that is other than 0000 or 9999</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Not Submitted</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>12</td>
<td>STUDENT ID</td>
<td>R</td>
<td>K,M</td>
<td>The unique, 10-digit PAsecureID assigned to the student</td>
<td>Example: 1000000009</td>
<td></td>
</tr>
</tbody>
</table>
# PIMS Student Course Attendance Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>10</td>
<td>ATTENDANCE DATE</td>
<td>R</td>
<td>K,M</td>
<td>The date for which the absence is being reported</td>
<td>All dates must be entered in ISO format: YYYY-MM-DD</td>
<td>Example: 2017-11-04</td>
</tr>
<tr>
<td>8</td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Not Submitted</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>25</td>
<td>ATTENDANCE CODE LONG</td>
<td>R</td>
<td>K</td>
<td>A code representing the student’s absence on the specified date</td>
<td>Valid Values:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• 01 - Excused</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• 02 - Unexcused</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>• 03 - Tardy</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• 04 - Early Departure</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>30</td>
<td>COURSE CODE LONG</td>
<td>R</td>
<td>K</td>
<td>The unique, local, LEA-specific Course Code</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>30</td>
<td>SECTION CODE LONG</td>
<td>R</td>
<td>K</td>
<td>Class section number assigned by LEA to identify distinct classes</td>
<td>This field should be the local section number only.</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Not Submitted</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>40</td>
<td>ATTENDANCE COMMENT</td>
<td>R</td>
<td>U</td>
<td>Description of the absence on the specified date</td>
<td></td>
<td>Example: Tardy - Doctor’s Appointment</td>
</tr>
</tbody>
</table>

## Rules

1. Date fields (field name ends in DATE) must be in ISO format: YYYY-MM-DD
2. ATTENDANCE DATE must not be greater than the current date
3. Code Column: K - component of primary key, U - value is updated if row exists, M - a value must be supplied, D - a value is required but a default is supplied
4. Data can be supplied in either ASCII or EBCDIC flat file or delimited formats. Full delimiter support is available.
Load Sequence/Dependencies

<table>
<thead>
<tr>
<th>Load Sequence/Dependency</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT SNAPSHOT</td>
</tr>
<tr>
<td>COURSE</td>
</tr>
<tr>
<td>COURSE INSTRUCTOR SNAPSHOT</td>
</tr>
</tbody>
</table>

FAQs

None at this time
Academic Record Domain
The Dashboard Data Submission includes the following template within the Attendance Domain.

- Student Course Transcript
- Student Credit GPA
Student Course Transcript
(18 Fields, 14 Submitted)

Data Manager File Name: STUDENT_COURSE_TRANSCRIPT

Template Description

This template contains the details of Course Transcript information for both local and transfer students. Student course histories and outcomes can be submitted in this template and associated to the appropriate State Course Code in the Catalog Course Code field (#8). This can include courses taken by transfer students prior to entering the district as well as courses taken by local students, after class grades have been finalized.

Note that the School Year Date (Field #2) should be the current School Year in which data is being submitted, the Marking Period School Year Date (Field #6) can be a prior school year, allowing LEAs to submit course histories for their students. When submitting course histories, a Student Credit GPA record must exist for the same School Year and Term.

**Grain:** One record per District Code / School Year Date / Marking Period Code / Term Code / Marking Period School Year Date / Credit GPA Code / Catalog Course Code / Reporting Date

Please note that only the Fields highlighted will be used in Educator Dashboard EWS submissions. Remember that all fields may not be mandatory to power the Dashboard; however, all fields within a template MUST BE accounted for in order to transmit data.

**PIMS Student Course Transcript Template Specifications**

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
<td>DISTRICT CODE</td>
<td>R</td>
<td>K, M</td>
<td>The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education</td>
<td>Example: 123456789</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>All LEA and School codes can be found at EdNA website (<a href="http://www.edna.ed.state.pa.us">www.edna.ed.state.pa.us</a>)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>12</td>
<td>SCHOOL YEAR DATE</td>
<td>R</td>
<td>KU,M</td>
<td>A single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2017-2018 school year would be indicated by 2018-06-30.</td>
<td>All dates must be entered in ISO format: YYYY-MM-DD</td>
<td>Example: 2018-06-30</td>
</tr>
</tbody>
</table>
### PIMS Student Course Transcript Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>12</td>
<td>STUDENT ID</td>
<td>R</td>
<td>K,M</td>
<td>The unique, 10-digit PAsecureID assigned to the student</td>
<td></td>
<td>Example: 1000000009</td>
</tr>
<tr>
<td>4</td>
<td>40</td>
<td>MARKING PERIOD CODE</td>
<td>R</td>
<td>K,M</td>
<td>Use N/A</td>
<td>Always N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>5</td>
<td>20</td>
<td>TERM CODE</td>
<td>R</td>
<td>K,M</td>
<td>The code representing the Term in which the course on the student's transcript was originally taken.</td>
<td></td>
<td>Valid Values:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>10</td>
<td>MARKING PERIOD SCHOOL YEAR DATE</td>
<td>R</td>
<td>K,M</td>
<td>The single date indicating the whole school year in which the course on the student's transcript was originally taken.</td>
<td>All dates must be entered in ISO format: YYYY-MM-DD</td>
<td>Example: 2012-06-30</td>
</tr>
<tr>
<td>7</td>
<td>10</td>
<td>CREDIT GPA CODE</td>
<td>R</td>
<td>K,M</td>
<td>Use ACADEMIC</td>
<td></td>
<td>Example: ACADEMIC</td>
</tr>
<tr>
<td>8</td>
<td>30</td>
<td>CATALOG COURSE CODE</td>
<td>R</td>
<td>K,M</td>
<td>A code from Pennsylvania's list of Standardized Course Codes that matches or best represents the course on the student's transcript.</td>
<td>See Appendix G in Volume 2 of the Dashboard data submission user manual for a complete list of valid values.</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>REPORTING DATE</td>
<td>R</td>
<td>K,M</td>
<td>For Dashboard Data Submissions this should always be the School Year Date</td>
<td>For Dashboard Data Submissions this should always be the School Year Date</td>
<td>2017-06-30</td>
</tr>
<tr>
<td>10</td>
<td>20</td>
<td>CLASS DETAIL OUTCOME CODE</td>
<td>R</td>
<td>U</td>
<td>The result from the student's attempt to take the course.</td>
<td></td>
<td>Valid Values:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

11 Not Submitted
<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>8,4</td>
<td>CREDITS EARNED</td>
<td>R</td>
<td>U</td>
<td>The number of credits the student earned for completion of this course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>20</td>
<td>ALPHA GRADE</td>
<td>O</td>
<td>U</td>
<td>A letter grade indicator of student performance in a class as submitted by the instructor</td>
<td></td>
<td>Valid Values:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Valid Values:</td>
<td></td>
<td>• A+</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• A</td>
<td></td>
<td>• A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• A-</td>
<td></td>
<td>• B+</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• B</td>
<td></td>
<td>• B</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• B-</td>
<td></td>
<td>• C+</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• C</td>
<td></td>
<td>• C</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• C-</td>
<td></td>
<td>• D+</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• D</td>
<td></td>
<td>• D</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• D-</td>
<td></td>
<td>• F</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• F</td>
<td></td>
<td>• P</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• P (Outstanding)</td>
<td></td>
<td>• S (Satisfactory)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• S</td>
<td></td>
<td>• U (Unsatisfactory)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• U</td>
<td></td>
<td>• IP (In Progress)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• IP</td>
<td></td>
<td>• INC (Incomplete)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• INC</td>
<td></td>
<td>• MD (Medical)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• MD</td>
<td></td>
<td>• NG (No Grade)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• NG</td>
<td></td>
<td>• WD (Withdraw)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• WD</td>
<td></td>
<td>• WF (Withdraw Fail)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• WF</td>
<td></td>
<td>• WP (Withdraw Pass)</td>
</tr>
</tbody>
</table>
# PIMS Student Course Transcript Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>7,3</td>
<td>NUMERIC GRADE</td>
<td>O</td>
<td>U</td>
<td>A numeric grade indicator of student performance in a class as submitted by the instructor</td>
<td>This should be the student’s percentage grade in the course on a scale of 0-100. If the student earned higher than 100% through extra credit, submit 100</td>
<td>Example: 92.7</td>
</tr>
<tr>
<td>16</td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>25</td>
<td>STUDENT GRADE LEVEL CODE WHEN TAKEN</td>
<td>R</td>
<td>U</td>
<td>The grade level of the student at the time they took the course on their transcript.</td>
<td></td>
<td>See Appendix C in Volume 2 of the Dashboard data submission user manual I for a complete list of valid values.</td>
</tr>
<tr>
<td>18</td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Rules

1. SCHOOL YEAR DATE is the date of the last day of the school year in ISO format: YYYY-06-30
2. STUDENT ID is validated against the STUD_SNAPSHOT Table using REPORTING DATE as the SNAPSHOT DATE
3. MARKING PERIOD SCHOOL YEAR DATE is the date of the last day of the school year in ISO format: YYYY-06-30
4. The combination of MARKING PERIOD CODE and TERM CODE must exist in the MARKING_PERIOD_CODE Table for the matching MARKING PERIOD SCHOOL YEAR DATE
5. CREDIT GPA CODE must exist in the CREDIT_GPA_CODE Table for the matching SCHOOL YEAR DATE
6. CATALOG COURSE CODE must exist in the COURSE_CATALOG Table for the matching MARKING PERIOD SCHOOL YEAR DATE
7. Date fields (field name ends in DATE) must be in ISO format: YYYY-MM-DD
8. The School Year of REPORTING DATE may be optionally validated to match SCHOOL YEAR DATE
9. If supplied, STUDENT GRADE LEVEL CODE WHEN TAKEN must exist in the GRADE_LEVEL Table for the matching SCHOOL YEAR DATE
10. Code Column: K - component of primary key, U - value is updated if row exists, M - a value must be supplied
11. File to be provided in delimited format - full delimiter support is available
Load Sequence/Dependencies

<table>
<thead>
<tr>
<th>Load Sequence/Dependency</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT SNAPSHOT</td>
<td></td>
</tr>
<tr>
<td>STUDENT CREDIT GPA</td>
<td></td>
</tr>
</tbody>
</table>

FAQs

None at this time
**Student Credit GPA**

(25 Fields, 10 Submitted)

Data Manager File Name: STUDENT_CREDIT_GPA

**Template Description**

This table stores a snapshot of the cumulative credits a student has earned including both those earned at the current school and any credits transferred from a previous school, at term intervals during a Student's Academic Record. LEAs may submit credit accumulation history for their current students by using prior year school year dates in the Marking Period School Year field (20) and Terms in the Term Code field (11).

