Pennsylvania Information Management System

Volume 1

USER Manual

Version 1.1

Commonwealth of Pennsylvania

Tom Wolf, Governor

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PIMS User Manual Volume 1 Change Summary

Version	Domain	Section	Change
1.1	Staff to be Reported in PIMS	Private Vendor or Institution of Higher Education Personnel	Updated reporting requirements across multiple paragraphs for Contracted Private Vendor Personnel.
1.1	Staff to be Reported in PIMS	Long-Term Substitute Teachers	Updated the guidance for the Staff Data Set bullet.
1.1	Staff to be Reported in PIMS	Professional Staff Filling a Temporary Need Not Caused by the Temporary Absence of a Professional Staff Member	Added guidance for Temporary Professional Staff.
1.1	Courses to be Reported in PIMS	Private Vendor or Institution of Higher Education Personnel	Updated reporting requirements across multiple paragraphs for Contracted Private Vendor Personnel.
1.0	Course to be Reported in PIMS	Mapping of Local Courses to State Course Codes	Added verbiage to include Dual Enrollment courses
1.0	Race, Ethnicity, Gender	Collecting Race or Ethnicity Data	Updated verbiage around self-identification
1.0	Template	Templates within a Collection Data Set	New guidance added
1.0	Template	Template Field Accountability	New guidance added
1.0	Course	Title	Changed the title to Course Domain
1.0	Discipline	Incident Template	Newly added Field 25: LLE Incident Number
1.0	Discipline	Incident Offender Template	Newly added Field 17: Injury Severity Code
1.0	Programs	Title	Changed the title to Programs Domain
1.0	Location	Location Fact Template for Safe Schools	Added a Note regarding attendance reporting for 2020-21 SY
1.0	Location	Location Fact Template for Safe Schools	Updated ages in the Compulsory Age
1.0	Staff	Domain Page	Added two new templates: Person Template for EL Coordinator and Person Role for EL Coordinator
1.0	Staff	Staff Template	Field 2: PPID – removed content from the Definition, Business Rules, and Valid Values
1.0	Staff	Staff Template	Field 57: Alternate Staff ID – updated the Description
1.0	Staff	Staff Template	Field 95: Authorized to Carry Weapon – updated the Business Rules
1.0	Staff	Staff Assignment Template	Field 2: PPID – removed content from the Definition, Business Rules, and Valid Values
1.0	Staff	Staff Development Fact Template	Field 2: PPID – removed content from the Description, Business Rules, and Valid Values
1.0	Staff	Person Template for EL Coordinator	Added a template page to collect EL Coordinator information
1.0	Staff	Person Role Template for EL Coordinator	Added a template page to collect EL Coordinator information

1.0	Student	Domain Page – required templates	Staff Student Subtest Template was added to this page, since it was moved to this Domain
1.1	Student	Student Template	Field 123: Home Language Code – removed a portion of guidance from the Valid Values
1.0	Student	Staff Student Subtest Template	Staff Student Subtest Template was moved into the Student Domain
1.0	Student	Student Fact Template for Career Standards Benchmarks	Intermediate Units and Career and Technology Centers are required to report Career Standards Benchmarks data
1.0	CTE	Domain Page – Perkins V comment	Removed the Perkins V message that accounted for the late additions of the Perkins V changes last year
1.0	CTE	Domain Page – Reporting Secondary CTE Student	Updated the term from “Displaced Homemaker” to “Out of Workforce Individual”
1.0	CTE	CTE Student Fact Template	Field 7: Delivery Method – retired two Valid Values and consolidated them into a new one, and also updated the Description and Business Rules
1.0	CTE	CTE Student Fact Template	Field 10: CTE Status Type Code – clarified Business Rule verbiage
1.0	CTE	CTE Student Fact Template	Field 20: Task List Completion Indicator – updated the Field Name, Definition, and a Valid Value
1.0	CTE	CTE Student Fact Template	Field 31: Perkins Participant – added content to the Definition
1.0	CTE	CTE Student Fact Template	Field 33: Simulated Work Environment – updated Business Rule
1.0	CTE	CTE Student Fact Template	Field 34: Certificate of Apprenticeship – updated Business Rule
1.0	CTE	CTE Student Industry Credential Template	Field 6: Delivery Method – retired two Valid Values and consolidated them into a new one, and also updated the Description and Business Rules

Introduction

The Pennsylvania Information Management System (PIMS) is a collaborative effort of the Pennsylvania Department of Education (PDE) and local education agencies (LEA) across the commonwealth. PIMS is a statewide, longitudinal data system (SLDS) that efficiently and accurately manages, analyzes, disaggregates, and uses individual data for each student served by Pennsylvania's pre-K through grade 12 public education system.

PIMS uses the eScholar data warehouse model, which stores data in a relational database. eScholar uses a standard set of templates that provides a consistent format for loading data from various information systems into the warehouse. By using templates, LEAs are not required to purchase new hardware or software. Modifications to information system software will be necessary to format data to meet template standards for file transmission. For additional information on eScholar, visit the eScholar website (www.escholar.com).

PIMS serves many purposes, including:

- Meeting current state and federal reporting requirements;
- Improving education decision-making through the use of high-quality data and decision support tools;
- Providing longitudinal tracking of education progress over time and across LEAs; and
- Reporting timely and accurate education data through standardized and ad hoc reporting capabilities.

PIMS Manuals Year Definition:

- 2019-2020 – Previous Year
- 2020-2021 – Current Year

The following are significant initiatives for reporting:

Every Student Succeeds Act

The federal Every Student Succeeds Act (ESSA) reauthorizes the Elementary and Secondary Education Act (ESEA), first passed in 1965. ESSA replaced the No Child Left Behind Act (NCLB), passed in 2002. The new federal law advances ESEA's promise of ensuring that all students – from pre-kindergarten to postsecondary, and especially low-income students, students of color, students with disabilities, English Learners, and other historically marginalized students – have access to a world-class education that prepares them for postsecondary education, career, and life.

On January 16, 2018, Pennsylvania's Consolidated State ESSA Plan was approved by the U.S. Department of Education (USDE). Pennsylvania's guiding principles within the State ESSA plan focus on transparency, equity, and innovative practices.

As required by ESSA, Pennsylvania developed an accountability system using multiple academic indicators to determine Annual Meaningful Differentiation of all public schools in the commonwealth. Pennsylvania's accountability plan is outlined in the Pennsylvania Consolidated State Plan. As part of the annual State Report Card, performance on the ESSA indicators will be posted for all students, as well as for multiple student groups, including economically disadvantaged students, English Learners, students receiving special education services, and major racial and ethnic groups. Specific to ESSA reporting, indicators for students in foster care, experiencing homelessness, and from military families will also be collected and reported as part of the State Report Card.

Future Ready PA Index

An important component of Pennsylvania's ESSA Consolidated State Plan is the creation of the Future Ready PA Index, a comprehensive, public-facing school progress report that includes a wide range of meaningful, evidence-based indicators. The Future Ready PA Index moves beyond a single, summative score to increase transparency around school and student group performance.

The Future Ready PA Index includes three main categories:

1. State Assessment Measures
2. On-Track Measures

3. College and Career Measures

Future Ready PA Index data comes from the following sources:

The following LEA reported PIMS templates or tables:

- Course
- Course Enrollment
- Course Instructor Snapshot
- Student
- Student Fact
- Student Snapshot
- CTE Student Fact
- Student Calendar Fact
- CTE Student Industry Credential
- Student Award Fact
- Frozen Grad Cohort
- Student Local Assessment Subtest

External sources:

- Pennsylvania Department of Labor and Industry
- Service Members Civil Relief Act (SCRA)
- Data Recognition Corporation (DRC)
- National Student Clearinghouse (NSC)
- Student Assessment System (SAS)

Act 82 Data Reporting for Teacher and Principal Evaluation (School Performance Profile)

Act 82 of 2012 requires PDE to publish a building level score for the purposes of teacher and principal evaluation. The Pennsylvania School Performance Profile (SPP) fulfills this purpose, and provides a school level score, based on a 100-point scale, for all Pennsylvania public schools, including charter and cyber charter schools and full-time comprehensive career and technical centers. Scores are calculated based upon defined weighted data elements. If a school has insufficient data to calculate a representative score, the display area will reflect that circumstance and adjust the total points accordingly.

SPP data comes from the following sources:

- ACT, Inc. (ACT scores)
- PDE Bureau of Curriculum, Assessment, and Instruction
- PDE Bureau of Career and Technical Education
- PDE Bureau of Special Education
- College Board [Advanced Placement (AP) and SAT]
- Data Recognition Corporation (PSSA/Keystone results)
- Education Names and Addresses (EdNA)
- Pennsylvania Information Management System (PIMS)
- SAS, Inc. [Pennsylvania Value-Added Assessment System (PVAAS)]

Family Educational Rights and Privacy Act

Student education records are official, confidential records protected by the Family Educational Rights and Privacy Act (FERPA, 20 USC 1232g). FERPA defines education records as all records, both paper and digital, that schools or education agencies maintain about students. FERPA and other privacy laws (such as Title I and Special Education) ensure that information about students collected by schools and government agencies is released only for specific and legally defined purposes.

Under FERPA Sec. 99.31 and 99.35, education agencies may release personally identifiable information to PDE for the purposes of auditing and evaluating education programs, and for complying with federal and state regulations. See Volume 2 of the PIMS User Manual for additional summary information on FERPA.

Students to be Reported in PIMS

All pre-K through grade 12 and Adult Affidavit Program (AAP) students enrolled in a public school and students enrolled in an Approved Private School (APS) or Private Residential Rehabilitation Institution (PRRI) in

Pennsylvania shall be reported in PIMS. Student data will be submitted through templates. See the template section of this document for more information.

NOTE: The term "grade" is used in this document to imply the instructional levels from Pre-K through grade 12, including the adult instructional level for career and technical education registered Adult Affidavit Programs. For Special Education students, see the paragraph "**Reporting Exceptional Students."**

The following grade levels are collected in PIMS:

- Pre-K, half-day, morning
- Pre-K, half-day, afternoon
- Pre-K, full day
- K4, half-day, morning
- K4, half-day, afternoon
- K4, full day
- K5, half-day, morning
- K5, half-day, afternoon
- K5, full day
- Grade 1
- Grade 2
- AAP (Adult Affidavit Program student)
- Grade 3
- Grade 4
- Grade 5
- Grade 6
- Grade 7
- Grade 8
- Grade 9
- Grade 10
- Grade 11
- Grade 12

Additional information is available below to help determine the grade of a student.

Half-Day vs. Full-Day Kindergarten Students

Half-Day: Report kindergarten students who participate in a half-day program that provides a minimum of 2.5 instructional hours (but less than 5 instructional hours) every day. Also report as half-day any student who participates in an alternate day kindergarten program. An alternate kindergarten program provides an average of 12.5 hours per week or minimum 450 instructional hours per year.

Full-Day: Report kindergarten students who participate in a full-day program that provides a minimum of 5 instructional hours every day.

Reporting Pre-Kindergarten (Pre-K) Students

Record all students enrolled in the LEA's Pre-K program, where most children will be three or four years of age. There may be exceptions in which children either are younger or older than this. Include all these students, regardless of funding source, including any students who are Head Start or PA Pre-K Counts students as described below.

LEAs should report any Pre-K students they educate with Head Start or PA Pre-K Counts funding. If an LEA provides Head Start or PA Pre-K Counts funds to another entity, the LEA providing the funds is only responsible to report the students it directly educates.

If there exists a cooperative relationship between the LEA and a Head Start or PA Pre-K Counts program, but the service delivery and cost are not provided by the LEA, the LEA should not report these students, even if they are located in the LEA's facilities. In certain cases, an LEA allows a Head Start or PA Pre-K Counts program to use some of its unused classroom space, but that does not make it the LEA's program. In true partnerships, there is a more involved relationship where there is joint responsibility for the program and/or cost.

PA Pre-K Counts membership and attendance should be **excluded** from the child accounting data in the Student Calendar Fact Template.

Reporting Kindergarten Students (K4)

When the LEA operates a two-year kindergarten program (i.e., K4 and K5), record as K4 all students who meet the entry age established by the local school board for four-year-old kindergarten students according to State Board of Education Regulations (Chapter 11 Student Attendance - section 11.14 Admission to Kindergarten when provided).

K4 includes Head Start students if they are part of an authorized program of the LEA. That is, if the LEA is in a partnership with a Head Start grantee in which the delivery and/or cost of providing the K4 program is shared in some way between the Head Start grantee and the LEA, count these students in the enrollment report. Or, if the LEA is the Head Start grantee or delegate agency, only count students in classrooms operated by the LEA on the October 1 report. **If there exists a cooperative relationship between the LEA and the Head Start program, but the two delivery systems and funding remain completely separate, do not count these students**, even if they are located in LEA facilities. In certain cases, an LEA allows the Head Start agency to use some of its unused classroom space, but that does not make it the LEAs program. In true partnerships, there is a more involved relationship where there is joint responsibility for the program and/or funding.

Reporting Kindergarten Students (K5)

Record the second year of a two-year kindergarten program or single year of a traditional one-year kindergarten program (which most LEAs offer). Students generally are five years old at the beginning of the school year (SY).

Reporting School-Age Early Intervention Students

School-age early intervention students (students with an Individualized Education Program, i.e. IEP) in LEA-based half-time or full-time programs should be reported as kindergarten students (K4 or K5). The determination of whether data is to be reported for a child is based on the kindergarten entry age for the LEA where the child would have attended school if the child were not in the early intervention program.

The Mutually Agreed Upon Written Arrangement (MAWA) holder, an intermediate unit, or school district providing education to school-age early intervention students will upload child accounting instructional time and membership data in the School Calendar and Student Calendar Fact files.

Reporting Exceptional Students

Pertinent to students in full-time programs for the physically or emotionally disabled, mentally gifted, intellectually disabled, and other exceptionalities, **report the student's actual grade level as indicated in their IEP**.

Entering the Administrative Unit Number (AUN) in the District Fields on the PIMS Student Templates

For clarification of the Residency Status and District Codes, refer to Appendix N in the PIMS User Manual, Volume 2.

NOTE: Codes apply to all grade levels with the exception of AAP students.

Reporting AAP students in the School Enrollment template is not required or needed. LEAs may report 999999999 in the District of Residence AUN and should report the AUN of the school district where the CTE-educating LEA is located in the Funding District AUN for AAP students.

Staff to be Reported in PIMS

Professional Personnel

Staff records should be created for all certificated and non-certificated personnel who are employed in the public elementary and secondary schools of the commonwealth in the 2020-2021 school year. This includes all personnel who are subcontracted to provide services to Pennsylvania public elementary and secondary school students.

Support Personnel

LEAs must report all support personnel who are employed, on long-term leave, or subcontracted from a non-PIMS-reporting entity on October 1 of the reporting year. Staff terminated prior to October 1 or hired after October 1 are excluded. This data set contains most positions not reported to the PIMS October Staff data set or the Safe Schools data set. This data set utilizes the District Fact Template.

Support Personnel excludes these positions:

- Positions reported in the PIMS October Staff data set
- Positions filled by temporary staff (day-to-day temp workers)
- Security staff

Long-Term Substitute Teachers

Public School Code Article XI, Section 1123, (From Act 82 of 2012) only applies to temporary and professional employees; substitutes are not typically included in this classification. However, long-term substitute teachers should be reported for:

- Staff Data Set – Report ~~only those~~ long-term substitute teachers filling a vacant position. Do not report long-term substitute teachers filling a temporary absence.
- Course/Instructor Data Set – Report in PIMS all long-term substitute teachers who are assigned primary Instructional Responsibility for students in a course as Teacher of Record. A teacher on leave for the entirety of a course should not be reported as teacher for that course.

NOTE: Teachers do not need to fill a vacancy to be reported as part of the Course/Instructor Collection.

Professional Staff Filling a Temporary Need Not Caused by the Temporary Absence of a Professional Staff Member

Professional staff members, including substitutes, hired or contracted to fill a temporary need not caused by the absence of another professional staff member, should be reported.

- Staff Data Set – Report professional staff, including substitutes, serving in any capacity other than temporarily substituting for a temporarily absent staff member.
- Course/Instructor Data Set – Report in PIMS all long-term substitute teachers who are assigned primary Instructional Responsibility for students in a course as Teacher of Record. A teacher on leave for the entirety of a course should not be reported as teacher for that course.

Which LEA should report the following individuals?

As education delivery techniques continue to evolve, personnel may simultaneously serve students from multiple LEAs. It is especially important to understand reporting responsibility for staff data as the complexity of LEA staffing practices grow.

The LEA that employs a person is responsible for reporting:

- Staff
- Course
- Staff Snapshot
- Course Instructor
- Staff Assignment
- Student Course Enrollment
- Staff Student Subtest (records that relate to that person)

This means that in situations where an LEA subcontracts services from another LEA that reports to PIMS, only the **employing** LEA is responsible for reporting related Staff and Course data.

Each LEA that employs a single person under multiple or separate contracts, is responsible for reporting:

- Staff
- Course
- Staff Snapshot
- Course Instructor
- Staff Assignment
- Student Course Enrollment
- Staff Student Subtest (records that relate to that person under their respective contract)

Private Vendor or Institution of Higher Education Personnel

When an LEA enters into an agreement with a private vendor or an Institution of Higher Education (IHE), and that agreement includes the use of the vendor's or IHE's staff in the performance of work on behalf of the LEA, the LEA retains responsibility for reporting:

- Staff
- Course
- Staff Snapshot
- Course Instructor
- Staff Assignment
- Student Course Enrollment

Contracted Private Vendor personnel should be reported with individually identifiable information to accurately report staffing needs. Individual information should be available from the contracting agency that supplies the educators. If individual information is not available, personnel employed by private vendors or IHEs may be reported with fictitious IDs as represented below.

- 8888888 – Institution of Higher Education
- 9999999 – Private Vendor

A common example is the use of a private vendor's online program taught by the vendor's teacher. The LEA that contracts with a vendor for this type of course is responsible for reporting the teacher's information ~~with fictitious ID 9999999~~ in the Staff Data Set and in the Course/Instructor Data Set.

It is common for LEAs to enter into a contract with a vendor using a single, or lead, LEA in order to secure better negotiating positions. These situations are to be treated as if each participating LEA entered into an individual contract with the vendor. That is, each LEA retains reporting responsibility for personnel contracted from the vendor. In these circumstances, it is possible for a single vendor employee to be reported by multiple LEAs with each LEA being responsible for reporting the teacher's information ~~using ID 9999999~~.

Courses to be Reported in PIMS

2020-2021 Reporting Changes

Beginning in the 2020-2021 school year, LEAs are required to submit all courses, course instructor assignments, and student course enrollments, in all academic subject areas for both elementary and secondary. The new subject area data is required to support new federal reporting requirements, which under ESSA are not limited to the Core Content subjects. LEAs are expected to map all local courses to state course codes (PIMS > Manuals and Calendar > Course Codes – App A).

Course Records

Course records should be created for all academic courses taught to public school students from Pre-K to grade 12. All courses should be mapped to an appropriate state course code in the standardized state course code list in PIMS > Manuals and Calendar > Course Codes – App A.

What LEA should report a Course?

The responsibility to report course data to PIMS typically falls to the employer of the teacher(s) of a course. An LEA is required to report all courses for which they employ the teacher of record. Reporting responsibility includes the following data templates:

- Staff
- Student
- Student Course Enrollment
  - Must include records for all students in the class regardless of the student's district of residence
- Course
- Course Instructor

Private Vendor or Institution of Higher Education Personnel

When an LEA enters into an agreement with a private vendor or an Institution of Higher Education (IHE), and that agreement includes the use of the vendor's or IHE's staff in the performance of work on behalf of the LEA, the LEA retains responsibility for reporting:

- Staff
- Course
- Staff Snapshot
- Course Instructor
- Staff Assignment
- Student Course Enrollment

Contracted Private Vendor personnel should be reported with individually identifiable information to accurately report staffing needs. Individual information should be available from the contracting agency that supplies the educators. If individual information is not available, personnel employed by private vendors or IHEs may be reported with fictitious IDs as represented below.

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A common example is the use of a private vendor's online program taught by the vendor's teacher. The LEA that contracts with a vendor for this type of course is responsible for reporting the teacher's information ~~with fictitious ID 9999999~~ in the Staff Data Set and in the Course/Instructor Data Set.

It is common for LEAs to enter into a contract with a vendor using a single, or lead, LEA in order to secure better negotiating positions. These situations are to be treated as if each participating LEA entered into an individual contract with the vendor. That is, each LEA retains reporting responsibility for personnel contracted from the vendor. In these circumstances, it is possible for a single vendor employee to be reported by multiple LEAs with each LEA being responsible for reporting the teacher's information ~~using ID 9999999~~.

Mapping of Local Courses to State Course Codes

PDE uses the National Forum on Education Statistics' School Codes for the Exchange of Data (SCED) as a base list for state course codes. LEAs should map their local course codes to the state course code that most closely matches the content covered in the course. SCED code definitions can be found on the National Center for Education Statistics (NCES) website (nces.ed.gov/forum/SCED.asp).

LEAs are required to report all courses, in all subject areas, and course enrollments in sections taught by instructors who are employed by the LEA, as well as dual credit courses in which the instructor is employed by a postsecondary institution.

Race, Ethnicity, Gender: Federal Race, Ethnicity, and Gender Standards

The USDE directs the way State Education Agencies (SEA) and Local Education Agencies (LEA) are expected to maintain, collect, and report data on race, ethnicity, and gender.

Beginning in the fall of 2010, SEAs and LEAs are required to report aggregated data to USDE using the standards detailed in this section.

These standards mandate a two-question format categorizing the race and ethnicity of students and educators. Refer to the chart below for further instructions. In order to implement the required change with minimal burden, LEA requirements for collecting and maintaining race/ethnicity differ from those for reporting these data in PIMS.

Collecting Race or Ethnicity Data

A two-part question is mandatory, with ethnicity asked first and race asked second:

- Part 1: Ethnicity (choose one):
  - Hispanic/Latino
  - Not Hispanic/Latino
- Part 2: Race (choose one or more, regardless of ethnicity):
  - American Indian or Alaskan Native
  - Asian
  - Black or African American
  - Native Hawaiian or Other Pacific Islander
  - White

A common example is the use of a private vendor's online program with the vendor's teacher providing the instruction. The LEA contracting with a vendor for this type of course is responsible for reporting the teacher with fictitious ID 9999999 in the Staff Data Set and in the Course/Instructor Data Set.

It is common for LEAs to enter into a contract with a vendor using a single or lead LEA to improve LEA negotiations. These situations are to be treated as if each participating LEA entered into an individual contract with the vendor. That is, each LEA retains reporting responsibility for personnel contracted from the vendor. In these circumstances, it is possible for a single vendor employee to be reported by multiple LEAs with each LEA using fictitious ID 9999999.

Self-identification of race or ethnicity by the student or their parent or guardian is preferable, and individuals must always be encouraged to identify their own race and ethnicity, although respondents are *not required* to do so. The National Center for Education Statistics describes measures that the LEA can take to ensure individual dignity and promote accurate reporting when individuals are reluctant to self-identify. Observer-identification is federally required as a last resort.

~~As in the past, individuals (or students' parents or guardians) are asked to self-identify. LEA officials conducting the collection of this information should inform individuals (or their parents or guardians) that Observer identification will be required by [federal law?] if individuals decline to choose a race/ethnicity.~~

Reporting Race/Ethnicity Data in PIMS

LEAs should use the following standards when reporting race/ethnicity data in PIMS:

If Ethnicity selected is: (Part 1)	**and Race selected is: (Part 2)**	**then report this:**
Hispanic/Latino	Any race	Students are reported as Hispanic/Latino if they identify themselves as such. This designation overrides any race selected in Part 2.
Not Hispanic/Latino	American Indian or Alaskan Native	American Indian or Alaskan native only
Not Hispanic/Latino	Asian	Asian only
Not Hispanic/Latino	Black or African American	Black or African American only
Not Hispanic/Latino	Native Hawaiian or Other Pacific Islander	Native Hawaiian or Other Pacific Islander only
Not Hispanic/Latino	White	White only
Not Hispanic/Latino	Two or more races	Multi-racial

Recordkeeping

As in the past, original records must be maintained for three years. However, when there is litigation, a claim, an audit, or another action involving the records, original responses must be retained until the completion of the action.

The above information is a summarization of standards detailed in: *MANAGING an IDENTITY CRISIS: Forum Guide to Implementing New Federal Race and Ethnicity Categories* is found in the 2008-802 publication on the ED Pubs website (http://www.ed.gov/edpubs). This publication is available from the USDE online (edpubs.ed.gov) or call toll free (1-877-4ED-Pubs).

Race/Ethnicity Definitions

These are categories used to describe groups to which individuals belong, identify with, or belong to in the eyes of the community. These categories do not denote scientific definitions of anthropological origins.

- **AMERICAN INDIAN/ALASKAN NATIVE** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- **ASIAN** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

- **BLACK or AFRICAN AMERICAN** – A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).
- **HISPANIC** – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **WHITE** – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).
- **TWO OR MORE RACES** – Multi-racial. A person having origins in more than one of the previous categories.

Reporting Student Gender

A student, parent, or 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; and
- The student's PAsecureID will not be changed.

Curriculum, Assessment, and Instruction

Division of Assessment and Accountability (DAA)

Pennsylvania's accountability system, as required by ESSA, is administered by the PDE Bureau of Curriculum, Assessment, and Instruction. The Division of Assessment and Accountability is responsible for the development, administration, scoring, and reporting of the state's PSSA and Keystone assessments and provides guidance to schools and LEAs on assessment and accountability reporting. The bureau's other assessment and accountability functions include:

- Evaluating LEA, school, and student progress and reporting school performance for compliance with federal and state requirements;
- Developing assessment anchors to better align curricula, instruction, and assessment practices;
- Coordinating test development, administration, and reporting; and
- Providing technical assistance for statewide and local assessment systems.

During the 2018-19 school year, Pennsylvania transitioned to a new statewide accountability system aligned to federal ESSA requirements. In Pennsylvania, the Future Ready PA Index is the state's accountability system. The Future Ready PA Index uses a dashboard model to highlight how schools are performing and making progress on multiple indicators. The reporting system moves beyond a single, summative score to increase transparency around school and student group performance. Future Ready PA Index provides publicly accessible data on academic achievement, academic growth, high school graduation rate, regular attendance (related to chronic absenteeism in ESSA), college and career readiness, and information on English Learner proficiency, among other indicators. Although there are many indicators, the DAA's focus is on the Statewide Assessment Measures, which include English Language Arts (ELA), math and science for the PSSA and PASA, and the Algebra, Literature and Biology Keystone Exam data across eleven student subgroups. For more information on the Future Ready PA Index, visit the PDE website.

The DAA will continue to publish building-level data for the purposes of educator evaluation pursuant to state law Public School Code of 1949, Article XI, Section 1123 (from Act 82 of 2012).

Authorization

Pennsylvania School Code, Chapter 4 (Academic Standards) authorizes the reporting of assessment data.

- Students must test in state assessments, including the PSSAs, Keystone Exams, or PASAs
- Students must take Keystone Exams by the Spring of their grade 11 year

PSSA

Pennsylvania System of School Assessment (PSSA) includes assessments in English Language Arts and Mathematics which are taken by students in grades 3, 4, 5, 6, 7 and 8. Students in grades 4 and 8 are administered the Science PSSA. The English Language Arts and Mathematics PSSAs include items that are consistent with the Assessment Anchors/Eligible Content aligned to the Pennsylvania Core Standards in English Language Arts and Mathematics. The Science PSSA includes items that are aligned to the Assessment Anchors/Eligible Content aligned to the Pennsylvania Academic Standards for Science.

Keystone Exams

Keystone Exams are end–of-course assessments in designated content areas. The Keystone Exams serve two purposes: (1) high school accountability assessments for federal and state purposes, and (2) one part of a system of high school graduation requirements for students beginning with the class of 2021. The Algebra I and Literature Keystone Exams include items written to the Assessment Anchors/Eligible Content aligned to the Pennsylvania Core Standards in Mathematics and English Language Arts. The Biology Keystone Exam includes items written to the Assessment Anchor/Eligible Content aligned to the enhanced Pennsylvania Academic Standards for Science.

Attribution Map and PDE Attribution Rules

The Attribution Map and PDE Attribution rules are posted on the Pennsylvania Accountability System website. The Attribution Map describes the school and LEA responsible for ensuring student participation in the state assessment, ordering test materials, and administering the tests. It also explains how PSSA, PASA, and grade 11 Keystone Exam scores and participation will be attributed for accountability purposes. These documents are updated annually. The updated Attribution Map will be posted prior to the Grades 3-8 (PSSA and PASA) and Grade 11 (Keystone) Attribution Windows in DRC's eDIRECT system. All communication regarding Attributions are communicated by DRC to the Assessment Coordinators in the school or district. Access to the eDIRECT is password protected and determined by the LEA's Chief Administrative Officer. In order to submit accurate data for the Accountability Internal Snapshots, PIMS Administrators are advised to use the PDE Attribution Rules supplement that is posted along with the Attribution Map on the PAS webpage (www.education.pa.gov/pas).

Trainings

Training is posted on the PAS webpage and includes a brief recorded webinar and PowerPoint presentation in advance of the live Q&A. All attendees are expected to have viewed the recorded webinar and PowerPoint prior to attending the live Q&A. All trainings are conducted by the Division of Assessment and Accountability. All trainings are posted on the PAS webpage. Training dates are posted with the PIMS Calendar and email broadcasts are sent to all PIMS Administrators. It is the LEA's responsibility to update the PIMS Administrators who are designated by the LEA to receive PDE communications regarding trainings. To update the PIMS Administrators' list, please contact your LEA's MyPDESuite Local security administrator.

Website Access

Pennsylvania Accountability Systems
Division of Assessment and Accountability

Contact

For questions about the PSSA and Keystone Exams, trainings, attributions, Chapter 4, and Future Ready PA Index, please contact the DAA at ra-pas@pa.gov. All other questions should be directed to the PIMS Application Support Desk at (800.661.2423).

Templates

Templates are the files that will be used to load data into the PIMS data warehouse. Template specifications define the fields required for each file submitted to PIMS. Each template maps directly to a separate table in the data warehouse. By using templates, LEAs are able to use a variety of file formats (comma delimited, tab delimited, pipe) to transmit data as long as all fields within the template are accounted for. Within a given template not all eScholar-defined fields are collected by PDE.

NOTE: If a field is not collected, it still must be accounted for in the template file through use of the appropriate delimiter position (comma, tab, etc.).

PDE will be using eScholar version 19 templates to submit information for the 2020-2021 school year.

Key Items to Note with Template Creation

- eScholar data warehouse provides Lookup Tables for recoding.
    - Ethnic Codes to Ethnic Descriptions
    - e.g. 3 = Black/African American (non-Hispanic)
- PIMS uses PDE-defined codes.
- Data Extraction process must translate local codes to PDE codes.
- Lookup Tables will translate PDE codes to PDE descriptions.

Development Priority

- Some templates have dependencies on other templates.
- Highlighted items within the Load Sequence/Dependencies section at the bottom of each template specification indicate which templates must be submitted prior to the template in question.
- Recommendation: Start with Student template.

Template Information

Each template specification in the PIMS Manual will contain the following sections:

Template Name	eScholar template name
Template Description	General description of the template
Target Table	eScholar data warehouse target table name for template (must be used within the template file name)

Rules

This section describes any rules that must be followed in creating the template file. Specific file formats supported by the template are identified in the last business rule in each section.

The following rules are constant throughout all templates:

- All dates must be entered in ISO format: YYYY-MM-DD.
- PASECUREID's must be unique within an LEA.
- Code Column: K - component of primary key; U - value is updatable if row exists.
- Data can be supplied in either ASCII flat file or delimited formats. Full delimiter support is available.
- Every PA public school, including charter schools and CTEs, has a 4-digit SCHOOL NUMBER.

NOTE: The "Field Name" column within each template represents the PDE field name. In some instances, the IEP field name does not correspond with the eScholar field name. The actual eScholar field name has been populated in the "eScholar Field Name" column of the template. It is necessary to know the actual field name in order to resolve any issues during the data submission process.

Each template specification within this document will have a table that indicates the following information:

Template Headers	Data Field Definition
Field No.	eScholar-designated field number; each field can be uniquely identified within the template.
Max Length	• Field lengths are identified in each template in the "Length" column. Maximum field lengths are specified for fields that do not have pre-defined code sets. This information is critical because the **eScholar load plans will reject any record that contains a field that is greater than the designated length**. Template fields that have pre-defined code sets do not have a length specified – simply adhere to the predefined code set. If the "Max Length" column has "N/A," that indicates a code set is available for that field. • If the length number is followed by a comma and then another number, the latter indicates the number of digits to the right of the decimal point.
Field Name	PDE Field Name; highlighted field numbers (Field No.) are those that are collected for PDE.
R/O/CR	• R: Required • O: Optional • CR: Conditionally Required – if the condition is not met, leave the field blank.
Not Collected	Field numbers (Field No.) that are not highlighted are not collected by PDE.
Code	The code column is used to identify how the specific field is applied to the target table in the eScholar Data Warehouse. • K: Indicates that this column is a component of the set of columns that make up the primary key for the target table. The primary key specifies the uniqueness of each entry in the target table. • U: Indicates that this column will be updated in the target table if the entry exists and the value of this column has changed.
Definitions	PDE definition of each field to be collected
Business Rules	Any relevant PDE business rules that must be followed in creating the field value are defined here.
Sample/Valid Values / Example Data	If a field requires one value in a specific code set (e.g., Gender – "M" for male and "F" for female), that code set will be defined here. If the field is a free-form field (e.g., Last Name Long), example data will be supplied. If the valid values are located in Volume 2, a note will indicate which appendix.

NOTE: Only data elements with their Field No. highlighted in yellow in the templates will be collected by PDE.

Key Fields

Fields coded "K" are key fields, the fields in which uploaded data cannot be overwritten. In a situation in which there was an upload of data in a key field that needs to be corrected, the entire record must be deleted by PDE staff first and then the corrected record must be uploaded.

Deletes

To initiate a deletion, complete a PIMS Data Maintenance Request form, available through PIMS Support Services. There are two ways to contact PIMS Support Services:

1. Online, accessed through the PDE website (www.education.pa.gov).
    a. From the top menu hover over **Data and Reporting**,
    b. Click on **PIMS** in the dropdown menu,
    c. Click the **PIMS Application Support** box,
    d. Click the **Help Request Form** link in the navigation box on the right side of the page.
2. Through a PIMS Support Services representative, reached by phone at 1-800-661-2423.

Load Sequence/Dependencies

This section identifies any prerequisite files that must be loaded into eScholar prior to loading the given template file. The relevant templates that must be loaded by LEAs prior to loading the template in question are indicated. For example, whenever there is a template that requests a student ID, the Student template must be submitted first. The following chart illustrates the template dependencies in PIMS.

PIMS Template Dependency

Load This	Before These
Student	• Student Snapshot • Student Course Enrollment • CTE Student Fact • CTE Student Industry Credential • Staff Student Subtest • Programs Fact • Student Calendar Fact • School Enrollment • Special Education Snapshot • Student Award Fact for Industry-Recognized Credentials and Work-Based Learning Experiences for Non-CTE Students • Student Fact for Career Standards Benchmarks • Student Local Assessment Subtest • Person (see note on page with table of Load Sequence/Dependencies)
Course	• Course Instructor • Student Course Enrollment
Course Instructor	• Student Course Enrollment
Staff	• Staff Snapshot • Staff Assignment • Staff Development Fact • Course Instructor • Staff Student Subtest
School Calendar	• Student Calendar Fact
Incident	• Incident Offender • Incident Offender Infraction • Incident Offender Infraction Weapon • Incident Offender Disciplinary Action • Incident Offender Parent Involve • Incident Victim
Person	• Incident Offender • Incident Offender Infraction • Incident Offender Infraction Weapon • Incident Offender Disciplinary Action • Incident Offender Parent Involve • Incident Victim
Incident Offender	• Incident Offender Infraction • Incident Offender Infraction Weapon • Incident Offender Disciplinary Action • Incident Offender Parent Involve
Incident Offender Infraction	• Incident Offender Infraction Weapon

Extracting Data into Template Format

This section will provide guidance on extracting data from source systems into eScholar template format. This information can be used to create individual extraction routines or a system of extraction.

Data Extraction

Data extraction and submission involve the process of:

- taking data from source systems
- securely submitting files to PIMS
- loading data into the PIMS data warehouse

The components of data extraction include:

- extraction tools
- eScholar templates
- automation components
- documentation

File Naming Conventions and Common Problems

The following naming convention must be used to extract data files:

- SubmittingAUN _TargetTable_YYYYMMDDHHMM.xxx
- Example: 100000009_STUDENT_201509051134.csv
  1. The AUN is the 9-digit Administrative Unit Number code (example 100000009)
     - For example, 100000009
  2. Target Table
     - Located on line 5 of the eScholar templates – e.g., "Student"
     - Exact name listed must be used for File naming convention (e.g. Student Course Enrollment Template is COURSE_ENROLL)
  3. Time Stamp (ensures uniqueness for the file) e.g., "201509051134"
     - Related to the time the file is created, not the collection reporting dates
  4. File Extension (data separator type) e.g., "csv"
     - csv: comma separated
     - tab: tab separated

NOTES:

- Only PIMS Administrators can upload files in PIMS.
- For more detail around data extraction, refer to the *eScholar Guide to Extracting Data*

Templates within a Collection Data Set and Data Field Accountability

Please note that all templates required in a data set are not necessarily found within the same domain. For a complete list of templates within each data set, see the "Templates" column of the Elementary\Secondary Data Collection Calendar.

