



Collection 1
October Student
Data Set
September 2016

2016 – 2017 October Student Data Set

Agenda

- October Student Templates
- Who, What, Why, and When of Data Collection
- PIMS Reports
- What's New for 2016 – 2017
- Common Errors
- Data Quality Engine Rules
- Frequently Asked Questions
- Contact Information

October Student Templates

2016 – 2017 October Student Data Set

October Student Templates

- Student Template
 - Cumulative list of all students in LEA on a year-to-date basis
 - Required template for all student related templates
- Student Snapshot Template
 - Subset of Student Template
 - Focus on enrollments, low-income, CEP, LEP
 - Foundation for Graduates, Dropouts, and Cohort

October Student Templates

- School Enrollment Template
 - Tracks student mobility
 - Used by PDE to generate internal student snapshots
 - Historical audit table
- Programs Fact Template
 - Tracks program participation

Who, What, Why, and When of Data Collection

2016 – 2017 October Student Data Set

Who reports?

- School Districts (SD)
- Intermediate Units (IU)
- Career and Technical Centers (CTC)
- Charter Schools (CS)
- Approved Private Schools (APS)
- Private Residential Rehabilitation Institutions (PRRI)
- State Juvenile Correctional Institutions (SJCI)

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What is reported?

- October Student Data Set
 - Students educated by the LEA for one or more classes on the first business day in October
 - Students taught by the LEA's teachers at an offsite location on the first business day in October

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What is reported?

- Economic Disadvantaged Status Code (field 88)
 - Indicates the economically disadvantaged status of a student
 - Official low-income count for Teacher Loan Forgiveness Program
 - Do not use Economic Status (Food Program Participant) (field 33) to determine low-income

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What is reported?

- Data sources available to determine economically disadvantaged students.
 - Temporary Assistance for Needy Families cases
 - Census poor
 - Medicaid
 - Children living in institutions for the neglected or delinquent
 - Children living in foster homes

Note: If such data are not available, non-CEP schools can use the most recent reliable data available at the time of determination, such as free and reduced price lunch eligibility.

2016 – 2017 October Student Data Set

What is reported?

- Community Eligibility Provision (CEP) schools
 - All students in CEP schools are to be reported as food program eligible (field 131)
 - Do not use free and reduced price lunch eligibility

- Food Program Eligibility (field 131)
 - Community Eligibility Provision (CEP) schools are to report all students as food program eligible, regardless of their economic status
 - Non-CEP schools are to report students as eligible only if they are eligible to participate in the free or reduced price lunch program

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What is reported?

- Pre-Kindergarten students
 - PIMS User Manual Volume 1 - Students to be Reported
 - LEA authorized Head Start or PA Pre-K Counts program
 - Partnership v. Renting Space
 - School is a partner in the program and funds pass from the grantee to the school
 - School reports enrollment
 - Program is renting space in the school facility but is not in partnership with the school
 - School does not report enrollment

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What is reported?

- Cyber programs
 - Resident student attending a cyber program
 - Report school in which the student would attend if he or she were not in a cyber program
 - Nonresident student attending a cyber program
 - The sending LEA reports the student

Note: This is not the same as a cyber charter school. Cyber charter schools are recognized as separate LEAs that assume accountability for their cyber students and report them in the October Student Data Set.

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What is reported?

- Alternative Education for Disruptive Youth (AEDY) Program
 - Program is extension of LEA
 - LEA responsible for student regardless of program location
 - Report student with the school Location Code he or she would attend if not in AEDY program
 - Report students in Programs Fact Template

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What is reported?

- Alternative education students
 - Not AEDY programs
 - PRRI, APS, court/agency placed, students educated in:
 - Detention centers
 - Residential treatment facilities
 - Day treatment
 - Partial hospitalization
 - PRRI or APS reports the student with correct District of Residence and Location Code of Residence
 - Not reported by educating LEA
 - Sending LEA reports student at Location Code 9999

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What is reported?

- Special Education
 - Report grade level indicated in IEP
 - Do not report grade level by students age
 - Do not report grade level by number of years in school
 - Grade 9 Entry Date is reported for students who, after entering grade 9, become a PASA student due to illness or injury

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Why is it reported?

- Mandated by state and federal regulations
- School Performance Profile (SPP)
 - Published report assessing school success
 - No appeals for profile data once data are finalized in PIMS

Note: See PIMS Manual Volume 1 School Performance Profile for list of data included in the SPP.

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When is it reported?

