Pennsylvania Information Management System

Volume 1

Educator Dashboard and Early Warning System Data Submission User Manual 2017-18

Version 1.0

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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.

Version	Domain	Section	Change

Template Dependencies & Load Order

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

Load This	Before This
Course	Course Instructor Snapshot
	Student Course Enrollment
	Student Class Grade Detail
Course Instructor Snapshot	Student Course Enrollment
	Student Course Attendance
	Student Class Grade Detail
Location Marking Period	Location MP Calendar Date
Staff Snapshot	Course Instructor Snapshot
	Person
	Staff Assignment
	Staff Attendance
	Staff Assigned Cohort Group
Student Snapshot	Student Daily Attendance
	Student Course Enrollment
	Student Class Grade Detail
	Person
	School Enrollment
	Student Academic Plan
	Student Contact Fact
	Student Course Attendance
	Programs Fact
	Student Cohort Group Fact
	Student Credit GPA
	Student Course Transcript
Person	Incident Offender
	Incident Offender Disciplinary Action
	Incident Offender Infraction
Incident	Incident Offender
	Incident Offender Disciplinary Action
	Incident Offender Infraction
Incident Offender	Incident Offender Disciplinary Action
	Incident Offender Infraction
Contact	Student Contact Fact
Cohort Group	Student Cohort Group Fact
	Staff Assigned Cohort Group

Load This	Before This
Student Local Assessment Subtest	Student Local Assessment Objective
	Student Local Assessment Question
Student Credit GPA	Student Course Transcript

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.

Domain	Template	Frequency
Attendance	Student Daily Attendance	Frequently
Course & Grades Domain	Course	Beginning of Year
Course & Grades Domain	Course Instructor	As-Needed
Course & Grades Domain	Student Class Grade Detail	Frequently
Course & Grades Domain	Student Course Enrollment	As-Needed
Discipline Domain	Incident Offender	Frequently
Discipline Domain	Incident Offender Infraction	Frequently
Discipline Domain	Incident Template	Frequently
Discipline Domain	Person Template	As-Needed
Enrollment Domain	School Enrollment	Frequently
Location	Location Marking Period	Beginning of Year
Location	Location MP Calendar Date	Beginning of Year
Staff	Staff Assignment	As-Needed
Staff	Staff Snapshot	As-Needed
Student	Student Snapshot	As-Needed

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

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	20	DISTRICT CODE	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education		Example: 123456789 All LEA and School codes can be found at EdNA website (www.edna.ed.state.pa.us)
2	12	LOCATION CODE	R	KU,M	The PDE-defined, 4-digit code identifying the school All public schools have a 4-digit school code that is other than 0000 or 9999		Example: 1234 All LEA and School codes can be found at EdNA website (www.edna.ed.state.pa.us)
3	12	STUDENT ID	R	K,M	The unique, 10-digit PAsecureID assigned to the student		Example: 1000000009
4	10	ATTENDANCE DATE	R	K,M	The date for which the absence is being reported	All dates must be entered in ISO format: YYYY-MM-DD	Example: 2017-11-04
5	Not Submitted						

PIMS Student Daily Attendance Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
6	40	ATTENDANCE COMMENT	O	U	Description of the absence on the specified date		Example: Absent - Doctor's Appointment
7	Not Submitted						
8	25	ATTENDANCE CODE LONG	R	K	A code representing the reason for the student's absence on the specified date		Valid Values: • 01 - Excused • 02 - Unexcused • 03 - Tardy • 04 - Early Departure • 05 - Excused Full Day • 06 - Unexcused Full Day • 07 - Tardy Excused (Half Day-AM) • 08 - Tardy Unexcused (Half Day-AM) • 09 - Excused Early Departure (Half Day-PM) • 10 - Unexcused Early Departure (Half Day-PM)
9	10	SCHOOL YEAR DATE	R	Z	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.	All dates must be entered in ISO format: YYYY-MM-DD	Example: 2017-06-30
10	40	MARKING PERIOD CODE	R	U, M	When submitting attendance information always use N/A	Use N/A	N/A

PIMS Student Daily Attendance Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
11	20	TERM CODE	R	U, M	The term in which the student attendance event occurred.	Submit the smallest term in which a student is enrolled in course sections.	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

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 <u>with students enrolled</u> 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.

<u>NOTE</u>: 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.

PIMS Course Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	9	DISTRICT CODE	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education		Example: 123456789 All LEA and School codes can be found at 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	10	SCHOOL YEAR DATE	R	K, M	A single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2017-2018 school year would be indicated by 2018-06-30.	All dates must be entered in ISO format: YYYY-MM-DD	Example: 2018-06-30
4	Not submitted						
5	50	COURSE NAME	R	U, R	The descriptive local course name given to a course of study offered in a school or other institution or organization.		Example: English III
6	Not submitted						

PIMS Course Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
7	25	SUBJECT AREA CODE	R	U	A code specifying the subject area of the course		See Appendix K in Volume 2 of the Dashboard data submission user manual for a complete list of valid values.
8	Not submitted						
9	Not submitted						
10	Not submitted						
11	N/A	HONORS INDICATOR	R	U	This Y/N field is used to indicate advanced academic courses.		Valid Value: Y or N
12	Not submitted						
13	Not submitted						
14	Not submitted						
15	Not submitted						
16	Not submitted						
17	Not submitted						
18	Not submitted						
19	Not submitted						
20	Not submitted						
21	Not submitted						
22	Not submitted						
23	Not submitted						
24	Not submitted						
25	Not submitted						
26	Not Submitted						
27	12	COURSE CODE LONG	R	K	The unique, local, LEA-specific COURSE CODE	**NOTE:** Courses may have multiple sections. Each course should have a single COURSE CODE LONG. **Do not** assign a separate course code to sections of the same course.	

PIMS Course Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
28	Not Submitted						
29	Not Submitted						
30	Not Submitted						
31	Not submitted						
32	N/A	DUAL CREDIT	O	U	This field will be populated with Y only if the alternate course code is one of the College/High School Credit (Dual Enrollment) course codes. Otherwise, populate with N.		Valid Value: Y or N
33	N/A	ADVANCED PLACEMENT INDICATOR	O	U	An indication of whether a course can make a student eligible for Advanced Placement credits for a postsecondary institution		Valid Value: Y or N
34	N/A	CAREER AND TECHNICAL INDICATOR	O	U	An indication of whether a course is a career and technical course		Valid Value: Y or N
35	N/A	GIFTED INDICATOR	O	U	An indication of whether a course is intended for gifted students		Valid Value: Y or N
36	3	ENGLISH LANGUAGE LEARNER INDICATOR	O	U	An indication of whether a course is intended for English language learners		Valid Value: Y or N
37	3	REMEDIAL INDICATOR	O	U	An indication of whether a course is intended for remedial students		Valid Value: Y or N
38	3	BASIC INDICATOR	O	U	An indication of whether the course is considered a basic level course		Valid Value: Y or N

PIMS Course Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
39	3	SPECIAL EDUCATION INDICATOR	O	U	An indication of whether a course is considered a special education course		Valid Value: Y or N
40	N/A	INTERNATIONAL BACCALAUREATE INDICATOR	R	U	An indication of whether a course is part of an international baccalaureate program		Valid Value: Y or N
41	3	CORE INDICATOR	O	U	An indication of whether a course is considered a core course		Valid Value: Y or N
42	Not submitted						
43	Not submitted						
44	Not submitted						
45	Not submitted						
46	Not Submitted						
47	Not Submitted						
48	Not Submitted						
49	Not Submitted						
50	Not Submitted						
51	Not Submitted						
52	Not Submitted						
53	Not Submitted						
54	Not Submitted						
55	3	ADVANCED INDICATOR	O	U	An indication of whether a course is considered advanced		Valid Value: Y or N
56	Not Submitted						
57	Not Submitted						
58	Not Submitted						
59	Not Submitted						

PIMS Course Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
60	30	CATALOG COURSE CODE	O	U	Pennsylvania's Standardized Course Codes For College/High School Credit (Dual Enrollment) courses, use the course code that best describes the content of the postsecondary course.		See Appendix G in Volume 2 of the Dashboard data submission user manual for a complete list of valid values.
61	Not Submitted						
62	Not Submitted						
63	Not Submitted						
64	Not Submitted						
65	3,0	NUMBER OF PARTS	R	U	The number of parts identified for a course.		Sample Value: 1
66	Not Submitted						
67	Not Submitted						
68	Not Submitted						
69	3	GENERAL INDICATOR	O	U	An indication of whether a course is considered a general education course	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	Valid Value: Y or N
70	3	COLLEGE LEVEL INDICATOR	O	U	An indication of whether a course is considered college level		Valid Value: Y or N
71	3	UNTRACKED INDICATOR	O	U	An indication of whether the course is NOT part of any particular track of learning, e.g., Honors track or AP track		Valid Value: Y or N
72	3	HS EQUIVALENT INDICATOR	O	U	An indication of whether the course is considered a High School Equivalent course		Valid Value: Y or N

