PIMS Adult and Secondary  
CTE Student Data Set

***Collection 4***

***May 2022***



COMMONWEALTH OF PENNSYLVANIA

DEPARTMENT OF EDUCATION

333 Market Street

Harrisburg, PA 17126-0333

www.education.pa.gov



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# Executive Summary

The PIMS Adult and Secondary Career and Technical Education (CTE) student data set has been included in PIMS since its inception in the 2007-08 school year.

The PIMS Adult and Secondary CTE student data set is important for a number of reasons. It is the data source for the following reports and measures:

* State CTE Subsidy
* Future Ready PA Index
* ACT 117
* ACT 25 of 1991
* The Carl D. Perkins Career and Technical Education Act 2006, as amended by the Strengthening Career and Technical Education for the 21st Century Act (Perkins V)

The PIMS Adult and Secondary CTE student data set is connected to the Career and Technical Education Information System (CATS) for approved programs and industry certifications.

# Collection Information & Process

## Who Must Report

Reporting of CTE students is to be completed by the school entity (school district, charter school, intermediate unit or career and technical center) that holds the PDE-reimbursable secondary CTE program approval or the formal adult affidavit program registration. For example, if the district holds (owns) the reimbursable CTE PDE program approval or the adult affidavit program registration, then the district submits the student data. If the career and technical center (CTC) holds the reimbursable CTE PDE program approval or the adult affidavit program registration, then the CTC submits the student data.

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.

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.

## What Must Be Reported

### Reporting Secondary CTE Students

Report all secondary students within this template who: (1) have 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 available and on file for single audit with the LEA that holds (owns) the approved CTE program in which the student is reported as enrolled, AND; (2) are following the approved scope and sequence of courses unless otherwise prescribed by an Individualized Education Plan (IEP). Students not following the PDE-approved scope and sequence of technical courses should not be reported.

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

(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: A secondary CTE student may only be reported once at the CIP-LOCATION CODE (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-LOCATION CODE) within an LEA during the reporting year.

**REPORTING ADULT AFFIDAVIT 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) 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 percent with federal monies (e.g. Workforce Investment Act).

• 100 percent employer-funded programs.

• 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) 783-6860.

IMPORTANT: 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.

CTE students are enrolled either in a PDE-approved, reimbursable, occupational secondary CTE program or a registered adult affidavit program. Secondary CTE students complete and sign “Annual Educational and Occupational Objectives for Students Enrolled in a PDE-Approved CTE Program” form (PDE-408) or a similar locally developed form, and take courses in the reporting year that are part of the approved reimbursable CTE program.

## PIMS Templates

### June 30 Student Snapshot Template

The *Student Snapshot* template contains the same information as the *Student* template, with the addition of a snapshot date. The *Student Snapshot* template is dependent on the *Student* template. 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.

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 CTE secondary programs or registered adult affidavit programs held (owned) and operated by the LEA. LEAs that do not hold (own) and operate PDE-approved, reimbursable secondary CTE programs or registered adult affidavit programs do not need to submit June 30 student snapshot data.

The specification for this template is in the *Student* domain of the *PIMS Manual Volume One*. The template captures one person per record.

### CTE Student Fact Template

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

This template serves to accommodate Pennsylvania Department of Education (PDE) data collection requirements for federal (The Carl D. Perkins Career and Technical Education Act of 2006, as amended by the Strengthening Career and Technical Education for the 21st Century Act) 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.

The specification for this template is in the *Career and Technical Education (CTE)* domain of the *PIMS Manual Volume One*. The template captures one person per record.

### CTE Student Industry Credential Template

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.

IMPORTANT: Only LEAs with reporting year PDE-approved reimbursable secondary CTE programs or registered adult affidavit CTE programs need to submit this template only 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.

The specification for this template is in the *Career and Technical Education (CTE)* domain of the *PIMS Manual Volume One*. The template captures one person per record.

# Timeline

## Date or Time Frame

* **Sandbox Window: Two weeks prior to Collection Window**

LEAs are encouraged to use the sandbox as a tool to test and prepare data for successful data submission.

* **Collection Window: 6/7 to 7/20**

Timeframe for LEAs to officially submit their template data into PIMS. All DQE data exception errors must be received and approved. Once the data exception request has been approved, LEAs must ensure there are no other data errors other than those in the original DQE request.

LEAs must run their student data quality control reports before finalizing their submission. LEAs must make all necessary corrections identified in these reports.

* **Follow-Up, Review & Editing Window: 7/22 to 7/29**

Allows PDE personnel to review quality control checks against multiple data sources and provide feedback to LEAs regarding issues found during PDE’s review of submitted data.