A Student Credit GPA record must exist prior to an LEA submitting Student Course Transcript records for the same term.

**Grain:** One record per District Code / School Year Date / Credit GPA Code / Reporting Date / Marking Period Code / Term Code / Marking Period School Year Date / Student ID

Please note that only the **Fields highlighted** will be used in Educator Dashboard EWS submissions. Remember that all fields may not be mandatory to power the Dashboard; however, all fields within a template **MUST BE** accounted for in order to transmit data.

**PIMS Student Credit GPA Template Specifications**

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
<td>DISTRICT CODE</td>
<td>R</td>
<td>K,M</td>
<td>The unique, 9-digit Administrative Unit Number (AUN) assigned by the</td>
<td>Example: 123456789</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Pennsylvania Department of Education</td>
<td>All LEA and School codes can be found at EdNA website (<a href="http://www.edna.ed.state.pa.us">www.edna.ed.state.pa.us</a>)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>10</td>
<td>SCHOOL YEAR DATE</td>
<td>R</td>
<td>KU,M</td>
<td>A single date indicating the whole school year; the June 30 at the end of</td>
<td>All dates must be entered in ISO format: YYYY-MM-DD</td>
<td>Example: 2018-06-30</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>the standard school year is used to designate a school year. Thus, the</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2017-2018 school year would be indicated by 2018-06-30.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>12</td>
<td>STUDENT ID</td>
<td>R</td>
<td>K,M</td>
<td>The unique, 10-digit PAsecureID assigned to the student</td>
<td>Example: 1000000009</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>20</td>
<td>CREDIT GPA CODE</td>
<td>R</td>
<td>K,M</td>
<td>Use ACADEMIC</td>
<td>Example: ACADEMIC</td>
<td></td>
</tr>
</tbody>
</table>
# PIMS Student Credit GPA Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>10</td>
<td>REPORTING DATE</td>
<td>R</td>
<td>K,M</td>
<td>For Dashboard Data Submissions this should always be the School Year Date</td>
<td>For Dashboard Data Submissions this should always be the School Year Date</td>
<td>2017-06-30</td>
</tr>
<tr>
<td>6</td>
<td>40</td>
<td>MARKING PERIOD CODE</td>
<td>R</td>
<td>KU,M</td>
<td>Use N/A</td>
<td>Always N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>7</td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>8,3</td>
<td>CUMULATIVE CREDITS</td>
<td>R</td>
<td>U</td>
<td>The total number of credits earned by the student as of the specified term.</td>
<td></td>
<td>Example: 18</td>
</tr>
<tr>
<td>10</td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>20</td>
<td>TERM CODE</td>
<td>R</td>
<td>KU,D</td>
<td>The type of the session during the school year for which credits are being reported.</td>
<td>Valid Values:&lt;br&gt;• Q1 - First Quarter&lt;br&gt;• Q2 - Second Quarter&lt;br&gt;• Q3 - Third Quarter&lt;br&gt;• Q4 - Fourth Quarter&lt;br&gt;• S1 - Fall Semester&lt;br&gt;• S2 - Spring Semester&lt;br&gt;• SS - Summer Semester&lt;br&gt;• YR - Year</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
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<td>Not Submitted</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
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<td></td>
</tr>
<tr>
<td>19</td>
<td>8,3</td>
<td>CUMULATIVE CREDITS</td>
<td>R</td>
<td>U</td>
<td>The total number of credits attempted by the student as of the specified term.</td>
<td></td>
<td>24</td>
</tr>
</tbody>
</table>
## PIMS Student Credit GPA Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>MARKING PERIOD</strong></td>
<td><strong>R</strong></td>
<td><strong>KU,D</strong></td>
<td>The single date indicating the whole school year of the term for which credit information is being reported.</td>
<td>All dates must be entered in ISO format: YYYY-MM-DD</td>
<td>Example: 2017-06-30</td>
</tr>
<tr>
<td>20</td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
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<td></td>
<td></td>
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<tr>
<td>22</td>
<td>Not Submitted</td>
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</tr>
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<tr>
<td>25</td>
<td>10</td>
<td>MARKING PERIOD SCHOOL YEAR DATE</td>
<td><strong>R</strong></td>
<td><strong>KU,D</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Rules

1. SCHOOL YEAR DATE is the date of the last day of the school year in ISO format: YYYY-06-30
2. STUDENT ID may optionally be validated against the STUD_SNAPSHOT Table using REPORTING DATE as the SNAPSHOT DATE
3. CREDIT GPA CODE must exist in the CREDIT_GPA_CODE Table for the matching SCHOOL YEAR DATE
4. Date fields (field name ends in DATE) must be in ISO format: YYYY-MM-DD
5. The School Year of REPORTING DATE may be optionally validated to match SCHOOL YEAR DATE
6. If supplied, MARKING PERIOD SCHOOL YEAR DATE is the date of the last day of the school year in ISO format: YYYY-06-30
7. If MARKING PERIOD SCHOOL YEAR DATE is not supplied, SCHOOL YEAR DATE is used as the default
8. The combination of MARKING PERIOD CODE and TERM CODE must exist in the MARKING_PERIOD_CODE Table for the matching MARKING PERIOD SCHOOL YEAR DATE
9. Code Column: KU - A parameter is available to control whether MARKING PERIOD CODE, TERM CODE, and MARKING PERIOD SCHOOL YEAR DATE may be included as part of the logical key or instead may be updateable
10. Code Column: K - component of primary key, U - value is updated if row exists, M - a value must be supplied, D - a value is required but a default is supplied
11. File to be provided in delimited format - full delimiter support is available.

### Load Sequence/Dependencies

<table>
<thead>
<tr>
<th>Load Sequence/Dependency</th>
<th>STUDENT_SNAPSHOT</th>
</tr>
</thead>
</table>

---

*2017/ 2018 Dashboard Data Submission Manual v1.0  
Volume 1  
Release Date 8/16/2017*
FAQs
None at this time
Assessment Domain
The Dashboard Data Submission includes the following template within the Attendance Domain.

- Student Local Assessment Subtest
- Student Local Assessment Objective
- Student Local Assessment Question
- Academic Standards Document
- Academic Standards
- Assessment Item Response Academic Standard
Student Local Assessment Subtest
(29 Fields, 17 Submitted)

Data Manager File Name: STUDENT_LOCAL_ASSMNT_SUBTEST

Template Description

This template defines Local Student Assessments, Assessment Subtests and student results for each subtest.

- Local Assessment
  - The District Code, Test Description, and Assessment School Year Date uniquely identify a Local Assessment
- Assessment Subtest
  - The Subtest Subject Area, Subtest Grade Level, and Subtest Version ID uniquely identify a subtest within the assessment.
- Student Results
  - The Student ID and Test date uniquely identify a student’s results on the subtest.

Grain: One record per District Code / Test Description / Assessment School Year Date / Subtest Subject Area / Subtest Grade Level / Subtest Version ID / Student ID / Test Date

Please note that only the Fields highlighted will be used in Educator Dashboard EWS submissions. Remember that all fields may not be mandatory to power the Dashboard; however, all fields within a template MUST BE accounted for in order to transmit data.