PIMS Course Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
73	3	CORRESPONDENCE INDICATOR	O	U	An indication of whether the course is a correspondence distance learning course		Valid Value: Y or N
74	3	DISTANCE LEARNING INDICATOR	O	U	An indication of whether the course is offered through distance learning		Valid Value: Y or N
75	3	GRADUATION CREDIT INDICATOR	O	U	An indication of whether students completing the course receive credit towards graduation		Valid Value: Y or N
76	3	MAGNET INDICATOR	O	U	An indication that the course is eligible to enroll students from outside the normal boundaries of the district		Valid Value: Y or N
77	3	PRE-ADVANCED PLACEMENT INDICATOR	O	U	An indication of whether the course is a pre-requisite to an advanced placement course		Valid Value: Y or N
78	3	PRE-INTERNATIONAL BACCALAUREATE INDICATOR	O	U	An indication of whether this course is a pre-requisite to an International Baccalaureate program/course		Valid Value: Y or N
79	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. 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

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	9	DISTRICT CODE	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education		Example: 123456789 All LEA and School codes can be found at 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	10	SCHOOL DATE YEAR	R	K, M	For the 2017-2018 school year, this field should be populated with 2018-06-30	All dates must be entered in ISO format: YYYY-MM-DD	Example: 2018-06-30
4	Not Submitted						
5	Not Submitted						
6	Not Submitted						
7	Not Submitted						
8	7	PRIMARY INSTRUCTOR ID	R	U, M*	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."	**Note:** The Primary Instructor ID is considered the teacher of record for the course	Example: 3456789

PIMS Course Instructor Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
9	12	ADDITIONAL INSTRUCTOR 1 ID	O	U	A unique identifier for all instructors, regardless of whether they hold a PA certificate, the 7-digit Professional Personnel ID (PPID)		Example: 3456789
10	12	ADDITIONAL INSTRUCTOR 2 ID	O	U	A unique identifier for all instructors, regardless of whether they hold a PA certificate, the 7-digit Professional Personnel ID (PPID)		Example: 3456789
11	12	ADDITIONAL INSTRUCTOR 3 ID	O	U	A unique identifier for all instructors, regardless of whether they hold a PA certificate, the 7-digit Professional Personnel ID (PPID)		Example: 3456789
12	12	ADDITIONAL INSTRUCTOR 4 ID	O	U	A unique identifier for all instructors, regardless of whether they hold a PA certificate, the 7-digit Professional Personnel ID (PPID)		Example: 3456789
13	12	ADDITIONAL INSTRUCTOR 5 ID	O	U	A unique identifier for all instructors, regardless of whether they hold a PA certificate, the 7-digit Professional Personnel ID (PPID)		Example: 3456789
14	Not Submitted						
15	Not Submitted						
16	Not Submitted						
17	Not Submitted						

PIMS Course Instructor Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
18	Not Submitted						
19	12	COURSE CODE LONG	R	K	The unique, local, LEA-specific COURSE CODE	**NOTE:** Courses may have multiple sections. Each course should have a single COURSE CODE LONG. **Do not** assign separate course codes to sections of the same course.	
20	16	PRIMARY INSTRUCTION LANGUAGE CODE	O	U	The primary language in which a course is taught		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.
21	Not Submitted						
22	25	SECTION CODE LONG	R	K	Class section number assigned by LEA to identify distinct classes	This field should be the local section number only.	
23	Not Submitted						
24	10	SNAPSHOT DATE	R	K	For Dashboard Data Submissions this should always be the School Year Date		2017-06-30
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

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
28	20	ADDITIONAL INSTRUCTOR 4 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 # 12)	Valid Values: • 02 - Assistant Teacher • 03 - Support Teacher • 04 - Substitute Teacher
29	20	ADDITIONAL INSTRUCTOR 5 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 # 13)	Valid Values: • 02 - Assistant Teacher • 03 - Support Teacher • 04 - Substitute Teacher
30	Not Submitted						
31	Not Submitted						
32	Not Submitted						
33	Not Submitted						
34	Not Submitted						
35	Not Submitted						
36	Not Submitted						
37	Not Submitted						
38	Not Submitted						
39	Not Submitted						
40	Not Submitted						
41	Not Submitted						
42	Not Submitted						
43	Not Submitted						
44	Not Submitted						
45	Not Submitted						
46	Not Submitted						
47	Not Submitted						
48	Not Submitted						
49	Not Submitted						
50	Not Submitted						
51	Not Submitted						

PIMS Course Instructor Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
52	Not Submitted						
53	Not Submitted						
54	Not Submitted						
55	Not Submitted						
56	Not Submitted						
57	Not Submitted						
58	Not Submitted						
59	8,4	NUMBER OF CREDITS	O	U	The number of credits students will earn upon completion of this course		Example: 3.0
60	Not Submitted						
61	Not Submitted						
62	Not Submitted						
63	Not Submitted						
64	Not Submitted						
65	Not Submitted						
66	Not Submitted						
67	Not Submitted						
68	Not Submitted						
69	Not Submitted						
70	Not Submitted						
71	Not Submitted						
72	Not Submitted						
73	Not Submitted						
74	Not Submitted						
75	Not Submitted						
76	Not Submitted						
77	Not Submitted						
78	Not Submitted						

PIMS Course Instructor Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
79	Not Submitted						
80	Not Submitted						
81	Not Submitted						
82	Not Submitted						
83	Not Submitted						
84	Not Submitted						
85	Not Submitted						
86	Not Submitted						
87	Not Submitted						
88	Not Submitted						
89	20	COURSE SEQUENCE CODE	R	U	When a section is part of a sequence of parts for a course, the number if the sequence	If the course has only one part, the value of this section attribute should be 1.	Example: 1
90	Not Submitted						
91	Not Submitted						
92	40	MARKING PERIOD CODE	R	U	Use N/A	All Course Instructor records should use N/A as the Marking Period Value	Example: N/A
93	20	TERM CODE	R	U	The type of the session during the school year in which the course section is 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
94	Not Submitted						
95	10	PRIMARY INSTRUCTOR START DATE	O	U	The date the primary instructor began teaching the assigned section		Example: 2017-01-06

PIMS Course Instructor Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
96	10	ADDITIONAL INSTRUCTOR 1 START DATE	O	U	The date the additional instructor began teaching the assigned section		Example: 2017-01-06
97	10	ADDITIONAL INSTRUCTOR 2 START DATE	O	U	The date the additional instructor began teaching the assigned section		Example: 2017-01-06
98	10	ADDITIONAL INSTRUCTOR 3 START DATE	O	U	The date the additional instructor began teaching the assigned section		Example: 2017-01-06
99	10	ADDITIONAL INSTRUCTOR 4 START DATE	O	U	The date the additional instructor began teaching the assigned section		Example: 2017-01-06
100	10	ADDITIONAL ISNTRUCTOR 5 START DATE	O	U	The date the additional instructor began teaching the assigned section		Example: 2017-01-06
101	10	PRIMARY INSTRUCTOR END DATE	O	U	The date of the primary instructor's last day of assignment to the section		Example: 2017-05-06
102	10	ADDITIONAL INSTRUCTOR 1 END DATE	O	U	The date of the additional instructor's last day of assignment to the section		Example: 2017-05-06
103	10	ADDITIONAL INSTRUCTOR 2 END DATE	O	U	The date of the additional instructor's last day of assignment to the section		Example: 2017-05-06
104	10	ADDITIONAL INSTRUCTOR 3 END DATE	O	U	The date of the additional instructor's last day of assignment to the section		Example: 2017-05-06
105	10	ADDITIONAL INSTRUCTOR 4 END DATE	O	U	The date of the additional instructor's last day of assignment to the section		Example: 2017-05-06
106	10	ADDITIONAL INSTRUCTOR 5 END DATE	O	U	The date of the additional instructor's last day of assignment to the section		Example: 2017-05-06

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

Load Sequence/Dependencies
COURSE
STAFF SNAPSHOT

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

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

PIMS Student Course Enrollment Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
5	10	EFFECTIVE DATE	R	K,M	The date on which the enrollment information becomes effective. If the actual entry date is unknown, the first day of the marking period should be used	All dates must be entered in ISO format: YYYY-MM-DD	Example: 2012-09-01
6	20	ENROLLMENT CODE	R	K,M	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
7	12	STUDENT ID	R	K,M	The unique, 10-digit PAsecureID assigned to the student		Example: 1000000009
8	Not Submitted						
9	Not Submitted						
10	3,0	REQUEST SEQUENCE	CR	K,D	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 & Section Code combination	Example: 2
11	Not Submitted						
12	Not Submitted						
13	Not Submitted						
14	30	COURSE CODE LONG	O	K	The unique, local, LEA-specific COURSE CODE	**NOTE:** Courses may have multiple sections. Each course should have a single COURSE CODE LONG. **Do not** assign separate course codes to sections of the same course.	
15	Not Submitted						
16	Not Submitted						
17	Not Submitted						