- Collection 1 Window
 - October 3, 2016 to October 18, 2016 at noon

- Follow-Up, Review and Editing Window (PDE and LEA)
 - October 20, 2016 to November 1, 2016
 - No data can be submitted to PIMS

- Correction Window
 - Nov. 2, 2016 to Nov. 15, 2016 at noon

- **ACS Due Date – Correction Window Closes**
 - **Nov. 15, 2016**

PIMS Reports

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PIMS Validation Reports

- Run verification reports after each successful submission of data to PIMS
 - October Student Data Set Reports
 - Student Template Details Report
 - Student Snapshot Template Details Report
 - Select October Student Snapshot date
 - October 1, 2, or 3
 - School Enrollment Template Details Report
- Location: Public Folders > eScholar Framework for Cognos - Verify > Validation Reports > Template Verification

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PIMS Production Reports

- Run production reports after the noon or 5:30 a.m. refresh
 - Enrollment Reports
 - Home Schooled Students
 - LEA October Student Verification – District Level
 - LEA October Student Verification – School Level
 - Open Schools with No Enrollment Reported

- Location: Public Folders > eScholar Framework for Cognos - Production > Enrollment Reports

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PIMS Production Reports

- Run production reports after the noon or 5:30 a.m. refresh
 - Enrollment Reports
 - Schools with Staff but No Students
 - Schools with Students but No Staff
 - Schools with Zero Females or Zero Males
 - Students at 0000 and 9999 Locations

- Location: Public Folders > eScholar Framework for Cognos - Production > Enrollment Reports

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PIMS Production Reports

- Run production reports after the noon or 5:30 a.m. refresh
 - ACS and Enrollment Verification Reports
 - Duplicate Students Reported – Details – With Other LEA
 - Enrollment Verification
 - LEA Profile and ACS with School Performance Profile

- Location: Public Folders > eScholar Framework for Cognos - Production > Enrollment Reports > ACS and Enrollment Verification Reports

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PIMS Production Reports

- Run production report after the noon or 5:30 a.m. refresh
 - School Performance Profile (SPP) Reports
 - 4-Year Cohort Graduation List Report with DRC Attribution
 - Graduate and Dropout ACS and LEA Profile
 - LEA Profile and ACS with School Performance Profile

- Location: Public Folders > eScholar Framework for Cognos - Production > School Performance Profile

Reminders from 2015-16 and What's New in 2016 - 2017

2016 – 2017 October Student Data Set

Reminder from 2015-16 – Name Change

- October 1 Student Snapshot
 - October Student Data Set

- Why?
 - Consistent naming convention on all documents
 - Reports
 - Calendar
 - Webinars
 - The first business day of the month can fall on the first, second or third day of the month

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Reminder from 2015-16 – LEA Profile and ACS with School Performance Profile

- New required submission process
 - Email address:
 - RA-EDACSSubmission@pa.gov
 - Email subject line:
 - ACS_Oct_1617
 - ACS file name:
 - 123460302_ACS_Oct_1617_2016XXXX_XXXX .pdf
(AUN_ACS_Collection_CollectionYear_Date_Time)

Note: The email must contain this information or it will be returned.

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New for 2016-17

Reporting Student Gender (field 15)

In accordance with non-regulatory guidance issued by the U.S. Department of Education, Office for Civil Rights, on May 13, 2016, regarding the rights of transgender and gender non-conforming students under Title IX of the Education Amendments of 1972, a student or parent/guardian may request a change of the student's listed gender, first name or middle name on their records. If this request occurs, the LEA may report the student's preferred information using the following guidelines:

- The change must first be made in PAsecureID.
- The PIMS data (first name, gender, and date of birth) must match what is reported in PAsecureID.
- The student's name and gender information reported in prior school years will not be updated.
- The student's PAsecureID will not be changed.

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New for 2016-17

Retirement of Unused Student Status Codes (field 67)

E – Special Education student placed inside district

F – Student placed into an alternative education program

G – Special Education student placed in alternative education

H – APS student – funding approved

P – APS student – funding not approved

I – Student attends an IU

J – ELL student tested outside district/school

K – Special Education student placed in a hospital

L – Special Education student placed in a correctional facility

M - Special Education student placed in a day treatment/education program

N - Special Education student placed in a residential treatment/education program

D – Special Education student placed outside district

S – Student reported with invalid PAsecureID



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New for 2016-17

Parent/Guardian address required for Special Education students

In the Student template, fields 16, 17, 18, 19, and 20 are required for Special Education students (where field 38=Y). Address is required for parent surveys.

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New for 2016-17

Graduation Status Code (field 65)

Adding a value to identify students who were incorrectly uploaded that can no longer be deleted.