PIMS Student Local Assessment Subtest Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
<td>DISTRICT CODE</td>
<td>R</td>
<td>K, M</td>
<td>The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education</td>
<td>Example: 123456789, All LEA and School codes can be found at EdNA website (<a href="http://www.edna.ed.state.pa.us">www.edna.ed.state.pa.us</a>)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>60</td>
<td>TEST DESCRIPTION</td>
<td>R</td>
<td>K, M</td>
<td>The title or name of the assessment.</td>
<td>Must be consistent for all records of an assessment</td>
<td>Example: DIBELS</td>
</tr>
</tbody>
</table>
## PIMS Student Local Assessment Subtest Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>10</td>
<td>ASSESSMENT SCHOOL YEAR DATE</td>
<td>R</td>
<td>K, M</td>
<td>A single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2017-2018 school year would be indicated by 2018-06-30</td>
<td>All dates must be entered in ISO format: YYYY-MM-DD</td>
<td>Example: 2018-06-30</td>
</tr>
<tr>
<td>4</td>
<td>25</td>
<td>SUBTEST SUBJECT AREA</td>
<td>R</td>
<td>K, M</td>
<td>A code specifying the subject area of the assessment</td>
<td>Must be consistent for all records of as single assessment</td>
<td>See Appendix K in Volume 2 of the Dashboard data submission user manual for a complete list of valid values.</td>
</tr>
<tr>
<td>5</td>
<td>25</td>
<td>SUBTEST GRADE LEVEL</td>
<td>R</td>
<td>K, M</td>
<td>The typical grade level for which an assessment is designed</td>
<td>Must be consistent for all records of an assessment</td>
<td>See Appendix C in Volume 2 of the Dashboard data submission user manual for a complete list of valid values.</td>
</tr>
<tr>
<td>6</td>
<td>8</td>
<td>SUBTEST VERSION ID</td>
<td>R</td>
<td>K, M</td>
<td>The version identifier for the assessment</td>
<td>Must be consistent for all records of an assessment</td>
<td>Example: 1.1</td>
</tr>
<tr>
<td>7</td>
<td>50</td>
<td>SUBTEST CATEGORY</td>
<td>R</td>
<td>U</td>
<td>The category of an assessment based on format and content</td>
<td>See Appendix I in Volume 2 of the Dashboard data submission user manual for a complete list of valid values.</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>20</td>
<td>SUBTEST IDENTIFIER ORGANIZATION TYPE CODE</td>
<td>R</td>
<td>U</td>
<td>A code identifying the type of organization defining or administering the assessment.</td>
<td>Valid Values:&lt;br&gt; 01 - District&lt;br&gt; 02 - Federal&lt;br&gt; 03 - Other&lt;br&gt; 04 - Other Federal&lt;br&gt; 05 - School&lt;br&gt; 06 - State&lt;br&gt; 07 - Test Contractor</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>10, 4</td>
<td>SUBTEST MAXIMUM SCORE</td>
<td>R</td>
<td>U</td>
<td>The maximum raw score that a student can achieve on the assessment subtest</td>
<td>Example: 800</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>12</td>
<td>STUDENT ID</td>
<td>R</td>
<td>K, M</td>
<td>The unique, 10-digit PAsecureID assigned to the student</td>
<td>Example: 1000000009</td>
<td></td>
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</table>
### PIMS Student Local Assessment Subtest Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>10</td>
<td>TEST DATE</td>
<td>R</td>
<td>K, M</td>
<td>The date the assessment was administered, or the first day of administration if the assessment spans multiple days.</td>
<td>All dates must be entered in ISO format: YYYY-MM-DD</td>
<td>Example: 2017-04-04</td>
</tr>
<tr>
<td>12</td>
<td>Not Submitted</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>20</td>
<td>STUDENT ASSESSMENT LANGUAGE CODE</td>
<td>O</td>
<td>U</td>
<td>The language in which the assessment was written and/or administered.</td>
<td>See Appendix F in Volume 2 of the Dashboard data submission user manual for a complete list of valid values. Use 0000 for U.S. English.</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>20</td>
<td>STUDENT ACCOMMODATION CODE</td>
<td>O</td>
<td>U</td>
<td>The specific type of special variation used in how an examination is presented, how it is administered, or how the test taker is allowed to respond. This generally refers to changes that do not substantially alter what the examination measures. The proper use of accommodations does not substantially change academic level or performance criteria.</td>
<td>Valid Values:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• 01 - 504 accommodation</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• 02 - English language learner accommodation</td>
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</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
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<td>• 03 - Other</td>
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</tr>
<tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• 04 - Scheduling accommodation</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• 05 - Settings accommodation</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• 06 - Student equipment/technology</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• 07 - Test administration accommodation</td>
<td></td>
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<tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>• 08 - Test material accommodation</td>
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<td></td>
<td></td>
<td></td>
<td>• 09 - Test response accommodation</td>
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</tr>
<tr>
<td>15</td>
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<td>SCORE TYPE 1</td>
<td>R</td>
<td>M</td>
<td>Identifies the method that the administrator of the assessment uses to report the performance and achievement of all students. The Educator Dashboard uses Raw Scores when displaying assessment data.</td>
<td>Use code 031 to report the students Raw score for all tests except the ACT, use 033 to report Scale scores for ACT results.</td>
<td>• 031 – Raw Score</td>
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<tr>
<td></td>
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<td></td>
<td></td>
<td>• 033 – Scale Score (Valid for ACT test results only)</td>
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<td>Field No.</td>
<td>Max Length</td>
<td>Name</td>
<td>R/O/CR</td>
<td>Code</td>
<td>Definition</td>
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<td>Sample / Valid Value</td>
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<td>-----------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>16</td>
<td>35</td>
<td>SCORE 1</td>
<td>R</td>
<td>U</td>
<td>The value of a meaningful raw score or expression of the performance of an individual.</td>
<td>The result can be expressed as a number, percentile, range, or level and should coincide with the code submitted in field 17.</td>
<td>Integer Example: 4</td>
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<tr>
<td>17</td>
<td>50</td>
<td>SCORE VALUE TYPE 1</td>
<td>R</td>
<td>U</td>
<td>The type of value provided for the students assessment result.</td>
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</tr>
<tr>
<td>20</td>
<td>50</td>
<td>SCORE TYPE 2</td>
<td>O</td>
<td>U</td>
<td>Score Type 2 is only used when submitting PSAT data to report a Percentile score, in addition to the Raw Score.</td>
<td>Score Type 2 should only be used to report Percentile Scores for PSAT test results. This field should be left blank for all other test results.</td>
<td>024 - Percentile</td>
</tr>
<tr>
<td>21</td>
<td>35</td>
<td>SCORE 2</td>
<td>O</td>
<td>U</td>
<td>The value of a meaningful Percentile score or expression of the performance of an individual.</td>
<td>Score Type 2 should only be used to report Percentile Scores for PSAT test results. This field should be left blank for all other test results.</td>
<td>Example: 90</td>
</tr>
<tr>
<td>22</td>
<td>50</td>
<td>SCORE VALUE TYPE 2</td>
<td>O</td>
<td>U</td>
<td>The type of value provided for the students assessment result.</td>
<td>Score Type 2 should only be used to report Percentile Scores for PSAT test results. This field should be left blank for all other test results.</td>
<td>04 - Percentile</td>
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<td>Not Submitted</td>
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<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
Rules:
1. ASSESSMENT SCHOOL YEAR DATE is the date of the last day of the school year in ISO format: YYYY-06-30
2. The Subtest Identifier value in the ASSESSMENT_ITEM Table is derived from the combination of SUBTEST GRADE LEVEL, SUBTEST SUBJECT AREA, and SUBTEST VERSION ID
3. Code Column: K2 - A single set of values for SUBTEST CATEGORY and SUBTEST IDENTIFIER ORGANIZATION TYPE CODE may be supplied for each unique combination of K1 and K2 Fields else record rejected as duplicate for ASSESSMENT_ITEM
4. Date fields (field name ends in DATE) must be in ISO format: YYYY-MM-DD
5. Code Column: K3 - A single set of values for STUDENT ASSESSMENT STATUS, STUDENT ASSESSMENT LANGUAGE CODE, and STUDENT ACCOMMODATION CODE may be supplied for each unique combination of K1, K2, and K3 Fields else record rejected as duplicate for ASSESSMENT_FACT
6. Code Column: M* - For each set (1,2,3), if any of SCORE, SCORE VALUE TYPE, STANDARD ACHIEVED, or STUDENT MET STANDARD is supplied, SCORE TYPE must be supplied, else field is optional
7. Code Column: M1* - For each set (1,2,3), if STUDENT MET STANDARD is supplied, STANDARD ACHIEVED must be supplied, else field is optional
8. Code Column: K - component of primary key, U - value is updated if row exists, M - a value must be supplied
9. File to be provided in delimited format - full delimiter support is available

Load Sequence/Dependencies

| Load Sequence/Dependency | STUDENT SNAPSHOT |

FAQs

None at this time
Student Local Assessment Objective
(29 Fields, 14 Submitted)

Data Manager File Name: STUDENT_LOCAL_ASSMNT_OBJECTIVE

Template Description

This template defines Local Student Assessment objectives, clusters, or skills within subtests and student results for each objective/cluster/skill.

- Local Assessment
  - The District Code, Test Description, and Assessment School Year Date uniquely identify a Local Assessment
- Assessment Subtest
  - The Subtest Subject Area, Subtest Grade Level, and Subtest Version ID uniquely identify a subtest within the assessment
- Item Response Identifier
  - The Item Response Identifier uniquely identifies an objective (clusters or skill) within a subtest
- Student Results
  - The Student ID and Test date uniquely identify a student’s results on the objective/cluster/skill

Grain: One record per District Code / Test Description / Assessment School Year Date / Subtest Subject Area, Subtest Grade Level / Subtest Version ID / Item Response Identifier / Student ID / Test Date