PIMS Student Course Enrollment Template Specifications

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

Load Sequence/Dependencies
COURSE
STUDENT SNAPSHOT
COURSE INSTRUCTOR SNAPSHOT

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:

Letter Grades	EWS Processing Equivalent
A+, A, A- P (Pass) O (Outstanding)	95
B+, B, B-	85
C+, C, C- S (Satisfactory) WP (Withdraw Pass)	75
D+, D, D-	65
F+, F, F-, U (Unsatisfactory) WF (Withdraw Fail)	55
IP (In Progress) INC (Incomplete) MD (Medical) NG (No Grade) WD (withdraw)	Omitted from EWS calculations*

*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 students 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):

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

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

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	9	DISTRICT CODE	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education. Use the AUN of the LEA submitting this PIMS template.		Example: 123456789 All LEA and School codes can be found at EdNA website (www.edna.ed.state.pa.us)
2	12	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	30	COURSE CODE	R	K,M	The locally unique COURSE CODE assigned by the Local Education Agency.	**NOTE:** Courses may have multiple sections. Each course should have a single COURSE CODE. Do not assign a separate course code to sections of the same course. This should be the same course code that is used to populate related "COURSE CODE LONG" field in the Course Instructor Template.	
4	10	SCHOOL YEAR DATE	R	K,M	A single date representing the entirety of the school year. To designate a SCHOOL YEAR DATE, use the school year being reported followed by June 30 (the end of the standard school year); for example, the 2017-2018 SY would be reported as 2018-06-30.	All dates must be entered in ISO format: YYYY-MM-DD	Example: 2018-06-30
5	Not Submitted						
6	30	SECTION CODE	R	K,M	The number assigned by the LEA to identify distinct classes within a course offering.	This field should be the local section number only.	

PIMS Student Class Grade Detail Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
7	12	STUDENT ID	R	K,M	The unique, 10-digit identifier (PAsecureID) assigned by the Department of Education to each student.		Example: 1000000009
8	20	GRADE DETAIL CODE	R	K,M	The type of grade reported for the specified course and section		Valid Values: 01 – Grading Period 02 – Final
9	10	REPORTING DATE	R	K,M	For Dashboard Data Submissions this should always be the School Year Date	For Dashboard Data Submissions this should always be the School Year Date	2017-06-30
10	40	MARKING PERIOD CODE	R	K,M	A code indicating the marking period during the school year for which the student earned a grade in the class section		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
11	Not Submitted						

PIMS Student Class Grade Detail Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
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- • B+ • B • B- • C+ • C • C- • D+ • D • D- • F • P • O (Outstanding) • S (Satisfactory) • U (Unsatisfactory) • IP (In Progress) • INC (Incomplete) • MD (Medical) • NG (No Grade) • WD (Withdraw) • WF (Withdraw Fail) • WP (Withdraw Pass)

PIMS Student Class Grade Detail Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
13	7,3	NUMERIC GRADE	CR	U	A numeric grade indicator of student performance in a class as submitted by the instructor	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	Example: 92.7
14	Not Submitted						
15	Not Submitted						
16	Not Submitted						
17	Not Submitted						
18	Not Submitted						
19	Not Submitted						
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
21	Not Submitted						
22	Not Submitted						
23	Not Submitted						
24	Not Submitted						

PIMS Student Class Grade Detail Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
25	Not Submitted						
26	Not Submitted						
27	Not Submitted						
28	Not Submitted						
29	Not Submitted						
30	Not Submitted						
31	Not Submitted						
32	Not Submitted						
33	Not Submitted						
34	Not Submitted						
35	Not Submitted						
36	Not Submitted						
37	Not Submitted						
38	Not Submitted						
39	Not Submitted						

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

Load Sequence/Dependencies
COURSE

STUDENT SNAPSHOT
COURSE INSTRUCTOR SNAPSHOT

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

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	20	SUBMITTING DISTRICT CODE	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education		Example: 123456789 All LEA and School codes can be found at EdNA website (www.edna.ed.state.pa.us)
2	10	SCHOOL YEAR DATE	R	K, M	A single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2017-2018 school year would be indicated by 2018-06-30.	All dates must be entered in ISO format: YYYY-MM-DD	Example: 2018-06-30
3	30	INCIDENT ID	R	K, M	An identifier assigned by the LEA to the incident; this identifier must be unique within each LEA per school year.		Example: 9801

PIMS Incident Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
4	10	INCIDENT DATE	R	F, M	The date the incident took place	All dates must be entered in ISO format: YYYY-MM-DD	Example: 2017-10-05
5	12	LOCATION CODE OF INCIDENT	R	F, M	The PDE-defined 4-digit code identifying the school where the incident took place		Example: 1234 All LEA and School codes can be found at EdNA website (www.edna.ed.state.pa.us)
6	Not Submitted						
7	Not Submitted						
8	Not Submitted						
9	5	INCIDENT AGAINST PROPERTY INDICATOR	R	U	A Y/N indicator that specifies whether the incident was against property		Valid Value: Y or N
10	Not 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						
20	Not Submitted						

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

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	20	SUBMITTING DISTRICT CODE	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education		Example: 123456789 All LEA and School codes can be found at EdNA website (www.edna.ed.state.pa.us)
2	20	PERSON ID	R	K, M	An identifier for the person involved in an incident; this can be the PAsecureID or an identifier assigned by the LEA.	This identifier must be unique to the individual within an LEA per school year.	Example: 887 or 1000000009

PIMS Person Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
3	10	SCHOOL YEAR DATE	R	K, M	A single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2017-2018 school year would be indicated by 2018-06-30.	All dates must be entered in ISO format: YYYY-MM-DD	Example: 2018-06-30
4	20	PERSON DISTRICT CODE	O	U, D	The unique, 9-digit Administrative Unit Number (AUN) of the LEA to which the person belongs; AUN is assigned by the Pennsylvania Department of Education.		Example: 123456789 All LEA and School codes can be found at EdNA website (www.edna.ed.state.pa.us)
5	12	STUDENT ID	CR	U	The unique, 10-digit PAsecureID assigned to the student	If submitted, this field must be the student's PAsecureID. At least one of Student ID (5) or Local Person ID (6) is required.	Example: 1000000009
6	20	LOCAL PERSON ID	CR	U	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.	If submitted, this field should match the student's Alternate Student ID value in Field 93 of Student Snapshot. At least one of Student ID (5) or Local Person ID (6) is required.	Example: 1523
7	Not Submitted						
8	Not Submitted						
9	Not Submitted						
10	Not Submitted						
11	Not Submitted						
12	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: 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

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

PIMS Incident Offender Template Specifications

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

Load Sequence/Dependencies
INCIDENT
PERSON

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

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

PIMS Incident Offender Infraction Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
5	10	SCHOOL YEAR DATE	R	K, M	A single date 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	All dates must be entered in ISO format: YYYY-MM-DD	Example: 2018-06-30
6	Not Submitted						
7	Not Submitted						
8	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. The fields identified with an NCES code are recommended to follow the NCES Non-Fiscal Data Handbook V6.0.
3. Code Column: K - component of primary key; U - value is updatable if row exists; M - a value must be supplied.
4. Data must be supplied in delimited format. Full delimiter support is available.

Load Sequence/Dependencies

Load Sequence/Dependencies
INCIDENT
PERSON
INCIDENT OFFENDER

FAQs

None at this time

Incident Offender Disciplinary Action Template

(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

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

PIMS Incident Offender Disciplinary Action Template Specifications

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

PIMS Incident Offender Disciplinary Action Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
5	10	SCHOOL YEAR DATE	R	K,M	A single date 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	All dates must be entered in ISO format: YYYY-MM-DD	Example: 2017-06-30
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	10	DISCIPLINARY ACTION DETERMINATION DATE	R	U	The date the disciplinary action was assigned to the student.		Example: 2017-12-10
15	Not Submitted						
16	20	DISCIPLINARY ACTION ID	R	U	Local LEA identifier used to identify the disciplinary action.	This field is required. If this field is not present, the loading process will reject the record, and possibly the entire template.	Example: 001
17	Not Submitted						
18	12	RESPONSIBLE LOCATION CODE	R	U	The PDE-defined 4-digit code identifying the school responsible for overseeing the disciplinary action		Example: 1234
19	Not Submitted						
20	Not Submitted						
21	Not Submitted						

PIMS Incident Offender Disciplinary Action Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
22	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. 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

Load Sequence/Dependencies
PERSON
INCIDENT
INCIDENT OFFENDER

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.