* **Correction Window: 8/2 to 8/12**

Allows LEAs to address submission deficiencies identified by PDE personnel during the follow-up review and editing window.

* **Accuracy Certification Statement (ACS) Due Date: 8/31**

LEAs should (1) generate and review the PIMS CTE data quality control reports available within the PIMS Reports application within MyPDESuite and (2) make any required and/or needed PIMS data corrections based on these reports. Note: The PIMS CTE data quality control reports served the purpose of both informing your LEA PIMS users and/or CTE professional staff of questionable or erroneous PIMS CTE student-level data and providing supporting, detailed, aggregate, CTE enrollment statistics at the school and program-level for local verification.

PDE personnel cannot begin processing the Consolidated Annual Report (CAR) until all signed and initialed ACSs have been received by PDE.

# Reports

## PIMS Reports

PIMS reports for this data set can be found at the following locations:

**PIMS CTE Secondary Student Data Quality Control Reports**

**Location**: ‎‎MyPDESuite > PIMSReportsV2 > CTE > Secondary > Student Level – QC and Verification

**QC Rpt01 - CTE Student IDs Not in June 30 Student Snapshot** - Report used to inform LEA when students within LEA *CTE Student Fact* data were not found within LEA June 30 cumulative *Student Snapshot* data (creating situation of an incomplete CTE student record within PIMS).

**QC Rpt02 - CTE Students Reported More than Once at a School** - Report used to inform LEAs of any CTE students within *CTE Student Fact* submission that were reported more than once at the school level. Students must be reported only once at the school level within *CTE Student Fact* submission.

**QC Rpt03 - Invalid June 30 Snapshot Data for CTE Students** - Report used to inform LEAs of any CTE student data (based on students reported in *CTE* *Student Fact* template) reported within June 30 cumulative *Student* *Snapshot* that was not proper (format-wise) for the following fields: first name, last name, middle name, address 1, address 2, address 3, city, state and ZIP code.

**QC Rpt03A - List of Statistically Countable CTE Students by School and Program** – Report lists students considered to be statistically countable as CTE enrollees by school and program. A student is statistically counted as a CTE enrollee only when data related specifically to the student's PAsecureID is reported by an educating LEA on both PIMS *CTE* *Student Fact* and the June 30 *Student Snapshot* templates. Review this list to determine if PIMS student records need to be added, deleted or modified.

**QC Rpt05 - Invalid Data Element Combinations** – Report used to inform LEAs of the following:

• Birth dates that likely need to be corrected.

• Secondary CTE students were reported with zero program hours completed, but nonzero percentage completed.

• Secondary CTE students were reported with non-zero program hours completed, but zero percentage completed.

• CTE students are reported with grade levels that are not 9, 10, 11, 12, or Secondary Ungraded.

• Secondary CTE students were reported with Adult CTE status type codes.

**QC Rpt06 – Student IDs from CTE Industry Credential Not on Student Fact and/or June 30 Snapshot** - Report used to inform LEA when students within LEA *CTE Student Industry Credential* data were not found within LEA June 30 cumulative *Student Snapshot* data (creating situation of an industry certification not properly linked to a complete CTE student record within PIMS).

**QC Rpt08 - Student CIP-Delivery Method-School Location Template Mismatches** – Report used to inform LEA when student’s *Industry Credential* "CIP code - delivery method code - student location" combination does not match student's "CIP Code - delivery method code - CIP location" combination in *CTE* *Student Fact*. Student location code, CIP code and delivery method code must be the same in both templates.

**QC Rpt08A - List of Statistically Countable CTE Students that Earned Industry Certifications during the Reporting Year** - Report lists students considered to be statistically countable as CTE enrollees that earned industry certifications during the reporting year by school and program. A CTE student is statistically counted as a earning an industry certification only when data related specifically to the student's PAsecureID is reported on (1) PIMS *CTE Student Fact*, (2) the June 30 *Student Snapshot* and (3) *CTE Student Industry Credential* templates. Review list to determine if student records need to be added, deleted or modified.