Please note that only the **Fields highlighted** will be used in Educator Dashboard EWS submissions. Remember that all fields may not be mandatory to power the Dashboard; however, all fields within a template **MUST BE** accounted for in order to transmit data.
<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
<td>DISTRICT CODE</td>
<td>R</td>
<td>K, M</td>
<td>The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education</td>
<td>Example: 123456789</td>
<td>All LEA and School codes can be found at EdNA website (<a href="http://www.edna.ed.state.pa.us">www.edna.ed.state.pa.us</a>)</td>
</tr>
<tr>
<td>2</td>
<td>60</td>
<td>TEST DESCRIPTION</td>
<td>R</td>
<td>K, M</td>
<td>The title or name of the assessment.</td>
<td>Must be consistent for all records of an assessment</td>
<td>Example: PSSA</td>
</tr>
<tr>
<td>3</td>
<td>10</td>
<td>ASSESSMENT SCHOOL YEAR DATE</td>
<td>R</td>
<td>K, M</td>
<td>A single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2017-2018 school year would be indicated by 2018-06-30</td>
<td>All dates must be entered in ISO format: YYYY-MM-DD</td>
<td>Example: 2018-06-30</td>
</tr>
<tr>
<td>4</td>
<td>25</td>
<td>SUBTEST SUBJECT AREA</td>
<td>R</td>
<td>K, M</td>
<td>A code specifying the subject area of the assessment</td>
<td>Must be consistent for all records of an assessment</td>
<td>See Appendix K in Volume 2 of the Dashboard data submission user manual for a complete list of valid values.</td>
</tr>
<tr>
<td>5</td>
<td>25</td>
<td>SUBTEST GRADE LEVEL</td>
<td>R</td>
<td>K, M</td>
<td>The typical grade level for which an assessment is designed</td>
<td>Must be consistent for all records of an assessment</td>
<td>See Appendix C in Volume 2 of the Dashboard data submission user manual for a complete list of valid values.</td>
</tr>
<tr>
<td>6</td>
<td>8</td>
<td>SUBTEST VERSION ID</td>
<td>R</td>
<td>K, M</td>
<td>The version identifier for the assessment</td>
<td>Must be consistent for all records of an assessment</td>
<td>Example: 1.1</td>
</tr>
<tr>
<td>7</td>
<td>60</td>
<td>ITEM RESPONSE IDENTIFIER</td>
<td>R</td>
<td>K, M</td>
<td>An identifier for the assessment objective (cluster or skill) for which the student result is being reported.</td>
<td></td>
<td>Example: ELA-OBJ-4.3.2</td>
</tr>
<tr>
<td>8</td>
<td>Not Submitted</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
### PIMS Student Local Assessment Objective Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>50</td>
<td>ITEM RESPONSE DETAIL DESC</td>
<td>R</td>
<td>U</td>
<td>A description of the assessment objective, cluster, or skill for which the student result is being reported.</td>
<td></td>
<td>Example: ELA Objective 4.3.2</td>
</tr>
<tr>
<td>11</td>
<td>8, 2</td>
<td>MAXIMUM RESPONSE VALUE</td>
<td>R</td>
<td>U</td>
<td>The maximum score a student can achieve on the subtest objective.</td>
<td></td>
<td>Example: 25</td>
</tr>
<tr>
<td>12</td>
<td>12</td>
<td>STUDENT ID</td>
<td>R</td>
<td>K, M</td>
<td>The unique, 10-digit PAsecureID assigned to the student</td>
<td></td>
<td>Example: 1000000009</td>
</tr>
<tr>
<td>13</td>
<td>10</td>
<td>TEST DATE</td>
<td>R</td>
<td>K, M</td>
<td>The date the assessment was administered, or the first day of administration if the assessment spans multiple days.</td>
<td>All dates must be entered in ISO format: YYYY-MM-DD</td>
<td>Example: 2017-04-04</td>
</tr>
<tr>
<td>14</td>
<td>50</td>
<td>OBJECTIVE SCORE TYPE 1</td>
<td>R</td>
<td>U, M</td>
<td>Identifies the method that the administrator of the assessment uses to report the performance and achievement of all students. The Educator Dashboard uses Raw Scores when displaying assessment data.</td>
<td>Always use code 031 to report the students Raw score</td>
<td>031</td>
</tr>
<tr>
<td>15</td>
<td>35</td>
<td>OBJECTIVE SCORE 1</td>
<td>R</td>
<td>U</td>
<td>The value of a meaningful raw score or expression of the performance of an individual within the objective.</td>
<td>The result can be expressed as a number, percentile, range, or level and should coincide with the code submitted in field 16.</td>
<td>Integer Example: 4</td>
</tr>
</tbody>
</table>
| 16        | 50         | OBJECTIVE SCORE VALUE TYPE 1               | R      | U    | The type of value provided for the students assessment objective result.                                                                                                                                                 | Valid Values:  
  • 01 – Integer                                                                              |                                                      |
| 17        | Not Submitted |                                           |        |      |                                                                                                                                                                                                              |                                                                                                                  |                                      |
| 18        | Not Submitted |                                           |        |      |                                                                                                                                                                                                              |                                                                                                                  |                                      |
| 19        | Not Submitted |                                           |        |      |                                                                                                                                                                                                              |                                                                                                                  |                                      |
| 20        | Not Submitted |                                           |        |      |                                                                                                                                                                                                              |                                                                                                                  |                                      |
| 21        | Not Submitted |                                           |        |      |                                                                                                                                                                                                              |                                                                                                                  |                                      |
PIMS Student Local Assessment Objective Template Specifications

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<th>Name</th>
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<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
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<td></td>
</tr>
</tbody>
</table>

Rules
1. ASSESSMENT SCHOOL YEAR DATE is the date of the last day of the school year in ISO format: YYYY-06-30
2. Code Column: K1 - A single set of values for ITEM RESPONSE LEVEL, ITEM RESPONSE GROUP, and ITEM RESPONSE DETAIL DESC may be supplied for each unique combination of K1 Fields else record rejected as duplicate for ASSESSMENT.ItemR
3. Date fields (field name ends in DATE) must be in ISO format: YYYY-MM-DD
4. Code Column: M* - For each set (1,2,3), if any of OBJECTIVE SCORE, OBJECTIVE SCORE VALUE TYPE, OBJECTIVE STANDARD ACHIEVED, or STUDENT MET OBJECTIVE STANDARD is supplied, OBJECTIVE SCORE TYPE must be supplied, else field is optional
5. Code Column: M1* - For each set (1,2,3), if STUDENT MET OBJECTIVE STANDARD is supplied, OBJECTIVE STANDARD ACHIEVED must be supplied, else field is optional
6. The non-null values in OBJECTIVE SCORE TYPE 1, OBJECTIVE SCORE TYPE 2, and OBJECTIVE SCORE TYPE 3 must be unique; if not, the record is rejected
7. Code Column: K - component of primary key, U - value is updated if row exists, M - a value must be supplied
8. File to be provided in delimited format - full delimiter support is available

Load Sequence/Dependencies

<table>
<thead>
<tr>
<th>Load Sequence/Dependency</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT_SNAPSHOT</td>
</tr>
<tr>
<td>STUDENT_LOCAL_ASSMNT_SUBTEST</td>
</tr>
</tbody>
</table>

FAQs
None at this time
Student Local Assessment Question  
(14 Fields, 10 Submitted)

Data Manager File Name: STUDENT_LOCAL_ASSMNT_QUESTION

Template Description

This template defines Local Student Assessment Subtest questions and student results for each question.

- Local Assessment
  - The District Code, Test Description, and Assessment School Year Date uniquely identify a Local Assessment
- Assessment Subtest
  - The Subtest Subject Area, Subtest Grade Level, and Subtest Version ID uniquely identify a subtest within the assessment
- Item Response Identifier
  - The Item Response Identifier uniquely identifies a question on a subtest
- Student Results
  - The Student ID and Test date uniquely identify a student’s result on the question

Grain: One record per District Code / Test Description / Assessment School Year Date / Subtest Subject Area, Subtest Grade Level / Subtest Version ID / Item Response Identifier / Student ID / Test Date

Please note that only the Fields highlighted will be used in Educator Dashboard EWS submissions. Remember that all fields may not be mandatory to power the Dashboard; however, all fields within a template MUST BE accounted for in order to transmit data.
## PIMS Student Local Assessment Question Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
<td>DISTRICT CODE</td>
<td>R</td>
<td>K, M</td>
<td>The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education</td>
<td>Example: 123456789</td>
<td>All LEA and School codes can be found at <a href="http://www.edna.ed.state.pa.us">EdNA website</a></td>
</tr>
<tr>
<td>2</td>
<td>60</td>
<td>TEST DESCRIPTION</td>
<td>R</td>
<td>K, M</td>
<td>The title or name of the assessment.</td>
<td>Must be consistent for all records of an assessment</td>
<td>Example: PSSA</td>
</tr>
<tr>
<td>3</td>
<td>10</td>
<td>ASSESSMENT SCHOOL YEAR DATE</td>
<td>R</td>
<td>K, M</td>
<td>A single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2017-2018 school year would be indicated by 2018-06-30</td>
<td>All dates must be entered in ISO format: YYYY-MM-DD</td>
<td>Example: 2018-06-30</td>
</tr>
<tr>
<td>4</td>
<td>25</td>
<td>SUBTEST SUBJECT AREA</td>
<td>R</td>
<td>K, M</td>
<td>A code specifying the subject area of the assessment</td>
<td>Must be consistent for all records of as single assessment</td>
<td>See Appendix K in Volume 2 of the Dashboard data submission user manual for a complete list of valid values.</td>
</tr>
<tr>
<td>5</td>
<td>25</td>
<td>SUBTEST GRADE LEVEL</td>
<td>R</td>
<td>K, M</td>
<td>The typical grade level for which an assessment is designed</td>
<td>Must be consistent for all records of an assessment</td>
<td>See Appendix C in Volume 2 of the Dashboard data submission user manual for a complete list of valid values.</td>
</tr>
<tr>
<td>6</td>
<td>8</td>
<td>SUBTEST VERSION ID</td>
<td>R</td>
<td>K, M</td>
<td>The version identifier for the assessment</td>
<td>Must be consistent for all records of an assessment</td>
<td>Example: 1.1</td>
</tr>
<tr>
<td>7</td>
<td>60</td>
<td>ITEM RESPONSE IDENTIFIER</td>
<td>R</td>
<td>K, M</td>
<td>A description of the objective (cluster or skill) for which the student result is being reported.</td>
<td></td>
<td>Example: OBJ-ELA-4.3.2</td>
</tr>
<tr>
<td>8</td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>12</td>
<td>STUDENT ID</td>
<td>R</td>
<td>K, M</td>
<td>The unique, 10-digit PAsecureID assigned to the student</td>
<td></td>
<td>Example: 1000000009</td>
</tr>
</tbody>
</table>
# PIMS Student Local Assessment Question Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>10</td>
<td>TEST DATE</td>
<td>R</td>
<td>K, M</td>
<td>The date the assessment was administered, or the first day of administration if the assessment spans multiple days.</td>
<td>All dates must be entered in ISO format: YYYY-MM-DD</td>
<td>Example: 2017-04-04</td>
</tr>
<tr>
<td>11</td>
<td>50</td>
<td>ANALYZED RESULT STATUS</td>
<td>R</td>
<td>U</td>
<td>The analyzed result of a student's response to an assessment item.</td>
<td></td>
<td>Valid Values:</td>
</tr>
<tr>
<td>12</td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>13</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Rules:**

1. **ASSESSMENT SCHOOL YEAR DATE** is the date of the last day of the school year in ISO format: YYYY-06-30
2. The Subtest Identifier derived from the combination of **SUBTEST SUBJECT AREA, SUBTEST GRADE LEVEL, and SUBTEST VERSION ID** must be found in the **ASSESSMENT_ITEM Table** for the matching Test
3. **Code Column: K1** - a single value for **ITEM RESPONSE DETAIL** may be supplied for each unique combination of K1 Fields else record rejected as duplicate for **ASSESSMENT_ITEM**
4. **Date fields (field name ends in DATE)** must be in ISO format: YYYY-MM-DD
5. **Code Column: K** - component of primary key, **U** - value is updated if row exists, **M** - a value must be supplied
6. **File to be provided in delimited format - full delimiter support is available**

**Load Sequence/Dependencies**

<table>
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</tr>
</tbody>
</table>

**FAQs**

None at this time
Groups & Programs Domain

The Dashboard Data Submission includes the following templates within the Groups & Programs Domain.