Where the following comment is used, "*All fields may not be mandatory; however, all fields within each template* ***MUST BE*** *accounted for in order to transmit data*," each field from the template must be accounted for in the record. So, for a client building a delimited file, there must be a delimiter for each field in the template, even if there is no value in between delimiters. Similarly, for a client building a fixed-width file, the extract must account for all positions of each field, even if there is no value in those positions.

Child Accounting Domain

All public LEAs must submit the following templates as part of the 2020-2021 Child Accounting data collection:

- School Calendar
- Student Calendar Fact

  This domain applies to the following organizational types:

  - School Districts
  - Intermediate Units
  - Career and Technology Centers
  - Charter Schools
  - Private Residential Rehabilitation Institutions (PRRI)
  - Approved Private Schools (APS)

Submission of end-of-year Child Accounting data with the School Calendar and Student Calendar Fact templates is due August 1. The Child Accounting Accuracy Certification Statement (ACS) should be sent to the Division of Subsidy Administration after PIMS Reports are run and the data is verified for accuracy.

If corrections are made to Child Accounting data by uploading or deleting data, an updated ACS must be sent to the Division of Subsidy Administration.

Preliminary data is due in Collection 3 for “Juveniles Incarcerated in Adult Facilities” programs **only**. A notice is sent to the educating school district or intermediate unit to upload Child Accounting data for county jails. At this time, do not upload Child Accounting data for any other program.

One School Calendar is submitted for each unique calendar for a group of students. A student’s attendance and membership will be linked to a calendar by the unique Calendar ID.

Five important data elements from the Child Accounting perspective are: District of Residence AUN, Funding District AUN, Residence Status Code, Grade Level, and Special Education Indicator. Each time any of these five key fields changes during the school year, a separate PIMS Student Calendar Fact record must be created for the student.

Many fields found in the Student template are essential to Child Accounting. These fields are Student Status, Gender, Race / Ethnicity, Economic Disadvantaged Status Code, Special Education, EL Status and School Number. It is important that student records are complete with this information.

All fields may not be mandatory; however, all fields within each template **MUST BE** accounted for in order to transmit data.

School Calendar Template

(21 Fields, 19 Collected, Delimited)

Target Table: PIMS_SCHOOL_CALENDAR

This domain applies to the following organizational types only: School Districts, Intermediate Units, Career and Technology Centers, Charter Schools, Private Residential Rehabilitation Institutions (PRRI), and Approved Private Schools (APS).

Template Description

This template is used to identify each unique calendar associated with a student or group of students. One School Calendar can be submitted for multiple schools with the same days in session, the same number of PDE approved Act 80 days, and the same total instructional time.

The information collected will be used to calculate the total days in session and total instructional time for each calendar as follows:

- **Days in Session** = Number of Scheduled School Days *minus* Total Days in Session Lost Due to Strike *minus* Total Days in Session Lost Due to Act 80 *minus* Total Days in Session Lost Due to Other Reasons *plus* Total Make-Up Days.
- **Total Instructional Time** = Days in Session *times* Instructional Minutes in Standard Day *minus* Total Instructional Minutes Lost Due to Planned Shortened Days and PDE Emergency Waiver.

See Pennsylvania School Code of 1949 (24 P.S. § 15-1501 and 1504) for required instructional days and hours. The required number of instructional days is 180 (or 180 minus full Act 80 days) and the required instructional hours for each grade are as follows: 450 hours for half-time kindergarten; 900 hours for full-time kindergarten and grades 1–6; and 990 hours for grades 7-12. School districts, intermediate units, and CTC/AVTS may apply for Act 80 exceptions.

The Days in Session is used to calculate average daily membership (ADM) for students associated with each calendar. It is important to verify the ADM by Calendar Program Code on the Accuracy Certification Statement (ACS).

The Days in Session calculated with School Calendar data must agree with the actual number of student days used by your student information system to generate attendance and membership. The Days in Session or actual number of student days may or may not be the same for all buildings or grade levels.

Additional Information

Calendar ID and Calendar Description (Fields 3 and 4)

The Calendar ID provides a unique identifier for each different calendar that will be linked to each student on the Student Calendar Fact Template. Therefore, it is important to create a Calendar ID that is easily identifiable. The Calendar Description field may be used to provide a more detailed description.

Rotation Pattern Code (Field 7)

This field is populated for half-day or alternate-day pre-kindergarten and kindergarten School Calendars. It also is populated for School Calendars created for students in part-time CTC/AVTS vocational programs (half-day and semester-about).

Calendar Programs Code (Field 8) – Refer to Appendix R in the PIMS User Manual, Volume 2
This field is required in the School Calendar created for students in the following situations:

- Institutionalized Children's Program (ICP)
- Juveniles incarcerated in adult facilities
- Students at a CTC/AVTS in an approved vocational program
- Students at a school district or charter school in an approved career and technical program
- Students in an alternative education for disruptive youth program
- Students placed out-of-state
- School-age students in an early intervention program
- Students educated/uploaded by an APS
- Students educated/uploaded by a PRRI

NOTE: School Calendars for semester-about rotation at CTC/AVTS must have Rotation Pattern Code of S and Calendar Program Code of CTE-PT or CTE-PT-H to receive accurate State subsidies.

Instruction Start Date and Instruction End Date (Fields 11 and 12)
For a part-time semester-about rotation CTC/AVTS calendar, enter the Instruction Start and End Date for the semester.

If a program was added after the school year began or cancelled before the school year ended, enter these dates as if the program operated the entire school year. For example, a full-time kindergarten program was added in October or an alternative education program for disruptive youth was cancelled in April; enter the same Instruction Start and End Date as it applies to the majority of the students in that grade level or building.

Number of Scheduled School Days (Field 14)
The Number of Scheduled School Days is the number of instructional days on the original calendar or revised original calendar (planned student days plus PDE-approved, full-day Act 80 dismissals). Revisions for any rescheduling to accommodate days lost or made up are entered in the Total Days in Session Lost or Total Make-Up Days fields.

- For alternate-day pre-kindergarten and alternate-day kindergarten or part-time semester-about CTC/AVTS calendars, the Number of Scheduled School Days will be approximately 90 days.
- For school-age early intervention programs, the Number of Scheduled School Days must be 180 days.
- For programs that were added after the school year began or cancelled before the school year ended, enter the Number of Scheduled School Days as if the program operated the entire school year.
- If a School Calendar is created for one student, the Number of Scheduled School Days is NOT the number of days a student is enrolled. Use the number of instructional days on the original calendar for this school year.
- For IUs with classrooms located in school district buildings and following that building's calendar, enter the number of instructional days provided. DO NOT POPULATE Fields 16, 17, 18, and 19 for lost days and make-up days. Indicate the name of the school district where IU classroom is located in Calendar Description, Field 4.

Instructional Minutes in Standard Day (Field 15)
Enter the actual instructional minutes in a regular school day (<u>not</u> clock hours). Refer to Basic Education Circular 24 P. S. § 15-1504, Instructional Time and Act 80 Exceptions, for a list of activities that may be included in the calculation of instructional time.

If the number of Instructional Minutes in a Standard School Day was not the same for the entire school year, then calculate an average based on the total instructional days. For example, a group that received 310 instructional minutes for 140 days and 330 instructional minutes for 40 days would be reported with 314 instructional minutes calculated as follows:

[310 x 140 days] + [330 x 40 days] = 56,600 total instructional minutes
56,600 ÷ 180 total instructional days = 314 average minutes in a standard day

Total Instructional Minutes Lost to Planned Shortened Days and PDE Emergency Waiver (Field 20)
Enter the actual instructional time lost due to planned early dismissals (not clock hours). Do not report time lost for full-day dismissals (strike, Act 80, etc.). Also include in total the number of instructional minutes lost due to emergency school closing when the instructional day is waived by PDE.

Act 80 Group (Field 21)
Act 80 is applicable to school districts, career and technology centers, and intermediate units. If Total Days in Session Lost Due to Act 80 (Field 17) is greater than zero, then enter the unique alphanumeric identifier used in the Act 80 application to link this School Calendar to a particular Act 80 approval.

NOTE: The Act 80 Group label must be entered exactly, or the School Calendar will not properly upload. Examples: SRVTAM ≠ SR VT-AM or ELEM ≠ Elem.

PIMS School Calendar Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
1	9	SUBMITTING AUN	R	K	The unique, 9-digit Administrative Unit Number (AUN) assigned by the PDE.		DISTRICT CODE OF INSTRUCTION	All LEA and School Numbers can be found on the EdNA website (http://www.edna.pa.gov) Example: 123456789
2	10	SCHOOL YEAR DATE	R	K	A single date (June 30), the last day of the current school year indicating the whole school year.			Example: 2021-06-30
3	12	CALENDAR ID	R	K	A unique numeric and/or alphabetical unit used to identify this calendar.	To the extent possible, create a CALENDAR ID that is descriptive of the unique calendar.		Examples: • ABCElemKHT • WPMS6-7-8 • CTCAM
4	100	CALENDAR DESCRIPTION	R	U	Free-form text description of the calendar; its purpose is to target student population.	A detailed description for the student or group of students for this calendar. IU may include school district name to designate location of IU classroom.		Examples: • ABC_Elementary_KHT • William-Penn-Middle School • CTC_all-AM-Sessions

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
5	Not collected							
6	Not collected							
7	1	ROTATION PATTERN CODE	CR	U	For part-time CTC/AVTS programs enter code for half-day, one-week, two-week, three-week, nine-week, semester rotation, or other. For part-time pre-kindergarten or kindergarten enter code for half-day or alternate day.	Required only for part-time CTC/AVTS programs, and for part-time pre-kindergarten and kindergarten programs. If H, Field 15 (INSTRUCTIONAL MINUTES IN STANDARD DAY) must be between 30 and 270. NOTE: This field is checked by the Data Quality Engine (DQE).		For CTC/AVTS programs: • H – half day • 1 – one-week • 2 – two-week • 3 – three-week • 9 – nine-week • S – semester • O – other For part-time Pre-K or kindergarten programs: • H – half day • A – alternate day
8	8	CALENDAR PROGRAMS CODE	CR	U	Provides additional context for calendars created by LEAs for students in certain special situations.	Required (R) field for these reporting LEAs: • CTC • PRRI • APS Conditionally Required (CR) for all other LEA types. NOTE: This field is checked by the DQE.		See Appendix R in Volume 2 of the PIMS User Manual for a complete list of valid values.
9	10	CALENDAR START DATE	R	U	The date of the first day on the original calendar; this date could be a PDE approved full-day Act 80 day prior to the first day of instruction.	Must be within the range of 2020-06-25 to 2021-01-31		Example: 2020-08-22
10	10	CALENDAR END DATE	R	U	The date of the last day on the original calendar; this date could be a PDE approved full-day Act 80 day after the last day of instruction.	Must be within the range of 2021-01-01 to 2021-07-31		Example: 2021-06-18
11	10	INSTRUCTION START DATE	R	U	The date of the first day of instruction.	Falls on or after Field 9 (CALENDAR START DATE).		Example: 2020-08-28

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
12	10	INSTRUCTION END DATE	R	U	The date of the last day of instruction.	Falls on or before Field 10 (CALENDAR END DATE).		Example: 2021-06-12
13	10	GRADUATION CEREMONY DATE	CR	U	The date of the seniors' graduation ceremony.	This field is required for calendars that include grade 12 students. Falls on or after the Field 12 (INSTRUCTION END DATE). NOTE: This field is checked by the DQE.		Example: 2021-06-14
14	3	NUMBER OF SCHEDULED SCHOOL DAYS	R	U	The number of instructional days on the original calendar – planned student instructional days plus PDE-approved Act 80 full days.	Must be within the range of 85 to 260. Report days as whole numbers.		Example: 185
15	3	INSTRUCTIONAL MINUTES IN STANDARD DAY	R	U	The number of instructional minutes in a regular school day.	Must be greater than 0 and within the range of 30 to 435. Report minutes as whole numbers.		Example: 320
16	3	TOTAL DAYS IN SESSION LOST DUE TO STRIKE	R	U	The number of instructional days lost due to a work stoppage.	Report days as whole numbers. *See rules 1, 2, and 3 below.		Example: 0
17	3	TOTAL DAYS IN SESSION LOST DUE TO ACT 80	R	U	The number of instructional days lost due to PDE approved full-day Act 80 dismissals. Do not include any PDE approved Act 80 full-day dismissals that were not used.	For SD / CTC / IU use only. Report days as whole numbers. This field is required if Field 21 (ACT 80 GROUP) is populated; otherwise use 0. *See rules 1, 2, and 3 below. NOTE: This field is checked by the DQE.		Example: 4

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
18	3	TOTAL DAYS IN SESSION LOST DUE TO OTHER REASONS	R	U	The number of instructional days lost due to other reasons such as snow, flood, or adverse weather conditions. If the School Services Office granted a waiver for an emergency school closing, do not include this in the number of days lost.	Report days as whole numbers. *See rules 1, 2, and 3 below.		Example: 1
19	3	TOTAL MAKE-UP DAYS	R	U	The number of instructional days made up within or beyond the original calendar. These days should not be included in Field 14 (NUMBER OF SCHEDULED SCHOOL DAYS).	Report days as whole numbers. *See rule 1 below.		Example: 0
20	4	TOTAL INSTRUCTIONAL MINUTES LOST TO PLANNED SHORTENED DAYS AND PDE EMERGENCY WAIVER	R	U	The number of actual instructional minutes lost due to the following: • early dismissals or late starts for Act 80 and other planned shortened days • lost time due to emergency school closing for which PDE granted a waiver for a lost instructional day Do not include minutes lost due to early dismissals or late starts because of inclement weather.	Must be within the range of 0 to 9000. Report minutes as whole numbers. If a building/grade does not meet required instructional hours (900 for grades KFT-6 or 990 for grades 7-12), create a separate School Calendar for this building/grade. *See rule 1 below.		Example: 179

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
21	12	ACT 80 GROUP	CR	U	A unique numeric and/or alphabetical label used in the Act 80 application to link this School Calendar to a particular Act 80 approval.	For SD / CTC / IU use only. This field is required if Field 17 (TOTAL DAYS IN SESSION LOST DUE TO ACT 80) is greater than zero. NOTE: This field is checked by the DQE.		Example: Elementary

Rules **See the Rules section of the Template domain for rules consistent throughout all templates*

1. Fields 16, 17, 18, 19 and 20 must be greater than or equal to zero.
2. The sum of TOTAL DAYS LOST in Fields 16, 17, and 18 must be less than or equal to NUMBER OF SCHEDULED SCHOOL DAYS and greater than or equal to TOTAL MAKE-UP DAYS.
3. TOT_DAYS_IN_SESSION is derived using the following formula: NUMBER OF SCHEDULED SCHOOL DAYS + TOTAL MAKEUP DAYS – (sum of TOTAL DAYS LOST in Fields 16, 17, and 18)

Load Sequence/Dependencies

No Dependencies

Student Calendar Fact Template

(16 Fields, 15 Collected, Delimited)

Target Table: PIMS_STUDENT_CALENDAR_FACT

This domain only applies to the following organizational types: School Districts, Intermediate Units, Career and Technology Centers, Charter Schools, Private Residential Rehabilitation Institutions (PRRI), and Approved Private Schools (APS).

Template Description

This template is used to associate a student's membership days with a unique calendar uploaded in the School Calendar file. A student will have more than one record in the Student Calendar Fact file if he or she was withdrawn and reentered due to a change in one of the following key fields: Calendar ID, District of Residence AUN, Funding District AUN, Residence Status Code, Current Grade Level, or Special Education Indicator.

The Days Enrolled and Percentage of Time Enrolled for Calendar fields are used to calculate Average Daily Membership (ADM). The Days Present and Percentage of Time Enrolled for Calendar fields are used to calculate Average Daily Attendance (ADA) for each record.

Additional Information

District of Residence AUN, Funding District AUN, and Residence Status Code (Fields 5, 6, and 7)
These key fields are used to identify the school district receiving ADM for state subsidies. Refer to Appendix N in volume 2 of the PIMS User Manual for guidance on populating these important fields.

Uploading multiple Student Calendar Fact records, a common error made by LEAs attempting to correct a key field, results in duplicated membership days. It is important to remove the erroneous records by submitting a PIMS Data Maintenance Request form to PDE for a delete. Run the Student Calendar Fact Validation Report called "Students with Multiple Calendar Fact Records" to identify duplicated membership days.

Days Enrolled and Days Present (Fields 8 and 9)
These fields are updatable. The days are not prorated. The Percentage of Time Enrolled in Calendar field is used to prorate or calculate equivalent days enrolled. See examples below.

Percentage of Time Enrolled for Calendar (Field 10)
Percent is used to prorate membership if it is less than full time. PIMS calculates equivalent days enrolled by multiplying Days Enrolled by the Percentage of Time Enrolled for Calendar. Equivalent days enrolled divided by days in session equals ADM. Equivalent days present is calculated by multiplying Days Present by the Percentage of Time Enrolled for Calendar. Equivalent days present divided by days in session equals ADA. See examples below.

Most students are enrolled full time with their record showing 100 for the Percentage of Time Enrolled for Calendar. Students enrolled in a part-time pre-kindergarten or kindergarten program (half-day or alternate-day) and students enrolled in a semester-about rotation CTC/AVTS program are considered 100% enrolled.

For students enrolled less than full time, calculate percentage by dividing the student's weekly instructional time by the total weekly instructional time. For example, a student takes one class per day, five days per week (45 minutes X 5 days = 225 minutes). If weekly instructional time is 1,725 minutes, then 225 ÷ 1,725 = .13, or 13 percent.

If the percentage for part-time membership varies through the school year for a student, calculate a weighted percent. For example, 20% membership for 20 weeks and 30% membership for 16 weeks:

[(20% X 20) + (30% X 16)] ÷ 36 weeks = .244, or 24.

A common error made by LEAs is using the Percentage of Time Enrolled as a percentage of attendance. Another error is prorating the equivalent aggregate days membership twice – by populating the prorated membership days in the Days Enrolled field and by using the Percentage of Time Enrolled field to prorate.

EXAMPLES: The following show Days Enrolled and Percentage of Time Enrolled in Calendar when student is enrolled less than 100% of the time.

- Student is enrolled the full school year, or 180 days, in an intermediate unit class and mainstreamed in a school district class:
  - Intermediate unit reports 180 days enrolled @ 75% (135 equivalent days ÷ 180 days in session = .750 ADM)
  - School district reports 180 days enrolled @ 25% (45 equivalent days ÷ 180 days in session = .250 ADM)
- Nonpublic, home education or privately tutored student is enrolled for one semester, for two classes or part-time in a public school:
  - School district reports 90 days enrolled @ 26% (23 equivalent days ÷ 180 days in session = .127 ADM)
- Student enrolled in a part-time, half-day program at the high school and CTC/AVTS (50% enrolled, regardless of the actual instructional time):
  - Charter school reports 180 days @ 50% (90 equivalent days ÷ 180 days in session = .500 ADM)
  - CTC/AVTS reports 178 days @ 50% (89 equivalent days ÷ 178 days in session = .500 ADM)
- Student enrolled part-time (one class) at the high school and full-day at the CTC/AVTS:
  - School district reports 180 days @ 13% (23 equivalent days ÷ 180 days in session = .127 ADM)
  - CTC/AVTS reports 178 days @ 87% (155 equivalent days ÷ 178 days in session = .870 ADM)
- Membership for part-time students who are on track to graduate is prorated based on the amount of instructional time they receive compared to a full-time student.
  - School district reports 179 days @ 39% (70 equivalent days ÷ 179 days in session = .391 ADM)

Sending Charter School (Location) Code and District Code of Sending Charter School (Fields 13 and 14)

When a charter school contracts with another public entity to educate their student, the educating entity populates these fields with the charter school's School Number (4-digit building number) and the charter school's administrative unit number (9-digit AUN). These fields are not key fields. If a student changes charter schools mid-year, the educating entity must create a second Student Calendar Fact record using a different Calendar ID (key field). The "Days Enrolled" will be attributed to each resident school district/charter school combination.

PIMS Student Calendar Fact Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
1	9	SUBMITTING AUN	R	K	The unique, 9-digit AUN assigned by the PDE.		DISTRICT CODE OF INSTRUCTION	All LEA and School Numbers can be found on the EdNA website Example: 123456789
2	10	SCHOOL YEAR DATE	R	K	A single date (June 30), the last day of the current school year indicating the whole school year.			Example: 2021-06-30
3	12	CALENDAR ID	R	K	A unique numeric and/or alphabetical unit used to identify the calendar for this student's enrollment.			Examples: • ABCElemKHT • WPMS6-7-8 • CTCAM
4	10	PASECUREID	R	K	The unique, 10-digit PAsecureID assigned to the student.		STUDENT ID	Example: 1000000009
5	9	DISTRICT OF RESIDENCE AUN	R	K	The AUN of the school district where the parent/legal guardian resides.	Must be one of the following: • one of the 500 Pennsylvania school districts • the generic PA state code of 999999999 • the generic out-of-state code of 888888888. Refer to Appendix N in Volume 2 of the PIMS User Manual for definitions regarding District of Residence AUN. NOTE: This field is checked by the DQE.	DISTRICT CODE OF RESIDENCE	All LEA and School Numbers can be found on the EdNA website Example: 123456789

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
6	9	FUNDING DISTRICT AUN	R	K	The AUN of the school district that is financially responsible for the student. In most cases, this will be the same district as reported under Field 5 (DISTRICT OF RESIDENCE AUN), EXCEPT in the case of non-resident foster or institutionalized students.	This must be one of the 500 Pennsylvania school districts. See Appendix N in Volume 2 of the PIMS User Manual for a complete list of valid values. NOTE: This field is checked by the DQE.	FUNDING DISTRICT CODE	All LEA and School Numbers can be found on the EdNA website Example: 123456789
7	9	RESIDENCE STATUS CODE	R	K	The residency status of the student.	NOTE: This field is checked by the DQE.		See Appendix N in Volume 2 of the PIMS User Manual for a complete list of valid values.
8	3	DAYS ENROLLED	R	U	The sum of days present and days absent when school was in session Informs the Regular Attendance indicator in the Future Ready PA Index.	Must be non-zero and less than or equal to days in session from the LEAs PIMS School Calendar table. NOTE: This field is checked by the DQE.		Example: 170
9	6	DAYS PRESENT	R	U	The number of days present when school was in session. Informs the Regular Attendance indicator in the Future Ready PA Index.	Must be greater than 0 and less than or equal to Field 8 (DAYS ENROLLED). Number of days may include 2 decimal points.		Example: 165.25
10	3	PERCENTAGE OF TIME ENROLLED FOR CALENDAR *(continued next page)*	R	U	For students in membership full-time, report 100. For students in membership part-time, report the average percent of time in membership per week.	Must be non-zero and less than or equal to 100. Report percentages as whole numbers without a percentage sign. Do not report decimals. Thus, 90% should be reported as 90, not 0.90.		Example: A student receives 225 instructional minutes compared to 1650 instructional minutes per week for full time students: 225/1650 = 14.

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
						NOTE: A typical part-time, half-day vocational student is 50% at the high school and 50% at the CTC, regardless of the actual instructional time provided. NOTE: This field is checked by the DQE.		
11	3	GRADE	R	K	Indication of the student's grade level.	A student who is in more than one grade in a school year will have a separate record for the enrollment in each grade.	CURRENT GRADE LEVEL	See Appendix K in Volume 2 of the PIMS User Manual for a complete list of valid values.
12								
13	4	SENDING CHARTER SCHOOL – SCHOOL NUMBER	CR	U	The PDE defined 4-digit code of the charter school that contracted with the educating LEA to educate a charter school student.	Charter School school number only. This field is required only for non-charter school LEAs educating a charter school student. If this field is populated, Field 14 (SENDING CHARTER SCHOOL AUN) must also be populated.	SENDING CHARTER SCHOOL CODE	All LEA and School Numbers can be found on the EdNA website Example: 1234
14	9	SENDING CHARTER SCHOOL AUN	CR	U	The 9-digit AUN of the charter school that contracted with the educating LEA to educate a charter school student.	This field is required only for non-charter school LEAs educating a charter school student. If this field is populated, Field 13 (SENDING CHARTER SCHOOL – SCHOOL NUMBER) must also be populated.	DISTRICT CODE OF SENDING CHARTER SCHOOL	All LEA and School Numbers can be found on the EdNA website Example: 123456789

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
15	1	SPECIAL EDUCATION INDICATOR	R	K	Provide an indication of whether the days enrolled are for a special education student. NOTE: The implementation date of the IEP indicates when special education services will be provided to the student. Code Y in this field will be used to calculate special education ADM (Average Daily Membership).	A student may be reported initially as a regular education student (code E or N), then determined eligible for special education services (code Y) during the same school year. This student will have more than one Student Calendar Fact Record. For child accounting a student with code E or N is considered "not special education." NOTE: This field is checked by the DQE.		Valid Values: • Y – has IEP • E – exited IEP < 2 years • N – no IEP or exited IEP > 2 years
16	6	DAYS ABSENT – UNEXCUSED	R	U	The number of unexcused absences based on local attendance policy (for ex. due to parental neglect, illegal employment, truancy). This includes the number of unlawful absences of a compulsory school age student.	Field 16 plus Field 9 (DAYS ABSENT-UNEXCUSED plus DAYS PRESENT) must be less than or equal to Field 8 (DAYS ENROLLED). Number of days may include 2 decimals. NOTE: This field is checked by the DQE.		Example: 10.25

Rules **See the Rules section of the Template domain for rules consistent throughout all templates*

Load Sequence Dependencies

Load Sequence/Dependency
PIMS School Calendar
Student

Course ~~and Grades~~ Domain

The LEAs are required to submit the following templates in the Course ~~and Grades~~ Domain:

- Course Template
- Course Instructor Template
- Student Course Enrollment Template

  These templates apply to the following organizational types:

  - School Districts
  - Intermediate Units
  - Career and Technology Centers
  - Charter Schools
  - State Juvenile Correctional Institutions

  NOTE: All entities are permitted to submit data (for the Staff Student Subtest Template), and are encouraged to, if they wish to utilize PVAAS teacher-specific measures in their local evaluation processes.

All fields may not be mandatory; however, all fields within each template **MUST BE** accounted for in order to transmit data.

Course Template

(40 Fields, 11 Collected, Delimited)

Target Table: COURSE

Template Description

This template is used to collect the attributes of each course at each school. 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. This table maps the local course to the standardized state codes. The Course template should include all courses with students enrolled during the 2020-2021 school year.

NOTES:

- Accurate reporting of courses in assessed grades/subjects is especially important. PDE will use course data to inform attribution decisions related to accountability.
- 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.

PIMS Course Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
1	9	SUBMITTING AUN	R	K	The unique, 9-digit Administrative Unit Number (AUN) assigned by the PDE.		DISTRICT CODE	All LEA and School Numbers can be found on the EdNA website Example: 123456789
2	4	SCHOOL NUMBER	R	K	The PDE defined 4-digit code identifying the school.		LOCATION CODE	All LEA and School Numbers can be found on the EdNA website Example: 1234
3	10	SCHOOL YEAR DATE	R	K	A single date (June 30), the last day of the current school year indicating the whole school year.			Example: 2021-06-30
4	Not Collected							
5	50	COURSE NAME	R	U, R	Provide the descriptive local course name given to a course of study offered in a school or other institution or organization.	For College/High School Credit (Dual Credit) courses, provide the name of the course used by the postsecondary institution.		Example: English III
6	Not Collected							

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
7	Not Collected							
8	Not Collected							
9	Not Collected							
10	Not Collected							
11	Not Collected							
12	Not Collected							
13	Not Collected							
14	Not Collected							
15	Not Collected							
16	Not Collected							
17	Not Collected							
18	Not Collected							
19	Not Collected							
20	Not Collected							
21	Not Collected							
22	Not Collected							
23	Not Collected							
24	Not Collected							
25	Not Collected							
26	2	SUPPLEMENTARY COURSE DIFFERENTIATOR	R	K	This field is used to help make a course unique where the same COURSE CODE is offered in more than one time period during the school year. This field will represent the general span of time in which a course and its sections are offered.			See Appendix O in Volume 2 of the PIMS User Manual for a complete list of valid values.
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.		
28	Not Collected							

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
29	8	ALTERNATE COURSE CODE	R	U	Pennsylvania's Standardized Course Codes. For College/High School Credit (Dual Credit) courses, use the course code that best describes the content of the postsecondary course. Informs the Rigorous Courses of Study indicator in the Future Ready PA Index.			See Appendix A in Volume 2 of the PIMS User Manual for a complete list of valid values.
30	1	REQUIREMENTS INDICATOR CODE	R	U	An indication that this course credit is required for a high school diploma. Only populate this field with Y if the specific course is a graduation requirement for all students.			Valid Value: Y or N
31	Not Collected							
32	1	DUAL CREDIT	R	U	A course arranged, coordinated, sponsored, and/or paid for by the reporting LEA, where a student can earn postsecondary credit by passing, without taking a third-party exam. Informs the Rigorous Courses of Study indicator in the Future Ready PA Index.	This field may be populated with Y only if the alternate course code is populated with the 2-digit SCED subject area codes followed by 990. Otherwise, populate with N.		Valid Value: Y or N
33	1	ADVANCED PLACEMENT INDICATOR	R	U	An indication of whether a course can make a student eligible for Advanced Placement credits for a postsecondary institution. Informs the Rigorous Courses of Study indicator in the Future Ready PA Index.			Valid Value: Y or N
34	Not Collected							

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
35	Not Collected							
36	Not Collected							
37	Not Collected							
38	Not Collected							
39	Not Collected							
40	1	INTERNATIONAL BACCALAUREATE INDICATOR	R	U	An indication of whether a course is part of an international baccalaureate program. Informs the Rigorous Courses of Study indicator in the Future Ready PA Index.			Valid Value: Y or N

Rules **See the Rules section of the Template domain for rules consistent throughout all templates*

Load Sequence/Dependencies

No dependencies

Course Instructor Template

(22 Fields, 8 Collected, Delimited)

Target Table: CRSE_INSTRUCT

Template Description

The Course Instructor Template is used to identify the instructor(s) of each section of every course reported in the Course template. The Course Instructor template should be submitted in a cumulative fashion so that all instructors associated with all sections and courses are reported for the entire school year. All active teachers and teachers on long term leave 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 when they are the teacher of record, or when they are a professional or temporary professional employee.

PIMS Course Instructor Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
1	9	SUBMITTING AUN	R	K	The unique, 9-digit AUN assigned by the PDE.		DISTRICT CODE	All LEA and School Numbers can be found on the EdNA website Example: 123456789
2	4	SCHOOL NUMBER	R	K	The PDE defined 4-digit code identifying the school.		LOCATION CODE	All LEA and School Numbers can be found on the EdNA website Example: 1234
3	10	SCHOOL YEAR DATE	R	K	A single date (June 30), the last day of the current school year indicating the whole school year.			Example: 2021-06-30
4	Not Collected							
5	Not Collected							
6	Not Collected							
7	Not Collected							

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
8	7	PRIMARY INSTRUCTOR ID	R	U	A unique identifier for all instructors, 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 > Educators > Certification.			Valid Values: 0123456789
9	Not Collected							
10	Not Collected							
11	Not Collected							
12	Not Collected							
13	Not Collected							
14	Not Collected							
15	Not Collected							
16	Not Collected							
17	2	SUPPLEMENTARY COURSE DIFFERENTIATOR	R	K	This field is used to help make a course unique where the same COURSE CODE is offered in more than one-time period during the school year. This field will represent the general span of time in which a course and its sections are offered.	This field should match the Supplementary Course Differentiator (Semester) column in the COURSE Table for the relevant course code record.		See Appendix O in Volume 2 of the PIMS User Manual for a complete list of valid values.
18	Not Collected							
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	4	PRIMARY INSTRUCTION LANGUAGE CODE	O	U	The primary language in which a course is taught.	This field should be left blank for courses taught in US English.		See Appendix J in Volume 2 of the PIMS User Manual for a complete list of valid values.

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
21	Not Collected							
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.		

Rules **See the Rules section of the Template domain for rules consistent throughout all templates*

Load Sequence/Dependencies

Load Sequence/Dependencies
COURSE
STAFF

Student Course Enrollment Template

(20 Fields, 12 Collected, Delimited)

Target Table: COURSE_ENROLL

Template Description

The Student Course Enrollment Template contains information on student enrollment in each course/section combination. The Student Course Enrollment template must be submitted in a cumulative fashion indicating all students enrolled in a specific section of a course for the school year.

PIMS Student Course Enrollment Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
1	9	SUBMITTING AUN	R	K	The unique, 9-digit AUN assigned by the PDE.		DISTRICT CODE	All LEA and School Numbers can be found on the EdNA website Example: 123456789
2	4	SCHOOL NUMBER	R	K	The PDE defined 4-digit code identifying the school.		LOCATION CODE	All LEA and School Numbers can be found on the EdNA website Example: 1234
3	10	SCHOOL YEAR DATE	R	K	A single date (June 30), the last day of the current school year indicating the whole school year.			Example: 2021-06-30
4	3	ENROLLMENT PERIOD NUMBER	R	K	The identification of the marking period entry that identifies the time period covered by the course/section combination; PDE will collect one enrollment period for the current SY.	All LEAs should enter a value of 002 in the Enrollment Period Number field.		Example: 002
5	10	EFFECTIVE DATE	R	K	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.			Example: 2020-09-01

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
6	6	ENROLLMENT CODE	R	K	The enrollment code that indicates the type of enrollment transaction that occurred; only enrollment date is required at this time.			Valid Values: E1 – student enrolls in a course
7	10	PASECUREID	R	K	The unique, 10-digit PAsecureID assigned to the student. Informs various indicators in the Future Ready PA Index.		STUDENT ID	Example: 1000000009
8	Not collected							
9	Not collected							
10	3	REQUEST SEQUENCE	R	K	Use the Request Sequence field to distinguish between enrollments in identical course/section combinations for the same student.			Example: 3
11	Not collected							
12	Not collected							
13	2	SUPPLEMENTARY COURSE DIFFERENTIATOR	R	K	This field is used to help make a course unique where the same Course Code is offered in more than one-time period during the school year. This field will represent the general span of time in which a course and its sections are offered.			See Appendix O in Volume 2 of the PIMS User Manual for a complete list of valid values.
14	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.		

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
15	4	COURSE DELIVERY MODEL CODE	O	U	The method used to deliver instruction to the student for this section of the Course Code.			Valid Values: • 0340 – in school • 0341 – other K-12 educational institution • 0342 – post-secondary facility • 0752 – community facility • 0754 – hospital • 0997 – business • 1111 – blended/hybrid • 2192 – home • 3018 – library/media center • 9998 – online course • 9999 – other
16	Not collected							
17	Not collected							
18	Not collected							
19	Not collected							
20	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.		

Rules **See the Rules section of the Template domain for rules consistent throughout all templates*

Load Sequence/Dependencies

Load Sequence/Dependencies
COURSE
STUDENT
COURSE INSTRUCTOR

Discipline Domain

LEAs are required to submit the following templates within the Discipline Domain:

- Incident
- Person
- Incident Offender
- Incident Offender Infraction
- Incident Offender Infraction Weapon
- Incident Offender Disciplinary Action
- Incident Offender Parent Involvement
- Incident Victim

  This domain applies to the following organizational types:

  - School Districts
  - Intermediate Units
  - Career and Technology Centers
  - Charter Schools

This domain is used to track School Safety incidents involving all students (including special education students). An incident is defined as a specific act or offense involving one or more victims or offenders. A reportable incident includes one or more acts of misconduct, involving one or more offenders violating criteria defined under Pennsylvania's Act 26 of 1995. These include, but are not limited to, any behavior that violates a school's educational mission or climate of respect or jeopardizes the intent of the school to be free of aggression against persons or property, drugs, weapons, disruptions, and disorder. Examples are incidents involving acts of violence, possession of a weapon, or the possession, use or sale of a controlled substance, alcohol, or tobacco by any person on school property, at school-sponsored events, and on school transportation to and from school.

See Appendix Z in Volume 2 of the PIMS User Manual for a list of the infraction codes that are to be reported in these Discipline Domain templates.

If a school has no reportable School Safety incidents for the entire school year a record indicating this must be entered in the Location Fact template, refer to that section.

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 or charter school (sending LEA) for discipline, the district of residence or charter should report the incident.

All fields may not be mandatory; however, all fields within each template **MUST BE** accounted for in order to transmit data.

Incident Template

(25 Fields, 11 Collected, Delimited)

Target Table: INCIDENT

Template Description

This template defines the primary details of a discipline incident. One record should be submitted per each reportable School Safety incident. See the Discipline Domain description for more information on reportable incidents. If a school has no reportable School Safety incidents for the entire school year a record indicating this must be entered in the Location Fact template, refer to that section.