District Code	Location Code	Marking Period Code	School Year Date	Marking Period Start Date	Marking Period End Date	NC	Term Code	Instructional Days	NC	Location Term Category
999999999	9999	Q1	2018-06-30	2017-08-26	2017-10-25		N/A	45		Fall Quarter 1 - 2017/2018
999999999	9999	N/A	2018-06-30	2017-08-26	2017-12-20		S1	90		Fall Semester - 2017/2018
999999999	9999	N/A	2018-06-30	2017-07-01	2018-06-30		YR	180		2017-17 School Year

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

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	20	DISTRICT CODE	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education		Example: 123456789 All LEA and School codes can be found at EdNA website (www.edna.ed.state.pa.us)
2	12	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	A code specifying a marking period during the school year	Use N/A when defining start and end dates for a Term. Otherwise, see valid values.	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
4	10	SCHOOL YEAR DATE	R	K, M	A single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2017-2018 school year would be indicated by 2018-06-30	All dates must be entered in ISO format: YYYY-MM-DD	Example: 2018-06-30

PIMS Location Marking Period Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
5	10	MARKING PERIOD START DATE	R	U,M	The date on which the marking period begins at the specified school	All dates must be entered in ISO format: YYYY-MM-DD	Example: 2018-01-04
6	10	MARKING PERIOD END DATE	R	U,M	The date on which the marking period ends at the specified school	All dates must be entered in ISO format: YYYY-MM-DD	Example: 2017-05-30
7	Not Submitted						
8	20	TERM CODE	R	U,M	The type of the session during the school year	Use N/A when defining start and end dates for a Marking Period. Otherwise, see valid values.	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
9	3,0	INSTRUCTIONAL DAYS	R	U,M	The number of instructional days offered during the specified marking period		Example: 92
10	Not Submitted						
11	50	LOCATION TERM CATEGORY	R	U,M	The local identifying name for the marking period or term (e.g., Fall 2017-2018, 2018 Summer).		Example: Fall Semester 2017-17

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_MP_CALENDAR_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

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	9	DISTRICT CODE	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education		Example: 123456789 All LEA and School codes can be found at 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

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
5	10	SCHOOL YEAR DATE	R	K, M	A single date 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	All dates must be entered in ISO format: YYYY-MM-DD	Example: 2018-06-30
6	10	CALENDAR DATE	R	K,M	A date within the specified school year, Marking Period, and Term	All dates must be entered in ISO format: YYYY-MM-DD	Example: 2018-02-01
7	20	DAY TYPE	R	U	The type of scheduled or unscheduled event for the specified calendar date		Valid Values: • 01 - Instructional day • 02 - Teacher only day • 03 - Holiday • 04 - Make-up day • 05 - Weather day • 06 - Student late arrival/early dismissal • 07 - Emergency Day • 08 - Strike • 09 - Other

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

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	9	DISTRICT CODE	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education		Example: 123456789 All LEA and School codes can be found at 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)

PIMS School Enrollment Template Specifications

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

PIMS School Enrollment Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
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 project 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.

PIMS Staff Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	9	DISTRICT CODE	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education		Example: 123456789 All LEA and School codes can be found at EdNA website (www.edna.ed.state.pa.us)
2	9	STAFF ID	R	K, M	A unique identifier for each staff member; use the 7-digit Professional Personnel ID (PPID) for all certificated staff and non-certificated staff. Use the 5-digit Municipal Police Officer Training ID (MPTID) for school security staff preceded by SS. The staff ID must be consistent in all templates.	Do not use leading zeros or spaces in PPIDs. See Sample / Valid Value.	Examples: 6925031
3	Not Submitted						
4	Not Submitted						
5	Not Submitted						
6	Not Submitted						
7	Not Submitted						
8	Not Submitted						
9	Not Submitted						
10	Not Submitted						
11	Not Submitted						
12	Not Submitted						

PIMS Staff Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
13	Not Submitted						
14	6	PRIMARY LOCATION CODE	R	U,M	The PDE-defined, 4-digit school code identifying the primary school of employment for the staff member. • LEA off-site locations, use 9999. • Staff assigned to district office, use 0000.		Example: 1234
15	Not Submitted						
16	Not Submitted						
17	Not Submitted						
18	Not Submitted						
19	Not submitted						
20	N/A	GENDER CODE	R	U	A person's gender		Valid Values: • M = Male • F = Female
21	N/A	RACE OR ETHNICITY CODE	R	U	The general racial or ethnic category that most clearly reflects the individual's recognition of his or her community or with which the individual most identifies		Valid Values: • 1 - American Indian - Alaskan Native • 3 - Black - African American • 4 - Hispanic • 5 - White • 6 - Multi-Racial • 9 - Asian • 10 - Native Hawaiian - Pacific Islander
22	Not Submitted						
23	Not Submitted						
24	Not Submitted						
25	Not Submitted						
26	Not Submitted						

PIMS Staff Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
27	Not Submitted						
28	Not Submitted						
29	Not Submitted						
30	Not submitted						
31	Not submitted						
32	Not submitted						
33	Not submitted						
34	Not submitted						
35	10	CURRENT SERVICE DATE	R	U	The month, day, and year on which an individual was hired for a position. **This must be the date the professional first was hired for the current position, even if that is a prior year.**	All dates must be in ISO format, with all 10 characters present, including dashes: YYYY-MM-DD	Example: 1990-09-01
36	10	EXIT DATE	CR	U	The month, day, and year on which an individual ended a period of self-employment or employment with an organization or institution	This field is required only for exited staff. All dates must be in ISO format, with all 10 characters present, including dashes: YYYY-MM-DD	Example: 2017-07-15
37	Not submitted						
38	Not submitted						

PIMS Staff Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
39	2	YEARS EXPERIENCE	O	U	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.		Example: 20
40	10	BIRTH DATE	O	U	The month, day, and year on which an individual was born	All dates must be in ISO format, with all 10 characters present, including dashes: YYYY-MM-DD	Example: 1991-07-15
41	Not Submitted						
42	Not Submitted						
43	Not Submitted						
44	Not Submitted						
45	Not Submitted						
46	Not Submitted						
47	Not Submitted						
48	Not Submitted						
49	Not submitted						

PIMS Staff Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
50	10	SNAPSHOT DATE	R	N/A	For Dashboard Data Submissions this should always be the School Year Date	All dates must be in ISO format: YYYY-MM-DD For Dashboard Data Submissions this should always be the School Year Date	2017-06-30
51	Not Submitted						
52	Not Submitted						
53	Not Submitted						
54	Not Submitted						
55	Not Submitted						
56	Not submitted						
57	20	ALTERNATE STAFF ID	R	U	A unique number or alphanumeric code assigned by the LEA to identify a staff member If no local LEA ID exists, reenter PPID from the STAFF ID field (Field 2).		Example: 987654
58	Not submitted						
59	Not Submitted						
60	Not Submitted						
61	Not Submitted						
62	Not Submitted						
63	Not Submitted						
64	Not submitted						
65	60	FIRST NAME LONG	R	U, R	A legal name given to an individual at birth, baptism, or during another naming ceremony, or through legal change		Example: Thomas

PIMS Staff Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
66	60	LAST NAME LONG	R	U, R	The legal name borne in common by members of a family, also known as surname		Example: Smith
67	10	NAME SUFFIX	O	U	An appendage, if any, used to denote an individual's generation in his family (e.g., Jr., Sr., III)		Examples: Jr., Sr., II, III, IV, V, etc.
68	Not submitted						
69	3	HISPANIC ETHNICITY INDICATOR	R	U	Indicator of whether staff member is Hispanic regardless of race		Valid Value: Y or N
70	Not Submitted						
71	Not Submitted						
72	Not Submitted						
73	Not Submitted						
74	Not submitted						
75	Not submitted						
76	80	E-MAIL ADDRESS	O	U	The numbers, letters, and symbols used to identify an electronic mail (e-mail) user within the network to which the individual or organization belongs		Example: jdoe@LEA.org
77	60	MIDDLE NAME	O	U	A secondary name given to an individual at birth, baptism, or during another naming ceremony		Example: George
78	N/A	RACE 2 CODE	O	U	A single code indicating the race and ethnicity of the staff		Valid Values: • 1 - American Indian - Alaskan Native • 3 - Black - African American • 5 - White • 9 - Asian • 10 - Native Hawaiian - Pacific Islander