- Programs Fact
- Cohort Group
- Staff Assigned Cohort Group
- Student Cohort Group Fact

Cohort groups allow LEAs and schools to define groups of students and allow staff members to view the profiles of students they normally would not have access to view. For example, a school could define a cohort group based on a sports team and assign the athletic coach to the cohort group, allowing them to monitor the academic performance of their athletes.
# Programs Fact Template

(27 Fields, 8 Submitted)

Data Manager File Name: PROGRAMS_FACT

## Template Description

This template defines program participation information for students.

**Grain:** One record per District Code / School Year Date / Student ID / Programs Code / Program Start Date

Please note that only the [Fields highlighted] will be used in Educator Dashboard EWS submissions. Remember that all fields may not be mandatory to power the Dashboard; however, all fields within a template **MUST BE** accounted for in order to transmit data.

## PIMS Programs Fact Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/C R Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
<td>DISTRICT CODE</td>
<td>R</td>
<td>K,M</td>
<td>The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education</td>
<td>Example: 123456789</td>
</tr>
<tr>
<td>2</td>
<td>12</td>
<td>PROGRAM LOCATION CODE</td>
<td>R</td>
<td>U, M</td>
<td>The PDE-defined 4-digit code identifying the school</td>
<td>Example: 1234</td>
</tr>
<tr>
<td>3</td>
<td>10</td>
<td>SCHOOL YEAR DATE</td>
<td>R</td>
<td>K,M</td>
<td>A single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2017-2018 school year would be indicated by 2018-06-30</td>
<td>All dates must be entered in ISO format: YYYY-MM-DD</td>
</tr>
</tbody>
</table>
### PIMS Programs Fact Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
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<th>R/O/C R</th>
<th>Code</th>
<th>Definition</th>
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<th>Sample / Valid Value</th>
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</thead>
<tbody>
<tr>
<td>4</td>
<td>12</td>
<td>STUDENT ID</td>
<td>R</td>
<td>K,M</td>
<td>The unique, 10-digit PAsecureID assigned to the student</td>
<td>Example: 1000000009</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>20</td>
<td>PROGRAMS CODE</td>
<td>R</td>
<td>K,M</td>
<td>A code representing the program in which the student is participating.</td>
<td>See the full list of Programs Code values in Appendix K in Volume 2 of the PIMS User Manual.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>10</td>
<td>PROGRAM START DATE</td>
<td>R</td>
<td>K,D</td>
<td>The date the student began participating in the specified program.</td>
<td>All dates must be entered in ISO format: YYYY-MM-DD</td>
<td>Example: 2017-09-03</td>
</tr>
<tr>
<td>7</td>
<td>10</td>
<td>PROGRAM END DATE</td>
<td>O</td>
<td>U</td>
<td>The date on which the students participation in the program ended.</td>
<td>All dates must be entered in ISO format: YYYY-MM-DD       Required only when a student stops participating in a program</td>
<td>Example: 2017-10-30</td>
</tr>
<tr>
<td>8</td>
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<td>Sample / Valid Value</td>
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<tr>
<td>13</td>
<td>20</td>
<td>EXIT REASON CODE 1</td>
<td>O Z</td>
<td>The code representing the reason the child left the program.</td>
<td>Only submitted if the student has stopped participating in a program.</td>
<td>Valid Values:</td>
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<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>• 01 - Graduated with Regular High School Diploma</td>
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<td>• 02 - Received a GED</td>
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<td></td>
<td>• 03 - Reached Maximum Age (Age 21)</td>
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<td></td>
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<td></td>
<td>• 04 - Dropped Out</td>
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<td></td>
<td>• 05 - Transferred to Regular Education</td>
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<td></td>
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<td>• 06 - Moved known to be Continuing</td>
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<td>• 09 - Died</td>
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<td>• 11 - Moved out of state</td>
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<td></td>
<td>• 12 - Other</td>
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<td>• 13 - Received certificate of completion, modified diploma, or finished IEP</td>
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<td>• 14 - Suspended or expelled from school</td>
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<td>• 15 - Transferred to another district or school</td>
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<td></td>
<td></td>
<td>• 16 - Unknown reason</td>
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<td></td>
<td>• 17 - Withdrawal by a parent (or guardian)</td>
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<td></td>
</tr>
<tr>
<td>18</td>
<td>20</td>
<td>PGM PARTICIPATION INFO CODE</td>
<td>CR U</td>
<td>The code indicating the type of Title I program, if any, in which the student is participating and served.</td>
<td>This field is required if the PROGRAMS CODE is 015 (the Title 1 Part A program)</td>
<td>Valid Values:</td>
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<tr>
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<td>• 01 - Public Targeted Assistance Program</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>• 02 - Public Schoolwide Program</td>
<td></td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
<td>• 03 - Private school student participating</td>
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<td></td>
<td></td>
<td></td>
<td>• 04 - Local Neglected Program</td>
<td></td>
</tr>
</tbody>
</table>
### PIMS Programs Fact Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/C Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
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<tr>
<td>27</td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Rules

1. SCHOOL YEAR DATE is the date of the last day of the school year in ISO format: YYYY-06-30
2. Date fields (field name ends in DATE) must be in ISO format: YYYY-MM-DD
3. PROGRAMS CODE must exist in the PROGRAMS_CODE Table for the matching SCHOOL YEAR DATE
4. PROGRAM START DATE must not be greater than current date unless explicitly allowed via parameter setting
5. PROGRAM END DATE must be greater than or equal to PROGRAM START DATE
6. Code Column: K - component of primary key, U - value is updated if row exists, M - a value must be supplied, Z - value added if not previously supplied
7. Data can be supplied in either ASCII or EBCDIC flat file or delimited formats. Full delimiter support is available.

### Load Sequence/Dependencies

**Load Sequence/Dependency**

- STUDENT SNAPSHOT

### FAQs

None at this time
Cohort Group Template
(13 Fields, 9 Submitted)

Data Manager File Name: COHORT_GROUP

Template Description
This template defines cohorts of students that can be tracked together over a period of time.

Students can be assigned to a cohort in the Student Cohort Group Fact template, and staff members can be assigned a cohort in the Staff Assigned Cohort Group Template. Associating a staff member to a cohort group will allow them to view the students profiles and metrics of the students assigned to the cohort. Cohorts can be defined at either the location level to include students from a single school, or at the district level to include students from multiple schools.

Grain: One record per District Code / Location Code* / School Year Date / Cohort Group ID

*Cohorts can be defined at the District or Location level, if defining a District Level Cohort, Location Code should be left blank.

Please note that only the Fields highlighted will be used in Educator Dashboard EWS submissions. Remember that all fields may not be mandatory to power the Dashboard; however, all fields within a template MUST BE accounted for in order to transmit data.

PIMS Cohort Group Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/C R</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
<td>DISTRICT CODE</td>
<td>R</td>
<td>K,M</td>
<td>The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education</td>
<td>If defining a district-level cohort containing students from multiple locations, this field should be left blank. If defining a school-level cohort, populate the 4-digit code identifying the location.</td>
<td>Example: 123456789 All LEA and School codes can be found at EdNA website (<a href="http://www.edna.ed.state.pa.us">www.edna.ed.state.pa.us</a>)</td>
</tr>
<tr>
<td>2</td>
<td>12</td>
<td>LOCATION CODE</td>
<td>O</td>
<td>K*</td>
<td>The PDE-defined 4-digit code identifying the school</td>
<td></td>
<td>Example: 1234 All LEA and School codes can be found at EdNA website (<a href="http://www.edna.ed.state.pa.us">www.edna.ed.state.pa.us</a>)</td>
</tr>
</tbody>
</table>
### PIMS Cohort Group Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/C Code</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>20</td>
<td>COHORT GROUP ID</td>
<td>R</td>
<td>K,M</td>
<td>A unique identifier, assigned by the LEA, to the Cohort being defined.</td>
<td></td>
<td>Example: CLASS2019</td>
</tr>
<tr>
<td>4</td>
<td>10</td>
<td>SCHOOL YEAR DATE</td>
<td>R</td>
<td>K,M</td>
<td>A single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2017-2018 school year would be indicated by 2018-06-30</td>
<td>All dates must be entered in ISO format: YYYY-MM-DD</td>
<td>Example: 2018-06-30</td>
</tr>
<tr>
<td>5</td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>1024</td>
<td>COHORT GROUP LONG DESCRIPTION</td>
<td>O</td>
<td>U</td>
<td>The description of the Cohort and its purpose.</td>
<td></td>
<td>Example: Graduating Class of 2018 Cohort</td>
</tr>
<tr>
<td>7</td>
<td>50</td>
<td>COHORT GROUP CATEGORY</td>
<td>R</td>
<td>U</td>
<td>The code representing the type of cohort group.</td>
<td></td>
<td>Valid Values:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>01 - Academic Intervention</td>
<td></td>
<td>• 01 - Academic Intervention</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>02 - Attendance Intervention</td>
<td></td>
<td>• 02 - Attendance Intervention</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>03 - Discipline Intervention</td>
<td></td>
<td>• 03 - Discipline Intervention</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>04 - Classroom Pullout</td>
<td></td>
<td>• 04 - Classroom Pullout</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>05 - Extracurricular Activity</td>
<td></td>
<td>• 05 - Extracurricular Activity</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>06 - Field Trip</td>
<td></td>
<td>• 06 - Field Trip</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>07 - Principal Watch List</td>
<td></td>
<td>• 07 - Principal Watch List</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>08 - Counselor List</td>
<td></td>
<td>• 08 - Counselor List</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>09 - In-school Suspension</td>
<td></td>
<td>• 09 - In-school Suspension</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10 - Study Hall</td>
<td></td>
<td>• 10 - Study Hall</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>11 - Other</td>
<td></td>
<td>• 11 - Other</td>
</tr>
</tbody>
</table>
## PIMS Cohort Group Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/C R</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
</table>
| 8         | 50         | COHORT GROUP SCOPE | O       | U    | The code representing the Scope of the cohort group. | | Valid Values:  
- 01 – District  
- 02 – School  
- 03 – Network  
- 04 – Classroom  
- 05 – Teacher  
- 06 – Principal  
- 07 – Counselor  
- 08 – Statewide  
- 09 - Other |
| 10        | 20         | COHORT GROUP PRIMARY PROGRAMS CODE | O       | U    | The Programs Code representing the associated to the Cohort. | | See the full list of Programs Code values in Appendix K in Volume 2 of Dashboard data submission user manual. |

### Rules

1. Code Column: K* - when the record represents district-level information, LOCATION CODE should be left blank. A default key is created in this case.