PIMS Incident Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
1	9	SUBMITTING AUN	R	K	The unique, 9-digit Administrative Unit Number (AUN) assigned by the PDE.		SUBMITTING DISTRICT CODE	All LEA and School Numbers can be found on the EdNA website Example: 123456789
2	10	SCHOOL YEAR DATE	R	K	A single date (June 30), the last day of the current school year indicating the whole school year.			Example: 2021-06-30
3	30	INCIDENT ID	R	K	An identifier assigned by the LEA to the incident; this identifier must be unique within each LEA per school year.			Example: 9801
4	10	INCIDENT DATE	R	K	The date the incident took place.			Example: 2020-10-05
5	4	SCHOOL NUMBER OF INCIDENT	R	K	The PDE defined 4-digit code identifying the school where the incident took place.		LOCATION CODE OF INCIDENT	All LEA and School Numbers can be found on the EdNA website Example: 1234
6	30	LOCAL INCIDENT ID	O	U	The local identifier used by the LEA to track the incident, if different than Field 3 (INCIDENT ID).			Example: 1523
7	1	INCIDENT PLACE CODE	R	U	The place of occurrence of the incident.			See Appendix Y in Volume 2 of the PIMS User Manual for a complete list of valid values.

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
8	1	INCIDENT TIME FRAME CODE	CR	U	The time the incident occurred.	Required if Field 7 (INCIDENT PLACE CODE) = 1 - On school property/grounds.		Valid Values: • 1 – before school hours • 2 – during school hours • 3 – after school hours
9	1	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 collected							
11	Not collected							
12	Not collected							
13	Not collected							
14	Not collected							
15	Not collected							
16	Not collected							
17	Not collected							
18	Not collected							
19	Not collected							
20	Not collected							
21	Not collected							
22	Not collected							
23	Not collected							
24	1	UNFOUNDED INDICATOR	O	U	A Y/N indicator that identifies a reported incident determined to be unfounded.			Valid Value: Y or N
25	20	LLE INCIDENT NUMBER	O	U	The incident number used by the local law enforcement agency to identify the incident.		LLE INCIDENT ID	Example: A1-1234568

Rules **See the Rules section of the Template domain for rules consistent throughout all templates*

Load Sequence/Dependencies

No dependencies

Person Template

(10 Fields, 10 Collected, Delimited)

Target Table: PERSON

Template Description

This template defines the primary details of both offenders and victims.

Note that this template can be used to individually identify a victim or offender as it contains fields for the PAsecureID (Field 5) and name (Fields 7 and 8). LEAs, however, do not need to identify a victim individually using these fields. LEAs can elect to keep the victim anonymous by using an LEA-created ID instead of the PAsecureID to populate these fields within this template for victims. Note that the gender and race/ethnicity of the person is required if known.

The person, if known or unknown, must be individually identified within this template. The PAsecureID must be submitted in Field 5 if the offender is a known current student. If the offender is not a current student, the first and last name should be entered in Fields 7 and 8. In the cases that an offender is unknown the LEA should use an identifier assigned by the LEA.

PIMS Person Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
1	9	SUBMITTING AUN	R	K	The unique, 9-digit AUN assigned by the PDE.		SUBMITTING DISTRICT CODE	All LEA and School Numbers can be found on the EdNA website Example: 123456789
2	20	PERSON ID	R	K	An identifier for the person (offender or victim) involved in an incident; this can be the PAsecureID if the person is a current student. The PAsecureID does not need to be submitted for victims, however. If the person is not a current student or if the LEA desires not to submit the PAsecureID, use an identifier assigned by the LEA.	This identifier must be unique to the individual within an LEA per school year.		Example: 887 or 1000000009
3	10	SCHOOL YEAR DATE	R	K	A single date (June 30), the last day of the current school year indicating the whole school year.			Example: 2021-06-30

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
4	9	PERSON AUN	CR	U	The unique, 9-digit AUN of the LEA to which the person belongs; AUN is assigned by the PDE.	Only required if the person (offender or victim) is currently enrolled in an LEA other than where the incident took place.	PERSON DISTRICT CODE	All LEA and School Numbers can be found on the EdNA website Example: 123456789
5	12	PASECUREID	CR	U	If a current student, the unique, 10-digit PAsecureID assigned to the student.	Required for offenders that are current students; this field does not need to be submitted for victims.	STUDENT ID	Example: 1000000009
6	20	LOCAL PERSON ID	O	U	The local identifier used by the LEA to track the offender or victim, if different than Field 2 (PERSON ID).			Example: 1523
7	60	FIRST NAME	CR	U	The first name of the offender or victim.	Required for offenders if they do not have a PAsecureID and if the name is known; this field does not need to be submitted for victims.		Example: John
8	60	LAST NAME	CR	U	The last name of the offender or victim.	Required for offenders if they do not have a PAsecureID and if the name is known. This field does not need to be submitted for victims. See the October Student How-To Guide for further information.		Example: Smith

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
9	2	RACE / ETHNICITY	CR	U	A single code indicating the race and ethnicity of the offender or victim.	Required if known. Refer to "Race/Ethnicity: Federal Race and Ethnicity Standards" in this volume of the manual for an explanation of the federal race and ethnicity codes.	RACE OR ETHNICITY CODE	Valid Values: • 1 – American Indian/Alaskan Native • 3 – Black/African American (not Hispanic) • 4 – Hispanic (any race) • 5 – White/Caucasian (not Hispanic) • 6 – Multi-Racial (not Hispanic) • 9 – Asian (not Hispanic) • 10 – Native Hawaiian or other Pacific Islander (not Hispanic)
10	1	GENDER	CR	U	The gender of the offender or victim.	Required if known.	GENDER CODE	Valid Values: • M – male • F – female

Rules **See the Rules section of the Template domain for rules consistent throughout all templates*

Load Sequence Dependencies

Load Sequence/Dependency
STUDENT

*Student is only a dependent, if Field 5 (PASECUREID) is populated in this template.

Incident Offender Template

(22 Fields, 18 Collected, Delimited)

Target Table: 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.

PIMS Incident Offender Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
1	9	SUBMITTING AUN	R	K	The unique, 9-digit AUN assigned by the PDE.		SUBMITTING DISTRICT CODE	All LEA and School Numbers can be found on the EdNA website Example: 123456789
2	30	INCIDENT ID	R	K	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	An identifier for the offender involved in an incident.	Must be the same value used in Field 2 (PERSON ID) within the Person template.		Example: 887
4	10	SCHOOL YEAR DATE	R	K	A single date (June 30), the last day of the current school year indicating the whole school year.			Example: 2021-06-30
5	1	OFFENDER TYPE	R	U	The type of offender.			Valid Values: • 1 – student • 2 – student with IEP • 3 – student from another LEA • 4 – parent • 5 – adult visitor / intruder • 6 – district employee • 7 – other or unknown
6	3	AGE AT TIME OF INCIDENT	CR	U	The age of the offender at the time of the incident.	Required if age is known. If unknown, leave null or blank.		Example: 14

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
7	3	GRADE LEVEL CODE AT TIME OF INCIDENT	CR	U	The grade level of the offender at the time of the incident.	Required if grade is known. If unknown, leave null or blank.		See Appendix K in Volume 2 of the PIMS User Manual for a complete list of valid values.
8	1	LLE NOTIFIED INDICATOR	R	U		A Y/N indicator that specifies whether local law enforcement was contacted regarding this offender and incident.		Valid Value: Y or N
9	100	NAME OF LLE CONTACTED	CR	U	The name of the local law enforcement office contacted regarding this offender and incident.	Required if Field 8 (LLE NOTIFIED) = Y		Example: Hampton Township Police Department
10	2	ARRESTED CODE	R	U	An indicator of whether the offender was arrested for this incident; see Valid Values. NOTE: Removal of student by police does not constitute an arrest. There will be many situations in which law enforcement takes a student into custody but will not initiate criminal charges against the student.			Valid Values: • N – not arrested • YW – arrested for weapons violation • YN – arrested but not for weapons violation • P – arrest pending
11	1	ADJUDICATION CODE	CR	U	The type of adjudication of the offender for this incident.	Required if Field 10 (ARRESTED CODE) = YW or YN		Valid Values: • 1 – adjudicated delinquent • 2 – convicted as adult • 3 – probation • 4 – citation • 5 – fined • 6 – unknown • 7 - Withdrawal/dismissal of charges • 8 - Found not guilty
12	1	ASSIGNED TO ALTERNATIVE EDUCATION INDICATOR	R	U	A Y/N indicator of whether the student was assigned to alternative education for this incident.			Valid Value: Y or N

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
13	1	WEAPON DETECTED METHOD CODE	CR	U	A description of how the weapons involved in the incident for the offender were detected.	Required if Field 10 (ARRESTED CODE) = YW.		Valid Values: • 1 – detected by scanner / security • 2 – detected by school staff • 3 – detected by fellow student • 4 – detected by other adult visitor • 5 – other
14	500	WEAPON DETECTED COMMENT	CR	U	Weapon detection comment.	Required if Field 13 (WEAPON DETECTED METHOD CODE) = 5 – Other.		Example: Knife found outside school property.
15	Not Collected							
16	4	PRIMARY DISABILITY CODE	CR	U	Enter the PRIMARY DISABILITY as identified on the Evaluation / Reevaluation Report.	Required if Incident Offender Field 5 (OFFENDER TYPE) = 2 – Student with IEP.		See Appendix H in Volume 2 of the PIMS User Manual for a complete list of valid values.
17	1	INJURY SEVERITY CODE	R	U	Specifies whether the offender sustained a physical injury.			Valid Values: • 1 – Offender did not sustain physical injury • 3 – Injury but NOT serious bodily injury • 4 – Serious bodily injury • 5 – Death
~~17~~	~~Not Collected~~							
18	Not Collected							
19	Not Collected							
20	Not Collected							
21	9	SENDING DISTRICT OR CHARTER AUN	CR	U	Provide the AUN of the Charter school or District of Residence who sent the student to be educated at your LEA.	Required if Incident Offender Field 5 (OFFENDER TYPE) is in 1, 2, or 3. Only AUNs of SD and CS are valid.	SENDING DISTRICT CODE	All LEA and School Numbers can be found on the EdNA website Example: 123456789

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
22	1	PRIMARY PLACEMENT TYPE	CR	U	At the time of the incident, was the student placed in a residential facility or group home by a non-educational agency (e.g. court systems; departments of corrections; departments of children, youth, and families; department of social services; etc.	Required if Incident Offender Field 5 (OFFENDER TYPE) = 2 – Student with IEP		Valid Value: Y or N

Rules **See the Rules section of the Template domain for rules consistent throughout all templates*

Load Sequence/Dependencies

Load Sequence/Dependencies
INCIDENT
PERSON

Incident Offender Infraction Template

(7 Fields, 7 Collected, Delimited)

Target Table: 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.

NOTE: All discipline incidents resulting in disciplinary action codes S3 - S9 must be submitted in the discipline domain PIMS submission, ***regardless*** of the special education status of the student. If an infraction resulting in a suspension or expulsion does not align to one of the 46 numeric safe schools' infraction codes (ending with infraction code 54), it shall be aligned to either an A - Academic Code of Conduct or a C - Student Code of Conduct discipline infraction type.

PIMS Incident Offender Infraction Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
1	9	SUBMITTING AUN	R	K	The unique, 9-digit AUN assigned by the PDE.		SUBMITTING DISTRICT CODE	All LEA and School Numbers can be found on the EdNA website Example: 123456789
2	30	INCIDENT ID	R	K	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	An identifier for the offender involved in an incident.	Must be the same value used in Field 2 (PERSON ID) within the Person template.		Example: 887
4	2	INFRACTION CODE	R	K	The code of the infraction for the offender.			See Appendix Z in Volume 2 of the PIMS User Manual for a complete list of valid values.
5	10	SCHOOL YEAR DATE	R	K	A single date (June 30), the last day of the current school year indicating the whole school year.			Example: 2021-06-30
6	4	WEAPON COUNT	CR	U	If weapons were involved, specify the total number of weapons for this offender, for this incident, and the INFRACTION CODE.	Required if Field 4 (INFRACTION CODE) is 54.		Example: 2

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
7	500	INFRACTION COMMENT	CR	U	A comment regarding the nature of the infraction.	Required if INFRACTION CODE = 16.		

Rules **See the Rules section of the Template domain for rules consistent throughout all templates*

Load Sequence/Dependencies

Load Sequence/Dependencies
INCIDENT
PERSON
INCIDENT OFFENDER

Incident Offender Infraction Weapon Template

(7 Fields, 7 Collected, Delimited)

Target Table: INCIDENT_OFFNDR_INFR_WEAPON

Template Description

This template connects a weapon to the offender and infraction. If multiple weapon types apply to the incident/offender submit multiple records;

PIMS Incident Offender Infraction Weapon Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
1	9	SUBMITTING AUN	R	K	The unique, 9-digit AUN assigned by the PDE.		SUBMITTING DISTRICT CODE	All LEA and school numbers can be found on the EdNA website Example: 123456789
2	30	INCIDENT ID	R	K	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	An identifier for the offender involved in an incident.	Must be the same value used in Field 2 (PERSON ID) within the Person template and in Field 3 (OFFENDER ID) of the Incident Offender Infraction template.		Example: 887
4	2	INFRACTION CODE	R	K	The code of the infraction for the offender.	Use a constant value of 54, denoting Possession of Weapon in the Incident Offender Infraction template.		Valid Value: 54
5	10	SCHOOL YEAR DATE	R	K	A single date (June 30), the last day of the current school year indicating the whole school year.			Example: 2021-06-30
6	20	WEAPON CODE	R	K	If weapons were involved, specify the type of weapon for this incident, offender, and infraction. If more than one type of weapon is involved report each type in a separate record.	Required if Field 4 (INFRACTION CODE) is 54.		See Appendix AQ in Volume 2 of the PIMS User Manual for a complete list of valid values.

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
7	4,0	WEAPON COUNT	R	U	The count of weapons of the type in WEAPON CODE involved in this incident for this offender and infraction.	Required if Field 4 (INFRACTION CODE) is 54		Example: 1

Rules **See the Rules section of the Template domain for rules consistent throughout all templates*

Load Sequence/Dependencies

Load Sequence/Dependencies
INCIDENT
PERSON
INCIDENT OFFENDER
INCIDENT OFFENDER INFRACTION

Incident Offender Disciplinary Action Template

(11 Fields, 8 Collected, Delimited)

Target Table: INCIDENT_OFFNDR_DSPLNRY_ACTION

Template Description

This template is used to track disciplinary sanctions as well as referral to or participation in remedial programs. Each known offender should have one and only one sanction record in this template identifying the "highest" or most severe sanction (Disciplinary Action Code between S1 and S10). If referred to or participating in remedial programs the offender also will have one or multiple additional records in this template with the Disciplinary Action Code between R1 and R9.

PIMS Incident Offender Disciplinary Action Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
1	9	SUBMITTING AUN	R	K	The unique, 9-digit AUN assigned by the PDE.		SUBMITTING DISTRICT CODE	All LEA and School Numbers can be found on the EdNA website Example: 123456789
2	30	INCIDENT ID	R	K	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	An identifier for the offender involved in an incident.	Must be the same value used in Field 2 (PERSON ID) within the Person template.		Example: 887
4	3	DISCIPLINARY ACTION CODE	R	K	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 Appendix AN in Volume 2 of the PIMS User Manual for a complete list of valid values.
5	10	SCHOOL YEAR DATE	R	K	A single date (June 30), the last day of the current school year indicating the whole school year.			Example: 2021-06-30
6	Not collected							
7	Not collected							

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
8	6,2	ORIGINAL DISCIPLINARY ACTION DURATION	CR	U	The number of school days the student was suspended or expelled for the incident.	Required if Field 4 (DISCIPLINARY ACTION CODE) = S3 - S7.		Example: 5
9	Not collected							
10	1	RECEIVED SERVICES INDICATOR	CR	U	A Y/N indicator of whether the student received educational services during expulsion.	Required if Field 4 (DISCIPLINARY ACTION CODE) = S5, S6, or S7		Valid Values: Y or N
11	500	DISCIPLINARY ACTION COMMENT	CR	U	A comment on the disciplinary sanction or remedial program.	Required if Field 4 (DISCIPLINARY ACTION CODE) = S10, R9, or if incident involved a firearm and student was not expelled.		Example: Student lost athletic privileges.

Rules **See the Rules section of the Template domain for rules consistent throughout all templates*

Load Sequence/Dependencies

Load Sequence/Dependencies
PERSON
INCIDENT OFFENDER

Incident Offender Parent Involvement Template

(6 Fields, 6 Collected, Delimited)

Target Table: INCIDENT_OFFNDR_PARENT_INVOLVE

Template Description

This template connects an incident and the offender to one or multiple parental involvement types. If there are multiple parental involvement types for an incident/offender, include multiple records within this template with the same Incident ID and Offender ID. If there is no parental involvement, do not submit a record in this template.

PIMS Incident Offender Parent Involvement Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
1	9	SUBMITTING AUN	R	K	The unique, 9-digit AUN assigned by the PDE where the incident took place.		SUBMITTING DISTRICT CODE	All LEA and School Numbers can be found on the EdNA website Example: 123456789
2	30	INCIDENT ID	R	K	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	An identifier for the offender involved in an incident.	Must be the same value used in Field 2 (PERSON ID) within the Person template.		Example: 887
4	1	PARENTAL INVOLVEMENT CODE	R	K	The code of the parental involvement type for the offender and incident.			Valid Values: • 1 – written notification • 2 – telephone conference • 3 – school conference • 4 – family counseling • 5 – law enforcement / legal involvement • 6 – other
5	10	SCHOOL YEAR DATE	R	K	A single date (June 30), the last day of the current school year indicating the whole school year.			Example: 2021-06-30

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
6	500	PARENTAL INVOLVEMENT COMMENT	CR	U	Comment regarding the parental involvement.	Required if the Field 4 (PARENTAL INVOLVEMENT CODE) = 6.		

Rules **See the Rules section of the Template domain for rules consistent throughout all templates*

Load Sequence/Dependencies

Load Sequence/Dependencies
INCIDENT
PERSON
INCIDENT OFFENDER

Incident Victim Template

(12 Fields, 11 Collected, Delimited)

Target Table: INCIDENT_VICTIM

Template Description

This template connects one or multiple victims to each specific incident. In cases of incidents when there are crimes against property, such as vandalism in Field 5 of this template, Valid Value 8 (school/school facility) should be used. Note that not all incidents will have a victim. For example, a fighting incident will not have a victim (all parties are considered offenders in this case). See Appendix Z in Volume 2 of the PIMS User Manual for more information (the "Infraction has Victims" column). If there are no victims associated with the incident, do not submit any records in this template.

PIMS Incident Victim Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
1	9	SUBMITTING AUN	R	K	The unique, 9-digit AUN assigned by the PDE.		SUBMITTING DISTRICT CODE	All LEA and School Numbers can be found on the EdNA website Example: 123456789
2	30	INCIDENT ID	R	K	An identifier assigned by the LEA to the incident; this identifier must be unique within each LEA per school year.			Example: 9801
3	20	VICTIM ID	R	K	An identifier for the victim involved in an incident. This can be the PAsecureID if the victim is a current student but does not have to be. If the victim is not a current student, or if the LEA desires not to submit the PAsecureID, use an identifier assigned by the LEA.	Must be the same value used in Field 2 (PERSON ID) within the Person template.		Example: 887
4	10	SCHOOL YEAR DATE	R	K	A single date (June 30), the last day of the current school year indicating the whole school year.			Example: 2021-06-30

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
5	1	VICTIM TYPE	R	U	The type of victim.			Valid Values: • 1 – student • 2 – student with IEP • 3 – student from another LEA • 4 – parent • 5 – adult visitor / intruder • 6 – district employee • 7 – other or unknown • 8 – school / school facility
6	3	AGE AT TIME OF INCIDENT	CR	U	The age of the victim at the time of the incident.	Required if age is known. If unknown, leave null or blank.		Example: 14
7	3	GRADE LEVEL CODE AT TIME OF INCIDENT	CR	U	The grade level of the victim at the time of the incident.	Required if grade is known. If unknown, leave null or blank.		See Appendix K in Volume 2 of the PIMS User Manual for a complete list of valid values.
8	1	STUDENT ASSISTANCE PROGRAM REFERRAL INDICATOR	R	U	A Y/N indicator that specifies whether the victim was referred to the Student Assistance Program.			Valid Value: Y or N
9	1	INJURY SEVERITY CODE	R	U	Specifies whether the victim sustained a physical injury.			Valid Values: • 1 – Victim did not sustain physical injury • 3 – Injury but NOT serious bodily injury • 4 – Serious bodily injury • 5 – Death
10	1	MEDICAL TREATMENT REQUIRED INDICATOR	R	U	A Y/N indicator that specifies whether the victim received medical treatment.	Required if known.		Valid Value: Y or N
11	Not Collected							
12	500	INCIDENT VICTIM COMMENT	CR	U	Comment regarding the medical treatment of the victim.	Required if Field 10 (MEDICAL TREATMENT REQUIRED INDICATOR) = Y.		Example: Victim treated in ER and released.

Rules **See the Rules section of the Template domain for rules consistent throughout all templates*

Load Sequence/Dependencies

Load Sequence/Dependencies
INCIDENT
PERSON

District Domain

The LEAs are required to submit the following templates and Excel Tools in the District Domain:

Templates

- District Fact Template for Safe Schools

  This template applies to the following organizational types:

  - School Districts
  - Intermediate Units
  - Career and Technology Centers
  - Charter Schools

- District Fact Template for Title III Professional Development Activities Survey

  This template applies to the following Title III subgrantees in these organizational types:

  - School Districts
  - Intermediate Units
  - Comprehensive Career and Technology Centers
  - Charter Schools

- District Fact Template for LIEP Survey

  This template applies to the following organizational types:

  - School Districts
  - Comprehensive Career and Technology Centers
  - Charter Schools

- District Fact Template for LEP EL Nonpublic Student Counts

  This template applies to the following organizational types:

  - School Districts

- District Fact Template for Title I

  This template applies to the following organizational types:

  - School Districts that serve Title I students
  - Charter Schools that serve Title I students
  - Intermediate Units that serve Title I students: If an intermediate unit is the lead LEA in a consortium of LEAs serving Title I students, it is responsible for reporting the aggregate participation data for all of their member LEAs. Intermediate Units should not report Neglected or Delinquent program data here. That information is reported on a separate system.

- District Snapshot Template

  The District Snapshot Template is used to collect fields related to the kindergarten entry age.
  This template applies to the following organizational types:

  - School Districts
  - Charter Schools (applicable only to charter schools with kindergarten programs)

Excel Tools

- District Fact Template for Home Education and Private Tutoring Data

  This template applies to all School Districts.

- District Fact Template for Support Personnel Data

  This template applies to the following organizational types:

  - School Districts
  - Intermediate Units
  - Career and Technology Centers
  - Charter Schools
  - State Juvenile Correctional Institutions

All fields may not be mandatory; however, all fields within each template **MUST BE** accounted for in order to transmit data.

District Fact Template for Safe Schools

(7 Fields, 6 Collected, Delimited)

Target Table: DISTRICT_FACT

Template Description

This template is used to report the total number of contracted, rotating school security personnel and the number of contracted, rotating school security personnel with specific trainings or authorizations/qualifications (See Appendix AB). This template should only include those school security personnel that are not reported in the Staff collection templates. It is also used to report the scope (locations served) of security services and if an LEA has no school security personnel.

If an LEA has no school security personnel, there should be a single District fact record where Category 2 = ZERO and Count = 0. Records should not be submitted for both Category 2 = ZERO and Category 2 = TOTAL.

PIMS District Fact Template Specifications for Safe Schools Data

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
1	9	SUBMITTING AUN	R	K	The unique, 9-digit Administrative Unit Number (AUN) assigned by the PDE.		DISTRICT CODE	All LEA and School Numbers can be found on the EdNA website Example: 123456789
2	10	SCHOOL YEAR DATE	R	K	A single date (June 30), the last day of the current school year indicating the whole school year.		REPORTING DATE	Example: 2021-06-30
3	8	CATEGORY 1	R	K	Use the constant value of SECURITY.			Valid Value: SECURITY
4	8	CATEGORY 2	R	K	Aggregate data to report rotating contracted security personnel by employing agency/company rather than reporting at the individual level. If multiple agencies/companies are contracted, only the overall data is to be submitted (i.e., do not include a separate report for each agency/company).			Refer to Appendix AB of Volume 2 of the PIMS User Manual for a complete list of valid values.
5	Not collected							

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
6	5	MEASURE TYPE	R	K	Use the constant value of COUNT.			Valid Value: COUNT
7	7	COUNT	R	U	Submit the number 0 to indicate no security staff for the LEA.			Example: 0

Rules **See the Rules section of the Template domain for rules consistent throughout all templates*

Load Sequence/Dependencies

No dependencies

Sample Safe Schools Submission for the District Fact Template; note that NC stands for Not Collected

Submitting AUN	School Year Date	Category 1	Category 2	NC	Measure Type	Count	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC
123456789	2020-06-30	SECURITY	ZERO		COUNT	0														

District Fact Template for English Learners (ELs)

(10 Fields, 9 Collected, Delimited)

Target Table: DISTRICT_FACT

Template Description

The District Fact Template for ELs is used to submit the following data sets:

- **Title III Nonpublic Student Counts**: LEAs are required to submit a District Fact Template using the template specification for EL data found under the District Domain in PIMS User Manual volume 1. Instructions on how to report data where category 3 is NONPUB are found in Appendix AF of the PIMS User Manual volume 2. The only data elements reported for this PIMS submission within Appendix AF are those where category 3 is NONPUB. Nonpublic Student Counts are reported by LEAs during PIMS Collection 1 using the District Fact Template, whether the LEA has a nonpublic student count or not.

  Purpose
  LEAs must consult with nonpublic entities within the geographic boundaries served by the LEA to confirm the count of nonpublic ELs, nonpublic immigrant children and youth and nonpublic schools. The count reported is used to determine Title III allocations for nonpublic ELs and nonpublic immigrant children and youth.

  NOTE: The count reported is for ***nonpublic*** ELs and nonpublic immigrant children and youth. The LEAs EL and immigrant children and youth do not count. If the LEA does not have any nonpublic students to report, zero values need to be reported.

- **Title III Professional Development Activities Survey:** LEAs can submit results via an Excel file developed specifically for this data set, which automatically creates the District Fact Template for ELs that LEAS can then submit to PIMS. This spreadsheet is located on the PDE website under Data & Reporting/PIMS/Excel Reporting Tools Title III Professional Development Activities Survey. Instructions on how to complete the survey are found in Appendix AI of the PIMS User Manual volume 2. LEAs can also choose to submit results via the District Fact Template for EL Data found under the District Domain District Fact Template for ELs in PIMS User Manual volume 1. The Title III Professional Development Activities Survey must be submitted by all Title III sub-grantees who accepted Title III funds. The Title III Professional Development Activities Survey is collected during PIMS Collection 1. The data reported in this survey during the PIMS Collection is for the previous SY.

  Purpose
  Title III requires sub-grantees to conduct professional development for classroom teachers (content and ESL), principals, administrators, and other school and community personnel related to instruction, assessment, standards, curriculum, and subject matter. In this survey, sub-grantees report the type of professional development activities conducted and report who participated in the professional development.

  NOTE: If the sub-grantee does not have a count, zero values need to be reported.

- **LIEP (Language Instruction Education Program) Survey**: LEAs can submit results via an Excel file developed specifically for this data set, which automatically creates the District Fact Template for ELs that LEAs can then submit to PIMS. This form is located on the PDE website under Data & Reporting/PIMS/ Excel Reporting Tools LIEP Survey. Instructions on how to complete the survey are found in Appendix AF of the PIMS User Manual volume 2. LEAs can also choose to submit results via the District Fact Template using the template specification for EL data found under the District

Domain in PIMS User Manual volume 1. The LIEP Survey is required to be submitted by School Districts, Comprehensive Career and Technical Centers, and Charter Schools during PIMS Collection 4.

Purpose
4.26 - Chapter 4.26 references the required components of the LIEP. Every LEA is required to provide a program for each student whose dominant language is not English for the purpose of facilitating the student's achievement of English Proficiency and the academic standards. To do so, every LEA must have a written Board approved LIEP which describes in detail how the LEA will ensure that ELs increase English proficiency, attain English proficiency and meet academic standards while they're progressing toward attainment of English proficiency. For LEAs who do not have ELs at this time, the LEA will need to refer to the LEAs Board approved LIEP policy to complete these questions.

Valid values:
Yes = LEA maintains documentation of the requirement.
No = LEA does not include requirement in its Board approved LIEP.

Assessments
LEAs must indicate the assessments administered to ELs upon entry, ongoing, and at the time of exit. More than one assessment may be chosen for each category listed. K-WAPT (Kindergarten) or Kindergarten MODEL must be used for placement of Kindergarteners and WIDA Screener (Grades 1-12) or the WIDA MODEL grades 1 to 12 are required for placement of ELs in grades 1 to 12, so one or both of the assessments for each grade band must be included as assessments used upon entry. ACCESS for ELLs is required for ongoing and exit, so it must be included as an assessment used for ongoing and exit. If the LEA uses an assessment that does not appear within Category 3, email the name of the assessment the LEA is using to ra-ELD@pa.gov.

Bilingual Program Model
If the LEA implements a Bilingual Program model(s) (Mixed Bilingual, EL Bilingual, EL Specific, Transitional Instruction, or Mixed Classes with Native Language Support) it must provide the code of the language other than English used for instruction. Reference Appendix J, PIMS User Manual Volume 2, for the language codes.

Teacher Counts
LEAs must provide an estimate of the total number of additional certified or licensed teachers that will be needed for LIEPs over the next five years. This estimate should be the total additional teachers needed over the next 5 years, not the number needed for each year.

To determine what teachers to count as working within your LIEP you need to refer to the type(s) of instruction you indicated in Field 45 of the Student Template. For example, if your LEA is implementing an EL Specific English-only Instruction Program, your teacher counts are based on those teachers. If your LEA is implementing an EL Bilingual Program, an EL Specific English-only Instruction Program, and a Mixed Classes with English-only Support program, your teacher counts are based on those teachers. If you are implementing more than one LIEP, your teacher counts are based on the total number of teachers for all LIEP offered at your LEA.

NOTE: If the LEA does not have a count, zero values need to be reported.

Budget
LEAs must provide the dollar amount budgeted for LIEP.

- **Title III Professional Development Activities Survey and LIEP Survey Reporting Tools:** To use the Excel file developed specifically for the Title III Professional Development Activities Survey or the LIEP Survey, submit the results as follows:
    1. Open the Excel file "Title III Professional Development Activities Survey Form" or "LIEP Survey Form" and supply the LEA by entering your 9-digit AUN. Certain information will automatically populate this first page.
    2. Proceed to filling out the Form:
        a. For **Title III Professional Development Activities Survey Form**, refer to Appendix AI of the PIMS User Manual volume 2
        b. For LIEP Survey, refer to Appendix AF of the PIMS User Manual volume 2
    3. When all information has been completed on the Form it should be saved in Excel.
    4. After saving the form in Excel, click on PIMS Input Page and do the following:
        a. Click on File
        b. Click on Save As
        c. Name the file correctly (SUBMITTINGAUN_DISTRICT_FACT_DATE&TIME). Example file name: 123456789_DISTRICT_FACT_201406110800
        d. Save file type as .csv
    5. Upload the .csv file into the PIMS system as a District Fact Template for the appropriate collection.

NOTE: IT IS IMPERATIVE THAT THE PIMS COORDINATOR WORK WITH AN ESL COORDINATOR/TEACHER TO RESPOND TO THE LIEP CATEGORIES COLLECTED IN THE DISTRICT FACT TEMPLATE.

PIMS District Fact Template Specifications for EL Data

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
1	9	SUBMITTING AUN	R	K	The unique, 9-digit AUN assigned by the PDE.		DISTRICT CODE	All LEA and School Numbers can be found on the EdNA website Example: 123456789
2	10	SCHOOL YEAR DATE	R	K	A single date (June 30), the last day of the current school year indicating the whole school year.		REPORTING DATE	Example: 2021-06-30

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
3	11	CATEGORY 1	R	K	Constant Value defining the type of data entered.	Use "EL" for the Title III Nonpublic Student Counts and for Professional Development Activities Survey. Use "LIEP_SURVEY" for the LIEP Survey.		Valid Values: • EL • LIEP_SURVEY
4	16	CATEGORY 2	R	K				See Appendix AF or AI of Volume 2 of the PIMS User Manual for a complete list of valid values. Example: POLICY
5	4	CATEGORY 3	CR	K				See Appendix AF or AI of Volume 2 of the PIMS User Manual for a complete list of valid values. Example: 4.26
6	10	MEASURE TYPE	R	K		Select MEASURE TYPE according to Value in Category 2 and Category 3 from Appendix AF or AI of Volume 2 of the PIMS User Manual.		Valid Values: • COUNT • AMOUNT • INDICATOR
7	7	COUNT	CR	U	If MEASURE TYPE = COUNT, the count should be supplied in this field.			Example: 2
8	12, 4	AMOUNT	CR	U	If MEASURE TYPE = AMOUNT, the amount should be supplied in this field.			Example: 50000
9	Not collected							
10	3	INDICATOR	CR	U	If MEASURE TYPE = INDICATOR, the indicator should be supplied in this field.			Example: Yes
11	Not collected							
12	Not collected							
13	Not collected							
14	Not collected							

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
15	Not collected							
16	Not collected							
17	Not collected							
18	Not collected							
19	Not collected							
20	Not collected							
21	100	COMMENT	CR	U	If Field 4 CATEGORY2 = ACT06 and Field 10 INDICATOR = Y, then identify the Professional Development Activity here			Example: ELD New Teacher Meeting

Rules **See the Rules section of the Template domain for rules consistent throughout all templates*

Load Sequence/Dependencies

No dependencies

Sample Title III Nonpublic Student Counts Submission for the District Fact Template for EL. Data reported is for SY 2020-2021.

Submitting AUN	School Year Date	Category 1	Category 2	Category 3	Measure Type	Count	AMOUNT	PERCENT	INDICATOR	NC	NC	NC	NC	NC	NC	NC
123456789	2021-06-30	EL	NONPUBLICEL	NONPUB	COUNT	10										
123456789	2021-06-30	EL	NONPUBLICICY	NONPUB	COUNT	10										
123456789	2021-06-30	EL	NONPUBLICSCHOOLS	NONPUB	COUNT	5										

Sample Title III Professional Development Activities Survey Submission for the District Fact Template for EL. Data reported is for SY 2019-2020.

Submitting AUN	School Year Date	Category 1	Category 2	Category 3	Measure Type	Count	AMOUNT	PERCENT	INDICATOR	NC	NC	NC	NC	NC	NC	NC
123456789	2020-06-30	EL	ACT01	PROFDEV	INDICATOR				Yes							
123456789	2020-06-30	EL	ACT02	PROFDEV	INDICATOR				Yes							
123456789	2020-06-30	EL	ACT03	PROFDEV	INDICATOR				No							
123456789	2020-06-30	EL	ACT04	PROFDEV	INDICATOR				No							
123456789	2020-06-30	EL	ACT05	PROFDEV	INDICATOR				Yes							

Submitting AUN	School Year Date	Category 1	Category 2	Category 3	Measure Type	Count	AMOUNT	PERCENT	INDICATOR	NC	NC	NC	NC	NC	NC	NC
123456789	2020-06-30	EL	ACT06	PROFDEV	INDICATOR				Yes							
123456789	2020-06-30	EL	CONTENTTEACH	PROFDEV	COUNT	50										
123456789	2020-06-30	EL	ELTEACH	PROFDEV	COUNT	10										
123456789	2020-06-30	EL	PRINCIPALS	PROFDEV	COUNT	1										
123456789	2020-06-30	EL	ADMINISTRATORS	PROFDEV	COUNT	1										
123456789	2020-06-30	EL	OTHERS	PROFDEV	COUNT	10										
123456789	2020-06-30	EL	COMMUNITY	PROFDEV	COUNT	10										

Sample LIEP Survey Submission for the District Fact Template for EL. Data reported is for SY 2020-2021.

