

***OVERVIEW***

Internal student snapshots will occur 14 times in 14-15 school year. The purpose of the internal student snapshot is to capture student records from each LEA at a specific point in time. LEAs will be aware of these dates, and have an opportunity, prior to the internal snapshot date, to correct all data that will be collected in the internal student snapshot. The internal student snapshot will contain records for students who had an active enrollment record for the internal snapshot date. This will include students who have an entry record in school enrollment record prior to or equal to the date and do not have a withdrawal record prior to that date.

***Internal Snapshot – LEA workflow***

The data flow for internal student snapshots is as follows:

- LEAs should utilize the PIMS sandbox to ensure data accuracy prior to upload to PIMS. Once data is uploaded to PIMS, certain data may be modified with a subsequent upload. However, data that comprises a record key cannot be updated or deleted by LEA. They must contact PDE for assistance. School Enrollment data can be deleted by the LEA by following the School Enrollment delete process.
- LEAs can choose to run Pre-Snap reports in the PIMS sandbox. These reports will be run against the data, using the specified criteria for the chosen report.
- Once the data is deemed accurate by the LEA, it should be uploaded to PIMS.
- LEAs can choose to run Pre-Snap reports in Cognos against PIMS production data. These reports will be run against the production data, using the specified criteria for the chosen report.
- LEAs may submit data updates to PIMS. Data updates must include a student record with at least one matching student enrollment record for the student's PA secure ID, either in the submitted upload, or in the warehouse. After passing data quality engine (DQE) rules, PIMS is updated. It is recommended that this initially be performed in the PIMS sandbox, where it is easier to manipulate data prior to the PIMS upload. Data can be updated in PIMS until 11:59 PM of the Internal Snapshot date.
- PDE locks down PIMS to all LEAs. The internal snapshot is created for the specific date. Once this is complete PDE will unlock PIMS. The internal student snapshot will be identified by the specific date and accessible along with other LEA provided student snapshots.
- LEAs should run reports after the internal snapshot is taken. These reports will be run against the specific snapshot chosen by the user, using the specified criteria for the chosen report.

**EXAMPLE: SEPTEMBER 29 INTERNAL STUDENT SNAPSHOT**

LEAs should upload their data (Student and School Enrollment templates) to the sandbox. In the sandbox they should run the following reports. Review the reports one at a time and make necessary corrections and upload the corrections.

1. Presnap Verification Report. This is a 4 tab verification report that will provide total counts on a summary page and then each subsequent page will provide detailed information for each student record and whether or not they are included in the particular snapshot per the school enrollment records. The report is to be run in Excel format only. Students with valid school enrollment records will be on the Students Included in the Snapshot tab. This report will show all students who meet the active school enrollment criteria based on the student snapshot date criteria; it *does not* filter out students by assessment code. A detail review to ensure all students are included that should be included in the “yes” include in snapshot per their school enrollment records.
2. Presnap Verification Report for Keystone Precode. This single tab reports will show student detail that meet the student snapshot date criteria and the assessment code criteria. The user will select the Keystone assessment for which to run this report (Winter Keystone, Spring Keystone, and Summer Keystone) and the corresponding snapshot date. Review the detail for accuracy and make necessary changes to Student template and re-upload into PIMS.
3. Presnap Precode Extract Warnings – Duplicate Students Reported by Other LEAs. This report will show students who have been reported by the user’s LEA as well as another LEA. It is possible that students in this situation may not receive precode labels. The LEA should be aware of these students and the reason that they are reported by multiple LEAs.
4. Presnap Precode Extract Warnings – Reporting District and District of Residence Differ. –This report that will show the user (the reporting district), students that are not residents of their district, but they are educating.
5. Presnap Precode Extract Warnings – Students at Location 9999. This report will show students who have a location code of 9999. These students will not receive precode labels.
6. Preliminary ACS for keystones. This Summary report will show the data that would be on the ACS for the selected internal student snapshot. The report will reflect the counts for students who meet the student snapshot date criteria and the assessment code criteria.

The LEA should make all necessary modifications in the sandbox, and re-run the reports. All reports run in sandbox are identified with ‘Sandbox’ in the title. Once the LEA feels that the data is an accurate reflection of their district, they need to upload the data to PIMS.

Internal student snapshots are generated from PIMS *not* the sandbox.

LEAs should run the same reports (titles are the same as those listed in the Sandbox) in Cognos prior to the closing date.

After the snapshot has been taken, the LEAs should run the following reports in Cognos:

1. Student Snapshot Verification Detail This report is a detail list of all the students included in the snapshot based on school enrollment date. NOTE: The Student Snapshot Template Details, run for the internal snapshot date, will match the 3rd tab in Pre-Snap Verification Report.
2. Verification Report for Keystone Precode. This single tab reports will show students who meet the student snapshot date criteria and the assessment code criteria. The user will select the assessment for which to run this report (Winter Keystone, Spring Keystone, and Summer Keystone).
3. Precode Extract Warnings – Duplicate Students Reported by Other LEAs. This report will show students who have been reported by the user's LEA as well as another LEA. The students may not receive precode labels. The LEA should be aware of these students and the reason that they are reported by multiple LEAs.
4. Precode Extract Warnings – Reporting District and District of Residence Differ. –This report that will show the user (the reporting district), students that are not residents of their district, but they are educating.
5. Precode Extract Warnings – Students at Location 9999. This report will show students who have a location code of 9999. These students will not receive precode labels.
6. ACS for keystones. This summary report (generated in PDF) used the selected student snapshot and counts the students who meet the assessment criteria. This report should be reviewed, signed, and returned to PDE.

### ***INTERNAL SNAPSHOT COLLECTIONS***

Each Internal snapshot collection will have specific Presnap reports available. For example:

The next internal snapshot (November 13) will collect data for both the Keystone Precodes and the PSSA precodes, additional reports should be run.

- Presnap Verification Report for PSSA Precode.
- Preliminary ACS for PSSA.
- Verification Report for PSSA Precode.
- ACS for PSSA.

**Screen prints from Keystone ACS Report Processing**

Select your district and the school year for which the report is being run.

**PIMS Precode Extract  
Accuracy Certification Statement (ACS)**

**District:**  
\* New Day Charter School

**School Year :**  
\* 2014 - 2015  
2013 - 2014  
2012 - 2013  
2011 - 2012  
2010 - 2011  
2009 - 2010  
2008 - 2009  
2007 - 2008  
2006 - 2007  
2005 - 2006  
2004 - 2005

Cancel   < Back   Next >   Finish

Select the assessment for which the report is being run.

**PIMS Precode Extract for Keystone  
Accuracy Certification Statement (ACS)**

Pick Keystone

\*  Keystone Winter Participation Code  
\*  Keystone Spring Participation Code  
\*  Keystone Summer Participation Code

Cancel   < Back   Next >   Finish

Note: Presnap ACS, enter the Internal Snapshot Date, for ACS after the Internal Snapshot is taken, select the snapshot date from the list.

**PIMS Precode Extract  
Accuracy Certification Statement (ACS)**

**Snapshot Date :**  
\* Oct 1, 2014  
\* Aug 15, 2014  
\* Jul 15, 2014

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***Screen prints from Presnap Reports showing the date selection***

Select the date the anticipated internal snapshot is being taken (see PIMS calendar)

**PreSnap Precode Extract Warnings - Reporting District and District of Residence Differ**

**PreSnap Date:**

2014

Jan	Feb	Mar	Apr	May	Jun	
Jul	Aug	Sep	Oct	Nov	Dec	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**Pick Assessment Type**

- Winter Keystone
- Spring Keystone
- Summer Keystone

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