2. SCHOOL YEAR DATE is the date of the last day of the school year in ISO format: YYYY-06-30

3. If COHORT GROUP SORT SEQUENCE is not supplied, a default of 0 is used

4. Code Column: K - component of primary key, U - value is updated if row exists, M - a value must be supplied, D - a value is required but a default is supplied

5. File to be provided in delimited format - full delimiter support is available
Load Sequence/Dependencies

| Load Sequence/Dependency | N/A |

FAQs

None at this time
**Staff Assigned Cohort Group Template**
(10 Fields, 10 Submitted)

Data Manager File Name: STAFF_ASSIGNED_COHORT_GROUP

**Template Description**

This template associates staff members to cohorts of students that can be tracked together over a period of time.

This template assigns staff members to a Cohort Group allowing them to view the students profiles and metrics of the students assigned to the group. Cohort Groups are defined in the Cohort Group template and can be defined at the District or Location level.

- If a cohort group is defined at the location level, any staff member associated to the cohort in this template must also have an assignment at the same location to be able to view the students in the group.
- If a cohort group is defined at the district level, any staff member associated to the cohort in this template must also have a district level staff assignment record to view the students assigned to the group.

**Grain:** One record per Staff District Code / Cohort Group District Code / Cohort Group Location Code* / School Year Date / Reporting Date / Cohort Group ID / Staff ID / Staff Assigned Start Date

Please note that only the Fields highlighted will be used in Educator Dashboard EWS submissions. Remember that all fields may not be mandatory to power the Dashboard; however, all fields within a template MUST BE accounted for in order to transmit data.

**PIMS Staff Assigned Cohort Group Template Specifications**

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/C Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
<td>STAFF DISTRICT CODE</td>
<td>R</td>
<td><strong>STAFF DISTRICT CODE</strong>&lt;br&gt; The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education</td>
<td>Example: 123456789&lt;br&gt;All LEA and School codes can be found at <a href="http://www.edna.ed.state.pa.us">EdNA website</a></td>
<td></td>
</tr>
</tbody>
</table>
## PIMS Staff Assigned Cohort Group Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/C Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>12</td>
<td>STAFF ID</td>
<td>R</td>
<td>K,M</td>
<td>A unique identifier assigned by the Pennsylvania Department of Education to each staff member reported in PIMS. Use the 7-digit Professional Personnel ID (PPID) for all certificated and non-certificated staff with direct instructional responsibility for the course.</td>
<td>Do not use leading zeros or spaces in PPIDs. Example: 3456789</td>
</tr>
<tr>
<td>3</td>
<td>20</td>
<td>COHORT GROUP DISTRICT CODE</td>
<td>R</td>
<td>K,D</td>
<td>The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education</td>
<td>Example: 123456789</td>
</tr>
<tr>
<td>4</td>
<td>10</td>
<td>COHORT GROUP LOCATION CODE</td>
<td>O</td>
<td>K*</td>
<td>The PDE-defined 4-digit code identifying the school</td>
<td>Example: 1234</td>
</tr>
<tr>
<td>5</td>
<td>20</td>
<td>COHORT GROUP ID</td>
<td>R</td>
<td>K,M</td>
<td>The unique identifier, assigned by the LEA, to the Cohort to which staff member is being assigned.</td>
<td>Example: CLASS2018</td>
</tr>
<tr>
<td>6</td>
<td>10</td>
<td>SCHOOL YEAR DATE</td>
<td>R</td>
<td>K,M</td>
<td>A single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2017-2018 school year would be indicated by 2018-06-30</td>
<td>All dates must be entered in ISO format: YYYY-MM-DD</td>
</tr>
<tr>
<td>7</td>
<td>10</td>
<td>REPORTING DATE</td>
<td>R</td>
<td>K,M</td>
<td>For Dashboard Data Submissions this should always be the School Year Date</td>
<td>For Dashboard Data Submissions this should always be the School Year Date</td>
</tr>
<tr>
<td>8</td>
<td>10</td>
<td>STAFF ASSIGNED START DATE</td>
<td>R</td>
<td>K,M</td>
<td>The date on which the staff member is assigned to the cohort group.</td>
<td>All dates must be entered in ISO format: YYYY-MM-DD</td>
</tr>
</tbody>
</table>
PIMS Staff Assigned Cohort Group Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/C Code</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>10</td>
<td>STAFF ASSIGNED END DATE</td>
<td>CR</td>
<td>U</td>
<td>The date on which the staff members assignment to the cohort ends.</td>
<td>All dates must be entered in ISO format: YYYY-MM-DD</td>
<td>Required if Staff member's assignment to Cohort has ended. Populating this field will remove staff members access to view Cohort students in the Dashboard. Example: 2018-06-30</td>
</tr>
<tr>
<td>10</td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Rules
1. STAFF ID must exist in the STAFF_SNAPSHOT Table for the matching STAFF DISTRICT CODE and where REPORTING DATE is the Snapshot Date
2. If COHORT GROUP DISTRICT CODE is not supplied, STAFF DISTRICT CODE is used as the default
3. COHORT GROUP ID must exist in the COHORT Table for the matching SCHOOL YEAR DATE, COHORT GROUP DISTRICT CODE, and, if supplied, COHORT GROUP LOCATION CODE (K*)
4. SCHOOL YEAR DATE is the date of the last day of the school year in ISO format: YYYY-06-30
5. Date fields (field name ends in DATE) must be in ISO format: YYYY-MM-DD
6. Code Column: K - component of primary key, U - value is updated if row exists, M - a value must be supplied, D - a value is required but a default is supplied
7. File to be provided in delimited format - full delimiter support is available

Load Sequence/Dependencies

<table>
<thead>
<tr>
<th>Load Sequence/Dependency</th>
</tr>
</thead>
<tbody>
<tr>
<td>COHORT GROUP</td>
</tr>
<tr>
<td>STAFF SNAPSHOT</td>
</tr>
</tbody>
</table>

FAQs

None at this time
Student Cohort Group Fact Template

(9 Fields, 9 Submitted)

Data Manager File Name: STUDENT_COHORT_GROUP_FACT

Template Description

This template associates students to cohorts so that staff members can track their progress over time as a group.

Cohort Groups are defined in the Cohort Group template. This template assigns students to a cohort group. Staff members associated to the same cohort group will have access to view the students profiles and metrics of the students assigned to the cohort.

Grain: One record per Staff District Code / Cohort Group District Code / Cohort Group Location Code* / School Year Date / Reporting Date / Cohort Group ID / Staff ID / Staff Assigned Start Date

*Cohorts can be defined at the District or Location level, if defining a District Level Cohort, Location Code should be left blank.

Please note that only the Fields highlighted will be used in Educator Dashboard EWS submissions. Remember that all fields may not be mandatory to power the Dashboard; however, all fields within a template MUST BE accounted for in order to transmit data.

PIMS Student Cohort Group Fact Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/C Code</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
</table>
| 1         | 20         | STUDENT DISTRICT CODE  | R          | K,M | The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education | Example: 123456789
|           |            |                        |            |                               | All LEA and School codes can be found at [EdNA website](http://www.edna.ed.state.pa.us)            |                      |
| 2         | 12         | STUDENT ID             | R          | K,M | The unique, 10-digit PAsureID assigned to the student                       | Example: 1000000009                                                                 |                      |
| 3         | 20         | COHORT GROUP DISTRICT CODE | R          | K,D | The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education | Example: 123456789
|           |            |                        |            |                               | All LEA and School codes can be found at [EdNA website](http://www.edna.ed.state.pa.us)            |                      |
### PIMS Student Cohort Group Fact Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/C Code</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>12</td>
<td>COHORT GROUP LOCATION CODE</td>
<td>CR</td>
<td>K*</td>
<td>The PDE-defined 4-digit code identifying the school</td>
<td>All LEA and School codes can be found at <a href="http://www.edna.ed.state.pa.us">EdNA website</a></td>
<td>Example: 1234</td>
</tr>
<tr>
<td>5</td>
<td>20</td>
<td>COHORT GROUP ID</td>
<td>R</td>
<td>K,M</td>
<td>The unique identifier, assigned by the LEA, to the Cohort to which staff member is being assigned.</td>
<td></td>
<td>Example: CLASS2018</td>
</tr>
<tr>
<td>6</td>
<td>10</td>
<td>SCHOOL YEAR DATE</td>
<td>R</td>
<td>K,M</td>
<td>A single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2017-2018 school year would be indicated by 2018-06-30</td>
<td>All dates must be entered in ISO format: <code>YYYY-MM-DD</code></td>
<td>Example: 2018-06-30</td>
</tr>
<tr>
<td>7</td>
<td>10</td>
<td>REPORTING DATE</td>
<td>R</td>
<td>K,M</td>
<td>A single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2017-2018 school year would be indicated by 2018-06-30</td>
<td>All dates must be entered in ISO format: <code>YYYY-MM-DD</code></td>
<td>Example: 2018-06-30</td>
</tr>
<tr>
<td>8</td>
<td>10</td>
<td>STUDENT COHORT GROUP START DATE</td>
<td>R</td>
<td>K,M</td>
<td>The date on which the student was associated to the cohort group.</td>
<td>All dates must be entered in ISO format: <code>YYYY-MM-DD</code></td>
<td>Example: 2017-09-30</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>STUDENT COHORT GROUP END DATE</td>
<td>CR</td>
<td>U</td>
<td>The date on which the student was removed from or completed participation in the cohort group.</td>
<td>All dates must be entered in ISO format: <code>YYYY-MM-DD</code></td>
<td>Example: 2017-10-30</td>
</tr>
</tbody>
</table>