Submitting AUN	School Year Date	Category 1	Category 2	Category 3	Measure Type	Count	AMOUNT	PERCENT	INDICATOR	NC	NC	NC	NC	NC	NC	NC
123456789	2021-06-30	LIEP_SURVEY	POLICY	4.26	INDICATOR				Yes							
123456789	2021-06-30	LIEP_SURVEY	COMPREHENSIVE	4.26	INDICATOR				Yes							
123456789	2021-06-30	LIEP_SURVEY	PROGRAM	4.26	INDICATOR				Yes							
123456789	2021-06-30	LIEP_SURVEY	TEACHER	4.26	INDICATOR				Yes							
123456789	2021-06-30	LIEP_SURVEY	PARENTS	4.26	INDICATOR				Yes							
123456789	2021-06-30	LIEP_SURVEY	HLS	4.26	INDICATOR				Yes							
123456789	2021-06-30	LIEP_SURVEY	LUS	4.26	INDICATOR				Yes							
123456789	2021-06-30	LIEP_SURVEY	FOLDER	4.26	INDICATOR				Yes							
123456789	2021-06-30	LIEP_SURVEY	30	4.26	INDICATOR				Yes							
123456789	2021-06-30	LIEP_SURVEY	14	4.26	INDICATOR				Yes							
123456789	2021-06-30	LIEP_SURVEY	PHLOTES	4.26	INDICATOR				Yes							
123456789	2021-06-30	LIEP_SURVEY	LEVELS	4.26	INDICATOR				Yes							
123456789	2021-06-30	LIEP_SURVEY	LSRW	4.26	INDICATOR				Yes							
123456789	2021-06-30	LIEP_SURVEY	ASSESSMENT	4.26	INDICATOR				Yes							
123456789	2021-06-30	LIEP_SURVEY	EXIT	4.26	INDICATOR				Yes							
123456789	2021-06-30	LIEP_SURVEY	MONITOR2YRS	4.26	INDICATOR				Yes							
123456789	2021-06-30	LIEP_SURVEY	MONITOR4YRS	4.26	INDICATOR				Yes							

Submitting AUN	School Year Date	Category 1	Category 2	Category 3	Measure Type	Count	AMOUNT	PERCENT	INDICATOR	NC	NC	NC	NC	NC	NC	NC
123456789	2021-06-30	LIEP_SURVEY	EEOA	4.26	INDICATOR				Yes							
123456789	2021-06-30	LIEP_SURVEY	TRANSLATION	4.26	INDICATOR				Yes							
123456789	2021-06-30	LIEP_SURVEY	BUDGET	4.26	INDICATOR				Yes							
123456789	2021-06-30	LIEP_SURVEY	INTERPRETERS	4.26	INDICATOR				Yes							
123456789	2021-06-30	LIEP_SURVEY	DAILY	4.26	INDICATOR				Yes							
123456789	2021-06-30	LIEP_SURVEY	EVALUATION	4.26	INDICATOR				Yes							
123456789	2021-06-30	LIEP_SURVEY	INSTRUCTION	4.26	INDICATOR				Yes							
123456789	2021-06-30	LIEP_SURVEY	BACKGROUND	4.26	INDICATOR				Yes							
123456789	2021-06-30	LIEP_SURVEY	PROGREFUSAL	4.26	INDICATOR				Yes							
123456789	2021-06-30	LIEP_SURVEY	PLACEMTREFUSAL	4.26	INDICATOR				Yes							
123456789	2021-06-30	LIEP_SURVEY	GRADING	4.26	INDICATOR				Yes							
123456789	2021-06-30	LIEP_SURVEY	RETENTION	4.26	INDICATOR				Yes							
123456789	2021-06-30	LIEP_SURVEY	ENTRY	41	INDICATOR				NA							
123456789	2021-06-30	LIEP_SURVEY	ENTRY	59	INDICATOR				NA							
123456789	2021-06-30	LIEP_SURVEY	ONGOING	01	INDICATOR				NA							
123456789	2021-06-30	LIEP_SURVEY	ONGOING	12	INDICATOR				NA							
123456789	2021-06-30	LIEP_SURVEY	EXIT	01	INDICATOR				NA							
123456789	2021-06-30	LIEP_SURVEY	EXIT	33	INDICATOR				NA							
123456789	2021-06-30	LIEP_SURVEY	ELBILINGUAL	4260	INDICATOR				NA							
123456789	2021-06-30	LIEP_SURVEY	MIXEDBILINGUAL	0000	INDICATOR				NA							
123456789	2021-06-30	LIEP_SURVEY	TRANSITIONAL	0000	INDICATOR				NA							
123456789	2021-06-30	LIEP_SURVEY	MIXEDCLASSESNLS	0000	INDICATOR				NA							
123456789	2021-06-30	LIEP_SURVEY	FC	TEACHER	COUNT	10										
123456789	2021-06-30	LIEP_SURVEY	NFC	TEACHER	COUNT	1										
123456789	2021-06-30	LIEP_SURVEY	5YEARS	TEACHER	COUNT	5										
123456789	2021-06-30	LIEP_SURVEY	ESLBUDGET	BUDGET	AMOUNT		12500.00									

District Fact Template for Title I Data

(11 Fields, 8 Collected, Delimited)

Target Table: DISTRICT_FACT

NOTE: Each LEA must provide a response for each question in Appendix AE.

PIMS District Fact Template Specifications for Title I Data

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
1	9	SUBMITTING AUN	R	K	The unique, 9-digit AUN assigned by the PDE.		DISTRICT CODE	All LEA and School Numbers can be found on the EdNA website Example: 123456789
2	10	SCHOOL YEAR DATE	R	K	A single date (June 30), the last day of the current school year indicating the whole school year.		REPORTING DATE	Example: 2021-06-30
3	6	CATEGORY 1	R	K				See Appendix AE of Volume 2 of the PIMS User Manual for a complete list of valid values. Example: TAS
4	9	CATEGORY 2	R	K				See Appendix AE of Volume 2 of the PIMS User Manual for a complete list of valid values. Example: GRADE
5	7	CATEGORY 3	CR	K				See Appendix AE of Volume 2 of the PIMS User Manual for a complete list of valid values. Example: KDG
6	7	MEASURE TYPE	R	K				See Appendix AE of Volume 2 of the PIMS User Manual for a complete list of valid values. Valid Values: • COUNT

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
7	7	COUNT	CR	U	If MEASURE TYPE = COUNT, the count should be supplied in this field.			Example: 2
8	Not collected							
9	Not collected							
10	Not collected							
11	10	CATEGORY 4	R	K				See Appendix AE of Volume 2 of the PIMS User Manual for a complete list of valid values. Example: TITLE1STUD

Rules **See the Rules section of the Template domain for rules consistent throughout all templates*

Load Sequence/Dependencies

No dependencies

Sample Title I Submission for the District Fact Template; note that NC stands for Not Collected

Submitting AUN	School Year Date	Category 1	Category 2	Category 3	Measure Type	Count	AMOUNT	%	NC	Category 4	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC
123456789	2020-06-30	NONPUB	SERVED	TOTAL	COUNT	8				TITLE1STUD										
123456789	2020-06-30	TAS	ETHNICITY	1	COUNT	10				TITLE1STUD										
123456789	2020-06-30	TAS	ETHNICITY	9	COUNT	10				TITLE1STUD										
123456789	2020-06-30	TAS	ETHNICITY	3	COUNT	10				TITLE1STUD										
123456789	2020-06-30	TAS	ETHNICITY	4	COUNT	10				TITLE1STUD										
123456789	2020-06-30	TAS	ETHNICITY	10	COUNT	10				TITLE1STUD										
123456789	2020-06-30	TAS	ETHNICITY	5	COUNT	10				TITLE1STUD										
123456789	2020-06-30	TAS	ETHNICITY	6	COUNT	10				TITLE1STUD										
123456789	2020-06-30	SWP	ETHNICITY	1	COUNT	10				TITLE1STUD										
123456789	2020-06-30	SWP	ETHNICITY	9	COUNT	10				TITLE1STUD										
123456789	2020-06-30	SWP	ETHNICITY	3	COUNT	10				TITLE1STUD										
123456789	2020-06-30	SWP	ETHNICITY	4	COUNT	10				TITLE1STUD										
123456789	2020-06-30	SWP	ETHNICITY	10	COUNT	10				TITLE1STUD										

Submitting AUN	School Year Date	Category 1	Category 2	Category 3	Measure Type	Count	AMOUNT	%	NC	Category 4	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC
123456789	2020-06-30	SWP	ETHNICITY	5	COUNT	10				TITLE1STUD										
123456789	2020-06-30	SWP	ETHNICITY	6	COUNT	10				TITLE1STUD										
123456789	2020-06-30	PUBTAS	GRADE	A02	COUNT	5				TITLE1STUD										
123456789	2020-06-30	PUBSWP	GRADE	A02	COUNT	5				TITLE1STUD										
123456789	2020-06-30	NONPUB	GRADE	A02	COUNT	5				TITLE1STUD										
123456789	2020-06-30	PUBTAS	GRADE	A35	COUNT	5				TITLE1STUD										
123456789	2020-06-30	PUBSWP	GRADE	A35	COUNT	5				TITLE1STUD										
123456789	2020-06-30	NONPUB	GRADE	A35	COUNT	5				TITLE1STUD										
123456789	2020-06-30	PUBTAS	GRADE	KDG	COUNT	5				TITLE1STUD										
123456789	2020-06-30	PUBSWP	GRADE	KDG	COUNT	5				TITLE1STUD										
123456789	2020-06-30	NONPUB	GRADE	KDG	COUNT	5				TITLE1STUD										
123456789	2020-06-30	PUBTAS	GRADE	001	COUNT	5				TITLE1STUD										
123456789	2020-06-30	PUBSWP	GRADE	001	COUNT	5				TITLE1STUD										
123456789	2020-06-30	NONPUB	GRADE	001	COUNT	5				TITLE1STUD										
123456789	2020-06-30	PUBTAS	GRADE	002	COUNT	5				TITLE1STUD										
123456789	2020-06-30	PUBSWP	GRADE	002	COUNT	5				TITLE1STUD										
123456789	2020-06-30	NONPUB	GRADE	002	COUNT	5				TITLE1STUD										
123456789	2020-06-30	PUBTAS	GRADE	003	COUNT	5				TITLE1STUD										
123456789	2020-06-30	PUBSWP	GRADE	003	COUNT	5				TITLE1STUD										
123456789	2020-06-30	NONPUB	GRADE	003	COUNT	5				TITLE1STUD										
123456789	2020-06-30	PUBTAS	GRADE	004	COUNT	5				TITLE1STUD										
123456789	2020-06-30	PUBSWP	GRADE	004	COUNT	5				TITLE1STUD										
123456789	2020-06-30	NONPUB	GRADE	004	COUNT	5				TITLE1STUD										
123456789	2020-06-30	PUBTAS	GRADE	005	COUNT	5				TITLE1STUD										
123456789	2020-06-30	PUBSWP	GRADE	005	COUNT	5				TITLE1STUD										
123456789	2020-06-30	NONPUB	GRADE	005	COUNT	5				TITLE1STUD										
123456789	2020-06-30	PUBTAS	GRADE	006	COUNT	5				TITLE1STUD										
123456789	2020-06-30	PUBSWP	GRADE	006	COUNT	5				TITLE1STUD										
123456789	2020-06-30	NONPUB	GRADE	006	COUNT	5				TITLE1STUD										
123456789	2020-06-30	PUBTAS	GRADE	007	COUNT	5				TITLE1STUD										
123456789	2020-06-30	PUBSWP	GRADE	007	COUNT	5				TITLE1STUD										

Submitting AUN	School Year Date	Category 1	Category 2	Category 3	Measure Type	Count	AMOUNT	%	NC	Category 4	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC
123456789	2020-06-30	NONPUB	GRADE	007	COUNT	5				TITLE1STUD										
123456789	2020-06-30	PUBTAS	GRADE	008	COUNT	5				TITLE1STUD										
123456789	2020-06-30	PUBSWP	GRADE	008	COUNT	5				TITLE1STUD										
123456789	2020-06-30	NONPUB	GRADE	008	COUNT	5				TITLE1STUD										
123456789	2020-06-30	PUBTAS	GRADE	009	COUNT	5				TITLE1STUD										
123456789	2020-06-30	PUBSWP	GRADE	009	COUNT	5				TITLE1STUD										
123456789	2020-06-30	NONPUB	GRADE	009	COUNT	5				TITLE1STUD										
123456789	2020-06-30	PUBTAS	GRADE	010	COUNT	5				TITLE1STUD										
123456789	2020-06-30	PUBSWP	GRADE	010	COUNT	5				TITLE1STUD										
123456789	2020-06-30	NONPUB	GRADE	010	COUNT	5				TITLE1STUD										
123456789	2020-06-30	PUBTAS	GRADE	011	COUNT	5				TITLE1STUD										
123456789	2020-06-30	PUBSWP	GRADE	011	COUNT	5				TITLE1STUD										
123456789	2020-06-30	NONPUB	GRADE	011	COUNT	5				TITLE1STUD										
123456789	2020-06-30	PUBTAS	GRADE	012	COUNT	5				TITLE1STUD										
123456789	2020-06-30	PUBSWP	GRADE	012	COUNT	5				TITLE1STUD										
123456789	2020-06-30	NONPUB	GRADE	012	COUNT	5				TITLE1STUD										
123456789	2020-06-30	TAS	SPECIAL	WDISABL	COUNT	3				TITLE1STUD										
123456789	2020-06-30	TAS	SPECIAL	HMLST1	COUNT	3				TITLE1STUD										
123456789	2020-06-30	TAS	SPECIAL	EL	COUNT	3				TITLE1STUD										
123456789	2020-06-30	TAS	SPECIAL	MIGRNT	COUNT	3				TITLE1STUD										
123456789	2020-06-30	SWP	SPECIAL	WDISABL	COUNT	3				TITLE1STUD										
123456789	2020-06-30	SWP	SPECIAL	HMLST1	COUNT	3				TITLE1STUD										
123456789	2020-06-30	SWP	SPECIAL	EL	COUNT	3				TITLE1STUD										
123456789	2020-06-30	SWP	SPECIAL	MIGRNT	COUNT	3				TITLE1STUD										

District Snapshot Template

(96 Fields, 6 Collected, Delimited)

Target Table(s): DISTRICT_YEAR

Template Description

For school districts and charter schools, Pennsylvania collects the starting age (in months) for the youngest kindergarten student (K4 or K5), as well as the cutoff date to reach minimum age for the program.

District Entry Minimum Age: Populate this age field with the number of months (two digits) rather than the number of years. For example, if the minimum entry age is 5 years 0 months, upload 60.

District Entry Cutoff Date: Enter the last date on which a student may meet the minimum required age for entry into the earliest kindergarten program. The date is within the current school year, not the birth year.

Kindergarten Program Type: Populate this field with a two-digit code of K4 for a two-year kindergarten program or K5 for a one-year program.

NOTE: Only one record per LEA will be required.

PIMS District Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
1	9	SUBMITTING AUN	R	K	The unique, 9-digit AUN assigned by the PDE.		DISTRICT CODE	All LEA and School Numbers can be found on the EdNA website Example: 123456789
2	10	SCHOOL YEAR DATE	R	K	A single date (June 30), the last day of the current school year indicating the whole school year.		REPORTING DATE	Example: 2021-06-30
3	Not collected							
4	Not collected							
…	5…90 Not collected							
91	Not collected							
92	Not collected							

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
93	10	LEA INSTRUCTION START DATE	R	U	The date of the first day of instruction for the current school year for the majority of LEA students (may not be the first day of school for kindergarten).	Must be within the following date range YYYY-07-01 to YYYY-10-01 of the current SY.	DISTRICT INSTRUCTION START DATE	Example: 2020-09-01
94	2	LEA ENTRY MINIMUM AGE	R	U	The minimum age in months required for entry into the earliest kindergarten program offered by LEA.	Must be within the range of 48 to 65.	DISTRICT ENTRY MINIMUM AGE	Example: 48
95	10	LEA ENTRY CUTOFF DATE	R	U	The last date on which a student may meet the minimum required age for entry into the earliest kindergarten program.	The earliest date allowed is YYYY-07-01 of the current school year (not the birth year). Must be within the following date range YYYY-07-01 to YYYY-02-01 of the current SY.	DISTRICT ENTRY CUTOFF DATE	Example: 2020-11-30
96	2	KINDERGARTEN PROGRAM TYPE CODE	R	U	The type of kindergarten program. If an LEA operates a two-year kindergarten program, enter K4. If an LEA operates a traditional one-year kindergarten program, enter K5.			Valid Values: • K4 • K5

Rules **See the Rules section of the Template domain for rules consistent throughout all templates*

Load Sequence/Dependencies

No dependencies

District Fact Template for Home Education and Private Tutoring Data

(21 Fields, 10 Collected, Delimited)

Target Table: DISTRICT_FACT

Template Description

The District Fact Template is used to submit the results of the Home Education and Private Tutoring Form. Information is captured in an Excel file, automatically creating the District Fact template to be submitted to PIMS. This survey applies to School Districts only.

The Home Education and Private Tutoring Form and directions on how to complete this form are located on the PDE website under Data and Reporting/PIMS/Excel Reporting Tools Home Education and Private Tutoring.

After reading the directions, proceed as follows:

1. Open the Excel file “Home Education and Private Tutoring Form“ and supply the LEA & School Information by entering your 9-digit AUN. Certain information will automatically populate this first page.
2. Proceed to filling out page 2 of the Form.
3. When all information has been completed on the disclosure form it should be saved in Excel.
4. After saving the disclosure form in Excel, click on Page 3_PIMS Input Page and do the following:
    a. Click on File.
    b. Click on Save As.
    c. Name the file correctly (SUBMITTINGAUN_DISTRICT_FACT_DATE&TIME). Example file name: 123456789_DISTRICT_FACT_201506110800.
    d. Save file type as .csv.
5. Upload the .csv file into the PIMS system as a District Fact template.

District Fact Template for Support Personnel Data

(21 Fields, 9 Collected, Delimited)

Target Table: DISTRICT_FACT

Template Description

The District Fact Template is used to submit the results of the Support Personnel Form. Information is captured in an Excel file, automatically creating the District Fact template to be submitted to PIMS. This survey applies to all public LEAs.

The Support Personnel Form and directions on how to complete this form are located on the PDE website under Data and Reporting/PIMS/Excel Reporting Tools SupPer. After reading the directions, proceed as follows:

1. Open the Excel file “Support Personnel Form“ and supply the LEA & School Information by entering your 9-digit AUN. Certain information will automatically populate this first page.
2. Proceed to filling out page 2 of the Form.
3. When all information has been completed on the disclosure form it should be saved in Excel.
4. After saving the disclosure form in Excel, click on Page 3_PIMS Input Page and do the following:
    a. click on File
    b. click on Save As
    c. name the file correctly (SUBMITTINGAUN_DISTRICT_FACT_DATE&TIME). Example file name: 123456789_DISTRICT_FACT_201506110800
    d. save file type as .csv
5. Upload the .csv file into the PIMS system as a District Fact template.

Enrollment Domain

The LEAs are required to fill out the following templates in the Enrollment Domain:

- School Enrollment

  This domain applies to the following organizational types:

  - School Districts
  - Intermediate Units
  - Career and Technology Centers
  - Charter Schools
  - State Juvenile Correctional Institutions
  - Private Residential Rehabilitation Institutions (PRRI)
  - Approved Private Schools (APS)

All fields may not be mandatory; however, all fields within each template **MUST BE** accounted for in order to transmit data.

School Enrollment Template

(10 Fields, 10 Collected, Delimited)

Target Table(s): SCHOOL_ENROLL

Template Description

This template contains the student enrollment and withdrawal transactions at each school within each LEA. This template will be 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 reporting date, submit all enrollment entry and exit transactions that occurred since the prior reporting date. For example, for the December Collection Period, submit all transactions dated since the October Collection period. In the event that an enrollment transaction wasn't entered in the previous reporting period, it is still acceptable to enter the enrollment transaction as long as it occurred within the current school year.

School Enrollment Records are required for all students reported by CTCs with the exceptions of the following:

- Student Template Field 65 Grad Status Code of S or J
- Adult Affidavit Program (AAP) students

All other LEA types must report School Enrollment Records for all students with the following exceptions:

- Student Template Field 65 Grad Status Code of S or J
- Student Template Field 167 Special Ed Referral = Y
- Student Template Field 217 AUN of Enrollment is not equal to Field 1 Submitting AUN (for non-CTCs only)

NOTE: Entry and withdrawal codes help determine the calculation of Full Academic Year (FAY), which is defined as a student being continuously enrolled on or before October 1, 2020, until the last day of the testing window for each subject-specific PSSA and Keystone Exam dates.

PIMS School Enrollment Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
1	9	SUBMITTING AUN	R	K	The unique, 9-digit Administrative Unit Number (AUN) assigned by the PDE.		DISTRICT CODE	All LEA and School Numbers can be found on the EdNA website Example: 123456789
2	4	SCHOOL NUMBER	R	K	The PDE defined 4-digit code identifying the school.		LOCATION CODE	All LEA and School Numbers can be found on the EdNA website Example: 1234

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
3	10	SCHOOL YEAR DATE	R	K	A single date (June 30), the last day of the current school year indicating the whole school year.			Example: 2021-06-30
4	10	PASECUREID	R	K	The unique, 10-digit PAsecureID assigned to the student. Informs various indicators in the Future Ready PA Index.		STUDENT ID	Example: 1000000009
5	10	ACTIVITY DATE	O	U	The date on which the enrollment activity transaction was recorded in the SIS. This applies to both entry and exit transactions.	The date cannot be greater than the current date (no future transaction dates are allowed). If unknown, leave blank or populate with the enrollment date.		Example: 2021-04-30
6	10	ENROLLMENT DATE	R	K	The date on which the enrollment activity occurred. This applies to both entry and exit transactions.	The date cannot be greater than the current date (no future transaction dates are allowed).		Example: 2020-11-01
7	4	ENROLLMENT CODE	R	K	The enrollment code that indicates the type of enrollment transaction; applies to both entry and exit transactions.			See Appendix E in Volume 2 of the PIMS User Manual for a complete list of valid values and sequence of Enrollment Codes.
8	6	ENROLLMENT COMMENT	O	U	Deletes the erroneous record from School Enrollment. Copies the erroneous record to an audit table within PIMS.	All information on the enrollment record to be deleted must match the erroneous record in PIMS. Comment should contain DELETE in all capital letters; no spaces or punctuation.		Valid Value: DELETE

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
9	3	ENROLLMENT GRADE LEVEL	R	U	The grade level of the student involved in the enrollment transaction.			See Appendix K in Volume 2 of the PIMS User Manual for a complete list of valid values.
10	1	RESIDENCE STATUS CODE	R	U	The residency status of the student as of the enrollment date of the enrollment or withdrawal transaction. NOTE: Further details on RESIDENCE STATUS CODES are in the Section "Students to be Reported in PIMS."			See Appendix N in Volume 2 of the PIMS User Manual for a complete list of valid values.

Rules **See the Rules section of the Template domain for rules consistent throughout all templates*

Load Sequences/Dependencies

Load Sequence/Dependency
STUDENT

~~Groups and~~ Programs Domain

The LEAs are required to submit the following templates in the ~~Groups and~~ Programs Domain:

- Programs Fact Template

  This domain applies to the following organizational types:

  - School Districts
  - Intermediate Units
  - Career and Technology Centers
  - Charter Schools
  - Approved Private Schools
  - Private Residential Rehabilitative Institutions
  - State Juvenile Correctional Institutions

NOTE: this is only required if the LEA has students participating in reportable programs.

All fields may not be mandatory; however, all fields within each template **MUST BE** accounted for in order to transmit data.

Programs Fact Template

(18 Fields, 10 Collected, Delimited)

Target Table(s): PROGRAMS_FACT (Primary Target), REASONS_FACT

Template Description

This template is used to track participation for specific programs; a complete list of programs to be collected can be found in Volume 2 of the PIMS User Manual. LEAs must report the actual beginning date (and if applicable, the actual ending date) for a student's participation in a particular program during a school year. Thus, for each reporting date, each LEA will submit two types of records.

The first type of record is for a student **currently active** in a program. It contains each student whose participation in a particular program began on or before the current reporting date but after the prior reporting date, and who is still participating in the program as of the current reporting date. The ending date will be left blank in these records, and the beginning date will be populated with the actual date the student began participating in the program. For example, for the 11/15/2020 reporting date, submit all program participation records with beginning dates after 10/1/2020 up to and including 11/15/2020. If the student participated in a program for the entire 2020-2021 school year, the student would have a submitted record in the October collection with the start date as the beginning of the school year. At the end of the school year, the LEA would then update that same record with the end date of 2021-06-30. If the student continued in that same program in the school year, the LEA would submit a record in the October collection with the start date as the beginning of the school year.

The second type of record is for students that **ended participation** in a program since the prior reporting date. It contains students whose participation began at any point from the start of the current school year up to and including the current reporting date, and whose participation ended after the previous reporting date, up to and including the current reporting date. For these records, both the beginning and ending dates must be populated with the actual dates the student started and ended participation in a particular program. For example, for the 11/15/2020 reporting date, submit all program participation records with ending dates after 10/1/2020 up to and including 11/15/2020. If the student participated in a program for the entire 2020-2021 school year, the student would have a submitted record in the October collection with the start date as the beginning of the school year. At the end of the school year, the LEA would then update that same record with the end date of 2021-06-30. If the student continued in that same program in the school year, the LEA would submit a record in the October collection with the start date as the beginning of the school year.

Program participation records are specific to a particular school year. In the case of a student whose **participation in a program extends over two or more school years**, submit a record in the final (August) submission of each school year that has an ending date equal to the last day of that school year (yyyy-06-30), and then submit a new record in the first (October) submission of the new school year that has a beginning date equal to the first day of the new school year (yyyy-07-01).

For example, consider a student that begins participating in program 001 on 9/5/2010 and ends participation on 9/25/2012. The following records should be submitted for these reporting periods:

- October 2010: program code = 001, school year = 2011-06-30, beginning date = 2010-09-05
- August 2011: program code = 001, school year = 2011-06-30, beginning date = 2010-09-05, ending date = 2011-06-30
- October 2011: program code = 001, school year = 2012-06-30, beginning date = 2011-07-01
- August 2012: program code = 001, school year = 2012-06-30, beginning date = 2011-07-01, ending date = 2012-06-30
- October 2012: program code = 001, school year = 2013-06-30, beginning date = 2012-07-01, ending date = 2012-09-25

The beginning date for any given record should never be earlier than the first day of the associated school year, and the ending date (when populated) should never be later than the last day of the school year.

IMPORTANT NOTE: This template is being used to accommodate the SES provider number for students enrolled in the "SES Tutoring (Federal) – Reading," "SES Tutoring (Federal) – Math," and "SES Tutoring (Federal) – Science" programs (Program Codes 003, 004, and 034 respectively). This will be captured in the Program Provider Type Code (Field 23).

LEAs that have students enrolled in these programs need to ensure their data extracts are modified to accommodate the 25-field layout and populate the Program Provider Type Code as appropriate. LEAs that do not have students enrolled in these programs, however, DO NOT need to modify their extracts. These LEAs can continue to submit the 18-field layout for this template.

PDE requests that LEAs with students in SES tutoring submit records in this template for all students that received this tutoring during the school year, even if the student was not receiving these services at the end of the year. This is so PDE can capture the SES Provider Number within the Program Provider Type Code (Field 23) for all these students as is required by federal law.

IMPORTANT TECHNICAL NOTE: Starting with the Summer 2010-11 collection, this template is being used to capture the SES provider number for students enrolled in the "SES Tutoring (Federal) – Reading" and "SES Tutoring (Federal) – Math" programs (Program Codes 003 and 004 respectively). This is captured in the PROGRAM PROVIDER TYPE CODE (Field 23) shown below.

LEAs that have students enrolled in these programs need to ensure their data extracts are modified to accommodate the 25-field layout and populate the PROGRAM PROVIDER TYPE CODE as appropriate. LEAs that do not have students enrolled in these programs, however, DO NOT need to modify their extracts. These LEAs can continue to submit the 18-field layout for this template.

PIMS Programs Fact Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
1	9	SUBMITTING AUN	R	K	The unique, 9-digit Administrative Unit Number (AUN) assigned by the PDE.		DISTRICT CODE	All LEA and School Numbers can be found on the EdNA website Example: 123456789
2	4	SCHOOL NUMBER	R	K	The PDE defined 4-digit code identifying the school.		LOCATION CODE	All LEA and School Numbers can be found on the EdNA website Example: 1234
3	10	SCHOOL YEAR DATE	R	K	A single date (June 30), the last day of the current school year indicating the whole school year.			Example: 2021-06-30

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
4	10	PASECUREID	R	K	The unique, 10-digit PAsecureID assigned to the student.	NOTE: It is essential that the correct PAsecureID be entered for each student. LEAs are encouraged to share this number, where appropriate and within FERPA guidelines, to ensure accurate data.	STUDENT ID	Example: 1000000009
5	3	PROGRAMS CODE	R	K	The type of program in which the student participates.			See Appendix F of Volume 2 of the PIMS User Manual for a complete list of valid values.
6	10	BEGINNING DATE	R	K	Actual date upon which the student began participating in a program: • For Program Code 026 or 027, this is the date the student was first eligible for tutoring. • For Program Codes 055 (Homeless, Unaccompanied) and 056 (Homeless, Accompanied) this is the date the student became homeless.	Must not be greater than current date.	PROGRAM START DATE	Example: 2015-09-03
7	10	ENDING DATE	CR	U	Actual date upon which the student stopped participating in a program: • For Program Code 026 or 027, this is the date the student's eligibility for tutoring ended. • For Program Codes 055 (Homeless, Unaccompanied) and 056 (Homeless, Accompanied), this is the date the student was no longer homeless.	Required only when a student stops participating in a program. Must be greater than or equal to BEGINNING DATE.	PROGRAM END DATE	Example: 2015-10-30
8	Not collected							
9	20	PROGRAM INTENSITY	O	U	This field is no longer used by PDE but is still available for LEA use if desired to display the number of instructional minutes received for the program.	This field can be left blank.		
10	Not collected							

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
11	Not collected							
12	Not collected							
13	Not collected							
14	Not collected							
15	Not collected							
16	Not collected							
17	Not collected							
18	1	PGM PARTICIPATION INFORMATION CODE	CR	U	An indicator of the living arrangement of a student identified as homeless in Field 5 (PROGRAM CODE).	This field is required for students reported with Program Codes 055 (Homeless, Unaccompanied) and 056 (Homeless, Accompanied).		Valid Values: • S – shelter, transitional housing • D – doubled up • U – unsheltered (e.g. cars, parks, campgrounds, temporary trailer, abandoned building, substandard housing) • H – hotels/motels

Rules **See the Rules section of the Template domain for rules consistent throughout all templates*

Load Sequence/Dependencies

Load Sequence/Dependency
STUDENT

Location Domain

The LEAs are required to submit the following templates in the Location Domain:

Templates

- Location Fact Template for Safe Schools
- Location Fact Template for Bus Evacuation Drill
- Location Fact Template for Fire and Security Drills

  These templates apply to the following organizational types:

  - School Districts
  - Intermediate Units
  - Career and Technology Centers
  - Charter Schools

- Location Fact Template for Automatic External Defibrillator (AED)

  This template applies to following organizational types:

  - School Districts
  - Career and Technology Centers
  - Charter Schools
  - Intermediate Units
  - State Juvenile Correctional Institutions
  - Approved Private Schools receiving AEDs through the program described in Act 35 of 2014, 24 P.S. § 14-1423 Automatic external defibrillators.
  - Private Residential Rehabilitative Institutions receiving AEDs through the program described in Act 35 of 2014, 24 P.S. § 14-1423 Automatic external defibrillators.

Excel Tools

- Location Fact Template for Interscholastic Athletic Opportunities Data

  This template applies to schools in the following organizational types that educate a student in any of the grades 7-12:

  - School Districts
  - Comprehensive Career and Technology Centers
  - Charter Schools

All fields may not be mandatory; however, all fields within each template **MUST BE** accounted for in order to transmit data.

Location Fact Template for Safe Schools

(15 Fields, 9 Collected, Delimited)

Target Table(s): LOCATION_FACT

Template Description

This template is used to capture the various aggregated data shown in the table below for each school. More information as well as sample data is provided below.

Habitual Truancy Notes

Students that are considered habitually truant at any time during the school year are to be reported in aggregate in this template. Note that the aggregate number of habitual truants is to be reported by grade, by ethnicity and by gender. Each habitually truant student should be counted only once in each of these.

Each LEA should have specific policies regarding attendance. Habitually truant shall mean six (6) or more school days of unlawful absences (unexcused absences during the current school year by a child subject to compulsory school attendance). NOTE: LEAs are required to submit a full year of attendance data for SY 2020-21, regardless of instructional delivery model. Additional guidance on how LEAs can enhance local attendance policies and systems to ensure consistent measurement, analysis, and support of student daily attendance is available on the PDE website.

This definition of compulsory age distinguishes between all unexcused absences and unlawful absences because the latter are more likely to indicate school and student problems. An unlawful absence is an absence for part of a school day (i.e., at least one class period) or a full day for which a parent or guardian has not indicated in writing that the student is away from school for valid reasons (e.g., illness, medical/dental appointment, funeral of an immediate relative) for a compulsory age student. Suspensions and expulsions are not to be considered as unlawful absences.

Definitions:

- **Unexcused Absence:** unexcused absences for a student of any age.
- **Unlawful Absence:** any unexcused absence for a compulsory age student. Only unlawful absences will count towards the habitually truant status of a student.
- **Compulsory Age:** when a student first enrolls in school (which may be no later than 6 ~~8~~ years old), until the age of 18 ~~17~~ or graduation from a high school, whichever comes first.
- **Habitually Truant:** a student of compulsory school age that has six (6) or more school days of unlawful absences during any given school year.

Category	Data Captured
Habitual Truancy	Habitual truancy by grade level
	Habitual truancy by ethnicity
	Habitual truancy by gender
Indication of No Reportable School Safety Incidents for a School	N/A
Expulsions due to Academic or Student Code Violations	Expulsions by infraction category (academic or violation of student code of conduct) by grade level
	Expulsions by infraction category by ethnicity
	Expulsions by infraction category by gender
Out-of-School Suspensions due to Academic or Student Code Violations	Out of school suspensions by infraction category (academic or violation of student code of conduct) by grade level
	Out-of-school suspensions by infraction category by ethnicity
	Out-of-school suspensions by infraction category by gender

PDE will use this data to calculate a truancy rate for each school and LEA. The truancy rate calculation is shown below.

$$\textbf{TRUANCY RATE} = \frac{\textbf{Number of habitual truants}}{\textbf{Count of student membership}} \textbf{ X 100}$$

See the template specifications below and Appendix AA in Volume 2 of the PIMS User Manual for more information.

Indication of No Reportable School Safety Incidents for a School Notes
Reportable School Safety incidents are to be submitted in detail in the Discipline Domain templates (see the Discipline Domain section for more information on reportable incidents). Some schools (most often elementary schools) may not have any reportable School Safety incidents for the entire school year. In this situation an LEA must indicate such by submitting a record in this template for each school that does not have reportable incidents for the year.

See the template specifications and sample data below as well as Appendix AA in Volume 2 of the PIMS User Manual for more information.

Expulsion Notes
Students that are expelled during the school year **only for academic reasons or for violations of the student code of conduct** are to be reported in aggregate in this template. Expulsions for other reasons (e.g., drug possession, violence, etc.) should be reported at the detail level in the Discipline Domain templates and should not be included in aggregate here.

Note that the aggregate number of expelled students is to be reported by infraction category by grade level, by infraction category by ethnicity, and by infraction category by gender. It is also important to note that this expulsion data is to be reported on an **unduplicated student basis, not on an incident basis**. If a student is expelled multiple times during the school year for these reasons he or she should be counted only once in each of these aggregate submissions.

See the template specifications and sample data below as well as Appendix AA in Volume 2 of the PIMS User Manual for more information.

Out-of-School Suspension Notes
Students that are suspended out of school during the school year **only for academic reasons or for violations of the student code of conduct** are to be reported in aggregate in this template. Out-of-school suspensions for other reasons (e.g., drug possession, violence, etc.) should be reported at the detail level in the Discipline Domain templates and should not be included in aggregate here.

Note that the aggregate number of out-of-school suspended students is to be reported by infraction category by grade level, by infraction category by ethnicity, and by infraction category by gender. It is also important to note that this suspension data is to be reported **on an incident basis**. If a student is suspended out of school multiple times during the school year for the above reasons, he or she should be counted multiple times in each of these aggregate submissions.

See the template specifications and sample data below as well as Appendix AA in Volume 2 of the PIMS User Manual for more information.

Note that only the fields highlighted will be collected for PDE. Remember that all fields may not be mandatory; however, all fields within a template **MUST BE** accounted for in order to transmit data.

PIMS Location Fact Template Specifications for Safe Schools

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
1	9	SUBMITTING AUN	R	K	The unique, 9-digit Administrative Unit Number (AUN) assigned by the PDE.		DISTRICT CODE	All LEA and School Numbers can be found on the EdNA website Example: 123456789
2	4	SCHOOL NUMBER	R	K	The PDE defined 4-digit code identifying the school. IUs use SCHOOL NUMBER 0000.		LOCATION CODE	All LEA and School Numbers can be found on the EdNA website Example: 1234
3	10	SCHOOL YEAR DATE	R	K	A single date (June 30), the last day of the current school year indicating the whole school year.		REPORTING DATE	Example: 2021-06-30
4	10	CATEGORY 1	R	K	The highest-level description of the aggregated data being submitted.			See Appendix AA in Volume 2 of the PIMS User Manual for a complete list of valid values for the Category 1 – 4 fields.
5	9	CATEGORY 2	R	K	The second level description of the aggregated data being submitted.			See Appendix AA in Volume 2 of the PIMS User Manual for a complete list of valid values for the Category 1 – 4 fields.

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
6	4	CATEGORY 3	R	K	The third level description of the aggregated data being submitted.			See Appendix AA in Volume 2 of the PIMS User Manual for a complete list of valid values for the Category 1 – 4 fields.
7	8	CATEGORY 4	CR	K	The fourth level description of the aggregated data being submitted.	Only applies to EXPULSION and SUSPENSION data. Leave blank for TRUANCY.		See Appendix AA in Volume 2 of the PIMS User Manual for a complete list of valid values for the Category 1 – 4 fields.
8	Not collected							
9	Not collected							
10	Not collected							
11	Not collected							
12	Not collected							
13	Not collected							
14	5	MEASURE TYPE	R	K	Use constant of COUNT.			Valid Value: COUNT
15	7	COUNT	R	U	The relevant count.			See Appendix AA in Volume 2 of the PIMS User Manual for a description of what to include in this field.