Process will be as follows:

1. LEA requests deletion of an incorrectly uploaded student record.
2. PDE determines the record cannot be deleted because the student is in another template from which the student cannot be deleted. PDE instructs the LEA to upload with code 'J' in Graduation Status Code.
3. LEA uploads the student records with the new code in field 65, Graduation Status Code.
4. The code in field 65 triggers a DQE rule violation. The LEA requests an exception.
5. PDE approves the exception and the record is loaded.

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Graduation Status Code (field 65) (continued)

Student records are sometimes erroneously loaded to the Student and Student Snapshot templates. If this is discovered before the snapshot is finalized, the records can be deleted. Once the collection is made final, the records cannot be deleted. Records incorrectly remaining in the Student template can result in inaccurate reports and calculations.

This change will allow PDE to identify student records that should not be used for calculation and reporting. Such records can be deleted before some collections are finalized, but must remain intact once the collection has been made final. Exceptions requested for the use of this code will be denied if the record can be deleted.

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New for 2016-17

District of Enrollment Code (field 217)

Values of 888888888 (previously used for out-of-state providers) and 999999999 (previously used for in-state providers that did not have an AUN) will no longer be accepted for District of Enrollment Code.

Submission Window Change

For this year, and likely moving forward, the submission window will close at 12:00 PM on the last day of the collection/correction window. This allows PDE time to process DQE exceptions, help desk tickets, and overrides.

Common Errors

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Key Fields

- PIMS templates “Code” column
 - Code “K” is a key field indicator
 - Data in PIMS cannot be overwritten if code is “K”
 - Only PDE staff can delete key fields data in PIMS
 - PIMS Data Maintenance Request forms are required
 - Correct data must be submitted after PDE deletes the incorrect data in PIMS

Note: A new record is created if data is submitted to PIMS before PDE deletes the incorrect data.

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School Enrollment Template

- Delete process
 - Delete record must be a duplicate of the incorrect record in PIMS
 - Enter “DELETE” in Comment (field 8)
 - All capital letters
 - No spaces or punctuation
 - Upon submission this will:
 - Copy the erroneous record to an audit table in PIMS
 - Delete the erroneous record from the school enrollment table

Note: PDE cannot delete the incorrect data.

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School Enrollment Template

- Special Education Referral “Y” process
 - Special education students referred to another LEA after the students are reported as enrolled by the district of residence
 1. Submit the appropriate withdrawal code in the School Enrollment Template
 2. Change code in Special Education Referral (field 167) to “Y” in Student Template
 3. Do not submit a School Enrollment record

Note: School Enrollment withdrawal code must be successfully submitted to PIMS before submitting the Student Template with Special Education Referral code “Y”.

School Enrollment Template

- Data Quality Engine Overlapping enrollment or withdrawal code error message
 - Two records submitted with the same enrollment or withdrawal codes but different dates; or different codes with same date
 1. Submit a delete record for the incorrect record
 2. Submit the correct enrollment or withdrawal code

Note: The delete record and the correct record can be submitted at the same time if the correct record is listed after the delete record in the School Enrollment Template.

School Enrollment Template

- Grade level or school location code change process
 - A student who changes grade level or school location within the LEA during the school year
 1. Submit the appropriate withdrawal code (WD05) in the School Enrollment Template
 2. Submit the Student and the School Enrollment Template with the correct grade level or school location code

Note: School enrollment withdrawal code must be successfully submitted to PIMS before submitting the Student, Student Snapshot, and School Enrollment Templates with the new grade level or school location code.

Data Quality Engine Rules

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Data Quality Engine (DQE)

- Data validation in
 - File Manager
 - Batch Manager
- Improves data quality prior to data entering the PIMS warehouse
- Reduces data clean-up after data enters the PIMS warehouse
- Creates consistency between PIMS data collections

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Data Quality Engine Rules – File Manager

TEMPLATE	RULE
PROGRAMS FACT	If Homeless must supply Participation Information Code
SCHOOL ENROLLMENT	Enrollment Comment must be blank or DELETE
STUDENT	Student - Blank Challenge Type
STUDENT	Student - Date Enrolled in ESL Prog prior to Date Enrolled in US School
STUDENT	Student - Date Enrolled in ESL Program not reported
STUDENT	Student - Date Enrolled in US School not reported
STUDENT	Student - Diploma Type Code but Graduation Status not G
STUDENT	Student - District Entry Date after the School Entry Date
STUDENT	Student - Dropout but Invalid Post Grad Activity
STUDENT	Student - Food Program Eligibility is N, then Economic Status <-> F or R
STUDENT	Student - Foreign Exchange student reported as ELL
STUDENT	Student - Grad/Drop but no Post Grad Activity
STUDENT	Student - Grade 09 Entry Date Out of Range
STUDENT	Student - Graduate but Invalid Post Grad Activity