PIMS Staff Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
79	N/A	RACE 3 CODE	O	U	A single code indicating the race and ethnicity of the staff		Valid Values: • 1 - American Indian - Alaskan Native • 3 - Black - African American • 5 - White • 9 - Asian • 10 - Native Hawaiian - Pacific Islander
80	N/A	RACE 4 CODE	O	U	A single code indicating the race and ethnicity of the staff		Valid Values: • 1 - American Indian - Alaskan Native • 3 - Black - African American • 5 - White • 9 - Asian • 10 - Native Hawaiian - Pacific Islander
81	N/A	RACE 5 CODE	O	U	A single code indicating the race and ethnicity of the staff		Valid Values: • 1 - American Indian - Alaskan Native • 3 - Black - African American • 5 - White • 9 - Asian • 10 - Native Hawaiian - Pacific Islander
82	Not Submitted						
83	Not Submitted						
84	Not Submitted						
85	Not Submitted						
86	Not Submitted						
87	Not Submitted						
88	Not Submitted						
89	Not Submitted						
90	Not Submitted						
91	Not Submitted						
92	Not Submitted						
93	Not Submitted						

PIMS Staff Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
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

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
108	20	STAFF EDUCATION LEVEL CODE	O	U	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).		Valid Values: • 9998 - Less than HS graduate • 1044 - High school diploma • 1049 - Some college but no degree • 1050 - Associate's degree (two years or more) • 1051 - Bachelor's (Baccalaureate) degree (e.g., B.A., A.B., B.S.) • 1054 - Master's degree (e.g., M.A., M.S., M. Eng., M.Ed., M.S.W., M.B.A., M.L.S.) • 1057 - Doctoral (Doctor's) degree (e.g., Ph.D., Ed.D.)
109	Not Submitted						

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 members 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

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	9	DISTRICT CODE	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education		Example: 123456789 All LEA and School codes can be found at EdNA website (www.edna.ed.state.pa.us)

PIMS Staff Assignment Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
2	9	STAFF ID	R	K, M	A unique identifier for each staff member; use the 7-digit Professional Personnel ID (PPID) for all certificated staff and non-certificated staff. Use the 5-digit Municipal Police Officer Training ID (MPTID) for school security staff preceded by SS. The staff ID must be consistent in all templates.	Do not use leading zeros or spaces in PPIDs. See Sample / Valid Value.	Examples: 6925031
3	N/A	ASSIGNMENT CODE	R	K, M	Code for the certificated or non-certificated assignment		Valid Values: See the full list of Staff Assignment Codes in Appendix H in Volume 2 of the PIMS User Manual.
4	4	LOCATION CODE	R	K, M	The PDE-defined, 4-digit code identifying the school where the staff member is assigned		Example: 1234 All LEA and School codes can be found at EdNA website (www.edna.ed.state.pa.us)
5	10	SCHOOL YEAR DATE	R	K, M	A single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2017-2018 school year would be indicated by 2018-06-30	All dates must be in ISO format, with all 10 characters present, including dashes: YYYY-MM-DD	Example: 2018-06-30

PIMS Staff Assignment Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
6	10	ASSIGNMENT DATE	R	K, M	If the assignment is a continuation from the previous school year, enter the actual date the employee began an assignment. For staff assignments within the current school year, enter the actual start date of the staff assignment. For school security staff ONLY, you may use 2017-07-01 if the actual start date during the year is unknown.	All dates must be in ISO format, with all 10 characters present, including dashes: YYYY-MM-DD	Example: 1987-01-04 or 2017-07-01
7	10	COMPLETION DATE	CR	U	Assignment exit date - the date an employee left a specific assignment to move to another assignment in the same LEA, or the date an employee was terminated from the LEA. This field does not apply to school security staff.	All dates must be in ISO format, with all 10 characters present, including dashes: YYYY-MM-DD	Example: 2017-10-31
8	Not submitted						
9	Not submitted						
10	Not submitted						
11	Not submitted						
12	20	ASSIGNMENT PROGRAMS CODE	R	U	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'.	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
13	Not submitted						

PIMS Staff Assignment Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
14	Not submitted						
15	Not submitted						
16	Not submitted						
17	Not submitted						
18	Not Submitted						
19	Not submitted						
20	Not submitted						
21	Not submitted						
22	Not submitted						
23	Not submitted						
24	Not submitted						
25	50	ASSIGNMENT TITLE	O	U	Description of the staff members assignment		Example: MS Math Teacher
26	Not submitted						
27	Not Submitted						

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.

Load Sequence/Dependencies

Load Sequence/Dependency
STAFF SNAPSHOT

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.

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	9	DISTRICT CODE	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education		Example: 123456789 All LEA and School codes can be found at EdNA website (www.edna.ed.state.pa.us)
2	4	LOCATION CODE	R	U, M	The PDE-defined, 4-digit code identifying the school All public schools have a 4-digit school code that is other than 0000 or 9999 If a student is at a location that does not have a designated school code, use 9999 as the LOCATION CODE		Example: 1234 All LEA and School codes can be found at EdNA website (www.edna.ed.state.pa.us)
3	10	SCHOOL YEAR DATE	R	K, M	A single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2017-2018 school year would be indicated by 2018-06-30	All dates must be entered in ISO format: YYYY-MM-DD	Example: 2018-06-30
4	10	STUDENT ID	R	K, M	The unique, 10-digit PAsecureID assigned to the student		Example: 1000000009
5	Not Submitted						
6	Not submitted						
7	Not submitted						
8	Not submitted						
9	Not submitted						

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
10	Not Submitted						
11	Not submitted						
12	Not submitted						
13	Not Submitted						
14	10	BIRTH DATE	R	U	Provide the birth date of the student	All dates must be entered in ISO format: YYYY-MM-DD	Example: 1991-07-15
15	N/A	GENDER CODE	R	U	Provide a code that represents the gender of the student		Valid Values: • M - male • F - female
16	40	ADDRESS 1	R	U	Provide the street name and number of the student's mailing address		Example: 222 Main St.
17	40	ADDRESS 2	O	U	Provide additional information concerning the street address of the student's mailing address, such as apartment number		Example: Apt. 107
18	30	CITY	R	U	Provide the city of the student's mailing address		Example: York
19	N/A	STATE CODE	R	U	Provide the official 2-character US Postal Service abbreviation for the student's mailing address		Example: PA See the full list of state abbreviations in Appendix A of Volume 2 of the PIMS User Manual.
20	10	FULL ZIP CODE	R	U	Provide the official US Postal Code for the student's home address	If this field is populated, the values should be in the format NNNNN or NNNNN-NNNN	Example: 17401 or 17401-1234

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
21	14	HOME PHONE	R	U	The home telephone number including the area code and extension, if applicable		Example: 717-555-1234
22	Not submitted						
23	Not Submitted						
24	Not submitted						
25	Not submitted						
26	Not submitted						
27	N/A	RACE OR ETHNICITY CODE	R	U	A single code indicating the race and ethnicity of the student		Valid Values: • 1 - American Indian - Alaskan Native • 3 - Black - African American • 4 - Hispanic • 5 - White • 6 - Multi-Racial • 9 - Asian • 10 - Native Hawaiian - Pacific Islander
28	Not submitted						
29	Not submitted						
30	Not submitted						
31	Not submitted						
32	20	NATIVE LANGUAGE	O	U	The code for the native language to which a child is/was exposed		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.
33	Not Submitted						
34	Not Submitted						
35	Not Submitted						
36	Not Submitted						
37	Not Submitted						

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
38	4	SPECIAL EDUCATION	O	U	Provide an indication of whether the student is a special education student.		Valid Values: Y or N
39	Not submitted						
40	Not submitted						
41	N/A	LEP/ELL STATUS	O	U	This field indicates whether the student: • is currently identified as an ELL; • was formerly ELL, has exited, and is being monitored; • was formerly ELL, has exited, and no longer is being monitored; • was never identified as ELL.	.	Valid Values: • 01 - current ELL • 03 - former ELL, exited, and in 1st year of monitoring • 04 - former ELL, exited, and in 2nd year of monitoring • 05 - former ELL, exited, and no longer monitored • 99 - never ELL
42	Not submitted						
43	Not submitted						
44	Not Submitted						
45	Not Submitted						
46	Not Submitted						
47	Not Submitted						
48	Not Submitted						
49	Not Submitted						
50	Not Submitted						
51	Not Submitted						
52	Not Submitted						
53	Not Submitted						
54	Not Submitted						
55	Not submitted						

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/ CR	Code	Definition	Business Rules	Sample / Valid Value
56	Not submitted						
57	Not submitted						
58	Not submitted						
59	Not submitted						
60	Not submitted						
61	Not submitted						
62	Not submitted						
63	Not submitted						
64	Not Submitted						
65	Not Submitted						
66	Not Submitted						
67	Not Submitted						
68	Not Submitted						
69	Not submitted						

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
70	N/A	ADA STATUS INDICATOR	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.
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