**QC Rpt09 - Questionable Data Element Combinations** - Report used to inform LEAs of the following:

* Grade 9 through 11 students reported as graduating in CTE status code (codes 40 and 60).
* Grade 9 students reported as dropouts in CTE status code (code 71).
* Grade 12 students reported as continuing CTE at the same school (code 10).
* Grade 12 students reported transferring to different school or non-CTE program (codes 22 and 28).
* Grade 12 students reported as completing CTE program and not graduating (code 30).
* Students reported as successfully completing 0.00 percent of CTE program (indicates student did not successfully complete any technical instructional hours offered by the program).
* Grade 9 and 10 students reported as successfully completing over 50 percent of CTE program technical hours. Expecting primarily grade 11 and 12 students to be reported with over 50 percent completion.
* Grade 11 and 12 students reported as successfully completing less than 50 percent of CTE program technical hours. Expecting primarily grade 9 and 10 students to be reported with less than 50 percent completion.
* Successfully completed CTE program technical hours for student’s grade level seem excessive.
* CTE student reported a challenge type / disability within the June 30 snapshot submission; however, the special education code does not indicate a current IEP.
* Secondary (Grade 9 – 12) CTE students reported less than 14 or greater than 21 years old by the end of the reporting year.
* CTE students reported with more than nine postsecondary credits earned.

**QC Rpt10 - Low or Zero Enrollments in Programs (School-CIP-Delivery Method Level)** - Report used to inform LEAs of CTE programs with low (less than five) or zero enrollments.

**QC Rpt11 - CTE Students with Invalid or Blank Funding District or District of Residence** - Report used to inform LEAs if CTE students have an invalid funding district or district of residence AUN per PIMS data field specifications.

**QC Rpt12 - CTE Special Population Aggregate Statistical Review** - Report used to provide LEAs school (CIP location code) and school-CIP-level CTE special population summary statistics for review and verification. Statistics based on students submitted on *CTE Student Fact* and their related special population identifiers within the June 30 *Student (cumulative) Snapshot*.

**QC Rpt13 - Aggregate Statistical Review of CTE Students Earning Industry Certifications** - Report used to provide LEA aggregate statistics for Student-Earned Industry Certifications by school operated CTE program and grade level along with school summary statistics by grade level for review and verification.

**QC Rpt14 - Aggregate Statistical Review of CTE Students by CTE Program** - Report used to provide LEA aggregate statistics for CTE Students by School Operated CTE Programs broken out for the following data group categories and grade level for review and verification.

• Percent of CTE Program Technical Component Completed

• Students by Plan of Delivery

• Students That Earned Postsecondary Credits

• CTE Learning Component Participation

• CTE Student Status

**QC Rpt15 - Aggregate Statistical Review of CTE Students by School** - Report used to provide LEA aggregate statistics for CTE Students by School broken out for the following data group categories and grade level for review and verification.

• Race

• Percent of CTE Program Technical Component Completed

• Students by Plan of Delivery

• Students That Earned Postsecondary Credits

• CTE Learning Component Participation

• CTE Student Status

• CTE Students by Funding/Resident District

**QC Rpt15A - CTE Current and Prior Year Comparison of CTE Enrollments, Concentrators and Participants by School and Program** - Review to determine accuracy of current year data based on change (current year minus prior year). Statistics based on students submitted on both *CTE Student Fact* and the LEA’s June 30 *Student (cumulative) Snapshot*. Only current year student data may be modified by adding, deleting, or modifying appropriate template data while the current year PIMS summer submission window is open. Changes or additions cannot be made to prior year student data. If current year counts are judged to be accurate, no action is needed.

**ACS QC Rpt16 - Accuracy Certification Statement (ACS)** - Report used to provide LEA-level (multiple CTE schools within an LEA are summarized) aggregate statistics for CTE students broken out for the following data group categories and grade level for review and verification. The PIMS (ACS), for the chief school administrator to sign, prints as the front cover page of this LEA aggregate statistical report. The original signed ACS form and associated LEA summary CTE statistical report must be e-mailed to PDE and becomes part of the auditable LEA submission review folder.

• CTE Programs

• Race

• Percent of CTE Program Technical Component Completed

• Special Populations

• Students by Plan of Delivery

• Students That Earned Postsecondary Credits

• Industry Certifications Earned

• CTE Learning Component Participation

• CTE Student Status

• CTE Students by Funding/Resident District

**PIMS CTE Adult Affidavit Program (AAP) Student Data Quality Control Reports**

**Location:** ‎MyPDESuite > PIMSReportsV2 > CTE > Adult > Student Level – QC and Verification

**QC Rpt01 - AAP CTE Student IDs Not in June 30 Student Snapshot** - Report used to inform LEAs when AAP students within LEA *CTE Student Fact* data were not found within LEA June 30 cumulative *Student Snapshot* data (creating situation of an incomplete AAP CTE student record within PIMS).

**QC Rpt03 - Invalid June 30 Snapshot Data for AAP CTE Students** - Report used to inform LEAs of any AAP CTE student data (based on AAP students reported in *CTE Student Fact* template) reported within June 30 cumulative *Student Snapshot* that was not proper (format-wise) for the following fields: first name, last name, middle name, address 1, address 2, address 3, city, state and ZIP code.