Rules **See the Rules section of the Template domain for rules consistent throughout all templates*

Load Sequence/Dependencies

No dependencies

Sample Data

Sample data is provided below to help LEAs understand how to create this template. This sample data is for one school and is based on the following scenarios:

- **Habitual Truancy** – The school has 25 habitually truant students for the school year. The breakdown of these students by grade level, ethnicity and gender is outlined in the following table.

		Number of Habitual Truant Students
By Grade	10th grade	10
	11th grade	10
	12th grade	5
	Total	**25**
By Ethnicity	White/Caucasian	25
	Total	**25**
By Gender	Female	8
	Male	17
	Total	**25**

- **Expulsions** – Nine (9) students were expelled during the year at the school for reasons of academic or student code violations. The breakdown by infraction category by grade level, by infraction category by ethnicity, and by infraction category by gender is outlined in the following table.

		Number of Students Expelled	
		Expelled due to Academic Reasons	Expelled due to Violation of Student Code of Conduct
By Grade	10th grade	3	1
	11th grade	2	2
	12th grade	1	0
	Total	**6**	**3**
By Ethnicity	Black/African American	3	1
	Multi-Racial	0	1
	White/Caucasian	3	1
	Total	**6**	**3**
By Gender	Female	0	0
	Male	6	3
	Total	**6**	**3**

- **Out-of-School Suspensions** – There were 13 incidents at the school during the year that led to 13 students being out of school suspended for reasons of academic or student code violations. The breakdown by infraction category by grade level, by infraction category by ethnicity, and by infraction category by gender is outlined in the following table.

		Number of Out of School Suspension Incidents	
		Suspensions due to Academic Reasons	Suspensions due to Violation of Student Code of Conduct
By Grade	10th grade	0	1
	11th grade	4	6
	12th grade	1	1
	Total	**5**	**8**
By Ethnicity	Black/African American	3	2
	White/Caucasian	2	6
	Total	**5**	**8**
By Gender	Female	2	2
	Male	3	6
	Total	**5**	**8**

Based on these above scenarios the data submitted in the Location Fact template for this one school would be as shown below. Note that NC stands for Not Collected.

Submitting AUN	School Number	School Year Date	Category 1	Category 2	Category 3	Category 4	NC	NC	NC	NC	NC	NC	Measure Type	Count	NC	NC	NC
123456789	1234	2020-06-30	TRUANCY	GRADE	010								COUNT	10			
123456789	1234	2020-06-30	TRUANCY	GRADE	011								COUNT	10			
123456789	1234	2020-06-30	TRUANCY	GRADE	012								COUNT	5			
123456789	1234	2020-06-30	TRUANCY	ETHNICITY	5								COUNT	25			
123456789	1234	2020-06-30	TRUANCY	GENDER	F								COUNT	8			
123456789	1234	2020-06-30	TRUANCY	GENDER	M								COUNT	17			
123456789	1234	2020-06-30	EXPULSION	GRADE	010	ACADEMIC							COUNT	3			
123456789	1234	2020-06-30	EXPULSION	GRADE	010	CONDUCT							COUNT	1			
123456789	1234	2020-06-30	EXPULSION	GRADE	011	ACADEMIC							COUNT	2			
123456789	1234	2020-06-30	EXPULSION	GRADE	011	CONDUCT							COUNT	2			
123456789	1234	2020-06-30	EXPULSION	GRADE	012	ACADEMIC							COUNT	1			
123456789	1234	2020-06-30	EXPULSION	ETHNICITY	3	ACADEMIC							COUNT	3			
123456789	1234	2020-06-30	EXPULSION	ETHNICITY	3	CONDUCT							COUNT	1			

Submitting AUN	School Number	School Year Date	Category 1	Category 2	Category 3	Category 4	NC	NC	NC	NC	NC	NC	Measure Type	Count	NC	NC	NC
123456789	1234	2020-06-30	EXPULSION	ETHNICITY	6	CONDUCT							COUNT	1			
123456789	1234	2020-06-30	EXPULSION	ETHNICITY	5	ACADEMIC							COUNT	3			
123456789	1234	2020-06-30	EXPULSION	ETHNICITY	5	CONDUCT							COUNT	1			
123456789	1234	2020-06-30	EXPULSION	GENDER	M	ACADEMIC							COUNT	6			
123456789	1234	2020-06-30	EXPULSION	GENDER	M	CONDUCT							COUNT	3			
123456789	1234	2020-06-30	SUSPENSION	GRADE	010	CONDUCT							COUNT	1			
123456789	1234	2020-06-30	SUSPENSION	GRADE	011	ACADEMIC							COUNT	4			
123456789	1234	2020-06-30	SUSPENSION	GRADE	011	CONDUCT							COUNT	6			
123456789	1234	2020-06-30	SUSPENSION	GRADE	012	ACADEMIC							COUNT	1			
123456789	1234	2020-06-30	SUSPENSION	GRADE	012	CONDUCT							COUNT	1			
123456789	1234	2020-06-30	SUSPENSION	ETHNICITY	3	ACADEMIC							COUNT	3			
123456789	1234	2020-06-30	SUSPENSION	ETHNICITY	3	CONDUCT							COUNT	2			
123456789	1234	2020-06-30	SUSPENSION	ETHNICITY	5	ACADEMIC							COUNT	2			
123456789	1234	2020-06-30	SUSPENSION	ETHNICITY	5	CONDUCT							COUNT	6			
123456789	1234	2020-06-30	SUSPENSION	GENDER	F	ACADEMIC							COUNT	2			
123456789	1234	2020-06-30	SUSPENSION	GENDER	F	CONDUCT							COUNT	2			
123456789	1234	2020-06-30	SUSPENSION	GENDER	M	ACADEMIC							COUNT	3			
123456789	1234	2020-06-30	SUSPENSION	GENDER	M	CONDUCT							COUNT	6			

Location Fact Template for Bus Evacuation Drills

(22 Fields, 10 Collected, Delimited)

Target Table(s): LOCATION_FACT

Template Description

The Bus Evacuation Drill Excel reporting tool is emailed to LEAs from PDE. The reporting tool consists of four rows for each location within the LEA, and three rows for the non-school School Number 9999. School Number 9999 is to be used to report drills held for students bussed to locations other than locations of the reporting LEA. Do not delete or add rows to the reporting tool.

The first row for each LEA location is for reporting the first day of school (Category 03 = FIRSTDAY). Enter Y in the Indicator field, and the date of the first day of school in the Date field.

The second row for each LEA location is used to indicate that no bus evacuation drills are required because students are not bussed to that location (Category 03 = NOBUS). Enter Y in the Indicator field if no bus drills are required, otherwise enter N.

The next two rows for each LEA location are for reporting whether drills were conducted in the fall (Category 03 = FALL) and during the month of March (Category 03 = MARCH). In the indicator field, enter a Y if a drill was held, otherwise enter N. If a drill was held, enter the date of the drill in the Date field. Date must be entered in ISO format (YYYY-MM-DD). If a required drill was not held, a brief explanation is required in the Comment field. In Excel, it may be necessary to format fields as text before entering data.

Some LEAs may bus students to off-site locations. Evacuation drills for students bussed to off-site locations are reported under the School Number 9999. This includes students regularly bussed to other locations such as IUs, CTCs, etc. This does not include student only bussed for field trips and similar activities.

The first row for the non-LEA location 9999 is used to indicate that no bus evacuation drills are required because students are not bussed to any off-site locations (Category 03 = NOBUS). Enter Y in the Indicator field if no bus drills are required, otherwise enter N. If a drill was not required, no explanation is required in the Comment field.

The next two rows for the non-LEA location 9999 are for reporting whether drills were conducted in the fall (Category 03 = FALL) and during the month of March (Category 03 = MARCH). In the indicator field, enter a Y if a drill was held, otherwise enter N. If a drill was held, enter the date of the drill in the Date field. If a required drill was not held, a brief explanation is required in the Comment field.

If a location has multiple drills on different days, the date that all drills were completed for the location should be used.

Save and Upload the File:

1. Click on Save As and name the file correctly (SUBMITTINGAUN_LOCATION_FACT_DATE&TIME).
   Example file name: 123456789_LOCATION_FACT_201506110800.
2. Save file type as a .csv file
3. Upload the .csv file into PIMS as a Location Fact template via the C6 Safe School-Bus 2019-20

PIMS Location Fact Template for Bus Evacuation Drill

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
1	9	SUBMITTING AUN	R	K	The unique, 9-digit AUN assigned by the PDE.	In the PDE-provided reporting tool, this is prepopulated. Do not modify *See Rule 1 below.	DISTRICT CODE	All LEA and School Numbers can be found on the EdNA website Example: 123456789
2	4	SCHOOL NUMBER	R	K	The PDE-defined 4-digit code identifying the school. IUs use SCHOOL NUMBER 0000.	In the PDE-provided reporting tool, this is prepopulated. Do not modify. *See Rule 1 below.	LOCATION CODE	All LEA and School Numbers can be found on the EdNA website Example: 1234
3	10	SCHOOL YEAR DATE	R	K	A single date (June 30), the last day of the current school year indicating the whole school year.	In the PDE-provided reporting tool, this is prepopulated. Do not modify. *See Rule 1 below.	REPORTING DATE	Example: 2021-06-30
4	5	CATEGORY 1	R	K	Description of the data element being reported.	In the PDE-provided reporting tool, this is prepopulated. Do not modify. *See Rule 1 below.		Valid Value: DRILL
5	8	CATEGORY 2	R	K	Type of drill being reported.	In the PDE-provided reporting tool, this is prepopulated. Do not modify. *See Rule 1 below.		Valid Value: BUS
6	8	CATEGORY 3	R	K	Detail being reported.	In the PDE-provided reporting tool, this is prepopulated. Do not modify. *See Rule 1 below.		Valid Values: • FIRSTDAY • NOBUS • FALL • MARCH
7	Not Collected							
8	Not Collected							
9	Not Collected							
10	Not Collected							
11	Not Collected							
12	Not Collected							

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
13	Not Collected							
14	9	PRIMARY MEASURE TYPE	R	K	Use the constant value of INDICATOR.	In the PDE-provided reporting tool, this is prepopulated. Do not modify. *See Rule 1 below.		Valid value: INDICATOR
15	Not Collected							
16	Not Collected							
17	Not Collected							
18	1	INDICATOR	R	U	Indication of whether the record is used to report data. If the school is required to conduct bus evacuation drills: • The row in which Category 3 = FIRSTDAY has this indicator set to Y and the date of the first day of school is reported in the Date field. • The rows in which Category 3 = FALL or MARCH have this indicator set to Y to indicate a drill was conducted and the date of the drill is reported in the date field. • If either drill is not conducted, the indicator in the appropriate row for that drill is set to N and no date is reported. A comment is required in the comment field to explain why a required drill was not conducted. • If the school is not required to conduct bus evacuation drills, the row in which Category 3 = NOBUS must have this indicator set to Y and an explanation is required in the COMMENT field.			Example: Y or N

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
19	Not Collected							
20	10	DATE	CR	U	A single date indicating: • If Category 03 = FIRSTDAY and Indicator = Y, the date of the first day of school. • If Category 03 = FALL and Indicator = Y, the date of the fall bus evacuation drill. • If Category 03 = MARCH and Indicator = Y, the date of the March bus evacuation drill.		START DATE	Example: 2019-09-30
21	Not Collected							
22	250	COMMENT	CR	U	Enter a brief description as to why a required drill was not conducted, or why the school is not required to conduct bus evacuation drills.			Examples: No bussed students, Students bussed by the sending district

Rules **See the Rules section of the Template domain for rules consistent throughout all templates*

1. In the PDE-provided Bus Evacuation Drill Excel reporting tool, Fields 1, 2, 3, 4, 5, 6, and 14 are prepopulated. Do not edit data in these fields.

Load Sequence/Dependencies

No dependencies

Location Fact Template for Fire and Security Drills

(22 Fields, 11 Collected, Delimited)

Target Table(s): LOCATION_FACT

Template Description

The Location Fact Template for Fire and Security Drills Excel reporting tool is emailed to LEAs from PDE. The reporting tool is used to submit the results of the Fire and Security Drills Report Form. Information is captured in an Excel file, automatically creating the Location Fact template to be submitted to PIMS.

The PDE-provided reporting tool consists of thirteen rows for each location within the LEA, one row to be used to identify the first day of school for each location and one row for each month of the year. Every location should report every month whether or not a drill was held. Do not delete or add rows to the reporting tool.

The first row for each LEA location is for reporting the first day of school (Category 03 = FIRSTDAY). Enter Y in the Indicator field, and the date of the first day of school in the Date field.

During the months that there is a fire or security drill held at the LEA a “Y” will be entered in Field 18 (Indicator) and the date the drill took place will be entered in Field 20 (Start Date). On months where no fire or security drill took place an “N” will be entered in Field 18 (Indicator) and a comment as to why no drill took place will be entered in Field 22 (Comment).

Report no more than one drill in a month. If drills in addition to the required drill are conducted, report only the required drill.

Where a single School Number represents more than one physical location (i.e., 0000 for an Intermediate Unit with multiple buildings) and the drills for a month are conducted on different days, report the date on which the final drill was conducted, bringing the location into compliance. For example, there are three physical buildings reported under a single School Number. Buildings 1 and 2 conducted a drill on May 4; building 3 conducted a drill on May 7. Report the drill using the May 7 date.

Section 1517 of the Public School Code requires that a security drill be conducted within 90 days of the commencement of the school year in place of a fire drill, and allows two additional security drills to be conducted in place of two fire drills after 90 days from the commencement of the school year (this means ninety (90) calendar days). When a security drill is reported in place of a fire drill, substitute “SECURITY”” for “FIRE” in Field 5, Category 2. Section 1517 establishes specific requirements for the conduct of security drills.

In Category 4 select one of three indicators (01-No Students at that location, 02-School not in session during this month, 03-Other) that explains why no drill was held that month. If 03 is entered in Category 4, briefly describe the other reason in the Field 22 (Comment).

Save and Upload the File:

1. Click on Save As and name the file correctly (SUBMITTINGAUN_LOCATION_FACT_DATE&TIME).
   Example file name: 123456789_LOCATION_FACT_201506110800.
2. Save file type as a .csv file
3. Upload the .csv file into PIMS as a Location Fact template via the C6 Safe Schools - Fire/Sec 2019-20

PIMS Location Fact Template for Fire and Security Drills

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
1	9	SUBMITTING AUN	R	K	The unique, 9-digit AUN assigned by the PDE.	In the PDE-provided reporting tool, this is prepopulated. Do not modify *See Rule 1 below.	DISTRICT CODE	All LEA and School Numbers can be found on the EdNA website Example: 123456789
2	4	SCHOOL NUMBER	R	K	The PDE-defined 4-digit code identifying the school. IUs use SCHOOL NUMBER 0000.	In the PDE-provided reporting tool, this is prepopulated. Do not modify. *See Rule 1 below.	LOCATION CODE	All LEA and School Numbers can be found on the EdNA website Example: 1234
3	10	SCHOOL YEAR DATE	R	K	A single date (June 30), the last day of the current school year indicating the whole school year.	In the PDE-provided reporting tool, this is prepopulated. Do not modify. *See Rule 1 below.	REPORTING DATE	Example: 2021-06-30
4	5	CATEGORY 1	R	K	Description of the data element being reported	In the PDE-provided reporting tool, this is prepopulated. Do not modify. *See Rule 1 below.		Valid Value: DRILL
5	8	CATEGORY 2	R	K	Type of drill being reported.	In the PDE-provided reporting tool, this is prepopulated with the value, "FIRE." If a security drill is being reported in place of a fire drill, use, "SECURITY." *See Rule 2 below.		Valid Values: FIRE, SECURITY
6	8	CATEGORY 3	R	K	Identifies the month being reported in this record.	In the PDE-provided reporting tool, this is prepopulated. Do not modify. *See Rule 1 below.		Valid Values: JUL-JUN, FIRSTDAY

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
7	2	CATEGORY 4	CR	K	Indicator for reasons drills were not held.	If no fire or security drill was held in that month and an N indicator is in Field 18 then 1 of the 3 key values is entered for a reason.		Valid Values: • 01 – No Students at Location • 02 – School not in session during this month • 03 – Other
8	Not Collected							
9	Not Collected							
10	Not Collected							
11	Not Collected							
12	Not Collected							
13	Not Collected							
14	9	PRIMARY MEASURE TYPE	R	K	Use the constant value of INDICATOR.	In the PDE-provided reporting tool, this is prepopulated. Do not modify. *See Rule 1 below.		Valid value: INDICATOR
15	Not Collected							
16	Not Collected							
17	Not Collected							
18	3	INDICATOR	R	U	Indication of whether a drill was held during the month indicated in CATEGORY 03.	In the PDE-provided reporting tool, this is prepopulated with the default value, 'Y' for FIRSTDAY, and "N" for each month. For each month, change this to "Y" if a drill was conducted during the indicated month. *See Rule 2 below.		Valid value: Y or N
19	Not Collected							

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
20	10	DATE	CR	U	A single date indicating the date of the first day of school or the date on which the drill was conducted.	Where CATEGORY 03 = "FIRSTDAY," the first day in the school year that school was in session. Where CATEGORY 03 is a month, the date on which a drill, if any, was held. If no drill was conducted, leave blank.	START DATE	Example: 2020-09-30
21	Not Collected							
22	250	COMMENT	CR	U	Enter a brief description as to why a required drill was not conducted.	Required if INDICATOR = N and Category 4 = 03		Examples: Building temporarily closed.

Rules **See the Rules section of the Template domain for rules consistent throughout all templates*

1. In the PDE-provided Fire and Security Drills Excel reporting tool, Fields 1, 2, 3, 4, 6 and 14 are prepopulated. Do not edit data in these fields.
2. In the PDE-provided Fire and Security Drills Excel reporting tool, Fields 5 and 18 are prepopulated with default values that may be edited.

Load Sequence/Dependencies

No dependencies

Location Fact Template for Automatic External Defibrillator (AED)

(22 Fields, 11 Collected, Delimited)

Target Table(s): LOCATION_FACT

Template Description

The Location Fact Template for AED Excel reporting tool is emailed to LEAs from PDE. The reporting tool is used to submit the results of AED Report Form. Information is captured in an Excel file, automatically creating the Location Fact template to be submitted to PIMS.

The PDE- provided reporting tool consists of 21 rows for each location within the LEA, and for the non-school School Number 9999. School Number 9999 is to be used for AEDs that are normally kept in a location not having a School Number, such as an athletic building, in the school resource officer's vehicle, on a school bus, etc.

The first row for each location allows for reporting that a location has no AEDs. The remaining rows allow for reporting data for up to 20 AEDs. If your LEA must report more than 20 AEDs at a single location, contact the PDE Data Collection Team at ra-DDQDataCollection@pa.gov for assistance.

The AED numbers in the Category 02 column of the Location Fact template are to assign a unique or 'key' value to each record. You need not associate this with any identifying numbers already on the AED.

Although every row of the reporting tool is populated with some data, and all rows may be uploaded, PDE will only use the rows in which the indicator (Field 18) is Y. A Y in this field indicates that you are reporting that the location has no AEDs (if the value in Category 02 is NONE) or you are reporting data for an AED (if the value in Category 02 is AED01 through AED20).

To report a location that has one or more AEDs, find the row for that location having AED01 in the Category 02 field (Field 5):

1. Enter the general condition of the AED in the condition field (Field 6). Valid values are NEW, GOOD, FAIR, or POOR (uppercase only).
2. Enter Y (uppercase only) in the indicator field (Field 18).
3. Enter the school year in which the AED was first put into service in the Service Date field (Field 20). Use the June 30 date ending the school year. The 2019-20 school year is reported as 2020-06-30. Date must be in ISO format.
4. Enter the actual date on which the current inspection for the AED expires in the Date Inspection Expires field (Field 21). If components have separate inspection expiration dates, report the earliest date. Date must be in ISO format.
5. Enter a brief description of the location of the AED in the Placement field (Field 22).
6. Repeat as needed for each AED at each location.

Save and Upload the File:

1. Click on Save As and name the file correctly (SUBMITTINGAUN_LOCATION_FACT_DATE&TIME).
   Example file name: 123456789_LOCATION_FACT_201506110800.
2. Save file type as a .csv file
3. Upload the .csv file into PIMS as a Location Fact template via the C6 Safe Schools - AED 2020-21 collection.

PIMS Location Fact Template for Automatic External Defibrillator (AED)

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
1	9	SUBMITTING AUN	R	K	The unique, 9-digit AUN assigned by the PDE.	In the PDE-provided reporting tool, this is prepopulated. Do not modify *See Rule 1 below.	DISTRICT CODE	All LEA and School Numbers can be found on the EdNA website Example: 123456789
2	4	SCHOOL NUMBER	R	K	The PDE defined 4-digit code Identifying the school. IUs use SCHOOL NUMBER 0000.	In the PDE-provided reporting tool, this is prepopulated. Do not modify. *See Rule 1 below.	LOCATION CODE	All LEA and School Numbers can be found on the EdNA website Example: 1234
3	10	SCHOOL YEAR DATE	R	K	A single date (June 30), the last day of the current school year indicating the whole school year.	In the PDE-provided reporting tool, this is prepopulated. Do not modify. *See Rule 1 below.	REPORTING DATE	Example: 2021-06-30
4	3	CATEGORY 1	R	K	Description of the data element being reported	In the PDE-provided reporting tool, this is prepopulated. Do not modify. *See Rule 1 below.		Valid Value: AED
5	5	CATEGORY 2	R	K	Unique number identifying each AED in service at the location. The number need not refer to the same AED each year.	In the PDE-provided reporting tool, this is prepopulated. Do not modify. *See Rule 1 below.		Valid Values: AED01 through AED20, NONE.
6	4	CATEGORY 3	R	K	The overall condition of the AED.	In the PDE-provided reporting tool, this is prepopulated with the default value, "NA." Modify only if this row is being used to report an AED. *See Rule 2 below.		Valid Values: NEW, GOOD, FAIR, POOR, or NA
7	Not Collected							
8	Not Collected							
9	Not Collected							
10	Not Collected							
11	Not Collected							
12	Not Collected							

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
13	Not Collected							
14	9	PRIMARY MEASURE TYPE	R	K	Use the constant value of INDICATOR.	In the PDE-provided reporting tool, this is prepopulated. Do not modify. *See Rule 1 below.		Valid value: INDICATOR
15	Not Collected							
16	Not Collected							
17	Not Collected							
18	1	INDICATOR	R	U	Indication of whether the location has AED(s) in service.	In the PDE-provided reporting tool, this is prepopulated with the default value, "N." Modify only if this row is being used to report an AED. *See Rule 2 below.		Valid value: Y or N
19	Not Collected							
20	10	SERVICE DATE	CR	U	A single date indicating the school year during which the AED was placed in service; June 30 at the end of the standard school year is used to designate a school year.		START DATE	Example: 2021-06-30
21	10	DATE INSPECTION EXPIRES	CR	U	The date on which the current AED inspection expires. If none, report the earliest date of expiration of any of the components (batteries, pads, etc.)		END DATE	Example: 2021-03-21
22	3000	PLACEMENT	CR	U	Enter a brief description of the location of the AED within the school.		COMMENT	Examples: Nurses Office, Hallway outside gymnasium.

Rules **See the Rules section of the Template domain for rules consistent throughout all templates*

1. In the PDE-provided AED Excel reporting tool, Fields 1, 2, 3, 4, and 14 are prepopulated. Do not edit data in these fields.
2. In the PDE-provided AED Excel reporting tool, Fields 6 and 18 are prepopulated with default values that may be edited.

Load Sequence/Dependencies

No dependencies

Location Fact Template for Interscholastic Athletic Opportunities Data

(18 Fields, 9 Collected, Delimited)

Target Table(s): LOCATION_FACT

Template Description

The Location Fact Template is used to submit the results of the Interscholastic Athletic Opportunities Disclosure Form. Information is captured in an Excel file, automatically creating the Location Fact template to be submitted to PIMS. This survey applies to School Districts, Comprehensive Career and Technical Centers, and Charter Schools.

The Interscholastic Athletic Opportunities Disclosure Form and directions on how to complete this form are located on the PDE website under Data and Reporting/PIMS/Excel Reporting Tools 2018-19 Athletics Survey Form. After reading the directions, proceed as follows:

1. Open the Excel file "Interscholastic Athletic Disclosure Form" and supply the LEA & School Information by entering your 9-digit AUN. Certain information will automatically populate this first page.
2. Proceed to filling out page 1 of the Disclosure Form.
    a. If the school **does not** sponsor any Interscholastic Athletic Teams, but the school does have athletes playing for another school entity, explain on Page 4 Comments and proceed to step 3.
    b. If the school **does not** sponsor any Interscholastic Athletic Teams and the school does not have athletes playing for another school entity, only fill out page 1 and go to step 3.
    c. If the school **does** sponsor Interscholastic Athletic Teams, proceed to filling out the additional pages 2, 3, 4 and 5.
3. When all information has been completed on the disclosure form it should be saved in Excel.
4. After saving the disclosure form in Excel, click on Page 6_PIMS Input Page and do the following:
    a. click on Save As and name the file correctly (SUBMITTINGAUN_LOCATION_FACT_DATE&TIME).
    b. Example file name: 123456789_LOCATION_FACT_201506110800
    c. save file type as .csv
    d. Upload the .csv file into the PIMS system as a Location Fact template.

Survey Domain

The LEAs are required to submit the following templates in the Survey Domain:

- Survey Participant Response Template

  This template applies to the following organizational types:

  - Intermediate Units
  - School Districts
  - Career and Technology Centers
  - Charter Schools

All fields may not be mandatory; however, all fields within each template **MUST BE** accounted for in order to transmit data.

Survey Participant Response Template

(8 Fields, 7 Collected, Delimited)

Target Table(s): SURVEY_PARTCPNT_RESPONSE

Template Description

The Survey Participant Response Template is used to capture the results of the PATI IU Technology Survey, the PATI LEA Technology Survey, and the PATI School Technology Survey. The IU survey applies only to Intermediate Units. The LEA and School surveys apply to school districts, charter schools, and career and technology centers.

For the IU and LEA surveys the grain of this template is one record per survey response or answer. There are 14 questions within the IU survey (all of which are required) so IUs will submit 14 records in this template. Similarly, for the LEA survey, there are 23 questions requiring 23 records in the template.

For the school survey the grain is one record per school per survey response or answer. There are 39 questions in this survey. Therefore, 39 records will be submitted in this template for each school.

See the PATI Survey tables below the template specifications for details on the questions pertaining to each survey. Note that school districts, charter schools, and career and technology centers, which must submit both the LEA and School surveys, can do so in one file or in separate files.

Survey Participant Response Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
1	9	SUBMITTING AUN	R	K	The unique, 9-digit Administrative Unit Number (AUN) assigned by the PDE.		DISTRICT CODE	All LEA and School Numbers can be found on the EdNA website Example: 123456789
2	11	SURVEY NAME	R	K	The name of the survey.	Value must be in all capital letters.		Valid Values: • PATI_IU – PATI IU Technology Survey • PATI_LEA – PATI LEA Technology Survey • PATI_SCHOOL – PATI School Technology Survey

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
3	10	SURVEY ADMINISTRATION	R	K	The school year of the survey. A single date indicating the school year the survey was completed; June 30 at the end of the standard school year is used to designate a school year.			Example: 2021-06-30
4	9	PARTICIPANT ID	R	K	For the PATI IU and LEA surveys use the AUN. For the PATI School survey use the PDE defined 4-digit code identifying the School Number.			All LEA and School Numbers can be found on the EdNA website Example: • SUBMITTING AUN: 123456789 • SCHOOL NUMBER: 1234
5	N/A	SURVEY QUESTION ID	R	K	The SURVEY QUESTION ID. See the appropriate table below for the list of questions, their SURVEY QUESTION ID and SURVEY CHOICE VALUES.			Valid values are defined for each survey in the tables below.
6	N/A	SURVEY CHOICE VALUE	R	U	The SURVEY CHOICE VALUE (the answer); see the appropriate table below for the list of questions, their SURVEY QUESTION ID and SURVEY CHOICE VALUES.	This field is required and must be submitted for all responses. For those questions that technically only require a free form response a value of 99 must be supplied.	SURVEY CHOICE ID	Valid values are defined for each survey in the tables below.
7	Not collected							
8	4000	FREE FORM RESPONSE TEXT	CR	U	If applicable, the free form response to the survey question.	This field is only submitted when a free form response is necessary.	FREE FORM RESPONSE VALUE	

Rules **See the Rules section of the Template domain for rules consistent throughout all templates*

Load Sequence/Dependencies

No dependencies

PATI IU Technology Survey (14 Questions)

The table below presents the 14 questions that comprise the PATI IU Technology Survey. Associated with each question is a Survey Question ID and the possible Survey Choice Values. A response to each question must be submitted in the template. Here is a link to the PATI IU Survey spreadsheet.

Sample Data

The table below provides a sample of what the Survey Participant Response Template should look like in the 2019-2020 PATI IU Technology Survey. For clarity purposes this is shown in tabular format instead of comma, tab or pipe (|) delimited format.

Submitting AUN	Survey Name	Survey Administration	Participant ID	Survey Question ID	Survey Choice Value	Not Collected	Free Form Response Text
123456789	PATI_IU	2021-06-30	123456789	10	2		
123456789	PATI_IU	2021-06-30	123456789	20	99		LEA 1, LEA 2
123456789	PATI_IU	2021-06-30	123456789	30	1		
123456789	PATI_IU	2021-06-30	123456789	40	4		
123456789	PATI_IU	2021-06-30	123456789	50	1		
123456789	PATI_IU	2021-06-30	123456789	60	10		
123456789	PATI_IU	2021-06-30	123456789	70	4		
123456789	PATI_IU	2021-06-30	123456789	80	99		Enter additional detail here
123456789	PATI_IU	2021-06-30	123456789	90	9		
123456789	PATI_IU	2021-06-30	123456789	100	11		
123456789	PATI_IU	2021-06-30	123456789	110	3		
123456789	PATI_IU	2021-06-30	123456789	120	1		
123456789	PATI_IU	2021-06-30	123456789	130	1		
123456789	PATI_IU	2021-06-30	123456789	140	2		

PATI LEA Technology Survey (23 Questions)

The table below presents the 23 questions that comprise the PATI LEA Technology Survey. Associated with each question is a Survey Question ID and the possible Survey Choice Values. These will be used in creating the Survey Participant Response Template. A response to each question must be submitted in the template. Here is a link to the PATI LEA Survey spreadsheet.

Sample Data

The table below provides a sample of what the Survey Participant Response Template should look like in the 2019-2020 PATI LEA Technology Survey. For clarity purposes this is shown in tabular format instead of comma, tab or pipe (|) delimited format.

Submitting AUN	Survey Name	Survey Administration	Participant ID	Survey Question ID	Survey Choice Value	Not Collected	Free Form Response Text
112233445	PATI_LEA	2021-06-30	112233445	10	1		
112233445	PATI_LEA	2021-06-30	112233445	20	98		
112233445	PATI_LEA	2021-06-30	112233445	30	1		
112233445	PATI_LEA	2021-06-30	112233445	40	4		
112233445	PATI_LEA	2021-06-30	112233445	50	1		
112233445	PATI_LEA	2021-06-30	112233445	60	10		
112233445	PATI_LEA	2021-06-30	112233445	70	4		
112233445	PATI_LEA	2021-06-30	112233445	80	99		Enter additional detail here
112233445	PATI_LEA	2021-06-30	112233445	90	9		
112233445	PATI_LEA	2021-06-30	112233445	100	11		
112233445	PATI_LEA	2021-06-30	112233445	110	3		
112233445	PATI_LEA	2021-06-30	112233445	120	2		
112233445	PATI_LEA	2021-06-30	112233445	130	98		
112233445	PATI_LEA	2021-06-30	112233445	140	98		
112233445	PATI_LEA	2021-06-30	112233445	145	3		
112233445	PATI_LEA	2021-06-30	112233445	150	1		
112233445	PATI_LEA	2021-06-30	112233445	160	2		Enter additional detail here
112233445	PATI_LEA	2021-06-30	112233445	170	2		Enter additional detail here
112233445	PATI_LEA	2021-06-30	112233445	180	5		Enter additional detail here
112233445	PATI_LEA	2021-06-30	112233445	190	1		
112233445	PATI_LEA	2021-06-30	112233445	200	2		Enter additional detail here
112233445	PATI_LEA	2021-06-30	112233445	210	2		Enter additional detail here
112233445	PATI_LEA	2021-06-30	112233445	220	1		

PATI School Technology Survey (38 Questions)

The table below presents the 39 questions that comprise the PATI School Technology Survey. Associated with each question is a Survey Question ID and the possible Survey Choice Values. These will be used in creating the Survey Participant Response template. A response to each question must be submitted in the template. Here is a link to the PATI School Survey spreadsheet.

Sample Data

The table below provides a sample of what the Survey Participant Response Template should look like in the 2019-2020 PATI School Technology Survey for one school for the first few questions. For clarity purposes this is shown in tabular format instead of comma, tab or pipe (|) delimited format.

Submitting AUN	Survey Name	Survey Administration	Participant ID	Survey Question ID	Survey Choice Value	Not Collected	Free Form Response Text
112233445	PATI_SCHOOL	2021-06-30	1111	5	99		90
112233445	PATI_SCHOOL	2021-06-30	1111	6	99		80
112233445	PATI_SCHOOL	2021-06-30	1111	10	2		
112233445	PATI_SCHOOL	2021-06-30	1111	20	2		
112233445	PATI_SCHOOL	2021-06-30	1111	401	99		120
112233445	PATI_SCHOOL	2021-06-30	1111	402	99		60
112233445	PATI_SCHOOL	2021-06-30	1111	403	99		20
112233445	PATI_SCHOOL	2021-06-30	1111	404	99		55

…..

Staff Domain

The LEAs are required to submit the following templates in the Staff Domain:

- Staff Template
- Staff Snapshot Template
- Staff Assignment Template
- Staff Development Fact Template

These templates apply to the following organizational types:

- School Districts
- Intermediate Units
- Career and Technology Centers
- Charter Schools
- State Juvenile Correctional Institutions
  NOTE: SJCIs do not need to submit the Staff Development Fact template, which is part of the Safe Schools Collection.

Excel Tools

- Person Template for EL Coordinator
- Person Role Template for EL Coordinator

These templates apply to the following organizational types:

- School Districts
- Intermediate Units
- Comprehensive Career and Technology Centers
- Charter Schools
- State Juvenile Correctional Institutions

All fields may not be mandatory; however, all fields within each template **MUST BE** accounted for in order to transmit data.

Staff Template

(95 Fields, 34 Collected, Delimited)

Target Table(s): STAFF

Template Description

This template is meant to reflect the current professional employee situation – there is only one LEA record for each professional employee, even if the employee has worked in more than one location within the LEA for a given collection period.

School security personnel, including directly employed or contracted school police officers, school resource officers, and school security officers, are collected in this template. These staff members are to be reported during Collection Window 6 for the Safe Schools data set, not during the October Staff Submission. During this submission only the fields listed below are required. All school security personnel for the entire school year should be reported during this window, even if the individual is no longer working in this capacity at the end of the school year. **NOTE**: Professional staff should not be submitted during the summer security staff submission. School security personnel that are reported in this template should not be included in the District Fact template for Safe Schools.

Fields required for the Safe Schools data set during Collection Window 6:

- Field 1 – SUBMITTING AUN
- Field 2 – PPID
- Field 14 – SCHOOL NUMBER
- Field 48 - STAFF QUALIFICATION STATUS CODE
- Field 65 - FIRST NAME
- Field 66 - LAST NAME
- Field 95 - AUTHORIZED TO CARRY WEAPON INDICATOR

NOTE: If an LEA has no directly employed or contracted school security personnel, a record indicating this must be entered in the District Fact template, refer to this section.