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
81	Not Submitted						
82	Not submitted						
83	10	SNAPSHOT DATE	R	N/A	For Dashboard Data Submissions this should always be the School Year Date	All dates must be entered in ISO format: YYYY-MM-DD For Dashboard Data Submissions this should always be the School Year Date	2017-06-30
84	Not submitted						
85	Not submitted						
86	Not submitted						
87	Not submitted						
88	N/A	ECONOMIC DISADVANTAGED STATUS CODE	R	U	This field indicates the economically disadvantaged status of a student. To determine if a student is economically disadvantaged, poverty data sources such as Temporary Assistance for Needy Families cases, census poor, Medicaid, children living in institutions for the neglected or delinquent, or those supported in foster homes may be used. If such data are not available, use the most recent reliable data available at the time of determination, such as free and reduced price lunch eligibility.	Provision II Districts should not use “base year” Free and Reduced Eligibility data for reporting individual student poverty code data in “non-base years.”	Valid Values: • Y - Yes • N - No
89	Not Submitted						

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
90	Not Submitted						
91	Not Submitted						
92	Not Submitted						
93	25	ALTERNATE STUDENT ID	R	U	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.		Example: 12345
94	Not Submitted						
95	Not Submitted						
96	Not Submitted						
97	Not Submitted						
98	Not Submitted						
99	Not Submitted						
100	Not submitted						
101	Not submitted						
102	Not submitted						
103	Not submitted						
104	Not submitted						
105	Not submitted						
106	Not submitted						
107	Not submitted						
108	Not Submitted						
109	Not Submitted						
110	Not Submitted						
111	3	HOMELESS STATUS CODE	O	U	An indicator of the students residential status	Children and youth who lack a fixed, regular, and adequate nighttime residence are considered homeless	Valid Values: • Y - Yes • N - No

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
112	Not Submitted						
113	Not submitted						
114	Not submitted						
115	Not submitted						
116	Not submitted						
117	Not Submitted						
118	Not submitted						
119	Not submitted						
120	N/A	STUDENT IS A SINGLE PARENT	O	U	Specifies whether the student is a single parent. A single parent is any individual who is unmarried or legally separated from a spouse and who has a minor child or children for which the parent has either custody or joint custody, or is pregnant. This is an element required for secondary and adult affidavit program CTE students only.		Valid Value: Y or N
121	3	STUDENT IS PREGNANT	O	U	An indication of whether or not the student is pregnant as of the snapshot date		Valid Value: Y or N
122	Not submitted						
123	N/A	HOME LANGUAGE CODE	O	U	The NCES Code for the language a child uses to communicate in their residential home		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.

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
124	3	NEGLECTED OR DELINQUENT	O	U	An indication that the student is participating in programs for neglected or delinquent students		Valid Values: Y or N
125	Not Submitted						
126	10	NAME SUFFIX	O	U	An appendage, if any, used to denote an individual's generation in his family (e.g., Jr., Sr., III) See Valid Values.	Suffix should be 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.	Valid Values: Jr., Sr., II, III, IV, V, Esq., etc.
127	Not submitted						
128	Not submitted						
129	Not submitted						
130	Not submitted						
131	N/A	FOOD PROGRAM ELIGIBILITY	O	U	The student's eligibility to participate in the free/reduced lunch program See Valid Values.		Valid Values: • F - Free • R - Reduced price • N - Neither
132	Not submitted						
133	60	LAST NAME LONG	R	U	The legal last name (surname) of the student	See FAQ 1 for guideline regarding hyphenated last names.	Example: Harley

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
134	60	FIRST NAME LONG	R	U	The legal first name of the student		Example: George
135	Not submitted						
136	Not submitted						
137	Not submitted						
138	Not submitted						
139	Not submitted						
140	Not submitted						
141	Not submitted						
142	60	MIDDLE NAME	O	U	The middle name of the student. **NOTE:** Whenever possible, this is to be the **FULL** middle name, not just the middle initial.		Example: Howard
143	Not Submitted						
144	3	HISPANIC ETHNICITY INDICATOR	R	U	An indication that the person traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race		Valid Value: Y or N
145	Not Submitted						
146	N/A	RACE 2 CODE	O	U	A single code indicating the race and ethnicity of the student		Valid Values: • 1 - American Indian - Alaskan Native • 3 - Black - African American • 5 - White • 9 - Asian • 10 - Native Hawaiian - Pacific Islander

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
147	N/A	RACE 3 CODE	O	U	A single code indicating the race and ethnicity of the student		Valid Values: • 1 - American Indian - Alaskan Native • 3 - Black - African American • 5 - White • 9 - Asian • 10 - Native Hawaiian - Pacific Islander
148	N/A	RACE 4 CODE	O	U	A single code indicating the race and ethnicity of the student		Valid Values: • 1 - American Indian - Alaskan Native • 3 - Black - African American • 5 - White • 9 - Asian • 10 - Native Hawaiian - Pacific Islander
149	N/A	RACE 5 CODE	O	U	A single code indicating the race and ethnicity of the student		Valid Values: • 1 - American Indian - Alaskan Native • 3 - Black - African American • 5 - White • 9 - Asian • 10 - Native Hawaiian - Pacific Islander
150	Not submitted						
151	Not submitted						
152	3	IMMIGRANT INDICATOR	O	U	An indication that the student is an immigrant		Valid Value: Y or N
153	20	PRIMARY LANGUAGE CODE	O	U	The primary language in which the student communicates		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.

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
154	40	ADDRESS 3	O	U	Additional information concerning the street address of the student's mailing address, such as a building or site number.	Address information is needed for CTE secondary students and Perkins funded CTE adult affidavit program students. **NOTE:** For Special Education students, provide the parents' home address.	
155	Not Submitted						
156	Not Submitted						
157	40	MAILING ADDRESS 1	O	U	The street number and street name or post office box number of the mailing address		
158	40	MAILING ADDRESS 2	O	U	Additional mailing address information, if necessary		
159	40	MAILING ADDRESS 3	O	U	Additional mailing address information, if necessary		
160	30	MAILING ADDRESS CITY	O	U	The name of the city in which the mailing address is located		
161	3	MAILING ADDRESS STATE CODE	O	U	The 2-character abbreviation for the state (within the United States) or outlying area in which the mailing address is located		Example: PA See the full list of state abbreviations in Appendix A in Volume 2 of the PIMS User Manual.
162	Not submitted						
163	Not submitted						
164	Not submitted						
165	Not Submitted						

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
166	N/A	DISPLACED HOMEMAKER	O	U	An indication of whether the student is considered a displaced homemaker. The term 'displaced homemaker' means an individual who, "(A)(i) has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills; "(ii) has been dependent on the income of another family member but is no longer supported by that income; or "(iii) is a parent whose youngest dependent child will become ineligible to receive assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) not later than 2 years after the date on which the parent applies for assistance under such title; and "(B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.		Valid Values: Y or N
167	Not submitted						
168	Not submitted						
169	Not submitted						
170	Not submitted						
171	Not submitted						

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
172	Not Submitted						
173	Not Submitted						
174	Not submitted						
175	Not submitted						
176	Not submitted						
177	Not submitted						
178	Not submitted						
179	Not submitted						
180	Not submitted						
181	Not submitted						
182	Not Submitted						
183	Not submitted						
184	Not Submitted						
185	Not submitted						
186	Not submitted						
187	Not submitted						
188	Not submitted						
189	Not Submitted						
190	Not Submitted						
191	Not Submitted						
192	250	EMAIL ADDRESS	O	U	The numbers, letters, and symbols used to identify an electronic mail (e-mail) user within the network to which the individual or organization belongs		Example: student@LEA.org
193	Not submitted						
194	Not submitted						
195	Not submitted						
196	Not submitted						

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
197	20	UNACCOMPANIED YOUTH TYPE CODE	O	U	An indication whether the homeless youth was unaccompanied by a parent, legal guardian or other adult.		Valid Values: Y or N
198	Not submitted						
199	Not submitted						
200	Not submitted						
201	Not submitted						
202	Not Submitted						
203	Not Submitted						
204	Not Submitted						
205	Not Submitted						
206	Not Submitted						
207	20	MILITARY FAMILY CODE	O	U	An indication of whether the student is a member of a military family		Valid Values: Y or N
208	20	ASYLEE OR REFUGEE STATUS CODE	O	U	A code representing the student's status as an asylee or refugee		Valid Values: • A - Asylee • R - Refugee • N - Neither
209	3	FOSTER CARE INDICATOR	O	U	An indication of whether the student is currently residing in foster care		Valid Values: Y or N
210	Not Submitted						
211	Not Submitted						
212	Not Submitted						

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 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.

- **<u>NOTE</u>:** 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.