**QC Rpt03A - List of Statistically Countable AAP CTE Students by School and Program** - Report lists AAP students considered to be statistically countable as AAP CTE enrollees by school and program. An AAP student is statistically counted as an AAP CTE enrollee only when data related specifically to the student's PAsecureID is reported on both PIMS *CTE Student Fact* and the June 30 *Student Snapshot* templates. Review this list to determine if PIMS student records need to be added, deleted or modified.

**QC Rpt05 AAP Invalid Data Element Combinations** – Report used to inform LEAs of the following:

* AAP CTE students were reported as receiving a Pell Grant but not reported as being economically disadvantaged
* Reported CTE status type of 41, completed CTE AAP for the Young Farmers Program
* AAP CTE students were reported with a secondary CTE status type
* AAP CTE students were reported with zero program hours completed but nonzero percentage completed
* AAP CTE students were reported with non-zero program hours completed but zero percentage completed
* AAP CTE students were reported with a secondary delivery method code
* Status type of 41, Completed CTE AAP, with less than 50 percent of program completed
* Completed 100 percent of program without a CTE status type code of 41, Completed CTE AAP

**QC Rpt06 – Stud IDs from AAP CTE Industry Credential Not on Stud Fact and/or June 30 Snapshot** - Report used to inform LEAs when AAP CTE students within LEA *CTE Student Industry Credential* data were not found within LEA June 30 cumulative *Student Snapshot* data (creating situation of an industry certification not properly linked to a complete AAP CTE student record within PIMS).

**QC Rpt08 – AAP CTE Student CIP-Delivery Method-School Location Template Mismatches** - Report used to inform LEAs when AAP *CTE student’s Industry Credential* "CIP code - delivery method code - student location" combination does not match AAP CTE student's "CIP code - delivery method code - CIP location" combination in *CTE Student Fact*. AAP CTE student location code, CIP code and delivery method code must be the same in both templates.

**QC Rpt08A - List of Statistically Countable AAP CTE Students that Earned Industry Certifications During the Reporting Year** - Report lists AAP CTE students considered to be statistically countable as AAP CTE enrollees that earned industry certifications during the reporting year by school and program. An AAP CTE student is statistically counted as earning an industry certification only when data related specifically to the student's PAsecureID is reported on (1) PIMS *CTE Student Fact*, (2) the June 30 *Student Snapshot* and (3) *CTE Student Industry Credential* templates. Review list to determine if AAP CTE student records need to be added, deleted or modified.

**QC Rpt09 – AAP Questionable Data Element Combinations** – Report used to inform LEAs of the following:

* AAP CTE students were reported with an AAP delivery method and a secondary grade-level
* Completed 0.00 percent of CTE program
* Birth date indicating AAP CTE student is under 18 years old

**QC Rpt10 - AAP Low or Zero Enrollments in Programs (School-CIP-Delivery Method Level)** - Report used to inform LEAs of AAP CTE programs with low (less than six) or zero enrollments.

**ACS QC Rpt16 - AAP Accuracy Certification Statement (ACS)** - Report used to provide LEA-level (multiple CTE schools within an LEA are summarized) aggregate statistics for AAP CTE students broken out for the following data group categories for review and verification. The PIMS ACS, for the chief school administrator to sign, prints as the front cover page of this LEA aggregate statistical report. The original signed ACS form and associated LEA summary CTE statistical report must be mailed, faxed or emailed to PDE and becomes part of the auditable LEA submission review folder.

* Special Populations
* Race
* CTE Programs
* Industry Certifications Earned

**Validation Reports**

**Location:** ‎MyPDESuite > PIMSReportsV2 ‎> Template VerificationReports

**CTE Student Fact Template Details**

**CTE Student Industry Credentials Template Details**

**Student Snapshot Template Details**

**Student Template Details**

## Sandbox Reports

The only reports related to this data set are the validation reports.

# Frequently Asked Questions

## CTE Student Fact

**1.** **How many times may a student be reported in the CTE Student Fact Template?**

A student may only be reported once per school (CIP School Number, Field 4) at the secondary level. An adult affidavit program CTE student may be reported more than once per school within this template to document each registered adult affidavit program the student was actively enrolled in during the reporting year.

**2.** **May a student be reported multiple times within the CTE Student Fact Template to document a student’s enrollment in more than one CTE program (CIP Code, Field 6)?**

Only if a secondary student received CTE from two different schools (CIP School Number, Field 4) within your LEA. Example: Student is enrolled in CTE agriculture program within School A and transfers to School B mid-year. Student enrolls in CTE business program within School B for the last half of the reporting year. Student would be reported once for School A (CIP School Number, Field 4) within appropriate CIP Code (Field 6) for the agriculture program and once for School B (CIP School Number, Field 4) within appropriate CIP Code (Field 6) for the business program.