PIMS Staff Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
1	9	SUBMITTING AUN	R	K	The unique, 9-digit Administrative Unit Number (AUN) assigned by PDE for the LEA that employs (or contracts with the private entity for) the person.		DISTRICT CODE	All LEA and School Numbers can be found on the EdNA website Example: 123456789
2	8	PPID	R	K	A unique identifier for each staff member; use the 7-digit Professional Personnel ID (PPID) for all certificated staff and non-certificated staff. For school security personnel who have a PPID, report the PPID. For school security personnel without a PPID: Use the 5- or 6-digit Municipal Police Officer Training ID (MPTID) ~~for school security personnel~~ preceded by SS; or if the school security personnel does not have an MPTID, the LEA must assign the individual a unique and consistent 5- or 6-digit ID preceded by SS.	~~The following only applies for the Safe Schools Collection. All IDs for school security staff should be prefixed with "SS" so that they do not conflict with other staff IDs.~~	STAFF ID	Example: • 6925031 or • SS123456 (for school security staff without a PPID)
3	Not collected							
4	Not collected							
5	Not collected							
6	Not collected							
7	Not collected							

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
8	3	JOB DESCRIPTION	R	U	The level of access that should be granted in the PVAAS Roster Verification system for this school year. Value in this field will be used to create account credentials and authorize specific levels of access to PVAAS.		POSITION TITLE	See Appendix AH in Volume 2 of the PIMS User Manual for the full list of Job Descriptions. Example: SWS
9	Not collected							
10	Not collected							
11	Not collected							
12	Not collected							
13	Not collected							
14	4	SCHOOL NUMBER	R	U	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. • Private schools use 0000.	Required and is the code of the primary location for the staff member. IUs use SCHOOL NUMBER 0000.	LOCATION CODE	All LEA and School Numbers can be found on the EdNA website Example: 1234
15	Not collected							
16	Not collected							
17	1	STAFF EMPLOYMENT TYPE CODE	R	U	An indication of whether an individual is employed for a standard number of hours (as determined by civil or organizational policies) in a week, month, or other period of time.			Valid Values: • F – full time • P – part time
18	Not collected							
19	Not collected							
20	1	GENDER	R	U	A person's gender.		GENDER CODE	Valid Values: • M – male • F – female
21	2	RACE / ETHNICITY *(continued next page)*	R	U	The general racial or ethnic category that most clearly reflects the individual's recognition of their community or with which the individual most identifies.	Required if known. Refer to "Race/Ethnicity: Federal Race and Ethnicity Standards" in this volume of the manual for an explanation of the federal race and ethnicity codes.	RACE OR ETHNICITY CODE	Valid Values: • 1 – American Indian/Alaskan Native (not Hispanic) • 3 – Black or African • American (not Hispanic)

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
								• 4 – Hispanic (any race) • 5 – White (not Hispanic) • 6 – Multi-Racial (not Hispanic) • 9 – Asian (not Hispanic) • 10 – Native Hawaiian or other Pacific Islander (not Hispanic)
22	Not collected							
23	14	HOME PHONE	O	U	The telephone number including the area code.			Example: 717-555-1212
24	Not collected							
25	40	ADDRESS 1	R	U	The street number and street name or post office box number of home address.			Example: 222 Main St.
26	40	ADDRESS 2	O	U	Additional street address information, if necessary.			Example: Apt. 107
27	30	CITY	R	U	The name of the city in which an address is located.			Example: Harrisburg
28	2	STATE	R	U	The 2-character abbreviation for the state (within the United States) or outlying area in which an address is located.			See Appendix D in Volume 2 of the PIMS User Manual for the full list of state abbreviations. Example: PA
29	10	ZIP	R	U	The 5- or 9-digit zip code portion of home address.		FULL ZIP CODE	Example: 17126-0333
30	Not collected							
31	Not collected							
32	Not collected							
33	Not collected							
34	Not collected							

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
35	10	CURRENT SERVICE DATE	R	U	The month, day, and year on which an individual was hired for a position. NOTE: This must be the date the professional first was hired for the current position, even if that is a prior year.			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 for exited staff only.		Example: 2015-07-15
37	Not collected							
38	Not collected							
39	2	YEARS EXPERIENCE	R	U	The total number of years that an individual has worked in 1 or more educational institutions. Enter whole numbers only, not fractions or decimals. Employment in states other than PA and in private schools may be counted.	An individual in their first year should be reported as one (1). Do not enter zero. This should only include years as a professional in Pre-K – 12 education.		Example: 20
40	10	BIRTH DATE	R	U	The month, day, and year on which an individual was born.	Must match birth date reported in Teacher Information Management System (TIMS) and must be within a set range so the age is between 22 and 80.		Example: 1991-07-15
41	1	ACTIVE / INACTIVE INDICATOR *(continued next page)*	R	U, R	Indicate employment status based on your selection of a valid value.	Staff reported on the previous year's snapshot as active or on leave who are no longer employed by LEA must be reported as terminated only in the first snapshot following their termination. Do not continue to report terminated staff in successive years.		Valid Values: • A – active • T – terminated • M – military leave • S – sabbatical leave • U – suspension • O – other • H – charter school • W – workers' compensation

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
						For terminated staff, be sure to populate Field 54 (TERMINATION CODE).		
42	Not collected							
43	2	YEARS EXPERIENCE IN DISTRICT	R	U	The total number of consecutive years that an individual has worked for the LEA. Enter whole numbers only, not fractions or decimals. This should only include years as a professional in Pre-K – 12 education.	An individual in their first year should be reported as one (1). Do not enter zero. If an individual leaves the LEA and returns, he/she starts over.		Example: 15
44	2	JOB CLASS CODE LONG	O	U	The category that most clearly reflects the nature and degree of an individual's participation in the work force.			Valid Values: • PE – Professional Employee • TPE –Temporary Professional Employee • SP – Substitute (other than Professional or Temporary Professional) • OE – Other Employee • SC – Subcontracted Employee
45	Not collected							
46	Not collected							
47	Not collected							

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
48	3	STAFF QUALIFICATION STATUS CODE	CR	U	The type of school security staff.	Required for school security staff This field should be used for school security staff only. NOTE: This only applies for the Safe Schools Collection.		Valid Values: • SSO – School Security Officer • SRO – School Resource Officer • SPO – School Police Officer See Appendix X in Volume 2 of the PIMS User Manual for a definition of the above values.
49	Not collected							
50	Not collected							
51	Not collected							
52	10	ANNUAL SALARY	R	U	The salary or wage (**in whole dollars only**) an individual is paid before deductions (excluding differentials). If currently in contract negotiations, enter most current salary. **Substitutes are not included in this report unless they are filling a vacant position.** See Staff How-To Guide for more information.	Report the annual contract salary to the nearest dollar. **Do not report cents.** Do not report "extra" salary paid for extra duties assumed voluntarily (for example, coaching football).		Example: 45000
53	Not collected							
54	2	TERMINATION CODE	CR	U	The primary reason for the termination of the employment relationship. If staff member was included on prior report and has left the LEA, include on report and indicate appropriate termination code.	This field is required for exited staff only.	EMPLOYMENT SEPARATION REASON CODE	See Appendix AO in Volume 2 of the PIMS User Manual for a complete list of valid values.
55	Not collected							

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
56	Not collected							
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 the value ~~PPID~~ from the Field 2 (STAFF ID).			Example: 987654
58	Not collected							
59	Not collected							
60	Not collected							
61	Not collected							
62	Not collected							
63	1	LOCAL CONTRACT	O	U	Indicates whether the staff member has a current contract or is working without a contract, because the contract is currently in negotiations.	Y (Yes) – has a current contract N (No) – is in negotiations		Valid Value: Y or N
64	Not collected							
65	60	FIRST NAME	R	U	A legal name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.		FIRST NAME LONG	Example: Thomas
66	60	LAST NAME	R	U	The legal name borne in common by members of a family, also known as the surname.	See the October Student How-To Guide for further information.	LAST NAME LONG	Example: Smith
67	10	NAME SUFFIX	O	U	An appendage, if any, used to denote an individual's generation in their family (e.g., Jr., Sr., III).			Examples: Jr., Sr., II, III, IV, V, etc.
68	Not collected							
69	Not collected							
70	Not collected							
71	4	HIGHEST DEGREE INSTITUTION CODE	R	U	The extent of formal instruction an individual has received (i.e., the highest grade in school completed or its equivalent, or the highest degree received).			See Appendix C in Volume 2 of the PIMS User Manual for the full list of Levels of Education.
72	Not collected							

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
73	40	ADDRESS 3	O	U	The apartment, room, or suite number of an address.			Example: Apt. 12, Ste.
74	Not collected							
75	Not collected							
76	80	E-MAIL ADDRESS	R	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. Work email addresses are strongly recommended.	This field will be used in conjunction with Field 8 (JOB DESCRIPTION) to create PVAAS user accounts. Must be a valid e-mail address: username, "at symbol" (@), domain and extension.		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: Louise
78	Not collected							
79	Not collected							
80	Not collected							
81	Not collected							
82	Not collected							
83	4	EMPLOYMENT ELIGIBILITY VERIFICATION	O	U	The second form of documentation (supplemental to an identification document with photograph, e.g., driver's license) furnished by an individual verifying their eligibility to be legally employed in the United States.			See Appendix G in Volume 2 of the PIMS User Manual for a complete list of valid values.
84	Not collected							
85	Not collected							
86	Not collected							
87	Not collected							
88	Not collected							
89	Not collected							
90	Not collected							
91	Not collected							
92	Not collected							
93	Not collected							
94	Not collected							

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
95	1	AUTHORIZED TO CARRY WEAPON INDICATOR	CR	U	Specifies whether the school security staff member is authorized to carry a weapon.	~~NOTE: This only applies for the Safe Schools Collection.~~ Required for school security personnel (School Police Officer, School Resource Officer, School Security Officer).		Valid Value: Y or N

Rules **See the Rules section of the Template domain for rules consistent throughout all templates*

Load Sequence/Dependencies

No dependencies

Staff Snapshot Template

(95 Fields, 35 Collected, Delimited)

Target Table(s): STAFF_SNAPSHOT

Template Description

This table is used to record a point-in-time view of the staff population. The Staff Snapshot template can be used to track changes over time since there is one record for each staff member for each snapshot date. The Staff Snapshot template must be submitted in a point-in-time fashion. 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 collection period.

School security personnel, including directly employed or contracted school police officers, school resource officers, and school security guards, also are collected in this template. These staff members are to be reported during Collection Window 6 for the Safe Schools data set, not during the October Staff Submission. During this submission only the fields listed below are required. All school security personnel members for the entire school year should be reported during this window, even if the individual no longer is working in this capacity at the end of the school year. School security personnel that are reported in this template should not be included in the District Fact template for Safe Schools.

Fields required for the Safe Schools data set during Collection Window 6:

- Field 1 – SUBMITTING AUN
- Field 2 – PPID
- Field 14 – SCHOOL NUMBER
- Field 48 – STAFF QUALIFICATION STATUS CODE
- Field 50 – SNAPSHOT DATE
- Field 65 – FIRST NAME
- Field 66 – LAST NAME
- Field 95 – AUTHORIZED TO CARRY WEAPON INDICATOR

If an LEA has no directly employed or contracted security staff, a record indicating this must be entered in the District Fact template, refer to this section.

The only difference between the Staff and Staff Snapshot Templates is the inclusion of the SNAPSHOT DATE (Field 50) in the Staff Snapshot Template. See the Staff Template above for all other Staff Snapshot Data Elements.

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	Indicates the reporting period date for the staff record.	This template is a mirror of the STAFF Template where SNAPSHOT DATE must be populated and is reserved for compatibility with the STAFF_SNAPSHOT Table.	Example: 2020-10-01

Rules **See the Rules section of the Template domain for rules consistent throughout all templates*

Load Sequence/Dependencies

Load Sequence/Dependency
STAFF

Staff Assignment Template

(26 Fields, 9 Collected, Delimited)

Target Table(s): STAFF_ASSIGNMENT

Template Description

This template will be used to track point-in-time information on staff assignments. The Staff Assignment template must be submitted in a point-in-time fashion. Include one record per staff assignment in this template. There is no limit to the number of staff assignments that can be included here. Include all assignments for each staff member. Assignments should exist for all staff included on the Staff Snapshot Template. Do not include short term substitutes in the Staff Assignment template. **Include long-term substitutes ONLY where filling a vacancy**. **NOTE:** The percent of time is a cumulative total for the entire school year. **The sum of percent time should equal 100 for full-time staff**.

This template also is used to collect data on the connection between directly employed or contracted school security personnel (including school police officers, school resource officers, and school security guards) and the schools they are responsible for patrolling. These individuals need to be submitted within this template only during the Safe Schools collection in June. All security staff members for the entire year should be reported, even if the individual is no longer working in this capacity at the end of the school year. School security personnel that are reported in this template should not be included in the District Fact template for Safe Schools. There is a single assignment code for school security staff (9998).

PIMS Staff Assignment Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
1	9	SUBMITTING AUN	R	K	The unique, 9-digit AUN assigned by the PDE.		DISTRICT CODE	All LEA and School Numbers can be found on the EdNA website Example: 123456789
2	8	PPID *(continued next page)*	R	K	A unique identifier for each staff member; use the 7-digit Professional Personnel ID (PPID) for all certificated staff and non-certificated staff. For school security personnel who have a PPID, report the PPID. For school security personnel without a PPID: Use the 5- or 6-digit Municipal Police Officer Training ID (MPTID)	The PPID must be consistent across all templates and must not include leading zeroes. ~~The following only applies for the Safe Schools Collection. All IDs for school security staff should be prefixed with "SS" so that they do not conflict with other staff IDs.~~	STAFF ID	Example: • 6925031 or • SS123456 (for school security staff without a PPID)

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
					~~for school security personnel~~ preceded by SS; or if the school security personnel does not have an MPTID, the LEA must assign the individual a unique and consistent 5- or 6-digit ID preceded by SS.			
3	4	ASSIGNMENT CODE	R	K	Code for the certificated or non-certificated assignment.	For school security staff use 9998.		See Appendix B in Volume 2 of the PIMS User Manual for a list of valid values.
4	4	SCHOOL NUMBER	R	K	The PDE-defined, 4-digit code identifying the school where the staff member is assigned. For Staff Assignment, school security staff should be reported at their individual locations. 0000 should only be used if they are assigned to an administrative building.	Classroom teacher positions should not be reported at 0000 (Only applies to the following organizational types: CS, CTC, SD, SJCI). Administrative staff identified as an LEA level position, location must be reported at 0000 (Only applies to the following organizational types: IU, SD, SJCI).	LOCATION CODE	All LEA and School Numbers can be found on the EdNA website Example: 1234
5	10	SCHOOL YEAR DATE	R	K	A single date (June 30), the last day of the current school year indicating the whole school year.			Example: 2021-06-30
6	10	ASSIGNMENT DATE	R	K	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 2019-07-01 if the actual start date during the year is unknown.			Example: 1987-01-04 or 2018-07-01

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
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.	Conditionally Required (CR) for PA Inspired Leadership (PIL) positions that have ended. Must be greater than Field 6 (ASSIGNMENT DATE). Staff assignments held during current school year do not require a completion date to be reported and should be left blank until the Staff member leaves the assignment.		Example: 2020-10-31
8	Not collected							
9	Not collected							
10	Not collected							
11	Not collected							
12	Not collected							
13	Not collected							
14	Not collected							
15	Not collected							
16	Not collected							
17	Not collected							
18	4	PERCENT TIME ASSIGNED	R	U	The actual number of hours worked in a position divided by the maximum number of hours the position allows. See the Staff How-To Guide for more information on this field. NOTE: The total percent of time for all assignments for the entire school year should equal 100 for full-time staff. Accurate value must be reported for all staff, including school security staff.	An FTE of 90% should be entered as 90, not as 0.90 (do not include the percentage symbol). NOTE: In rare instances a staff member may accept additional Pre-K – 12 duties that are beyond the requirements of her full-time position, resulting in a percent time assigned greater than 100.		Example: 100
19	Not collected							

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
20	Not collected							
21	Not collected							
22	Not collected							
23	Not collected							
24	Not collected							
25	Not collected							
26	4	PRIMARY ASSIGNMENT INDICATOR	R	U	An indication of whether the assignment is the staff member's main assignment.	Additional assignments can be submitted for a staff member, but only one assignment can be primary. Primary Assignment will be used to group staff into categories when averaging salaries. Primary Assignment should be chosen to ensure staff are categorized appropriately in averages.		Valid Value: Y or N

Rules **See the Rules section of the Template domain for rules consistent throughout all templates*

Load Sequence/Dependencies

Load Sequence/Dependency
STAFF

Staff Development Fact Template

(14 Fields, 5 Collected, Delimited)

Target Table(s): STAFF_DEV_FACT

Template Description

This template collects qualification and training data on directly employed or contracted School Security Guards, School Resource Officers and School Police Officers. All security staff members for the entire year should be reported, even if the individual is no longer working in this capacity at the end of the school year. School security personnel that are reported in this template should not be included in the District Fact template for Safe Schools. This template specifically collects the following dates within the current school year:

- Date of the most recent initial training.
- Date of the most recent firearms qualification.
- Date of the most recent CPR qualification.
- Date of the most recent first aid qualification.
- Number of hours of Municipal Police Officer's Education and Training Commission (MPOETC) training.
- Number of hours of National Association of School Resource Officers (NASRO) training.
- Number of hours of local training.

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
1	9	SUBMITTING AUN	R	K	The unique, 9-digit AUN assigned by the PDE.		DISTRICT CODE	All LEA and School Numbers can be found on the EdNA website Example: 123456789
2	8	PPID *(continued next page)*	R	K	A unique identifier for each staff member; use the 7-digit Professional Personnel ID (PPID) for all certificated staff and non-certificated staff. For school security personnel who have a PPID, report the PPID. For school security personnel without a PPID: • Use the 5- or 6-digit Municipal Police Officer Training ID (MPTID) ~~for school security personnel~~ preceded by SS; or if the school security personnel does not have	~~The following only applies for the Safe Schools Collection. All IDs for school security staff should be prefixed with "SS" so that they do not conflict with other staff IDs.~~	STAFF ID	Example: • 6925031 or • SS123456 (for school security staff without a PPID)

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
					an MPTID, the LEA must assign the individual a unique and consistent 5- or 6-digit ID preceded by SS.			
3	8	ACTIVITY CODE	R	K	The code identifying the type of qualification or training. Submit one record per value per person.			See Appendix AP in Volume 2 of the PIMS User Manual for a list of valid values.
4	10	ACTIVITY START DATE	R	K	Date of most recent qualification or training: • For INITIAL, WEAP, CPR, and FIRST AID, use actual date qualification obtained or training. • For MPOETC, NASRO and LOCAL trainings, use School Year Date of YYYY-06-30 (for SY 2020-2021, this would be 2021-06-30).			Example: 2016-01-01 or 2017-06-30
5	Not collected							
6	Not collected							
7	Not collected							
8	Not collected							
9	Not collected							
10	Not collected							
11	Not collected							
12	Not collected							
13	Not collected							
14	10, 3	ACTIVITY HOURS	CR	U	Number of hours of training within the current year for MPOETC, NASRO, or LOCAL.	Required if ACTIVITY CODE = MPOETC, NASRO, or LOCAL.		Example: 10

Rules **See the Rules section of the Template domain for rules consistent throughout all templates*

Load Sequence/Dependencies

Load Sequence/Dependency
STAFF

Person Template for EL Coordinator

(14 Fields, 14 Collected, Delimited)

Target Table: PERSON

Template Description

The Person Template for Staff is used to submit the following data sets:

- **EL Coordinator:** the Person Template is used to submit results of the EL Coordinator Collection Form. Information is captured in an Excel file that was developed specifically for this data set and automatically creates the Person template to be submitted to PIMS. This collection applies to all public LEAs.

  The EL Coordinator form and directions on how to complete this form are located on the PDE website under Data & Reporting/PIMS/Excel Reporting Tools EL Coordinator. After reading the instructions, proceed as follows:

  1. Open the Excel file "EL Coordinator" and supply the requested Information on page 2 (Data Entry) of the Form.
  2. When all information has been completed on the Data Entry page it should be saved in Excel.
  3. After saving the Data Entry form in Excel, click on Page 3_PIMS Person Input Page and do the following:
     a. click on File
     b. click on Save As
     c. name the file correctly (SUBMITTINGAUN_PERSON_DATE&TIME). Example file name: 123456789_PERSON_201506110800
     d. save file type as .csv
  4. Upload the .csv file into the PIMS system as a Person template.

  Purpose

  LEAs must identify an EL Coordinator in order to receive communications and updates for ACCESS for ELLS, the federally required English language proficiency assessment for all English Learners in the Commonwealth. This information will be submitted to the test vendor and will ensure that only authorized personnel have access to testing materials and LEA test setup information.

Person Role for EL Coordinator

(5 Fields, 5 Collected, Delimited)

Target Table: PERSON_ROLE

Template Description

The Person Role Template for Staff is used to submit the following data sets:

- **EL Coordinator:** the Person Role Template is used to submit results of the EL Coordinator Collection Form. Information is captured in an Excel file that was developed specifically for this data set and automatically creates the Person Role template to be submitted to PIMS. This collection applies to all public LEAs.

  The EL Coordinator form and directions on how to complete this form are located on the PDE website under Data & Reporting/PIMS/Excel Reporting Tools EL Coordinator. After reading the instructions, proceed as follows:

  1. Open the Excel file "EL Coordinator" and supply the requested Information on page 2 (Data Entry) of the Form.
  2. When all information has been completed on the Data Entry page it should be saved in Excel.
  3. After saving the Data Entry form in Excel, click on Page 4_PIMS Person Role Input Page and do the following:
     a. click on File
     b. click on Save As
     c. name the file correctly (SUBMITTINGAUN_PERSON_ROLE_DATE&TIME). Example file name: 123456789_PERSON_ROLE_201506110800
     d. save file type as .csv
  4. Upload the .csv file into the PIMS system as a Person Role template.

  Purpose

  LEAs must identify an EL Coordinator in order to receive communications and updates for ACCESS for ELLS, the federally required English language proficiency assessment for all English Learners in the Commonwealth. This information will be submitted to the test vendor and will ensure that only authorized personnel have access to testing materials and LEA test setup information.

Student Domain

The LEAs are required to submit the following templates in the Student Domain:

- Student Template
- Student Snapshot Template

  These templates apply to the following organizational types:

  - School Districts
  - Intermediate Units
  - Career and Technology Centers
  - Charter Schools
  - State Juvenile Correctional Institutions
  - Private Residential Rehabilitation Institutions (PRRI)
  - Approved Private Schools (APS)

- Staff Student Subtest Template

  This template applies to the following organizational types:

  - School Districts
  - Intermediate Units
  - Career and Technology Centers

- Student Award Fact Template for Industry-Recognized Credentials and Work-Based Learning Experiences for Non-CTE Students

  This template applies to the following organizational types:

  - School Districts
  - Charter Schools
  - Intermediate Units
  - Career and Technology Centers
  - State Juvenile Correctional Institutions
  - Private Residential Rehabilitation Institutions (PRRI)
  - Approved Private Schools (APS)

- Student Fact Template for Career Standards Benchmarks

  This template applies to the following organizational types:

  - School Districts
  - Charter Schools
  - Intermediate Units
  - Career and Technology Centers
  - State Juvenile Correctional Institutions
  - Private Residential Rehabilitation Institutions (PRRI)
  - Approved Private Schools (APS)

- Student Local Assessment Subtest Template (for LEAs approved to use the local assessment option for the current school year)

  This template applies to the following organizational types:

  - School Districts
  - Charter Schools
  - Comprehensive Career and Technology Centers

All fields may not be mandatory; however, all fields within each template **MUST BE** accounted for in order to transmit data.

Student Template

(222 Fields, 64 Collected, Delimited)

Target Table(s): STUDENT

Template Description

The Student Template contains one LEA record for each student for each school year. The Student template can be submitted at all reporting periods other than end of year in either a point-in-time fashion (only including active students) or in a cumulative fashion (all students enrolled in the LEA for the school year).

The end of year Student template submission must be a cumulative submission. All students, regardless of whether or not they were active on a PDE reporting date, must be included in the end of year submission.

NOTE: Not all fields are required at each submission period.

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
1	9	SUBMITTING AUN	R	K	The unique, 9-digit Administrative Unit Number (AUN) assigned by PDE for the LEA that is reporting the student.		DISTRICT CODE	All LEA and School Numbers can be found on the EdNA website Example: 123456789
2	4	SCHOOL NUMBER	R	U	The PDE-defined, 4-digit code identifying the school that is reporting the student. All public schools have a 4-digit school code that is other than 0000 or 9999. NOTES: • IUs, PRRIs and APSs use School Number 0000. • If a student is at a location that does not have a designated school code, use 9999 as the School Number. • PSSA and Keystone precodes will not be generated for code 9999.	For Child Accounting, a student's average daily attendance (ADA) is attributed to the SCHOOL NUMBER populated in this record. For Special Education – the Special Education Reporting LEA uses 9999 for students educated in other LEAs.	LOCATION CODE	All LEA and School Numbers can be found on the EdNA website Example: 1234

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
3	10	SCHOOL YEAR DATE	R	K	A single date (June 30), the last day of the current school year indicating the whole school year.			Example: 2021-06-30
4	10	PASECUREID	R	K	The unique, 10-digit PAsecureID assigned to the student. Informs various indicators in the Future Ready PA Index.	STUDENT IDs must be unique within an LEA. Therefore, only a single instance of a student is to be supplied in source file.	STUDENT ID	Example: 1000000009
5	Not collected							
6	Not collected							
7	Not collected							
8	Not collected							
9	Not collected							
10	3	GRADE	R	U	Indication of the student's grade level.	Special Ed students must be coded with an actual grade level. The appropriate grade level can be found on the student's IEP.	CURRENT GRADE LEVEL	See Appendix K in Volume 2 of the PIMS User Manual for a complete list of valid values.
11	Not collected							
12	Not collected							
13	20	HOME ROOM	O	U	Provide the homeroom number for the student for the given year. This field is used for determining class size in the elementary school grades and in off-site preschool programs.	LEAs with registered Adult Affidavit Programs (AAPs) may code all AAP grade-level students as AAPHR.		Example: 206A
14	10	BIRTH DATE	R	U	Provide the birth date of the student.			Example: 2009-07-15
15	1	GENDER	R	U	Provide a code that represents the gender of the student.		GENDER CODE	Valid Values: • M – male • F – female
16	40	ADDRESS 1	CR	U	Provide the street name and number of the student's mailing address.	Address information is needed for CTE secondary students, Perkins funded CTE adult affidavit program students and Special Education students.		Example: 222 Main St.

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
17	40	ADDRESS 2	CR	U	Provide additional information concerning the street address of the student's mailing address, such as apartment number.	Address information is needed for CTE secondary students, Perkins funded CTE adult affidavit program students and Special Education students.		Example: Apt. 107
18	30	CITY	CR	U	Provide the city of the student's mailing address.	Address information is needed for CTE secondary students, Perkins funded CTE adult affidavit program students and Special Education students.		Example: York
19	2	STATE CODE	CR	U	Provide the official 2-character US Postal Service abbreviation for the student's mailing address.	Address information is needed for CTE secondary students, Perkins funded CTE adult affidavit program students and Special Education students.		See Appendix D of Volume 2 of the PIMS User Manual for the full list of state abbreviations. Example: PA
20	10	ZIP	R	U	Provide the official US Postal Code for the student's mailing address.	If this field is populated, the values should be in the format ##### or #####-####.	FULL ZIP CODE	Example: 17401 or 17401-1234
21	Not collected							
22	Not collected							
23	Not collected							
24	Not collected							
25	Not collected							
26	Not collected							

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
27	2	RACE / ETHNICITY	R	U, R	A single code indicating the race and ethnicity of the student. Informs various indicators in the Future Ready PA Index.	Refer to "Race/Ethnicity: Federal Race and Ethnicity Standards" in this volume of the manual for an explanation of the federal race and ethnicity codes.	RACE OR ETHNICITY CODE	Valid Values: • 1 – American Indian/Alaskan Native (not Hispanic) • 3 – Black or African American (not Hispanic) • 4 – Hispanic (any race) • 5 – White (not Hispanic) • 6 – Multi-Racial (not Hispanic) • 9 – Asian (not Hispanic) • 10 – Native Hawaiian or other Pacific Islander (not Hispanic)
28	Not collected							
29	Not collected							
30	Not collected							
31	Not collected							
32	Not collected							
33	1	FOOD PGM PARTICIPATION CODE	R	U, R	Use this field to indicate if a student participates in free or reduced lunch program.	LEAs with registered AAPs should code all AAP grade-level students as N.		Valid Values: • F – free • R – reduced price • N – neither
34	4	CHALLENGE TYPE	CR	U	Student's primary Challenge Type. This often is referred to as Disability throughout PDE. NOTE: This MUST match Field 11 (PRIMARY DISABILITY) of the Special Education Snapshot template.	This field is required only if Field 38 (SPECIAL EDUCATION) = Y or E.		See Appendix H in Volume 2 of the PIMS User Manual for a complete list of valid values.
35	Not collected							
36	Not collected							
37	Not collected							

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
38	1	SPECIAL EDUCATION	R	U, R	Provide an indication of whether the student is a special education student. This field is used for tracking presence of IEP for Precode. Informs various indicators in the Future Ready PA Index.	LEAs with registered AAPs should code all AAP grade-level students as N.		Valid Values: • Y – has IEP • E – exited IEP < 2 years • N – no IEP or exited IEP > 2 years
39	Not collected							
40	Not collected							
41	2	EL STATUS *(continued next page)*	R	U	This field indicates whether the student: • is currently identified as an EL; • Is currently identified as an EL who has Limited or Interrupted Formal Education (LIFE); • was formerly EL, has exited, and is being monitored; • was formerly EL, has exited, and no longer is being monitored, or; • was never identified as EL. Informs various indicators in the Future Ready PA Index.	Code AAPs grade-level students as 01 when student has limited ability in speaking, reading, writing or understanding English language and whose native language is other than English or lives in environment in which a language other than English is dominant. Otherwise, code AAP students as 99. Criteria used to determine if the student has Limited or Interrupted Formal Education (LIFE) Valid Value 06: • is enrolling after grade 2, and • has a literacy score of less than 3.5 on the WIDA Screener, and • has at least two fewer years of age appropriate schooling than peers or has unenrolled from U.S. Schools to enroll in schools in other countries (including Puerto Rico)	LEP PARTICIPATION	Valid Values: • 01 – current EL, not LIFE • 03 – former EL, exited, and in 1st year of monitoring • 04 – former EL, exited, and in 2nd year of monitoring • 05 – former EL, exited, and no longer monitored • 06 – current EL, LIFE (Limited or Interrupted Formal Education) • 07 – former EL, exited, and in 3rd year of monitoring • 08 – former EL, exited, and in 4th year of monitoring • 99 – never EL

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
						more than two times in the past four years, and • has limited encoding/ decoding skills in native language (as indicated by family interview and/ or native language measures and/or review of academic records)		
42	Not collected							
43	Not collected							
44	Not collected							
45	2	LIEP TYPE (Language Instruction Educational Program)	CR	U	LIEP Type provided to EL student (if student is in multiple Programs, select the value of the Program providing the highest percentage of instruction) - LIEP Classifications Guidance	Select only one program for each individual student. This field is required for all students where Field 41 (EL STATUS) = 01 or 06. A Flow Chart can be found on page 4 of the hyperlink in the Definition.	SPECIAL PROGRAM CODE	Valid Values: • 21 – Mixed Bilingual • 22 – EL Bilingual • 23 – EL Specific Transitional Instruction • 24 – Mixed Classes with Native Language Support • 25 – EL Specific English-only • 26 – Mixed Classes with English-only Support • 27 – Parental refusal-mixed classes with English-only support • 98 – LIEP type 21-26 provided by another entity – English only support provided at this entity
46	Not collected							
47	Not collected							
48	Not collected							
49	Not collected							
50	Not collected							
51	Not collected							
52	Not collected							
53	Not collected							

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
54	Not collected							
55	Not collected							
56	Not collected							
57	Not collected							
58	Not collected							
59	Not collected							
60	Not collected							
61	Not collected							
62	Not collected							
63	Not collected							
64	Not collected							
65	1	GRAD STATUS	CR	U	Indication of whether a student graduates, drops out, or transfers.	This field pertains to graduation status *and* dropout status, as well as transfers. Use appropriate code for students for whom one of the situations in the Valid Values list applies. This field does not apply to AAPs students.	GRADUATION STATUS CODE	See Appendix AL in Volume 2 of the PIMS User Manual for a complete list of valid values.
66	3	EXPECTED POST-GRADUATE ACTIVITY	CR	U	Indication of the type of activity the student plans for after graduation or after dropping out.	1. Value 998 is valid for dropouts only. 2. Values 010 – 100 are valid for graduates only. 3. Value 997 is valid for special education students with an IEP only. Required for dropouts and high school graduates only.		See Appendix M in Volume 2 of the PIMS User Manual for a complete list of valid values.
67	1	STUDENT STATUS	CR	U	Indication of the current status of the student.	Required for students that fall into one of the situations described in the valid value list.		See Appendix L in Volume 2 of the PIMS User Manual for a complete list of valid values.

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
68	10	DATE FIRST ENROLLED IN AN ELD or BILINGUAL EDUCATION PROGRAM	CR	U	The date when the student was initially enrolled in an ELD or bilingual education program in a US school. Use best information available on prior enrollments.	This field does not apply to AAPs students that are coded as "Current EL" in Field 41 (EL STATUS).	LAST STATUS DATE	Example: 2008-09-01
69	Not collected							
70	1	504 PLAN	R	U	This 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. NOTE: Populate this field with N for students recorded as having a current/active IEP in Field 38 (SPECIAL EDUCATION) of this template.	ADA STATUS INDICATOR	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 collected							
72	Not collected							
73	1	FOREIGN EXCHANGE STUDENT	R	U	An indication of whether the student has entered the country on a student visa (usually 2-year) and is not intending to remain here permanently.	LEAs with registered AAPs may code all AAP grade-level students as N. Student's age must be 15 or greater.		Valid Value: Y or N
74	Not collected							
75	Not collected							
76	Not collected							
77	Not collected							
78	Not collected							
79	Not collected							

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
80	2	GIFTED	R	U	Indicates the student's gifted status and participation in a Gifted and Talented program.	LEAs with registered AAPs may code all AAP grade-level students as N.	GIFTED PARTICIPATION CODE	Valid Values: • GY – Gifted, has GIEP • GS - Gifted, receives gifted services through IEP • GX – Gifted, does not receive gifted services • N – Not applicable
81	Not collected							
82	Not collected							
83	Not collected							
84	Not collected							
85	Not collected							
86	Not collected							
87	Not collected							
88	1	ECONOMIC DISADVANTAGED STATUS CODE *(continued next page)*	R	U	This field indicates the economically disadvantaged status of a student and is used to provide the economically disadvantaged disaggregation. Informs various indicators in the Future Ready PA Index.	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. For Community Eligibility Provision (CEP) schools, do not use free and reduced-price lunch eligibility to determine a student's economic status.		Valid Value: Y or N

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
						By definition, all students in CEP schools are to be reported as food program eligible (Field 131 of the student and student snapshot templates). In addition to using other poverty source data indicators, LEAs with AAPs CTE enrollees should populate with Y if AAP student is eligible to receive a Pell grant or comparable state need-based financial assistance.		
89	Not collected							
90	1	MOBILITY CODE	CR	U	Identification of specific mobility situations.	Use C in the case of a Special Education referral student not being educated by your LEA, where the student is referred to an outside placement that does not report to PIMS.		Valid Values: • A – No Show or Drop out who never attended in the reporting SY • B – Summer transfer who never attended in the reporting SY • C – Never educated ~~at~~ by this LEA during the reporting SY but still enrolled at this LEA.
91	3	DIPLOMA TYPE CODE	CR	U	The type of diploma/credential that is awarded to a student in recognition of their completion of the curricular requirements.	This field is required for students that have graduated. (Field 65 = "G").		Valid Values: • 806 – Regular diploma • 816 – General Education Development (GED) credential
92	Not collected							
93	25	ALTERNATE STUDENT ID	R	U	A student ID that is different than the primary identifier associated such as a local student identifier.			
94	Not collected							

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
95	1	TITLE III EL ELIGIBILITY	CR	U	A Title III Indicator to identify EL students that are Title III served in districts that accept Title III funds. Indicate if the student participates in or benefits from any supplemental activities or receives any supplemental materials funded by Title III. All ELs in a district that accepts Title III funds may not be Title III served.	This field is conditionally required for ELs with a Valid Value of 01 or 06 in Field 41 (EL STATUS).	LEP/ELL ELIGIBILITY	Valid Values: • Y – Title III served • N – Not Title III served
96	1	TITLE I PART A	CR	U	A Title I Part A indicator to identify students that are Title I Part A participants.	If your Title I Part A Program is delivered school-wide, ensure that all values are Y.	PROGRAM SERVICE CODE	Valid Values: • Y – Title I Part A • N – Not Title I Part A
97	10	GRADE 09 ENTRY DATE	CR	U	The school year in which the student entered 9th grade for the first time. The school year is represented by a single date indicating the whole school year; June 30 at the end of the standard school year is used to designate a school year. Thus, the 2020-2021 school year would be indicated by 2021-06-30.	This field is required for any student enrolled in grades 9 – 12.		Valid Value: If a student enters 9th grade for the first time in the 2020-2021 school year, submit 2021-06-30 as the grade 09 entry date. Example: 2021-06-30
98	10	LEA ENTRY DATE	R	U	The most recent date that the student entered the LEA. If a student withdraws from the LEA then returns, the date of the student's re-enrollment in the LEA.	This should only be the current school year for new students in their first year at an LEA. LEAs with registered AAPs may code all AAP grade-level students with a July 1 reporting year date (2019-07-01).	DISTRICT ENTRY DATE	Example: 2016-07-01

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
99	10	SCHOOL ENTRY DATE	R	U	The most recent date that the student entered the school. If a student withdraws from the LEA then returns, the date of the student's re-enrollment in the LEA. If the student changes schools within the LEA due to a grade change, during the school year, do not update the school entry date.	For new students in their first year at a school only, this should be the current school year. LEAs with registered AAPs may code all AAP grade-level students with a July 1 reporting year date (2019-07-01).		Example: 2019-07-01
100	Not collected							
101	Not collected							
102	Not collected							
103	Not collected							
104	Not collected							
105	Not collected							
106	Not collected							
107	Not collected							
108	Not collected							
109	10	STATE ENTRY DATE	R	U	The first date that the student entered any public LEA in Pennsylvania (Do not use student's date of birth). If a student left PA public education and then returned to any public LEA in PA, the date of the student's re-enrollment in that LEA.	This field must be populated with the actual date. LEAs with registered AAPs may code all AAP grade-level students with a July 1 reporting year date (2019-07-01).		Example: 2016-07-01
110	10	DATE FIRST ENROLLED IN A US SCHOOL	CR	U	The date that the student first enrolled in a US school. For this purpose, enrollment in a school in Puerto Rico does not count as enrollment in a US school. Use best information available on prior enrollments.	This data is needed for EL students only. This field does not apply to AAPs students that are coded as "Current EL" (codes 01 or 06, but not 98 in Field 45) in Field 41 (EL STATUS).	INITIAL US ENTRY DATE	Example: 2003-08-01