Domain	Template	Template Requirement	Note
Academic Record Domain	Student Course Transcript	Optional	
Academic Record Domain	Student Credit GPA	Conditionally Required	Required if Student Course Transcript is submitted
Assessment Domain	Academic Standards	Conditionally Required	Required if Assessment ItemR Academic Standards is submitted
Assessment Domain	Academic Standards Document	Conditionally Required	Required if Assessment ItemR Academic Standards is submitted
Assessment Domain	Assessment ItemR Academic Standards	Optional	
Assessment Domain	Student Local Assessment Objective	Optional	
Assessment Domain	Student Local Assessment Question	Optional	
Assessment Domain	Student Local Assessment Subtest	Optional or Conditionally Required	Can stand alone or Required if Student Local Assessment Objective or Student Local Assessment Question is submitted
Attendance	Staff Attendance	Optional	
Attendance	Student Course Attendance	Optional	
Discipline	Incident Offender Disciplinary Action	Optional	
Groups & Programs Domain	Cohort Group	Conditionally Required	Required if Student Cohort Group Fact is submitted
Groups & Programs Domain	Staff Assigned Cohort Group	Conditionally Required	Required if Student Cohort Group Fact is submitted
Groups & Programs Domain	Student Cohort Group Fact	Optional	
Groups & Programs Domain	Programs Fact	Optional	
Student	Contact	Conditionally Required	Required if Student Contact Fact is submitted
Student	Student Contact Fact	Optional	
Student	Student Academic Plan	Optional	

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

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	20	DISTRICT CODE	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education		Example: 123456789 All LEA and School codes can be found at EdNA website (www.edna.ed.state.pa.us)
2	12	LOCATION CODE	R	KU,M	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.		Example: 1234 All LEA and School codes can be found at EdNA website (www.edna.ed.state.pa.us)

PIMS Staff Attendance Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
3	12	STAFF ID	R	K,M	A unique identifier assigned by the Pennsylvania Department of Education to each staff member reported in PIMS. Use the 7-digit Professional Personnel ID (PPID) for all certificated and non-certificated staff with direct instructional responsibility for the course.	Do not use leading zeros or spaces in PPIDs.	Example: 3456789
4	Not Submitted						
5	10	ATTENDANCE PERIOD START DATE	R	K,M	The date for which attendance is being reported	All dates must be entered in ISO format: YYYY-MM-DD	Example: 2017-11-04
6	Not Submitted						
7	Not Submitted						
8	Not Submitted						
9	Not Submitted						
10	Not Submitted						

PIMS Staff Attendance Template Specifications

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

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

Load Sequence/Dependency
STAFF SNAPSHOT

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

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

PIMS Student Course Attendance Template Specifications

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

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

Load Sequence/Dependency
STUDENT SNAPSHOT
COURSE
COURSE INSTRUCTOR SNAPSHOT

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

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

PIMS Student Course Transcript Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
3	12	STUDENT ID	R	K,M	The unique, 10-digit PAsecureID assigned to the student		Example: 1000000009
4	40	MARKING PERIOD CODE	R	K,M	Use N/A	Always N/A	N/A
5	20	TERM CODE	R	K,M	The code representing the Term in which the course on the student's transcript was originally taken.		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
6	10	MARKING PERIOD SCHOOL YEAR DATE	R	K,M	The single date indicating the whole school year in which the course on the student's transcript was originally taken.	All dates must be entered in ISO format: YYYY-MM-DD	Example: 2012-06-30
7	10	CREDIT GPA CODE	R	K,M	Use ACADEMIC		Example: ACADEMIC
8	30	CATALOG COURSE CODE	R	K,M	A code from Pennsylvania's list of Standardized Course Codes that matches or best represents the course on the student's transcript.		See Appendix G in Volume 2 of the Dashboard data submission user manual for a complete list of valid values.
9	10	REPORTING DATE	R	K,M	For Dashboard Data Submissions this should always be the School Year Date	For Dashboard Data Submissions this should always be the School Year Date	2017-06-30
10	20	CLASS DETAIL OUTCOME CODE	R	U	The result from the student's attempt to take the course.		Valid Values: • P - Pass • F - Fail • I - Incomplete • W - Withdrawn
11	Not Submitted						

PIMS Student Course Transcript Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
12	8,4	CREDITS EARNED	R	U	The number of credits the student earned for completion of this course		
13	Not Submitted						
14	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- • B+ • B • B- • C+ • C • C- • D+ • D • D- • F • P • O (Outstanding) • S (Satisfactory) • U (Unsatisfactory) • IP (In Progress) • INC (Incomplete) • MD (Medical) • NG (No Grade) • WD (Withdraw) • WF (Withdraw Fail) • WP (Withdraw Pass)

PIMS Student Course Transcript Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
15	7,3	NUMERIC GRADE	O	U	A numeric grade indicator of student performance in a class as submitted by the instructor	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	Example: 92.7
16	Not Submitted						
17	25	STUDENT GRADE LEVEL CODE WHEN TAKEN	R	U	The grade level of the student at the time they took the course on their transcript.		See Appendix C in Volume 2 of the Dashboard data submission user manual I for a complete list of valid values.
18	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. 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

Load Sequence/Dependency
STUDENT SNAPSHOT
STUDENT CREDIT GPA

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

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

PIMS Student Credit GPA Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
5	10	REPORTING DATE	R	K,M	For Dashboard Data Submissions this should always be the School Year Date	For Dashboard Data Submissions this should always be the School Year Date	2017-06-30
6	40	MARKING PERIOD CODE	R	KU,M	Use N/A	Always N/A	N/A
7	Not Submitted						
8	Not Submitted						
9	8,3	CUMULATIVE CREDITS EARNED	R	U	The total number of credits earned by the student as of the specified term.		Example: 18
10	Not Submitted						
11	20	TERM CODE	R	KU,D	The type of the session during the school year for which credits are being reported.		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
12	Not Submitted						
13	Not Submitted						
14	Not Submitted						
15	Not Submitted						
16	Not Submitted						
17	Not Submitted						
18	Not Submitted						
19	8,3	CUMULATIVE CREDITS ATTEMPTED	R	U	The total number of credits attempted by the student as of the specified term.		24

PIMS Student Credit GPA Template Specifications

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

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

Load Sequence/Dependency
STUDENT SNAPSHOT

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

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	20	DISTRICT CODE	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education		Example: 123456789 All LEA and School codes can be found at EdNA website (www.edna.ed.state.pa.us)
2	60	TEST DESCRIPTION	R	K, M	The title or name of the assessment.	Must be consistent for all records of an assessment	Example: DIBELS

PIMS Student Local Assessment Subtest Template Specifications

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

PIMS Student Local Assessment Subtest Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
11	10	TEST DATE	R	K, M	The date the assessment was administered, or the first day of administration if the assessment spans multiple days.	All dates must be entered in ISO format: YYYY-MM-DD	Example: 2017-04-04
12	Not Submitted						
13	20	STUDENT ASSESSMENT LANGUAGE CODE	O	U	The language in which the assessment was written and/or administered.		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.
14	20	STUDENT ACCOMMODATION CODE	O	U	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.		Valid Values: • 01 - 504 accommodation • 02 - English language learner accommodation • 03 - Other • 04 - Scheduling accommodation • 05 - Settings accommodation • 06 - Student equipment/technology • 07 - Test administration accommodation • 08 - Test material accommodation • 09 - Test response accommodation
15	50	SCORE TYPE 1	R	M	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.	Use code 031 to report the students Raw score for all tests except the ACT, use 033 to report Scale scores for ACT results.	• 031 – Raw Score • 033 – Scale Score (Valid for ACT test results only)

PIMS Student Local Assessment Subtest Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
16	35	SCORE 1	R	U	The value of a meaningful raw score or expression of the performance of an individual.	The result can be expressed as a number, percentile, range, or level and should coincide with the code submitted in field 17.	Integer Example: 4
17	50	SCORE VALUE TYPE 1	R	U	The type of value provided for the students assessment result.		Valid Values: • 01 – Integer
18	Not Submitted						
19	Not Submitted						
20	50	SCORE TYPE 2	O	U	Score Type 2 is only used when submitting PSAT data to report a Percentile score, in addition to the Raw Score.	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	• 024 - Percentile
21	35	SCORE 2	O	U	The value of a meaningful Percentile score or expression of the performance of an individual.	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	Example: 90
22	50	SCORE VALUE TYPE 2	O	U	The type of value provided for the students assessment result.	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	• 04 - Percentile
23	Not Submitted						
24	Not Submitted						
25	Not Submitted						
26	Not Submitted						
27	Not Submitted						
28	Not Submitted						
29	Not Submitted						

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.