### Rules

1. STUDENT ID must exist in the STUD_SNAPSHOT Table for the matching STUDENT DISTRICT CODE and where REPORTING DATE is the Snapshot Date
2. If COHORT DISTRICT CODE is not supplied, STUDENT DISTRICT CODE is used as the default
3. COHORT GROUP ID must exist in the COHORT Table for the matching SCHOOL YEAR DATE, COHORT GROUP DISTRICT CODE, and, if supplied, COHORT GROUP LOCATION CODE (K*)
4. SCHOOL YEAR DATE is the date of the last day of the school year in ISO format: `YYYY-06-30`
5. Date fields (field name ends in DATE) must be in ISO format: YYYY-MM-DD

6. The School Year of REPORTING DATE may be optionally validated to match SCHOOL YEAR DATE

7. Code Column: K - component of primary key, U - value is updated if row exists, M - a value must be supplied, D - a value is required but a default is supplied

8. File to be provided in delimited format - full delimiter support is available

9.

Load Sequence/Dependencies

<table>
<thead>
<tr>
<th>Load Sequence/Dependency</th>
</tr>
</thead>
<tbody>
<tr>
<td>COHORT GROUP</td>
</tr>
<tr>
<td>STUDENT SNAPSHOT</td>
</tr>
</tbody>
</table>

FAQs

None at this time
Student Domain (Optional Templates)

The Dashboard Data Submission includes the optional templates below as part of the Student Domain.

- Student Academic Plan (Optional)
- Contact (Optional)
- Student Contact Fact (Optional)
Student Academic Plan Template
(9 Fields, 9 Submitted)

Data Manager File Name: STUDENT_ACADEMIC_PLAN

Template Description

The Student Academic Plan Template is used to capture information on specific graduation plans which students are following. Records in this template should only be submitted if the student has an assigned graduation plan.

The Student Academic Plan template can be submitted anytime a student receives a new graduation plan or their graduation plan changes, in a point-in-time fashion (only including changed students) or in a cumulative fashion (all students with an academic plan for the school year).

In each submission, submit all Academic Plan changes/additions that occurred since the prior submission.

Grain: One record per District Code / Location Code / Academic Plan / School Year / Reporting Date / Student ID

Please note that only the Fields highlighted will be used in Educator Dashboard EWS submissions. Remember that all fields may not be mandatory to power the Dashboard; however, all fields within a template MUST BE accounted for in order to transmit data.

### PIMS Student Academic Plan Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
<td>DISTRICT CODE</td>
<td>R</td>
<td>K,M</td>
<td>The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education</td>
<td></td>
<td>Example: 123456789 All LEA and School codes can be found at EdNA website (<a href="http://www.edna.ed.state.pa.us">www.edna.ed.state.pa.us</a>)</td>
</tr>
<tr>
<td>2</td>
<td>10</td>
<td>SCHOOL YEAR DATE</td>
<td>R</td>
<td>K,M</td>
<td>A single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2017-2018 school year would be indicated by 2018-06-30</td>
<td></td>
<td>Example: 2018-06-30</td>
</tr>
<tr>
<td>3</td>
<td>12</td>
<td>STUDENT ID</td>
<td>R</td>
<td>K,M</td>
<td>The unique, 10-digit PAsecureID assigned to the student</td>
<td></td>
<td>Example: 1000000009</td>
</tr>
</tbody>
</table>
### PIMS Student Academic Plan Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>30</td>
<td>ACADEMIC PLAN CODE</td>
<td>R</td>
<td>K,M</td>
<td>The type of Academic Plan to which the student is assigned</td>
<td></td>
<td>Valid Values:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- 01 - Career and Technical Education</td>
<td>01 - Career and Technical Education</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- 02 - Distinguished</td>
<td>02 - Distinguished</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- 03 - Minimum</td>
<td>03 - Minimum</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- 04 - Recommended</td>
<td>04 - Recommended</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- 05 - Standard</td>
<td>05 - Standard</td>
</tr>
<tr>
<td>5</td>
<td>50</td>
<td>ACADEMIC PLAN TYPE</td>
<td>R</td>
<td>K,M</td>
<td>Only graduation plan types are captured at this time</td>
<td>Use GRADUATION</td>
<td>GRADUATION</td>
</tr>
<tr>
<td>6</td>
<td>12</td>
<td>LOCATION CODE</td>
<td>R</td>
<td>K,M</td>
<td>The PDE-defined, 4-digit code identifying the school.</td>
<td>Example: 1234</td>
<td>All LEA and School codes can be found at EdNA website</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>All public schools have a 4-digit school code that is other than 0000 or 9999</td>
<td></td>
<td>(<a href="http://www.edna.ed.state.pa.us">www.edna.ed.state.pa.us</a>)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>If a student is at a location that does not have a designated school code, use 9999 as the location code.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>10</td>
<td>REPORTING DATE</td>
<td>R</td>
<td>K,M</td>
<td>For Dashboard Data Submissions this should always be the School Year Date, e.g., 2018-06-30 for the 2017-17 school year.</td>
<td>All dates must be entered in ISO format: YYYY-MM-DD</td>
<td>2018-06-30</td>
</tr>
<tr>
<td>8</td>
<td>3</td>
<td>INDIVIDUAL PLAN INDICATOR</td>
<td>O</td>
<td>U</td>
<td>An indicator of whether the graduation plan is tailored for an individual.</td>
<td>Valid Values: Y or N</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>8,3</td>
<td>TOTAL CREDITS REQUIRED</td>
<td>R</td>
<td>U</td>
<td>The number of credits the student is required to earn in order to complete the academic plan.</td>
<td>Example: 120</td>
<td></td>
</tr>
</tbody>
</table>

### Rules

1. **SCHOOL YEAR DATE** is the date of the last day of the school year in ISO format: YYYY-06-30
2. Date fields (field name ends in DATE) must be in ISO format: YYYY-MM-DD
3. Code Column: K - component of primary key, U - value is updated if row exists, M - a value must be supplied
4. File to be provided in delimited format - full delimiter support is available.

**Load Sequence/Dependencies**

<table>
<thead>
<tr>
<th>Load Sequence/Dependency</th>
<th>STUDENT SNAPSHOT</th>
</tr>
</thead>
</table>

**FAQs**

None at this time
Contact Template
(36 Fields, 22 Submitted)

Data Manager File Name: CONTACT

Template Description

The Contact Template contains contact information (address, email, phone number, etc.) for each student contact. The connection (and relationship) of a contact to a student is defined in the Student Contact Fact Template.

Only one record per contact should be submitted in this template. If a parent has multiple children for whom they are the contact, only one record should be included here and multiple associations can be made to their children in the Student Contact Fact template.

Grain: One record per District Code / School Year / Contact

Please note that only the Fields highlighted will be used in Educator Dashboard EWS submissions. Remember that all fields may not be mandatory to power the Dashboard; however, all fields within a template MUST BE accounted for in order to transmit data.