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
111	1	HOMELESS STUDENT	CR	U	(G) Homeless individuals described in section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a) Section 725 of the McKinney-Vento Act, as amended by the ESSA, defines the following terms: (a) Homeless children and youths means individuals who lack a fixed, regular, and adequate nighttime residence. The term includes— (1) Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals. (2) Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings. (3) Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and (4) Migratory children (as defined in section 1309 of the Elementary and Secondary Education Act of 1965, as amended), who qualify as homeless because they are living in circumstances described in this definition.	Report Adult Affidavit (AAP) students only.	HOMELESS STATUS CODE	Valid Value: Y or N

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
112	1	MIGRANT STUDENT	CR	U	Migrant student is defined as a student who is a migrant worker or whose parent or spouse is a migrant worker. U.S. Department of Health and Human Services definition identifies a migrant worker as "an individual whose principal employment is in agriculture on a seasonal basis, who has been so employed within the last 24 months, and who establishes for the purpose of such employment a temporary abode."	Report Adult Affidavit (AAP) students only.	MIGRANT STATUS CODE	Valid Value: Y or N
113	Not collected							
114	Not collected							
115	Not collected							
116	Not collected							
117	9	DISTRICT OF RESIDENCE AUN	R	U	The AUN of the school district where the parent/legal guardian resides.	This must be one of the following: • one of the 500 Pennsylvania school districts. • the generic PA state code of 999999999. The generic out-of-state code of 888888888. Refer to Appendix N in Volume 2 of the PIMS User Manual for a complete list of Residency Status Codes. This field is checked by the Data Quality Engine (DQE)	DISTRICT CODE OF RESIDENCE	All LEA and School Numbers can be found on the EdNA website. Example: 123456789
118	Not collected							
119	Not collected							
120	1	STUDENT IS A SINGLE PARENT *(continued next page)*	CR	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		PARENTAL STATUS CODE	Valid Value: Y or N

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
					a minor child or children for which the parent has either custody or joint custody or is pregnant. This is a Perkins requirement. This is an element required for secondary and adult affidavit program CTE students only.			
121	Not collected							
122	Not collected							
123	4	HOME LANGUAGE CODE	CR	U	The NCES Code for the native language a child is/was exposed to that resulted in identification as an English Learner. Conditionally required if native language is other than US English.	LEAs with registered AAPs may leave this field blank for all AAP grade-level students.		See Appendix J in Volume 2 of the PIMS User Manual for a complete list of valid NCES country and language codes. ~~If native language is US English, leave blank.~~
124	Not collected							
125	4	YEARS IN US SCHOOLS	CR	U	An integer value (1, 2, or 3) that indicates the years that a student meets the Title III immigrant definition as follows: a. A student who: • is age 3 – 21; and • was not born in any U.S. state; and • has not been attending one or more schools in any one or more U.S. state for more than three full academic years. b. Students from Puerto Rico are not considered Immigrants. c. Foreign Exchange students should be considered immigrants. This information is used for Title III Immigrant funding purposes only.	In the case of re-entry into US schools, the calculation for YEARS IN US SCHOOLS is cumulative. Calculation of number of months is from date of enrollment to October 1 of the current school year. Use best information available.		Valid Values: 1, 2, or 3 as defined in the Business Rules. If student has been in US schools: • 1 = 0 – 12 months • 2 = 13 – 24 months • 3 = 25 – 36 months

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
126	10	NAME SUFFIX	O	U	An appendage, if any, used to denote an individual's generation in their family (e.g., Jr., Sr., III).	Suffix should be split out from last name, both here and in PAsecureID. If student previously submitted into PAsecureID with suffix in last name field, resubmit into PAsecureID with the suffix split out. NOTE: DO NOT create a new PAsecureID; edit the existing one. See the October Student How-To Guide for further information.		Valid Values: Jr., Sr., II, III, IV, V, Esq., etc.
127	Not collected							
128	Not collected							
129	Not collected							
130	Not collected							
131	1	FOOD PROGRAM ELIGIBILITY	R	U	The student's eligibility to participate in the free/reduced lunch program.	All students receiving free or reduced-price lunch in Community Eligibility Provision (CEP) schools are to be reported as food program eligible, regardless of their economic status. Students in non-CEP schools are to be reported as eligible if they are eligible to participate in the free or reduced-price lunch program.		Valid Values: • F – Free • R – Reduced price • N – Neither
132	Not collected							
133	60	LAST NAME	R	U	The legal last name (surname) of the student.	See the October Student How-To Guide for new guideline regarding hyphenated last names. Do not include suffix in last name.	LAST NAME LONG	Example: Harley

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
134	60	FIRST NAME	R	U	The legal first name of the student.		FIRST NAME LONG	Example: George
135	Not collected							
136	Not collected							
137	Not collected							
138	Not collected							
139	Not collected							
140	Not collected							
141	Not collected							
142	60	MIDDLE NAME	O	U	The middle name of the student.	Whenever possible, this is to be the FULL middle name, not just the middle initial.		Example: Howard
143	Not collected							
144	Not collected							
145	Not collected							
146	Not collected							
147	Not collected							
148	Not collected							
149	Not collected							
150	Not collected							
151	Not collected							
152	Not collected							
153	Not collected							
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.		
155	Not collected							
156	Not collected							
157	Not collected							
158	Not collected							
159	Not collected							
160	Not collected							
161	Not collected							
162	Not collected							
163	Not collected							

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
164	Not collected							
165	4	SCHOOL NUMBER OF RESIDENCE	R	U	The PDE defined, 4-digit code of the public school that the student would attend, based on (1) their grade level and (2) home address of their parents/legal guardian. This must be a School Number related to the reported Field 117 (DISTRICT OF RESIDENCE AUN).	If the district of residence AUN is the PA State Code 999999999 use School Number 9999. If the district of residence AUN is out of state (88888888) use 9999. If the district of residence does not have a school with the appropriate grade level for the student (a 12th grade student whose district of residence does not have a high school), use 0000. For charter school students use the School Number of the school the student would attend in the district of residence if not in the charter school. For students reported as being educated in a **magnet school located within the student's district of residence** use the magnet school's School Number, not the school the student would attend based on their home address. LEAs with registered AAPs may code all AAP grade-level students as 9999.	LOCATION CODE OF RESIDENCE	All LEA and School Numbers can be found on the EdNA website Example: 1234

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
166	1	OUT OF WORKFORCE INDIVIDUAL	CR	U	An indication of whether the student is considered an Out of Workforce Individual (Displaced Homemaker). The term Out of Workforce Individual 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."	This field is needed for secondary and adult affidavit CTE students only.		Valid Value: Y or N
167	1	SPECIAL EDUCATION REFERRAL (Special Education Services Provided Outside the LEA)	R	U	Special Education students that are receiving 100% of their services from a PIMS Reporting agency (SD, IU, CS, CTC, APS, PRRI, SJCI) other than their Special Education Reporting Entity (School District or Charter School). If the Special Education Reporting Agency is also the educating LEA, this field should equal N.	Must be a Special Education student. Valid Value in Field 38 (SPECIAL EDUCATION) must be "Y" or "E" to value this field with a "Y." District of Residence and Charter Schools are the only entities allowed to have "Y" in this field.	SPED REFERRAL CODE	Valid Value: Y or N
168	Not collected							
169	Not collected							
170	Not collected							
171	Not collected							
172	Not collected							
173	Not collected							

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
174	Not collected							
175	Not collected							
176	Not collected							
177	Not collected							
178	Not collected							
179	Not collected							
180	Not collected							
181	Not collected							
182	2	HOME ADDRESS STATE COUNTY CODE	O	U	The 2-digit county code of the student's mailing address; counties in PA are numbered 01 – 67 in alphabetical order.			See Appendix D in Volume 2 of the PIMS User Manual for the full list of state abbreviations.
183	Not collected							
184	Not collected							
185	Not collected							
186	Not collected							
187	Not collected							
188	Not collected							
189	9	FUNDING DISTRICT AUN	R	U	The AUN of the school district that is financially responsible for the student. In most cases, this will be the same district as reported under Field 117 (DISTRICT OF RESIDENCE AUN), EXCEPT in the case of non-resident foster or institutionalized students.	This must be one of the Pennsylvania school districts. Refer to section "Students to be Reported in PIMS." Also, refer to Appendix N in Volume 2 of the PIMS User Manual for a full list of Residency Status Codes. LEAs with registered AAPs may code all AAP grade-level students with the AUN of the school district where the CTE AAP education entity is located.	FUNDING DISTRICT CODE	All LEA and School Numbers can be found on the EdNA website Example: 123456789

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
190	1	CTE INDICATOR	CR	U	This field is only required for students educated by LEA schools classified as either "occupational" or "comprehensive" Career and Technical Centers (CTCs) on PDE's EdNA website This field indicates whether or not a normal full complement of "primary academics" is administered and provided to this student by the reported CTC school identified in Field 2 (SCHOOL NUMBER) of this template. For this data element, "primary academics" include English, Reading/Language Arts, Language Instruction Education Program (LIEP), Mathematics, Sciences, and Social Studies (history, economics, geography, and civics and government). Note: According to the Attribution Map used for assessment and accountability, if an assessed subject is taught, the occupational or comprehensive CTC will be attributed with the student's participation and performance.	This field must be populated for all students educated by occupational and comprehensive CTC schools as identified in Field 2 (SCHOOL NUMBER) of this template.		Valid Value: Y or N
191	Not collected							
192	Not collected							
193	Not collected							
194	Not collected							
195	Not collected							
196	Not collected							
197	Not collected							
198	Not collected							
199	Not collected							

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
200	Not collected							
201	Not collected							
202	Not collected							
203	Not collected							
204	Not collected							
205	Not collected							
206	Not collected							
207	1	MILITARY FAMILY CODE	R	U	Indicate whether the student's parent/guardian is an active duty member of a branch of the United States Armed Forces (Army, Navy, Air Force, Marine Corp, and Coast Guard) including full-time National Guard.	Set field to "Y" if the condition is true at any time during the school year, otherwise set to "N". Parent/Guardian includes legal guardian or other person standing in loco parentis (such as grandparent or stepparent with who the child lives, or a person whom is legally responsible for the child's welfare including a foster parent on active military duty. It is not applicable for group home, detention centers and wards of state.		Valid Value: Y or N
208	Not collected							
209	1	FOSTER STUDENT	CR	U	An AAP student who is in or has aged out of Foster Care.	Report Adult Affidavit (AAP) students only.	FOSTER CARE INDICATOR	Valid Value: Y or N
210	Not collected							
211	Not collected							
212	1	PSSA / PASA ASSESSMENT *(continued next page)*	R	U	Identifies the associated assessment(s) in which a student participates throughout the given school year. This field will facilitate PDE parsing data for LEAs administering the test and support the creation of pre-code labels by various testing vendors. Follow these rules for		ASSESSMENT PARTICIPATION CODE	Valid Values: • A – PASA, no PSSA precode label • B – PSSA, receive precode label • I – Not participating in any of these assessments • M – PASA Online testing, no label required

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
					applying the assessment participation code: • LEAs not administering an assessment to a student are to use Code I. • LEAs administering an assessment indicate the appropriate code. NOTE: One purpose of this field is to generate precode labels for the PSSA. This field is not used for PSSA Accountability. During the Accountability snapshot, this field can remain unchanged. Students in grades 3-8 must test in the PSSA (code B) or PASA (code A) per Chapter 4 requirements. The LEA should use Code I (Not Participating) for the student that is dually enrolled, but being educated outside the LEA.			• N – PSSA Online testing, no label required
213	Not collected							
214	20	KEYSTONE WINTER ASSESSMENT	R	U	Identifies that a student will participate in a Winter Keystone Assessment. This field will facilitate PDE parsing data for LEAs administering the test and support the creation of pre-code labels by various testing vendors. NOTE: Adherence to these rules will reduce the need for hand-bubbling of test booklets.	NOTE: The purpose of this field is to generate precode labels. This field is not used for Accountability.	ASSESSMENT PARTICIPATION CODE 2	Valid Value: • Y – Receive precode label • N – Not testing • O – Online testing, no label required

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
215	20	KEYSTONE SPRING ASSESSMENT	R	U	Identifies that a student will participate in a Spring Keystone Assessment. This field will facilitate PDE parsing data for LEAs administering the test and support the creation of pre-code labels by various testing vendors. NOTE: Adherence to these rules will reduce the need for hand-bubbling of test booklets.	NOTE: The purpose of this field is to generate precode labels. This field is not used for Accountability.	ASSESSMENT PARTICIPATION CODE 3	Valid Values: • Y – Receive precode label • N – Not testing • O – Online testing, no label required
216	20	KEYSTONE SUMMER ASSESSMENT	R	U	Identifies that a student will participate in a Summer Keystone Assessment. This field will facilitate PDE parsing data for LEAs administering the test and support the creation of pre-code labels by various testing vendors. NOTE: Adherence to these rules will reduce the need for hand-bubbling of test booklets.	NOTE: The purpose of this field is to generate precode labels. This field is not used for Accountability.	ASSESSMENT PARTICIPATION CODE 4	Valid Values: • Y – Receive precode label • N – Not testing • O – Online testing, no label required
217	20	AUN OF ENROLLMENT	R	U	Provide the AUN of the LEA providing the majority of the student's core academic education. Only PIMS Reporting Agency AUNs are valid (SD, IU, CS, CTC, APS, PRRI, SJCI). Informs various indicators in the Future Ready PA Index.	This field is used to identify the LEA providing the majority of the student's core academic education. If this is the same as the reporting LEA (SUBMITTING AUN is reported in Field 1), a school enrollment must exist in the warehouse, or in an accompanying school enrollment upload file.	DISTRICT OF ENROLLMENT CODE	All LEA and School Numbers can be found on the EdNA website Example: 123456789
218	Not collected							
219	Not collected							
220	Not collected							

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
221	20	ACCESS FOR ELLS ASSESSMENT	CR	U	Identifies that a student will participate in an EL Assessment. This field will facilitate PDE parsing data for LEAs administering the test and support the creation of precode labels by various testing vendors. NOTE: Adherence to these rules will reduce the need for hand-bubbling of test booklets.	This data is needed for EL students only.	ASSESSMENT PARTICIPATION CODE 5	Valid Values: • E – ACCESS for ELLs precode label • A – Alternate ACCESS for ELLs precode label • O – Other LEA requesting precode label
222	1	ELA ASSESSMENT EXEMPTION INDICATOR	CR	U	Student will have been enrolled in US school < or equal to 12 months by the end of current year ELA/Keystone Literature testing window and was not previously exempted.	A student can only be assigned a Valid Value of Y once in their educational career.		Valid Value: Y or N

Rules **See the Rules section of the Template domain for rules consistent throughout all templates*

Load Sequence/Dependencies

No dependencies

Note related to Migrant Status

Official Migrant data is sourced into PIMS from MIS2000, the official source. Therefore, submission of migrant data in the template is optional.

Student Snapshot Template

(222 Fields, 65 Collected, Delimited)

Target Table(s): STUD_SNAPSHOT

Template Description

The Student Snapshot template contains the same information as the Student Template, with the addition of a snapshot date. Each Student Snapshot template is used for a different purpose and the criteria of the students included may be different from other Student Snapshots. Some Student Snapshots are not true Snapshots in time, refer to the October Student How-To Guide for exceptions.

The only difference between the Student and Student Snapshot Templates is the inclusion of the SNAPSHOT DATE (Field 83) in the Student Snapshot Template. See the Student Template above for all other Student Snapshot Data Elements.

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
83	10	SNAPSHOT DATE	R	N/A	One of the standard reporting dates defined by PDE.		Example: 2019-10-01

Rules **See the Rules section of the Template domain for rules consistent throughout all templates*

Load Sequence/Dependencies

Load Sequence/Dependency
STUDENT

Note related to Migrant Status

Official Migrant data will be sourced into PIMS from MIS2000, the official source. Therefore, submission of migrant is required for Adult CTE students only.

Staff Student Subtest Template *(new to the Student Domain)*

(12 Fields, 12 Collected, Delimited)

Target Table: STAFF_STUDENT_SUBTEST

Template Description

The Staff Student Subtest template contains a record for each teacher/student instructional relationship for each assessment. The Staff Student Subtest template must be submitted in a cumulative fashion indicating all instructional relationships related to PSSA and Keystone Assessments for the school year.

PIMS Staff Student Subtest Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
1	9	SUBMITTING AUN	R	K	The unique, 9-digit AUN assigned by the PDE.	Use the AUN of the LEA submitting this PIMS template.	STAFF DISTRICT CODE	All LEA and School Numbers can be found on the EdNA website Example: 123456789
2	12	PPID	R	K	A unique identifier assigned by the PDE 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 students.	Do not use leading zeros or spaces in PPIDs.	STAFF ID	Example: 3456789
3	9	STUDENT AUN	R	K	The unique, 9-digit AUN assigned by the PDE. Use the AUN(s) of the LEA(s) in which the student is enrolled while participating in the course/grade/subject of instruction.		STUDENT DISTRICT CODE	All LEA and School Numbers can be found on the EdNA website Example: 123456789

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
4	12	PASECUREID	R	K	The unique, 10-digit identifier (PAsecureID) assigned by PDE to each student. Create a record for each PAsecureID, indicating all students for whom staff have direct instructional responsibility for the applicable course/grade/subject of instruction.		STUDENT ID	Example: 1000000009
5	10	SCHOOL YEAR DATE	R	K	A single date (June 30), the last day of the current school year indicating the whole school year.			Example: 2021-06-30
6	9	ASSESSMENT AUN	R	K	The unique, 9-digit AUN assigned by the PDE. Use the AUN for the state.		ASSESSMENT DISTRICT CODE	Valid Value: 999999999
7	7	TEST DESCRIPTION	R	K	The unique code that represents the assessment for which this teacher is assigned instructional responsibility.	LEAs may submit records related to any of the assessments listed in the Valid Values field, but only those records related to PSSA and Keystone assessments will be used in PVAAS value-added analysis.		See Appendix AK in Volume 2 of the PIMS User Manual for a complete list of valid values.
8	10	ASSESSMENT SCHOOL YEAR DATE	R	K	A single date indicating the whole school year; June 30 at the end of the standard school year is used to designate the Assessment school year.			Example: 2020-06-30
9	8	SUBTEST IDENTIFIER	R	K	The unique code that represents the more specific subtest for which this teacher is assigned instructional responsibility.	LEAs may submit records related to any of the assessments listed in the Valid Values field, but only those records related to PSSA and Keystone assessments will be used in PVAAS value-added analysis.		See Appendix AK in Volume 2 of the PIMS User Manual for a complete list of valid values.

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
10	3	PERCENTAGE OF SHARED INSTRUCTION (INSTRUCTIONAL RESPONSIBILITY WEIGHT) *(PVAAS-Roster Verification field - "Full or Partial % of Instruction")*	R	U	"The percentage of content-specific instruction for a state assessment that a teacher is responsible for providing to an individual student. The PERCENTAGE OF SHARED INSTRUCTION (INSTRUCTIONAL RESPONSIBILITY WEIGHT) will account for shared instruction of a student from Day One of the instruction (subject/grade/course) for the state assessment, up to and including the last school day before the LEAs testing window opens for that state assessment. Zero will add the students to the "removed from roster". 1-100 will add the students to the teacher's roster.	Whole number from 0 to and including 100. Example: • This teacher splits instructional responsibility for a student that participates in the entire course 50/50 with another teacher; field is populated with 50 • This teacher is the ONLY PA certified educator providing the content specific instruction of the assessed eligible content; field is populated with 100. See the Instructional Responsibility section the Roster Verification FAQ document on the PVAAS website (pvaas.sas.com) for further clarification.		Example: 50

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
11	3	PERCENTAGE OF CONCURRENT ENROLLMENT (INSTRUCTIONAL RELATIONSHIP WEIGHT) *(PVAAS-Roster Verification field - Student + Teacher Enrollment)*	R	U	The percentage of days in which a student and a teacher are enrolled together (concurrently enrolled) for instruction for a state assessment, from Day One of the instruction (subject/grade/course) for the state assessment, up to and including the last school day before the LEAs testing window opens for that state assessment. Zero will add the students to the "removed from roster." 1-100 will add the students to the teacher's roster.	Whole number from 0 to and including 100. Example: teacher and student are concurrently enrolled for 35 days in a 140 day course (25 percent of the course); field is populated with 25. See the Instructional Responsibility section the Roster Verification FAQ document on the PVAAS website for further clarification.		Example: 25
12	4	RELATIONSHIP SCHOOL NUMBER	R	U	The PDE defined, 4-digit code associated with the instructional relationship being reported. NOTE: Each record represents a relationship, not a teacher or student.	RELATIONSHIP SCHOOL NUMBER must be related to the matching Field 1 (SUBMITTING AUN) in EdNA.	RELATIONSHIP LOCATION CODE	Example: 1010

Rules **See the Rules section of the Template domain for rules consistent throughout all templates*

Load Sequence/Dependencies

Load Sequence/Dependencies
STUDENT
STAFF

Student Award Fact Template for Industry-Recognized Credentials and Work-Based Learning Experiences for Non-CTE Students

(6 Fields, 6 Collected, Delimited)

Target Table(s): STUDENT_AWARD_FACT

Template Description

This template defines the Student Award Fact table. This table contains data related to the Industry-Recognized Credentials awarded to and Work-Based Learning Experiences engaged in by students in grades 7 through 12.

The Industry-Based Learning Indicator identifies the percentage of 12th graders who demonstrate meaningful engagement in exploration and preparation in industry-based technical skills within grades 7 through 12 prior to graduation. The Industry-Based Learning Indicator guidance document (located at Pennsylvania Department of Education > K-12 > ESSA > Industry-Based Learning Indicator for the Future Ready PA Index: Guidelines for Data Collection, Monitoring, and Reporting) provides additional information for data collection, reporting, and monitoring. Non-CTE students will enter "ICN" for Industry-Recognized Credential or "WBL" for Work-Based Learning experiences in Field 5 and the associated work-based learning experience code in Field 4, as noted in the guidance document.

PIMS Student Award Fact Template Specifications for Industry-Recognized Credentials and Work-Based Learning Experiences for Non-CTE Students

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
1	20	SUBMITTING AUN	R	K	The unique, 9-digit AUN assigned by PDE.		DISTRICT CODE	All LEA and School Numbers can be found at EdNA website. Example: 123456789
2	10	SCHOOL YEAR DATE	R	K	A single date (June 30), the last day of the current school year indicating the whole school year.			Example: 2021-06-30
3	12	PASECUREID	R	K	The unique, 10-digit PAsecureID assigned to the student.	The 10-digit PAsecureID must be reported for the same student within the June 30 Student Snapshot and Student templates.	STUDENT ID	Example: 1000000009

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
4	30	AWARD CODE	R	K	The unique code assigned to identify the subgroup that pertains to the credential.			See Appendix AM in Volume 2 of the PIMS User Manual for a list of Industry-Recognized Credentials and Work-Based Learning Experiences for Non-CTE Students Valid Values
5	20	AWARD TYPE	R	K	Code to identify Award Type			Valid Values: • ICN – Industry-Recognized Credential • WBL – Work-Based Learning Experience
6	10	AWARD DATE	R	K	Date on which the credential was earned, or the experience was completed.			Example: 2019-04-05

Rules **See the Rules section of the Template domain for rules consistent throughout all templates*

Load Sequence/Dependencies

Load Sequence/Dependency
STUDENT

Student Fact Template for Career Standards Benchmarks

(10 Fields, 7 Collected, Delimited)

Target Table(s): STUDENT_FACT

Template Description

This template defines the Student Fact table for Career Standards Benchmarks. This table contains data (Y or N indicator) related to the students in grades 5, 8, and 11 expected to meet the benchmarks identified in State Board of Education regulations, pertaining to Career Education and Work Standards (CEW Standards). This schoolwide indicator represents a calculated percent of students who demonstrate engagement in career exploration, preparation, and implementation of individualized career plans through separate, specific measures based on grade level. The reporting requirements are as follows:

- Grade 5 benchmark—6 pieces of evidence
- Grade 8 benchmark—6 pieces of evidence, including a career plan
- Grade 11 benchmark—8 pieces of evidence, including the portfolio and evidence that demonstrates career plan implementation.

The four strands of the CEW Standards should be addressed at least once in the benchmark collection. Additional information about the Career Readiness Indicator can be found in the Guidance document.

Student Fact Template for Career Standards Benchmarks Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
1	20	SUBMITTING AUN	R	K	The unique, 9-digit AUN assigned by PDE.		DISTRICT CODE	All LEA and School Numbers can be found at EdNA website. Example: 123456789
2	10	SCHOOL YEAR DATE	R	K	A single date indicating the whole school year; June 30 at the end of the standard school year is used to designate a school year.			Example: 2021-06-30
3	10	PASECUREID	R	K	The unique, 10-digit PAsecureID assigned to the student.	The 10-digit PAsecureID must be reported for the same student within the June 30 Student Snapshot and Student templates.	STUDENT ID	Example: 1000000009

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
4	10	REPORTING DATE	R	K	The last day of the current school year.			Example: 2020-06-30
5	100	CATEGORY SET CODE	R	K	Description of the data element being reported.			CSB05 – 5th grade students CSB08 – 8th grade students CSB11 – 11th grade students
6	9	PRIMARY MEASURE TYPE	R	K	Use the constant value of INDICATOR.			Valid value: INDICATOR
7	Not Collected							
8	Not Collected							
9	Not Collected							
10	1	INDICATOR	R	U	Indication of whether the student met the benchmark.			Valid Value: Y or N

Rules

**See the Rules section of the Template domain*

Load Sequence/Dependencies

Load Sequence/Dependency
STUDENT

Student Local Assessment Subtest

(19 Fields, 11 Collected, Delimited)

Target Table(s): STUDENT_LOCAL_ASSMNT_SUBTEST

Template Description

This template identifies whether a student has met the applicable standards for grade 3 reading and grade 7 math where the LEA has chosen to exercise the local assessment option in lieu of the standard PSSA for either or both of the grade 3 reading and grade 7 math indicators of success.

LEAs have the option to report data from locally identified assessment systems for the Grade 3 Reading/Grade 7 Mathematics Early Indicators of Success indicator on the Future Ready PA Index. In identifying an assessment system for this measure, LEAs must take basic steps to evaluate the quality and sufficiency of evidence to support the use of the assessment and interpretation of its results. In addition, to ensure comparability and fairness, all students in the grades 3 and 7 cohorts across the LEA must participate in the same assessment. For more information on these standards and assurances, please refer to the following document: Guidance for Evaluating Locally Selected Measures for Use in the Future Ready PA Index for Grade 3 Reading and Grade 7 Mathematics. The assessment must provide for accessibility features or accommodations that allow it to be used by a minimum of 95% of the students in each school who are enrolled for a full academic year. Schools that do not attain a 95% participation rate on the locally selected assessment will have their data reverted to PSSA assessment data. Additionally, LEAs who chose not to use locally identified assessments will have their data default to their corresponding PSSA assessments for reporting to the Future Ready PA Index.

Student Local Assessment Subtest Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules		Sample / Valid Value
1	9	SUBMITTING AUN	R	K	The unique, 9-digit AUN assigned by PDE.		DISTRICT CODE	All LEA and School Numbers can be found at EdNA website. Example: 123456789
2	5	TEST DESCRIPTION	R	K	The constant value of LOCAL.			Valid Value: LOCAL
3	10	SCHOOL YEAR DATE	R	K	A single date (June 30), the last day of the current school year indicating the whole school year.		ASSESSMENT SCHOOL YEAR DATE	Example: 2021-06-30
4	25	SUBTEST AREA	R	K	Description of the test subject area.			Valid Values: MATH, READING
5	15	SUBTEST GRADE LEVEL	R	K	Grade level for which the test was administered.	Must match the grade level reported for the student in the STUDENT template.		See Appendix K in Volume 2 of the PIMS User Manual for valid values corresponding to grades 3 and 7.

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules		Sample / Valid Value
6	1	SUBTEST VERSION ID	R	K	The constant value 1.			Valid Value: 1
7	Not Collected							
8	Not Collected							
9	Not Collected							
10	12	PASECUREID			The unique, 10-digit PAsecureID assigned to the student		STUDENT ID	Example: 1000000009
11	10	TEST DATE	R	K	The date on which the test was taken.	Cannot be greater than the current date.		Example: 2020-10-30
12	Not Collected							
13	Not Collected							
14	Not Collected							
15	3	SCORE TYPE1	R	M	The constant value STD.			Valid Value: STD
16	Not Collected							
17	Not Collected							
18	4	STANDARD ACHIEVED 1	R	K	The standard achieved is “met on-track standard”; use the constant value MOTS.			Valid Value: MOTS
19	1	STUDENT MET STANDARD	R	U	An indication of whether the student met the standard identified.			Valid Value: Y or N

Rules **See the Rules section of the Template domain for rules consistent throughout all templates*

Load Sequence/Dependencies

Load Sequence/Dependency
STUDENT

Career and Technical Education (CTE) Domain

~~Perkins V changes will be added as Out-of-Cycle PIMS Changes, when they are completed.~~

Only LEAs with PDE-approved reimbursable secondary CTE programs or registered adult affidavit programs offered by their schools during the reporting year are required to submit the following templates in the CTE Domain, as appropriate:

- **CTE Student Fact Template** – Submit only if LEA had reportable enrollees in approved reimbursable secondary CTE programs and/or registered adult affidavit programs.
- **CTE Student Industry Credential Template** – Submit only if CTE (secondary and/or adult affidavit) program enrollees earned reportable industry certifications.

Do not report any students enrolled in, Career Exploration/Awareness Skills programs **or any adults enrolled in secondary program classes (adult intergenerational programs)** within these templates. See CTE Student Fact Template Description for further guidance concerning what students to report as CTE students.

Reporting Secondary CTE Students

If a school has PDE-reimbursable CTE program approvals in place for the reporting year but does not have any CTE student enrollments to report within **all** of an LEA's approved reimbursable CTE programs, notify the Office of Data Quality at ra-catsdata@pa.gov.

In addition to these CTE templates, all **required** data elements within the June 30 Student Snapshot template and School Enrollment template must also be submitted for secondary CTE students for an LEA. Be aware that there are Student Snapshot template data elements that are conditionally required specifically for secondary CTE students. Those elements include the address fields (Fields 16 – 20) along with the STUDENT IS A SINGLE PARENT (Field 120) and OUT OF WORKFORCE INDIVIDUAL ~~DISPLACED HOMEMAKER~~ (Field 166). Note the following grade levels (Field 10, CURRENT GRADE LEVEL, within Student Snapshot Data elements) are considered valid for secondary CTE students:

- 009 – Grade 9
- 010 – Grade 10
- 011 – Grade 11
- 012 – Grade 12

Refer to the Student Domain and Enrollment Domain sections of the user manual for additional information on each Student Snapshot and School Enrollment template data element. The PIMS Summer Submission (June 30) Student Snapshot template and School Enrollment template data must be submitted and processed to support the CTE Domain template student data.

Reporting Adult Affidavit CTE Students

If a school has PDE-registered adult affidavit CTE programs in place for the reporting year but does not have any adult affidavit CTE student enrollments to report within **all** of an LEAs adult affidavit CTE programs, notify the Office of Data Quality at ra-catsdata@pa.gov.

In addition to these CTE templates, specific data elements within the June 30 Student Snapshot template must be accurately populated to accommodate state adult CTE accountability statistics. **Reporting adult affidavit students in the School Enrollment template is not required.** Be aware that there are Student Snapshot template data elements that are conditionally required specifically for adult affidavit CTE students. Those elements include the address fields (Fields 16 – 20) along with the STUDENT IS A SINGLE PARENT (Field 120) and OUT OF WORKFORCE INDIVIDUAL ~~DISPLACED HOMEMAKER~~ (Field 166). Use the following grade level (Field 10 within Student Snapshot Data elements) to report CTE adult affidavit program students:

AAP – Adult Affidavit Program Student: Refer to the Student Domain section of the user manual for additional information on Student Snapshot template data elements. The PIMS Summer Submission (June 30) Student Snapshot template must be submitted and processed to support the CTE Domain template adult affidavit student data.

NOTE: Submit June 30 CTE Student Snapshot data **only** if LEA had reportable enrollees in PDE-approved reimbursable secondary CTE programs and/or registered adult affidavit programs. The June 30 CTE Student Snapshot must, at a minimum, include a comprehensive list of students enrolled (at any point during the reporting year) in PDE-approved, reimbursable secondary CTE programs and/or registered adult affidavit programs held (owned) and operated by the LEA.

All fields may not be mandatory; however, all fields within each template **MUST BE** accounted for in order to transmit data.

CTE Student Fact Template

(36 Fields, 28 Collected, Delimited)

Target Table(s): CTE_STUDENT_FACT

Template Description

This template defines the CTE Student Fact table. This table contains the primary details of each CTE student's enrollment within a PDE-approved school-level CTE program and/or registered adult affidavit CTE operated by each LEA.

This template serves to accommodate PDE data collection requirements for federal (Perkins V ~~The Carl D. Perkins Career and Technical Education Act of 2006~~) accountability requirements, and PDE's need to account for students that enroll in or complete approved reimbursable secondary CTE programs and/or registered adult affidavit programs.

Reporting Secondary CTE Students

Report all secondary students within this template who: (1) were enrolled in the technical component of a PDE-approved reimbursable secondary CTE program during the reporting year, AND; (2) completed and signed "Annual Educational and Occupational Objectives for Students Enrolled in a PDE Approved CTE Program" form (PDE-408) or a similar locally developed form directly related to the student's enrollment in the CTE program reported within Field 6 (CIP Code) of this template. The student's completed and signed PDE-408 form (or similar form) must be on file with the LEA that holds (owns) the approved CTE program in which the student is reported as enrolled.

NOTE: Do **not** report secondary students within the CTE Student Fact Template who:

1. lack appropriate signed educational and occupational objectives (PDE-408 form or similar form),
2. are taking one career and technical education course without intending to pursue the approved program of study as indicated by an appropriate complete educational and occupational objective form (PDE-408 or similar form), or
3. are taking a career and technical education course in order to explore careers.

IMPORTANT NOTE: LEAs with students enrolled in 2020-2021 PDE approved reimbursable secondary CTE programs held (owned) and operated by the LEA need to submit this template. **A secondary CTE student may only be reported once at the CIP SCHOOL NUMBER (SCHOOL)-LEVEL within this template. A secondary student may be reported more than once within this template only if the student was enrolled in approved CTE programs within more than one school (CIP SCHOOL NUMBER) within an LEA during the reporting year.**

Reporting Adult Affidavit CTE Students

Report all students enrolled in registered adult (only) affidavit CTE programs that meet state program standards/requirements and were submitted and registered as operational in the Career and Technical Education Information System (CATS)(http://www.catsv2.pa.gov/Screens/Login/wfPublicHome.aspx) for this reporting year. ***Do not report adult students enrolled in secondary programs (adult intergenerational programs).*** Adult affidavit programs are **adult only** programs. CATS registered adult affidavit programs **do not include:**

- Enrichment/hobby-type programs for personal benefit that are not job related and that do not contribute to a person's occupational objective;
- Programs in Adult Basic Education (ABE), Standard Evening High School (SEHS) or General Education Development (GED) unless the program also meets Career and Technical Education requirements;
- State-funded Customized Job Training Programs (CJT);

- Programs funded 100% with federal monies (e.g. Workforce Investment and Opportunity Act);
- 100% employer-funded programs; or
- Any program not open to the public.

CATS registered adult affidavit programs should include the following program types:

- Registered Apprenticeship: a program for adults enrolled in a registered apprenticeship program involving on-the-job training.
- Emergency Service: a program for adults in voluntary public emergency service (e.g. Emergency Medical Technology and Firefighting).
- Other Occupational: a program for adults enrolled in a career and technical program for new occupational preparation or to upgrade their skills.

Questions related to the CTE adult affidavit registration process should be directed to the Bureau of Career and Technical Education at (717) 783-6996.

IMPORTANT NOTE: LEAs with students enrolled in 2020-2021 PDE registered adult (only) affidavit programs held (owned) and operated by the LEA need to submit this template. **An adult affidavit CTE student may be reported more than once within this template to document each registered adult affidavit program the student was actively enrolled in during the reporting year.**

IMPORTANT TECHNICAL NOTE: This template is designed to accommodate both secondary and AAP CTE students. LEAs need to develop data extracts to accommodate the ~~28~~ 36-field layout of this template for BOTH secondary and AAP student records.