PIMS Student Local Assessment Objective Template Specifications

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

PIMS Student Local Assessment Objective Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
10	50	ITEM RESPONSE DETAIL DESC	R	U	A description of the assessment objective, cluster, or skill for which the student result is being reported.		Example: ELA Objective 4.3.2
11	8, 2	MAXIMUM RESPONSE VALUE	R	U	The maximum score a student can achieve on the subtest objective.		Example: 25
12	12	STUDENT ID	R	K, M	The unique, 10-digit PAsecureID assigned to the student		Example: 1000000009
13	10	TEST DATE	R	K, M	The date the assessment was administered, or the first day of administration if the assessment spans multiple days.	All dates must be entered in ISO format: YYYY-MM-DD	Example: 2017-04-04
14	50	OBJECTIVE SCORE TYPE 1	R	U, M	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.	Always use code 031 to report the students Raw score	031
15	35	OBJECTIVE SCORE 1	R	U	The value of a meaningful raw score or expression of the performance of an individual within the objective.	The result can be expressed as a number, percentile, range, or level and should coincide with the code submitted in field 16.	Integer Example: 4
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

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
22	Not Submitted						
23	Not Submitted						
24	Not Submitted						
25	Not Submitted						
26	Not Submitted						
27	Not Submitted						
28	Not Submitted						

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

Load Sequence/Dependency
STUDENT SNAPSHOT
STUDENT_LOCAL_ASSMNT_SUBTEST

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

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

PIMS Student Local Assessment Question Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
10	10	TEST DATE	R	K, M	The date the assessment was administered, or the first day of administration if the assessment spans multiple days.	All dates must be entered in ISO format: YYYY-MM-DD	Example: 2017-04-04
11	50	ANALYZED RESULT STATUS	R	U	The analyzed result of a student's response to an assessment item.		Valid Values: • 01 - Correct • 02 - Incorrect • 03 - Above Standard • 04 - Met standard • 05 - Below Standard
12	Not Submitted						
13	Not Submitted						
14	Not Submitted						

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_ITEMR
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

Load Sequence/Dependency
STUDENT SNAPSHOT
STUDENT_LOCAL_ASSMNT_SUBTEST

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

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	20	DISTRICT CODE	R	K,M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education		Example: 123456789 All LEA and School codes can be found at EdNA website (www.edna.ed.state.pa.us)
2	12	PROGRAM LOCATION CODE	R	U, 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	10	SCHOOL YEAR DATE	R	K,M	A single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2017-2018 school year would be indicated by 2018-06-30	All dates must be entered in ISO format: YYYY-MM-DD	Example: 2018-06-30

PIMS Programs Fact Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
4	12	STUDENT ID	R	K,M	The unique, 10-digit PAsecureID assigned to the student		Example: 1000000009
5	20	PROGRAMS CODE	R	K,M	A code representing the program in which the student is participating.		See the full list of Programs Code values in Appendix K in Volume 2 of the PIMS User Manual.
6	10	PROGRAM START DATE	R	K,D	The date the student began participating in the specified program.	All dates must be entered in ISO format: YYYY-MM-DD	Example: 2017-09-03
7	10	PROGRAM END DATE	O	U	The date on which the students participation in the program ended.	All dates must be entered in ISO format: YYYY-MM-DD Required only when a student stops participating in a program	Example: 2017-10-30
8	Not Submitted						
9	Not Submitted						
10	Not Submitted						
11	Not Submitted						
12	Not Submitted						

PIMS Programs Fact Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
13	20	EXIT REASON CODE 1	O	Z	The code representing the reason the child left the program.	Only submitted if the student has stopped participating in a program.	Valid Values: • 01 - Graduated with Regular High School Diploma • 02 - Received a GED • 03 - Reached Maximum Age (Age 21) • 04 - Dropped Out • 05 - Transferred to Regular Education • 06 - Moved known to be Continuing • 09 - Died • 11 - Moved out of state • 12 - Other • 13 - Received certificate of completion, modified diploma, or finished IEP requirements • 14 - Suspended or expelled from school • 15 - Transferred to another district or school • 16 - Unknown reason • 17 - Withdrawal by a parent (or guardian)
14	Not Submitted						
15	Not Submitted						
16	Not Submitted						
17	Not Submitted						
18	20	PGM PARTICIPATION INFO CODE	CR	U	The code indicating the type of Title I program, if any, in which the student is participating and served.	This field is required if the PROGRAMS CODE is 015 (the Title 1 Part A program)	Valid Values: • 01 - Public Targeted Assistance Program • 02 - Public Schoolwide Program • 03 - Private school student participating • 04 - Local Neglected Program
19	Not Submitted						
20	Not Submitted						
21	Not Submitted						

PIMS Programs Fact Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
22	Not Submitted						
23	Not Submitted						
24	Not Submitted						
25	Not Submitted						
26	Not Submitted						
27	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. 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

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	20	DISTRICT CODE	R	K,M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education		Example: 123456789 All LEA and School codes can be found at EdNA website (www.edna.ed.state.pa.us)
2	12	LOCATION CODE	O	K*	The PDE-defined 4-digit code identifying the school	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-digiti code identifying the location.	Example: 1234 All LEA and School codes can be found at EdNA website (www.edna.ed.state.pa.us)

PIMS Cohort Group Template Specifications

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

PIMS Cohort Group Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
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
9	25	COHORT SUBJECT AREA CODE	O	U	The Academic Subject associated with an academic intervention, assessment, cohort, credential field descriptor, assessment identity, learning objective, and assessment family.		See Appendix K in Volume 2 of the Dashboard data submission user manual for a complete list of valid values.
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.
11	Not Submitted						
12	Not Submitted						
13	Not Submitted						

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

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	20	STAFF DISTRICT CODE	R	K,M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education		Example: 123456789 All LEA and School codes can be found at EdNA website (www.edna.ed.state.pa.us)

PIMS Staff Assigned Cohort Group Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
2	12	STAFF ID	R	K,M	A unique identifier assigned by the Pennsylvania Department of Education to each staff member reported in PIMS. Use the 7-digit Professional Personnel ID (PPID) for all certificated and non-certificated staff with direct instructional responsibility for the course.	Do not use leading zeros or spaces in PPIDs.	Example: 3456789
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 (www.edna.ed.state.pa.us)
4	10	COHORT GROUP LOCATION CODE	O	K*	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)
5	20	COHORT GROUP ID	R	K,M	The unique identifier, assigned by the LEA, to the Cohort to which staff member is being assigned.		Example: CLASS2018
6	10	SCHOOL YEAR DATE	R	K,M	A single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2017-2018 school year would be indicated by 2018-06-30	All dates must be entered in ISO format: YYYY-MM-DD	Example: 2018-06-30
7	10	REPORTING DATE	R	K,M	For Dashboard Data Submissions this should always be the School Year Date	For Dashboard Data Submissions this should always be the School Year Date	2018-06-30
8	10	STAFF ASSIGNED START DATE	R	K,M	The date on which the staff member is assigned to the cohort group.	All dates must be entered in ISO format: YYYY-MM-DD	Example: 2018-06-30

PIMS Staff Assigned Cohort Group Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
9	10	STAFF ASSIGNED END DATE	CR	U	The date on which the staff members assignment to the cohort ends.	All dates must be entered in ISO format: YYYY-MM-DD 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
10	Not Submitted						

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

Load Sequence/Dependency
COHORT GROUP
STAFF SNAPSHOT

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

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
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 (www.edna.ed.state.pa.us)
2	12	STUDENT ID	R	K,M	The unique, 10-digit PAsecureID 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 (www.edna.ed.state.pa.us)

PIMS Student Cohort Group Fact Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
4	12	COHORT GROUP LOCATION CODE	CR	K*	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)
5	20	COHORT GROUP ID	R	K,M	The unique identifier, assigned by the LEA, to the Cohort to which staff member is being assigned.		Example: CLASS2018
6	10	SCHOOL YEAR DATE	R	K,M	A single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2017-2018 school year would be indicated by 2018-06-30	All dates must be entered in ISO format: YYYY-MM-DD	Example: 2018-06-30
7	10	REPORTING DATE	R	K,M	A single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2017-2018 school year would be indicated by 2018-06-30	All dates must be entered in ISO format: YYYY-MM-DD	Example: 2018-06-30
8	10	STUDENT COHORT GROUP START DATE	R	K,M	The date on which the student was associated to the cohort group.	All dates must be entered in ISO format: YYYY-MM-DD	Example: 2017-09-30
9	10	STUDENT COHORT GROUP END DATE	CR	U	The date on which the student was removed from or completed participation in the cohort group.	All dates must be entered in ISO format: YYYY-MM-DD	Example: 2017-10-30

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

Load Sequence/Dependency
COHORT GROUP
STUDENT SNAPSHOT

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

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

PIMS Student Academic Plan Template Specifications

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

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

Load Sequence/Dependency
STUDENT SNAPSHOT

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

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

PIMS Contact Template Specifications

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

PIMS Contact Template Specifications

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

PIMS Contact Template Specifications

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

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

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

PIMS Student Contact Fact Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
8	Not Submitted						
9	Not Submitted						
10	Not Submitted						
11	Not Submitted						
12	Not Submitted						
13	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. 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

Load Sequence/Dependency
STUDENT SNAPSHOT
CONTACT

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.

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

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.