C6 STUDENTUPDTS14-15 - RULES THAT ARE EXECUTED IN THE FILE MANAGER



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Data Quality Engine Rules – Batch Manager

C6 STUDENTUPDTS14-15 - RULES THAT ARE EXECUTED IN THE BATCH MANAGER

TEMPLATE	RULE
PROGRAMS FACT, STUDENT	Program Fact Template - Program Code between 039 and 054 Student must be Current ELL = 01
PROGRAMS FACT, STUDENT	Programs Fact Template - Program Code between 047-054 Student must be Title III = Y
PROGRAMS FACT, STUDENT	Student Template - Reported as current ELL - missing program code between 039 and 046 from Programs Fact
SCHOOL ENROLLMENT	School Enrollment + Student - DELETE reported but no valid E01
SCHOOL ENROLLMENT	School Enrollment - DELETE record must match an existing Entry or Withdrawal
SCHOOL ENROLLMENT	School Enrollment - Proper Enrollment Sequence
SCHOOL ENROLLMENT	School Enrollment - Student should not have an enrollment record
SCHOOL ENROLLMENT	School Enrollment Date must be less than or equal to the Current Date
SCHOOL ENROLLMENT, STUDENT	Student and Enrollment - Student must have a School Enrollment record
SPECIAL EDUCATION SNAPSHOT, STUDENT	Change in CY Special Education indicator
STUDENT	Change in Economic Disadvantage Status PY was Y and CY is N
STUDENT	Change in LEP/ELL Status PY reported 01 CY reported 99 or PY reported 99 CY reported 01
STUDENT	Change in Special Education indicator PY was Y and CY is N
STUDENT	Repeating Last Year reported Y, PY grade level not equal to CY grade level

Frequently Asked Questions

Student and Student Snapshot Template

Q. Which students should be included when submitting the Student and Student Snapshot Templates?

A. The Student Template should be submitted for all students in the school on a year-to-date basis. This includes special education students referred to another LEA.

The Student Snapshot Template should include only students being educated by the LEA (students being served either directly, in person, via an LEA virtual instruction program, or placed in a program by the LEA) on the first business day in October.

Note: The end of year Student Template submission is a cumulative submission for all students enrolled throughout the entire school year.

Student and Student Snapshot Template

- Q.** How do I report the District Code of Enrollment (field 217) and the School Enrollment Template?
- A.** The District Code of Enrollment (field 217) should be the LEA that is providing the majority of the core academics for the student. All educating LEAs should report the School Enrollment Template unless one of the School Enrollment Template exceptions exists.

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Student and Student Snapshot Template

- Q.** One of my educators teaches a course to students from several school districts as part of a consortium. What do I report in District Code of Enrollment (field 217)?
- A.** Report the student's District of Residence in the District Code of Enrollment (field 217).

Student and Student Snapshot Template

- Q.** My LEA provides space for an IU-run classroom for special education students in one of our schools. One of the students participates in courses taught by our teachers at that school. How do I report the District Code of Enrollment (field 217) for this student?
- A.** If the IU is providing the majority of the student's core academics, report the IU in the District Code of Enrollment (field 217).

School Enrollment Template

Q. How do I receive funding for special education students who are referred outside of the LEA if I do not report the student in the School Enrollment Template?

A. These are two separate templates that are not dependent on one another, and that provide completely different data.

The School Enrollment Template tracks the mobility of a student through the enrollment and withdrawal codes that are in the template submitted to PIMS.

The Student Calendar Fact Template is for reporting student membership. The template is generated from the enrollment and withdrawal codes in the LEA's SIS, and are not included in the submission of this template to PIMS.

Contact Information

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Contact Information

- Technical assistance
 - PIMS Support Services
 - 1.800.661.2423
 - Help@PIMSSupport.org

- Enrollment and low-income assistance
 - DDQ Data Collection Team
 - Ra-DDQDataCollection@pa.gov

- LEP/ELL assistance
 - Instructional Quality
 - RA-LEP@pa.gov

For more information on the 2016 – 2017 October Student Data Set, please visit [PDE's website](#) at www.education.pa.gov

The mission of the department is to academically prepare children and adults to succeed as productive citizens. The department seeks to ensure that the technical support, resources and opportunities are in place for all students, whether children or adults, to receive a high quality education.