PIMS CTE Student Fact Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
1	9	SUBMITTING AUN	R	K	The unique, 9-digit Administrative Unit Number (AUN) assigned by PDE.		DISTRICT CODE	All LEA and School Numbers can be found on the EdNA website Example: 123456789
2	10	SCHOOL YEAR DATE	R	K	A single date (June 30), the last day of the current school year indicating the whole school year.			Example: 2021-06-30
3	10	PASECUREID	R	K	The unique, 10-digit PAsecureID assigned to the student.	The 10-digit PAsecureID must be reported for the same student within the June 30 Student Snapshot and Student templates.	STUDENT ID	Example: 1000000009

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
4	4	CIP SCHOOL NUMBER	R	K	The unique, PDE-defined, 4-digit school code assigned to the school that owns the CTE program approval or registered adult affidavit program reported for this student in Field 6 (CIP CODE) of this template.		CTE CIP LOCATION CODE	All LEA and School Numbers can be found on the EdNA website Example: 1234
5	4	STUDENT SCHOOL NUMBER	R	U	This is a mandatory field within the eScholar templates. It is necessary for all LEAs to enter the same value populated in Field 4 (CIP CODE).		STUDENT LOCATION CODE	All LEA and School Numbers can be found on the EdNA website Example: 1234
6	12	CIP CODE	R	K	The 6-digit Classification of Instructional Program (CIP) code that identifies the approved reimbursable secondary CTE program or adult affidavit program (owned and operated by a specific LEA school) serving this student.	Secondary Students: Report secondary students in only one CIP per CIP-School Number (school) for a reporting year. If the student was enrolled in multiple CTE programs at a school during the reporting year, report the CIP the student was enrolled in last. EXCEPTION: If a secondary student completed a program before the end of the school year, report the CIP that the student completed. Adult Affidavit Program (AAP) Students: Report AAP student CIP code(s) in distinct CTE Student Fact Template entries for each AAP CIP in which the student was actively enrolled during the reporting year within a school.		Example: 015999 • Include leading zeros. • Do not include any decimals. Refer to the CATS Approval System to view a school's approved secondary programs and their associated CIP codes and Delivery Method (Plan of Delivery) approvals for the appropriate reporting year: Refer to the Career and Technical Education folder within the PIMS Documents website to view a list of both approved secondary programs and any registered adult affidavit programs for your school.

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
7	12	DELIVERY METHOD CODE (*continued next 2 pages*)	R	K	Code identifies ~~"occupational," "tech prep" or~~ "Program of Study" or "Career and Technical" program delivery for secondary CTE. Code also specifically identifies a registered adult affidavit program. ~~OCCUPATIONAL – A plan delivering rigorous workforce preparedness through knowledge, skills, and attributes required for a specific or cluster occupation through completion of a CTE program.~~ ~~TECH PREP – A plan consisting of at least two years of secondary education. Includes rigorous academic and technical components, and leads to admission into a postsecondary certificate, associate degree, or registered apprenticeship program.~~ PROGRAM OF STUDY – A plan incorporating secondary and postsecondary education elements. Includes coherent and rigorous content aligned with challenging academic standards and relevant career and technical content in a coordinated, non-duplicative progression of courses that align secondary education with postsecondary education to	Report the PDE-approved Delivery Method (Plan of Delivery) Code (~~50, 60 or~~ 70 or 75) associated with the appropriate CIP code of the approved reimbursable secondary program (owned and operated by your LEA) serving this student and reported in Field 6 (CIP CODE) of this template. Use code 80 to identify all Adult Affidavit program CIPs reported in Field 6. NOTE: The code 80 identifier does not include or relate to "adult intergenerational programs."		Valid Values: • ~~50 – Occupational~~ • ~~60 – Tech Prep~~ • 70 – Program of Study • 75 – Career and Technical • 80 – Adult Affidavit Program Refer to the CATS Approval System to view a school's approved secondary programs and their associated CIP codes and Delivery Method (Plan of Delivery) approvals for the appropriate reporting year: Refer to the Career and Technical Education folder within the PIMS Documents website to view a list of both approved secondary programs and any registered adult affidavit programs for your school.

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
					adequately prepare students to succeed in postsecondary education; may include the opportunity for secondary education students to participate in dual or concurrent enrollment programs or other ways to acquire postsecondary education credits that lead to an industry-recognized credential or certificate at the postsecondary level or an associate or baccalaureate degree. All programs of study operate with the agreement conditions specified in the Perkins Statewide Articulation Agreement. Career and Technical – A plan consisting of secondary education that includes rigorous academic and technical components, and leads to admission into a postsecondary certificate, associate degree, or registered apprenticeship program. ADULT AFFIDAVIT PROGRAM – Adult only programs formally registered with PDE's Career and Technical Education Information System (CATS) for this reporting year.			

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
					Informs the Rigorous Courses of Study indicator in the Future Ready PA Index.			
8	10	REPORTING DATE	R	K	The last day of the current school year.			Valid Value: 2021-06-30
9	10	REPORTING DATE PERIOD LEVEL	R	K	All LEAs should provide a value of Year to indicate a student was involved in a CTE program during the reporting school year.	All LEAs should provide value of Year to indicate a student involved in a CTE program during the reporting school year.		Valid Value: Year
10	12	CTE STATUS TYPE CODE *(continued next page)*	R	U	A 2-digit code reflecting the most appropriate CTE student status after student received all related technical instruction for the reporting year within the specific program (CIP code) reported in Field 6 (CIP CODE) of this template.	FOR SECONDARY STUDENTS: Terminology of "COMPLETED" or "DID NOT COMPLETE CTE PROGRAM" directly relate to whether a student: • completed all secondary-level competencies necessary on their program's task list ~~to achieve their career objective~~ (or met appropriate related IEP objectives), and • completed a PDE-approved occupational end-of-program assessment for the student's reported program CIP (or completed a program that has an assessment waiver). Refer to the NOCTI-CIP crosswalk document within the Career and Technical Education folder within the PIMS Documents web page		Valid Values: • 10 – Continued or will continue CTE at this school • 22 – Transferred or will transfer to a different school Refer to Appendix P of Volume 2 of the PIMS User Manual for a complete list of valid values. NOTE: AAP students have a distinct status code set within Appendix P of Volume 2 of the PIMS User Manual.

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
						for guidance on which CTE programs have approved end-of-program assessments and those that have assessment waivers.		
11	3	CTE PROGRAM COMPLETION PLAN CODE	R	U	This is a mandatory field within the eScholar templates. Therefore, it will be necessary for all LEAs to enter a value of N/A in this field.			Valid Value: N/A
12	1	REGISTERED APPRENTICE INDICATOR	R	U	The CTE program-related (Field 6, CIP CODE) learning component experience for in-school youth, ages 16 and older (11th and 12th grades), designed to link employers in need of an educated workforce with local education agencies seeking to provide quality work-based education. Must include an apprenticeship sponsor registered with the US Department of Labor. Learning experience includes a prescribed program of academic and technical preparation, achievement of a high school diploma, a skills certificate, and direct access into postsecondary education or registered apprenticeship training by way of an articulation agreement. Informs the Industry-Based Learning indicator in the Future Ready PA Index.	Indicate by Y (Yes) or N (No) whether this CTE student actively participated in this learning component during the reporting year in order to enhance required instruction in the student's reported program CIP CODE (Field 6).		Valid Values: • Y – Student did actively participate in this learning component during reporting year • N – Student did not actively participate in this learning component during reporting year

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
13	1	INTERNSHIP INDICATOR	R	U	The CTE program-related (Field 6, CIP CODE) learning component that provides planned, supervised experiential learning with rotation periods of work observation and work exploration in a variety of employment situations ordinarily for short periods of time. Students are usually not paid for their experience; however, they do receive school credit. These experiences are primarily intended to develop career awareness rather than occupational competence. Informs the Industry-Based Learning indicator in the Future Ready PA Index.	Indicate by Y (Yes) or N (No) whether or not this CTE student actively participated in this learning component during the reporting year in order to enhance required instruction in the student's reported program CIP CODE (Field 6). LEAs may code all adult affidavit students N.		Valid Values: • Y – Student did actively participate in this learning component during reporting year • N – Student did not actively participate in this learning component during reporting year
14	1	COOPERATIVE WORK INDICATOR *(continued next page)*	R	U	The CTE program-related (Field 6, CIP CODE) learning component providing on-the-job experience in a career and technical education program. Through written arrangement between the school and employer, the student received instruction, including required academic courses and related career and technical instruction, by alternation of study in school with a job related to the career and technical education instruction.	Indicate by Y (Yes) or N (No) whether this CTE student actively participated in this learning component during the reporting year in order to enhance required instruction in the student's reported program CIP CODE (Field 6). LEAs may code all adult affidavit students N.		Valid Values: • Y – Student did actively participate in this learning component during reporting year • N – Student did not actively participate in this learning component during reporting year

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
					Informs the Industry-Based Learning indicator in the Future Ready PA Index.			
15	1	JOB EXPLORATION INDICATOR	R	U	CTE program-related (Field 6, CIP CODE) learning component providing off-campus, credit-bearing exploratory learning activities occurring in the community with the specific intent to provide realistic career exploration experiences for students. Informs the Industry-Based Learning indicator in the Future Ready PA Index.	Indicate by Y (Yes) or N (No) whether this CTE student actively participated in this learning component during the reporting year in order to enhance required instruction in the student's reported program CIP CODE (Field 6). LEAs may code all adult affidavit students N.		Valid Values: • Y – Student did actively participate in this learning component during reporting year • N – Student did not actively participate in this learning component during reporting year
16	1	AGRICULTURE EXPERIENCE INDICATOR	R	U	The CTE program-related (Field 6, CIP CODE) learning component providing an educational experience, and which operates as an integral part of a career and technical education agriculture program. These experiences take place at any time during the calendar year and require the students to record, summarize, and use supervised agriculture experience record books. Most experiences are supervised by the agriculture teachers, and they may be paid or unpaid experiences. Informs the Industry-Based Learning indicator in the Future Ready PA Index.	Indicate by Y (Yes) or N (No) whether this CTE student actively participated in this learning component during the reporting year in order to enhance required instruction in the student's reported program CIP CODE (Field 6). LEAs may code all adult affidavit students N.		Valid Values: • Y – Student did actively participate in this learning component during reporting year • N – Student did not actively participate in this learning component during reporting year

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
17	1	SCHOOL-SPONSORED ENTERPRISE INDICATOR	R	U	The CTE program-related (Field 6, CIP CODE) learning component for small businesses created and operated by students where the school implements a real, economically viable business venture. These typically are non-profit activities and can include activities such as house refurbishing and the repair of parks. Informs the Industry-Based Learning indicator in the Future Ready PA Index.	Indicate by "Yes" (Y) or "No" (N) whether this CTE student actively participated in this learning component during the reporting year in order to enhance required instruction in the student's reported program CIP CODE (Field 6). LEAs may code all adult affidavit students N.		Valid Values: • Y – Student did actively participate in this learning component during reporting year • N – Student did not actively participate in this learning component during reporting year
18	7, 2	NUMBER OF PROGRAM HOURS COMPLETED *(continued next page)*	R	U	SECONDARY STUDENTS: The cumulative total secondary CTE program technical component instructional hours the student successfully completed for the student's reported CIP (Field 6 – CIP CODE) over the span of the student's secondary education (not just this reporting year) within that CIP. LEAs should use periodic (e.g., quarterly) grades, not year-end cumulative grades to tally successful hours. ADULT AFFIDAVIT STUDENTS: The cumulative total adult affidavit CTE program technical instructional hours the student successfully completed for the student's	SECONDARY STUDENTS: Report 0.00 for students that received a failing grade for all technical instructional hours received within the reported program CIP. ADULT AFFIDAVIT STUDENTS: For graded adult affidavit programs report cumulative, successfully completed technical program hours for which the student received a passing grade. Report 0.00 for adult affidavit students that received a failing grade for all technical program instructional hours received within the reported program CIP. For ungraded adult affidavit programs (including Young Farmers		Example: 9999.99

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
					reported CIP (Field 6) over the span of the student's adult education (not just this reporting year). Report the hours to the nearest hundredth of an hour.	programs) report successfully completed program hours based on the student's active program participation and attendance. Truncate to the nearest hundredth of an hour.		
19	6, 2	PERCENTAGE OF PROGRAM COMPLETE *(continued next pages)*	R	U	SECONDARY STUDENTS: The cumulative percent of the (normally scheduled) total CTE program technical component hours the student successfully completed (passed) for the student's reported program CIP CODE (Field 6). Secondary Example: If student's reported secondary program normally operates over the span of three years, the percent reported would be a percent of the total program technical hours normally offered over three years. Refer to the technical component of the approved program's scope and sequence in the Career and Technical Information System (CATS). ADULT AFFIDAVIT STUDENTS: The cumulative percent of the (normally scheduled) total CTE program technical hours the student successfully completed (passed) for the student's reported program CIP (Field 6).	Percent equals cumulative total program instructional hours successfully completed (Field 18) divided by total technical hours for the entire secondary program as approved in the Career and Technical Education Information System (CATS) scope and sequence or total program hours for the entire Adult Affidavit CIP reported in Field 6, multiplied by 100. If a student failed all instructional hours for reporting year AND prior years in the reported program, report 0.00. Adult Affidavit student reporting: Report appropriate percentage based on total program technical hours normally offered by the entire program (Field 6). A reminder: for ungraded Adult Affidavit programs, base percentage on student participation hours (versus technical instructional hours passed) divided by total		Valid range of values is 0.00 to 100.00 NOTE: Truncate to nearest hundredth of a percent.

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
					Adult Affidavit Example 1: If adult affidavit program normally operates over the span of 1 year, the percent reported is a percent of the total program technical hours normally offered over 1 year. Adult Affidavit Example 2: If adult affidavit program normally operates over a 6-week period, the percent reported is a percent of total program technical hours normally offered over the 6-week period. NOTE: This is a percentage of the total technical hours offered by a CTE program's entire normal operational schedule. EXAMPLE: If program normally operates over the span of three years, the percent reported would be a percent of the total program technical hours normally offered over three years. Informs the Rigorous Courses of Study indicator in the Future Ready PA Index.	hours offered by entire program. EXCEPTION: Report 1.00 for all adult affidavit students reported in Young Farmers programs (CIP 01.0301).		
20	6, 2	CUMULATIVE POSTSECONDARY CREDITS EARNED *(continued next page)*	R	U	Report total postsecondary credits earned as a secondary student. Report the credits to the hundredth of a credit.	Report only earned credits awarded and documented on an official postsecondary institution transcript. An example would be credits earned through an LEA College/High School Credit (Dual Enrollment) program where the LEA partners with eligible postsecondary institution(s) to offer high		Example: 99.99

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
						school students the chance to earn both secondary and postsecondary credit via enrollment in postsecondary coursework. Report appropriate postsecondary credits earned for either technical and/or academic postsecondary coursework. Round to the nearest hundredth of a credit. LEAs may code all adult affidavit students 0.00.		
21	Not collected							
22	1	WORK-BASED EXPERIENCE INDICATOR	R	U	The CTE program-related (Field 6, CIP CODE) learning component providing off-campus learning gained through training and instruction. Work-based experiences refer to technical skills occurring in a work setting. This learning component primarily is implemented and used within Job Seeking/Changing Skills, Diversified Occupations, programs (CIP 32.0105). Informs the Industry-Based Learning indicator in the Future Ready PA Index.	Indicate by Y (Yes) or N (No) whether this CTE student actively participated in this learning component during the reporting year in order to enhance required instruction in the student's reported program CIP CODE (Field 6). LEAs may code all adult affidavit students N.		Valid Values: • Y – Student did actively participate in this learning component during reporting year • N – Student did not actively participate in this learning component during reporting year
23	Not collected							
24	Not collected							
25	Not collected							

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
26	3	PELL GRANT INDICATOR	CR	U	Required for AAP students. A Y/N indicator that specifies whether the AAP student received a federal Pell need-based grant during the academic year.			Valid Values: Y or N
27	Not collected							
28	3	~~POS~~ TASK LIST COMPLETION INDICATOR	CR	U	Required for 12th grade students. Indicates whether a secondary student has completed all the competencies on the Program of Study (POS) task list or if a POS does not exist, the competencies on the CTE ~~P~~program's task list that is maintained as students move through the program. This field does not apply to 9th – 11th grade students or AAP.	<u>Secondary Students</u> • Report Y if a teacher signs the list signifying that the student fulfilled all competency requirements on the task list during the course of the student's reported program. • Report N if the student has not yet completed all the competencies. • Report N/A if the student is not in 12th grade. <u>Adult Affidavit Students</u> Report N/A for all AAP students.	INCLUDED IN GRADUATION RATE INDICATOR	Valid Values: • Y – Yes • N – No • N/A - Indicates the template record applies to an AAP student or a student not in 12th grade ~~POS~~
29	Not collected							
30	1	PERKINS CONCENTRATOR *(continued next page)*	CR	U	A secondary CTE student who completed at least two state defined CTE Courses in a PDE-approved CTE Secondary program. Pennsylvania defines a CTE course as a minimum of 240 technical instructional hours as planned per year in a PDE-approved CTE program. (Completing at least 480	Report secondary CTE students only.	CTE CONCENTRATOR INDICATOR	Valid Values: • Y – Yes (2 Courses/480 hours) • N – No

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
					technical instructional hours is required for PDE-approved one-year CTE programs.)			
31	1	PERKINS PARTICIPANT	CR	U	A secondary CTE student who completed at least one state defined CTE Courses in a PDE-approved CTE Secondary program. Pennsylvania defines a CTE course as a minimum of 240 technical instructional hours as planned per year in a PDE-approved CTE program.	Report secondary CTE students only. If the CTE student is a concentrator, this field must be Y – Yes.	CTE PARTICIPANT INDICATOR	Valid Values: • Y – Yes (1 Courses/240 hours) • N – No
32	Not collected							
33	1	SIMULATED WORK ENVIRONMENT	CR	U	The CTE program-related (Field 6, CIP CODE) learning component providing ~~Student participated in~~ an immersive experience in a protected educational setting that replicates workplace tools, processes and/or environments.	Report secondary CTE students only.	SIMULATED WORK ENVIRONMENT	Valid Value: Y or N
34	3	CERTIFICATE OF APPRENTICESHIP	CR	U	The CTE program-related (Field 6, CIP CODE) learning component ~~An apprenticeship and/or pre-apprenticeship program~~ must comply with Pennsylvania Department of Labor and industry Apprenticeship Training Office standards through a written agreement with a registered apprenticeship sponsor.	Required for CTE students that fall into one of the situations described in the valid value list.	APPRENTICESHIP INFO CODE	Valid Values: • APP - CTE student received a Certificate of Completion of an Apprenticeship in the reporting year • PRE - If this CTE student participated in a pre-apprenticeship program in the reporting year.

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
35	5	DEGREE AWARDED	CR	U	Report CTE student if they have been awarded an Associate degree or Baccalaureate degree during the reporting year.	Required for CTE students that fall into one of the situations described in the valid value list.	DEGREE AWARDED CODE	Valid Values: • ASSOC - Associate Degree • BACCA - Baccalaureate Degree
36	6	ADULT CUMULATIVE CREDIT EQUIVALENCY	CR	U	Using the Accreditation Guide for the Pennsylvania Public Postsecondary Vocational Education, calculate the credit equivalency for each adult student eligible for federal financial aid.	Only to be completed for adult students enrolled in accredited CTC/IUs. See Accreditation Guide for more details.	CUMULATIVE CREDIT EQUIVALENCY	Example: 999.99

Rules

**See the Rules section of the Template domain*

Load Sequence/Dependencies

Load Sequence/Dependency
STUDENT

CTE Student Industry Credential Template

(9 Fields, 9 Collected, Delimited)

Target Table(s): CTE_STUDENT_CREDENTIAL

Template Description

The CTE Student Industry Credential Template serves to record industry certifications earned by **students during the reporting year as a direct result of the student's enrollment within a PDE-approved reimbursable secondary CTE program or registered adult affidavit program reported within the CTE Student Fact Template.**

This data also informs the Industry-Based Learning indicator in the Future Ready PA Index. Additional information can be found in the Industry-Based Learning Indicator guidelines document**.**

IMPORTANT NOTE: Only LEAs with PDE-approved reimbursable secondary CTE programs or registered adult affidavit CTE programs in the reporting year submit this template to record appropriate industry certifications earned by students reported within the CTE Student Fact template. LEAs need not submit this template if none of their CTE students reported within the CTE Student Fact template earned certifications.

PIMS Student Industry Credential Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
1	9	SUBMITTING AUN	R	K	The unique, 9-digit AUN assigned by PDE.	This AUN must represent the LEA that owns the CTE-approved program reported in Field 6 (CIP CODE).	DISTRICT CODE	All LEA and School Numbers can be found on the EdNA website Example: 123456789
2	10	SCHOOL YEAR DATE	R	K	A single date (June 30), the last day of the current school year indicating the whole school year.			Example: 2021-06-30
3	10	PASECUREID	R	K	The unique, 10-digit PAsecureID assigned to the student.	This student ID must also be reported for the same student within the CTE Student Fact Template.	STUDENT ID	Example: 1000000009
4	4	STUDENT SCHOOL NUMBER	R	U	This is a mandatory field within the eScholar templates. Therefore, it will be necessary for all LEAs to enter the same value populated in Field 4 (CIP SCHOOL NUMBER) in the CTE Student Fact Template.	This School Number must match a CIP SCHOOL NUMBER (Field 4) reported for the student within the CTE Student Fact Template.	STUDENT LOCATION CODE	All LEA and School Numbers can be found on the EdNA website Example: 1234

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
5	12	CIP CODE	R	K	The 6-digit Classification of Instructional Program (CIP) code that identifies the approved reimbursable secondary CTE program or adult affidavit program (owned and operated by a specific LEA school) serving this student.	Secondary Students: Report secondary students in only one CIP per CIP School Number (school) for a reporting year. If student was enrolled in multiple CTE programs at a school during the reporting year, report the CIP the student was enrolled in last. EXCEPTION: If the student completed a program before the end of the school year, report the CIP that the student completed. This CIP code must match the CIP Code reported for the student within Field 6 (CIP CODE) of the CTE Student Fact Template. Adult Affidavit Program (AAP) Students: Report AAP student CIP code documenting the program that enabled the student to receive the certification reported in Field 7 (INDUSTRY CREDENTIAL CODE).		Example: 015999 • Include leading zeros. • Do not include any decimal point. Refer to the CATS Approval System to view a school's approved programs and associated CIP codes for the appropriate reporting year: Refer to the Career and Technical Education folder within the PIMS Documents website to view a list of both approved secondary programs and any registered adult affidavit programs for your school.
6	12	DELIVERY METHOD CODE *(continued next 2 pages)*	R	K	Code identifies ~~"occupational," "tech prep" or~~ "Program of Study" or "Career and Technical" program delivery for secondary CTE. Code also specifically identifies a registered adult affidavit program. ~~OCCUPATIONAL – A plan delivering rigorous workforce preparedness through knowledge, skills, and attributes required for a specific or~~	~~Use Code 50, 60, or 70 to~~ Report the PDE-approved DELIVERY METHOD (Plan of Delivery) CODE (70 or 75) associated with the appropriate CIP code of the approved reimbursable secondary program (owned and operated by your LEA) serving this student and reported in Field 5 (CIP CODE) of this template. Use code 80 to identify all Adult Affidavit program CIPs reported in Field 5.		Valid Values: ~~• 50 – Occupational~~ ~~• 60 – Tech Prep~~ • 70 – Program of Study • 75 – Career and Technical • 80 – Adult Affidavit Program Refer to the CATS Approval System to view a school's approved secondary

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
					~~cluster occupation through completion of a CTE program.~~ ~~TECH PREP – A plan consisting of at least two years of secondary education. Includes rigorous academic and technical components, and leads to admission into a postsecondary certificate, associate degree, or registered apprenticeship program.~~ PROGRAM OF STUDY – A plan incorporating secondary and postsecondary education elements. Includes coherent and rigorous content aligned with challenging academic standards and relevant career and technical content in a coordinated, non-duplicative progression of courses that align secondary education with postsecondary education to adequately prepare students to succeed in postsecondary education; may include the opportunity for secondary education students to participate in dual or concurrent enrollment programs or other ways to acquire postsecondary education credits that lead to an industry-recognized credential or certificate at the postsecondary level or an associate or baccalaureate degree. All programs of study operate with the agreement conditions specified in the Perkins Statewide Articulation Agreement. Career and Technical – A plan consisting of secondary education that	NOTE: The code 80 identifier does not include or relate to "adult intergenerational programs." This DELIVERY METHOD CODE must match the appropriate DELIVERY METHOD CODE (Field 7) reported for the student within the CTE Student Fact Template.		programs and their associated CIP codes and Delivery Method (Plan of Delivery) approvals for the appropriate reporting year. Refer to the Career and Technical Education folder within the PIMS Documents website to view a list of both approved secondary programs and any registered adult affidavit programs for your school.

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
					includes rigorous academic and technical components, and leads to admission into a postsecondary certificate, associate degree, or registered apprenticeship program. ADULT AFFIDAVIT PROGRAM – Adult only programs formally registered with PDE's Career and Technical Education Information System (CATS) for this reporting year.			
7	12	INDUSTRY CREDENTIAL CODE	R	K	A 3-digit code identifying the industry certification and industry certification provider of the credential that the CTE student earned during the reporting period and as a result of the student's enrollment in the program (CIP CODE) reported in Field 5 of this template. Informs the Industry-Based Learning indicator in the Future Ready PA Index.	Earned certifications will be crosschecked against an industry certification's relationship to a program CIP. Refer to the CATS Approval System to view industry certifications documented as offered by a school's program:		Include leading zeros. Refer to Appendix Q of Volume 2 of the PIMS User Manual for a complete list of valid values.
8	10	CREDENTIAL EARNED DATE	R	U	A date to indicate the industry certification was earned by the student during the reporting year. Use the last day of the current school year.			Valid value: 2021-06-30
9	10	CREDENTIAL EARNED PERIOD LEVEL	R	K	All LEAs should provide a value of Year to indicate that a student earned industry credentials during the school year.			Valid value: Year

Rules

**See the Rules section of the Template domain*

Load Sequence/Dependencies

Load Sequence/Dependency
STUDENT

Special Education Domain

All Pennsylvania school districts and charter schools must submit the following templates as part of the Special Education Data Collection:

- Student Template
- Special Education Snapshot Template

NOTE: A corresponding Student template record must exist for each student record in the Special Education Snapshot. The DQE will determine if a student record has been uploaded by the Special Education Reporting LEA for the current school year. If no student record exists, an error will be generated.

Timeline for Submission

The two snapshot dates for the 2020-2021 school year are 2020-12-01 and 2021-06-30.

The following fields submitted in the Student templates will be used for Special Education reporting:

- Field 10 - Current Grade level
- Field 14 - Birth Date
- Field 15 - Gender Code
- Field 16 - Address 1
- Field 17 - Address 2
- Field 18 - City
- Field 19 - State Code
- Field 20 - Full Zip Code
- Field 142 - Middle Name
- Field 27 - Race or Ethnicity Code
- Field 34 - Challenge Type
- Field 38 - Special Education
- Field 41 - LEP Participation
- Field 126 - Name Suffix
- Field 133 - Last Name Long
- Field 134 - First Name Long

Responsibility of reporting Special Education Students:

For the Special Education Collection ONLY – The **Special Education Snapshot** should be submitted by the School District of Residence, **NOT** by the educating LEA, IU, APS, county prison, CTC, or other entity. PIMS will limit the AUNs to those LEAs permitted to upload to the Special Education Collection.

Exceptions:

- Students enrolled in a charter school are reported by the charter school.
- 1305 (Foster Home) – these students are reported by the school district in which the student resides with the foster parents.
- Students educated in state adult and state juvenile correctional facilities are reported by the PA Department of Corrections Education.
- Students designated as wards of state should NOT be reported for any Special Education Collections.

All fields may not be mandatory; however, all fields within each template **MUST BE** accounted for in order to transmit data.

Special Education Snapshot Template

(76 Fields, 22 Collected, Delimited)

Target Table(s): SPECIAL_ED_SNAP

Template Description

This template describes the primary details of students' participation in special education in the current school year. Only students in school age programs K4 – 12 who have a valid IEP on 12/1 should be included in the December submission. The July submission should include all special education students 14 years of age or older as of July 1 of the current school year or any student who has a transition plan as part of their IEP.

PIMS Special Education Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
1	9	SUBMITTING AUN	R	K	The unique, 9-digit Administrative Unit Number (AUN) assigned by PDE.	The Valid Value must equal the (Special Education) school district, the charter school where the student is enrolled, or corrections educating agency (NOT educating LEA, IU, APS, CTC, or other entity).	DISTRICT CODE	All LEA and School Numbers can be found on the EdNA website Example: 123456789
2	4	SCHOOL NUMBER	R	U	The PDE defined, 4-digit code identifying the school the student attends within the district of residence. For Special Ed Reporting – the District of Residence should indicate 9999 for students educated in other LEAs.	If the district of residence does not have a school with the appropriate grade level for the student (a 12th grade student whose district of residence does not have a high school), use 0000.	PRIMARY SPECIAL ED LOCATION CODE	All LEA and School Numbers can be found on the EdNA website Example: 1234
3	10	SCHOOL YEAR DATE	R	K	A single date (June 30), the last day of the current school year indicating the whole school year.			Example: 2021-06-30
4	Not collected							
5	12	PASECUREID	R	K	The unique, 10-digit PAsecureID assigned to the student.		STUDENT ID	Example: 1000000009
6	Not collected							

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
7	Not collected							
8	Not collected							
9	Not collected							
10	30	SPECIAL EDUCATION TEACHER NAME	R	U	Enter the legal last name of the teacher providing the majority of the special education services.			Example: Smith
11	30	PRIMARY DISABILITY	R	U	Enter the PRIMARY DISABILITY as identified on the Evaluation / Reevaluation Report.	This MUST match Field 34 (CHALLENGE TYPE) of the Student template.		See Appendix H in Volume 2 of the PIMS User Manual for a complete list of valid values.
12	30	SECONDARY DISABILITY	CR	U	Enter the secondary disability as identified on the Evaluation / Reevaluation Report.			See Appendix H in Volume 2 of the PIMS User Manual for a complete list of valid values.
13	Not collected							
14	Not collected							
15	30	AMOUNT OF SPECIAL EDUCATION SERVICES	R	U	The amount of special education services as identified on the IEP or Notice of Recommended Educational Placement			Valid Values: • 01 – Itinerant • 02 – Reserved (formerly Resource) • 03 – Reserved (formerly Part-time) • 04 – Full-time • 05 - Reserved • 06 – Supplemental Resource
16	Not collected							
17	30	TYPE OF SUPPORT *(continued next page)*	R	U	The primary support provided to student based on their needs as identified on the IEP or Notice of Recommended Educational Placement.			Valid Values: • 01 – Learning • 02 – Life Skills • 03 – Multi-disabilities • 04 – Emotional • 06 – Deaf or Hearing Impaired

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
								• 07 – Speech and Language • 08 – Physical • 10 – Blind or Visually Impaired • 26 – Autistic
18	Not collected							
19	Not collected							
20	Not collected							
21	Not collected							
22	Not collected							
23	Not collected							
24	Not collected							
25	Not collected							
26	Not collected							
27	Not collected							
28	Not collected							
29	Not collected							
30	Not collected							
31	Not collected							
32	1	PRIMARY PLACEMENT TYPE	R	U	A student placed in a residential facility or group home by a non-educational agency (e.g. court systems; departments of corrections; departments of children, youth, and families; department of social services; etc)			Valid Values: Y or N
33	Not collected							
34	10	DATE EXITED SPECIAL EDUCATION	CR	U	The date the student exited the special education program.		SPECIAL ED EXIT DATE	Example: 2018-12-06
35	10	SNAPSHOT DATE	R	K	One of the standard reporting dates defined by PDE.			Example: 2020-12-01
36	Not collected							
37	Not collected							
38	Not collected							
39	Not collected							

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
40	Not collected							
41	Not collected							
42	Not collected							
43	Not collected							
44	8	EDUCATIONAL ENVIRONMENT	R	U	Students with disabilities must be educated in regular public-school buildings with non-disabled students to the extent possible, as indicated in Section VIII (A or B) of the IEP.		PRIMARY SETTING CODE	See Appendix U in Volume 2 of the PIMS User Manual for a complete list of valid values.
45	1	TRANSITION IEP STATUS CODE	CR	U	Indicate whether the student have a transition plan as part of their IEP.			Valid Values: Y or N
46	Not collected							
47	Not collected							
48	Not collected							
49	3, 0	EDUCATIONAL ENVIRONMENT PERCENTAGE (SCHOOL AGE PROGRAM)	CR	U	Actual percentage of time that students are educated in regular classrooms in public school buildings with non-disabled students as indicated in Section VIII (A) of the IEP.	This item is not applicable to students not educated in regular buildings as indicated in Section VIII (B) of the IEP.	PROGRAM INTEGRATED PERCENTAGE	Example: 60
50	Not collected							
51	Not collected							
52	16	REASON FOR EXITING SPECIAL EDUCATION	CR	U	Indicate the reason the student exited the program.	If a student exits an LEA for any reason or is exited out of special education, there must be an Exit Code and Exit Reason. If a student transfers to another LEA within PA and is continuing in special education, use Reason Code #99.	PRIMARY EXIT REASON CODE	See Appendix V in Volume 2 of the PIMS User Manual for a complete list of valid values.
53	Not collected							
54	Not collected							
55	Not collected							
56	Not collected							

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
57	Not collected							
58	Not collected							
59	Not collected							
60	Not collected							
61	Not collected							
62	Not collected							
63	Not collected							
64	Not collected							
65	Not collected							
66	Not collected							
67	Not collected							
68	Not collected							
69	Not collected							
70	50	SERVICE PROVIDER	R	U	Enter the 9-digit AUN of the special education service provider as indicated on the IEP or Notice of Recommended Educational Placement. If the AUN doesn't exist, enter the actual name of the service provider. *This indicates the entity providing special education services.*		PRIMARY SERVICE PROVIDER	All LEA and School Numbers can be found on the EdNA website Example: 100000009
71	100	LOCATION OF SPECIAL EDUCATION SERVICES	R	U	The PDE-defined, 4-digit code identifying the school *where special education services are provided.* If a student is at a location that does not have a designated school code, enter the actual name of the building.	Enter the four-digit building code (when applicable). If no code exists, enter the actual name of the building. 9999 and 0000 are not valid values.		All LEA and School Numbers can be found on the EdNA website Example: 1234
72	Not collected							

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
73	1	TRANS IEP (PAID WORK BASED LEARNING)	CR	U	Indicate whether the IEP contains new services that support paid work-based learning experiences in a competitive (at least minimum wage) integrated setting.	Required if Field 45 (Transition IEP Status Code) = Y	TRANSITION IEP PAID WORK INDICATOR	Valid Values: Y or N
74	1	TRANS IEP (JOB SUPPORTS/COACHING)	CR	U	Indicate whether the IEP contains services that include job supports/ coaching.	Required if Field 45 (Transition IEP Status Code) = Y	TRANSITION IEP JOB SUPPORT INDICATOR	Valid Values: Y or N
75	1	TRANS IEP (CAREER DEV/JOB EXPLORATION)	CR	U	Indicate whether the IEP contains services that include career development and job exploration.	Required if Field 45 (Transition IEP Status Code) = Y	TRANSITION IEP CAREER EXPLORATION INDICATOR	Valid Values: Y or N
76	1	TRANS IEP (MODIFIED)	CR	U	Indicate whether the transition IEP has been modified to include services that support paid work-based learning experiences in a competitive (at least minimum wage) integrated setting.	Required if Field 45 (Transition IEP Status Code) = Y	TRANSITION IEP PAID WORK MODIFIED INDICATOR	Valid Values: Y or N

Rules

**See the Rules section of the Template domain*

Load Sequence/Dependencies

Load Sequence/Dependency
STUDENT

Student Fact Template – Special Education for the Act 16 Report

(7 Fields, 7 Collected, Delimited)

Target Table(s): STUDENT_FACT

Template Description

For the previous school year, identify the educational expenditure cost range category (see Appendix AJ) for each student with disabilities. The expenditure range is based on the total cost of the student's special education program directed by an individualized education program (IEP) for the entire school year (7/1 through 6/30).

The template should be submitted by the School District of Residence, NOT by the educating LEA, IU, APS, county prison, CTC, or other entity.

Exceptions:

- Students enrolled in a charter school are reported by the charter school.
- 1305 (Foster Home) students are reported by the school district in which the student resides with the foster parents.
- Students educated in state adult and state juvenile correctional facilities are reported by the PA Department of Corrections Education.
- Gifted students are not included in this submission.

PIMS Student Fact Template Specifications for use in submitting the Act 16 Report

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Field Name	Sample / Valid Value
1	9	SUBMITTING AUN	R	K	The unique, 9-digit AUN assigned by PDE.		DISTRICT CODE	All LEA and School Numbers can be found on the EdNA website Example: 123456789
2	10	SCHOOL YEAR DATE	R	K	A single date (June 30), the last day of the current school year indicating the whole school year.			Example: 2021-06-30
3	10	PASECUREID	R	K	The unique, 10-digit PAsecureID assigned to the student.		STUDENT ID	Example: 1000000009
4	10	REPORTING DATE	R	K	The last day of the current school year.			Example: 2021-06-30
5	100	COLLECTION	R	K	Constant Value of ACT16.		CATEGORY SET CODE	Valid Value: ACT16
6	9	MEASURE TYPE	R	K	Constant Value of COUNT.			Valid Value: COUNT

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Field Name	Sample / Valid Value
7	7, 0	ACT16 FUND CATEGORY	R	U	ACT16 Fund Category Code		CATEGORY 1	See Appendix AJ in Volume 2 of the PIMS User Manual for a complete list of valid values for Special Education Act 16 Funds. Example: 1

Rules

**See the Rules section of the Template domain*

Load Sequence/Dependencies

Load Sequence/Dependency
STUDENT