PIMS Contact Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
<td>DISTRICT CODE</td>
<td>R</td>
<td>K,M</td>
<td>The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvanian Department of Education</td>
<td>Example: 123456789 All LEA and School codes can be found at EdNA website (<a href="http://www.edna.ed.state.pa.us">www.edna.ed.state.pa.us</a>)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>60</td>
<td>PRIMARY CONTACT ID</td>
<td>R</td>
<td>K,M</td>
<td>An identifier for the contact assigned by the LEA.</td>
<td>This identifier must be unique to the individual within an LEA per school year.</td>
<td>Example: 123</td>
</tr>
<tr>
<td>3</td>
<td>10</td>
<td>SCHOOL YEAR DATE</td>
<td>R</td>
<td>K,M</td>
<td>A single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2017-2018 school year would be indicated by 2018-06-30</td>
<td>All dates must be entered in ISO format: YYYY-MM-DD</td>
<td>Example: 2018-06-30</td>
</tr>
<tr>
<td>4</td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## PIMS Contact Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Not Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Not Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Not Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>75</td>
<td>CONTACT FIRST NAME</td>
<td>R</td>
<td>U</td>
<td>A legal name given to an individual at birth, baptism, or during another naming ceremony, or through legal change</td>
<td></td>
<td>Example: Thomas</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Not Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>75</td>
<td>CONTACT LAST NAME</td>
<td>R</td>
<td>U</td>
<td>The legal name borne in common by members of a family, also known as the surname</td>
<td></td>
<td>Example: Smith</td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Not Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Not Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Not Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Not Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>40</td>
<td>CONTACT HOME ADDRESS 1</td>
<td>O</td>
<td>U</td>
<td>The street number and street name or post office box number of home address</td>
<td></td>
<td>Example: 222 Main St.</td>
</tr>
<tr>
<td>17</td>
<td>40</td>
<td>CONTACT HOME ADDRESS 2</td>
<td>O</td>
<td>U</td>
<td>Additional street address information, if necessary</td>
<td></td>
<td>Example: Apt. 107</td>
</tr>
<tr>
<td>18</td>
<td>40</td>
<td>CONTACT HOME ADDRESS 3</td>
<td>O</td>
<td>U</td>
<td>Additional address information, if necessary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>30</td>
<td>CONTACT HOME CITY</td>
<td>O</td>
<td>U</td>
<td>The name of the city in which an address is located</td>
<td></td>
<td>Example: Harrisburg</td>
</tr>
<tr>
<td>20</td>
<td>3</td>
<td>CONTACT HOME STATE CODE</td>
<td>O</td>
<td>U</td>
<td>The 2-character abbreviation for the state (within the United States) or outlying area in which an address is located</td>
<td></td>
<td>Example: PA</td>
</tr>
</tbody>
</table>
## PIMS Contact Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>17</td>
<td>CONTACT HOME POSTAL CODE</td>
<td>O</td>
<td>U</td>
<td>The 5- or 9-digit zip code portion of home address</td>
<td></td>
<td>Example: 17126-0333</td>
</tr>
<tr>
<td>22</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Not Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Not Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>40</td>
<td>CONTACT MAILING ADDRESS 1</td>
<td>O</td>
<td>U</td>
<td>The street number and street name or post office box number of mailing address</td>
<td></td>
<td>Example: 222 Main St.</td>
</tr>
<tr>
<td>25</td>
<td>40</td>
<td>CONTACT MAILING ADDRESS 2</td>
<td>O</td>
<td>U</td>
<td>Additional mailing address information, if necessary</td>
<td></td>
<td>Example: Apt. 107</td>
</tr>
<tr>
<td>26</td>
<td>40</td>
<td>CONTACT MAILING ADDRESS 3</td>
<td>O</td>
<td>U</td>
<td>Additional address information, if necessary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>30</td>
<td>CONTACT MAILING CITY</td>
<td>O</td>
<td>U</td>
<td>The name of the city in which an address is located</td>
<td></td>
<td>Example: Harrisburg</td>
</tr>
<tr>
<td>28</td>
<td>3</td>
<td>CONTACT MAILING STATE CODE</td>
<td>O</td>
<td>U</td>
<td>The 2-character abbreviation for the state (within the United States) or outlying area in which an address is located</td>
<td>Example: PA</td>
<td>See the full list of state abbreviations in Appendix A in Volume 2 of the PIMS User Manual.</td>
</tr>
<tr>
<td>29</td>
<td>17</td>
<td>CONTACT MAILING POSTAL CODE</td>
<td>O</td>
<td>U</td>
<td>The 5- or 9-digit zip code portion of mailing address</td>
<td></td>
<td>Example: 17126-0333</td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Not Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Not Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>14</td>
<td>CONTACT HOME PHONE NUMBER</td>
<td>O</td>
<td>U</td>
<td>The contact’s home telephone number including the area code and extension, if applicable</td>
<td></td>
<td>Example: 717-555-1234</td>
</tr>
<tr>
<td>33</td>
<td>14</td>
<td>CONTACT WORK PHONE NUMBER</td>
<td>O</td>
<td>U</td>
<td>The contact’s work telephone number including the area code and extension, if applicable</td>
<td></td>
<td>Example: 717-555-5678</td>
</tr>
</tbody>
</table>
### PIMS Contact Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>34</td>
<td>14</td>
<td>CONTACT MOBILE PHONE NUMBER</td>
<td>O</td>
<td>U</td>
<td>The contact’s mobile telephone number including the area code and extension, if applicable</td>
<td></td>
<td>Example: 717-555-9012</td>
</tr>
<tr>
<td>35</td>
<td>250</td>
<td>CONTACT WORK EMAIL ADDRESS</td>
<td>O</td>
<td>U</td>
<td>The numbers, letters, and symbols used to identify the contacts work electronic mail (e-mail) address</td>
<td></td>
<td>Example: <a href="mailto:jdoe@LEA.org">jdoe@LEA.org</a></td>
</tr>
<tr>
<td>36</td>
<td>250</td>
<td>CONTACT PERSONAL EMAIL ADDRESS</td>
<td>O</td>
<td>U</td>
<td>The numbers, letters, and symbols used to identify the contacts personal electronic mail (e-mail) address</td>
<td></td>
<td>Example: <a href="mailto:jdoe@gmail.com">jdoe@gmail.com</a></td>
</tr>
</tbody>
</table>

**Rules**

1. SCHOOL YEAR DATE is the date of the last day of the school year in ISO format: YYYY-06-30
2. The fields identified with an NCES code are recommended to follow the NCES Non-Fiscal Data Handbook v7.0.
3. Code Column: K - component of primary key; U - value is updatable if row exists; M - a value must be supplied; R - recommended.
4. File to be provided in delimited format. Full delimiter support is available.

**Load Sequence/Dependencies**

No dependencies

**FAQs**

None at this time

**Student Contact Fact Template**

(13 Fields, 6 Submitted)

Data Manager File Name: STUDENT_CONTACT_FACT
**Template Description**

The Student Contact Fact template contains records associating students to their contacts (defined in the Contact Template) and defining their relationship.

**Grain:** One record per District Code / School Year / Student ID / Contact / Reporting Date

Please note that only the **Fields highlighted** will be used in Educator Dashboard EWS submissions. Remember that all fields may not be mandatory to power the Dashboard; however, all fields within a template **MUST BE** accounted for in order to transmit data.

**PIMS Student Contact Fact Template Specifications**

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
<td>DISTRICT CODE</td>
<td>R</td>
<td>K,M</td>
<td>The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education</td>
<td>Example: 123456789</td>
<td>All LEA and School codes can be found at <a href="www.edna.ed.state.pa.us">EdNA website</a></td>
</tr>
<tr>
<td>2</td>
<td>10</td>
<td>SCHOOL YEAR DATE</td>
<td>R</td>
<td>K,M</td>
<td>A single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2017-2018 school year would be indicated by 2018-06-30</td>
<td>All dates must be entered in ISO format: YYYY-MM-DD</td>
<td>Example: 2018-06-30</td>
</tr>
<tr>
<td>3</td>
<td>12</td>
<td>STUDENT ID</td>
<td>R</td>
<td>K,M</td>
<td>The unique, 10-digit PAsecureID assigned to the student</td>
<td>Example: 1000000009</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>60</td>
<td>CONTACT ID</td>
<td>R</td>
<td>K,M</td>
<td>An identifier for the contact assigned by the LEA.</td>
<td>This identifier must be unique to the individual within an LEA per school year.</td>
<td>Example: 123</td>
</tr>
<tr>
<td>5</td>
<td>10</td>
<td>REPORTING DATE</td>
<td>R</td>
<td>K,M</td>
<td>For Dashboard Data Submissions this should always be the School Year Date</td>
<td>For Dashboard Data Submissions this should always be the School Year Date</td>
<td>2018-06-30</td>
</tr>
<tr>
<td>6</td>
<td>20</td>
<td>CONTACT RELATIONSHIP CODE</td>
<td>R</td>
<td>U</td>
<td>The nature of the contact’s relationship to the student</td>
<td>Example: 01 - Aunt</td>
<td>See the full list of relationship abbreviations in Appendix E of Volume 2 of the PIMS User Manual.</td>
</tr>
<tr>
<td>7</td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## PIMS Student Contact Fact Template Specifications

<table>
<thead>
<tr>
<th>Field No.</th>
<th>Max Length</th>
<th>Name</th>
<th>R/O/CR</th>
<th>Code</th>
<th>Definition</th>
<th>Business Rules</th>
<th>Sample / Valid Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td></td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>Not Submitted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Rules

1. **SCHOOL YEAR DATE** is the date of the last day of the school year in ISO format: YYYY-06-30
2. Date fields (field name ends in DATE) must be in ISO format: YYYY-MM-DD
3. **Code Column:** K - component of primary key, U - value is updated if row exists, M - a value must be supplied
4. File to be provided in delimited format - full delimiter support is available.

### Load Sequence/Dependencies

<table>
<thead>
<tr>
<th>Load Sequence/Dependency</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT SNAPSHOT</td>
</tr>
<tr>
<td>CONTACT</td>
</tr>
</tbody>
</table>

### FAQs

None at this time
College Readiness Data

The Dashboard includes the ability to view and analyze college readiness test data, in a similar manner to local student assessments. Using the Student Local Assessment Subtest template, LEAs may submit SAT, PSAT, and/or ACT test data for their students. In order for the data to appear in the College and Career Readiness tab in the Dashboard UI, LEAs should follow the guidelines below to differentiate the readiness tests from other local assessments.

<table>
<thead>
<tr>
<th>Student Local Assessment Subtest template Field</th>
<th>SAT Test data values to use</th>
<th>PSAT Test data values to use</th>
<th>ACT Test data values to use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Description (Field #2)</td>
<td>SAT</td>
<td>PSAT</td>
<td>ACT</td>
</tr>
<tr>
<td>Subtest Subject Area (Field #4)</td>
<td>17 – Math</td>
<td>17 – Math</td>
<td>17 – Math</td>
</tr>
<tr>
<td></td>
<td>31 – Critical Reading</td>
<td>31 – Critical Reading</td>
<td>08 – English</td>
</tr>
<tr>
<td></td>
<td>37 – Writing</td>
<td>37 – Writing</td>
<td>30 – Composite (Overall score for the students ACT results)</td>
</tr>
<tr>
<td>Score Type (Field #15)</td>
<td>031 – Raw Score</td>
<td>031 – Raw Score</td>
<td>033 – Scale Score</td>
</tr>
<tr>
<td></td>
<td></td>
<td>024 – Percentile</td>
<td></td>
</tr>
</tbody>
</table>

If submitting both Raw and Percentile scores for PSAT data, both score types must be submitted in the same record, using fields 20, 21, and 22 to identify the Percentile score.