An adult affidavit program CTE student may be reported more than once per school within this template to document each registered adult affidavit program the student was actively enrolled in during the reporting year.

**3. Should a history of CTE learning components be reported for the student or only those the student actively participated in during the school year?**

Report only those learning components the student actively participated in during the school year AND only those learning components that were directly related to the student’s enrollment in the reported program (CIP Code, Field 6).

**4. What if a school within our LEA did not have any CTE enrollments in any of the school’s reporting year approved reimbursable secondary CTE programs and/or registered adult affidavit programs?**

Notify PDE’s Office of Data Quality of that fact via ra-catsdata@pa.gov. Submit CTE Student Fact Data related to the remaining LEA schools (CIP School Number, Field 4) that had CTE enrollments in approved secondary or registered adult affidavit CTE programs. If the school that did not have reporting year CTE enrollments in any of their approved reimbursable CTE programs is the only LEA school with CTE program approvals, no LEA submission is required for the CTE Student Fact or the CTE Student Credential templates.

**5. What if our LEA’s high school(s) does (do) not have any reporting year secondary CTE approved programs or registered adult affidavit programs?**

Your LEA does not need to submit data for the CTE Student Fact or the CTE Student Credential templates.

## CTE Student Industry Credential

**1. What if our LEA’s high school(s) does (do) not have any reporting year secondary CTE approved programs?**

Your LEA does not need to submit data for the CTE Student Fact or the CTE Student Credential templates.

**2. What if none of the students reported within our LEA’s CTE Student Fact data earned any industry certification credentials related to their enrollment within our CTE programs?**

There is no need to submit any CTE Student Credential template data.

**3. Are there limitations to which industry certification credentials we may report for a student?**

Only industry certifications earned as a direct result of the student’s reported enrollment within an LEA school’s CTE program (CIP CODE, Field 5) should be reported.

Valid reportable certification codes are provided in Volume 2 of the PIMS User Manual.

Reported industry certifications earned will be checked for a reasonable relationship to the student’s program. All reported student-earned industry certifications not documented as offered by LEA programs within the CATS Program Approval system may need to be verified as accurate locally for this data submission.

IMPORTANT NOTE: At times, PDE is required to base the reporting of industry certifications earned by students on ONLY THOSE CERTIFICATIONS DOCUMENTED AS OFFERED BY A SCHOOL’S APPROVED PROGRAM WITHIN THE CATS SECONDARY PROGRAM APPROVAL SYSTEM FOR A SPECIFIC SCHOOL YEAR; therefore, LEAs are responsible for making certain that an accurate up-to-date record of “industry certifications offered” by their specific approved programs are properly recorded within the CATS Secondary Program Approval System on an annual basis.

**4. How many times may a student be reported within this template?**

A student should be reported as many times as necessary to document each industry certification credential earned during the reporting year as a result of the student’s reported enrollment within an LEA school’s CTE program (CIP Code – Field 5).

**5. Must all “Submitting AUN – School Year Date – PAsecureID – Student School Number – CIP Code – Delivery Method Code” combinations for a student reported within this template match up with an identical “Submitting AUN – School Year Date – PAsecureID – CIP School Number – CIP Code – Delivery Method Code” combination within the CTE Student Fact data?**

Yes.

# Appendices

## Appendix A – PIMS Elementary/Secondary Data Collection Calendar

The dates for the collection and correction window and the due date for the Accuracy Certification Statement are available in the *PIMS Elementary/Secondary Data Collection Calendar* located on PDE’s website.

To access the *PIMS Elementary/Secondary Data Collection Calendar*:

1. Go to [PDE Website](https://www.education.pa.gov/) (www.education.pa.gov)
2. Click Data and Reporting
3. Select PIMS

Image of PDE Website

Displays the Data and Reporting option where PIMS can be selected.

1. Select Manuals and Calendar

**​** **PIMS Manuals**

* **2021-2022**
  + [2021-2022 PIMS Manual Vol 1 v 1.0](https://www.education.pa.gov/Documents/Teachers-Administrators/PIMS/PIMS%20Manuals/2021-2022%20PIMS%20Manual%20Vol%201.pdf) (PDF)
  + [2021-2022 PIMS Manual Vol 2 v 1.1](https://www.education.pa.gov/Documents/Teachers-Administrators/PIMS/PIMS%20Manuals/2021-2022%20PIMS%20Manual%20Vol%202.pdf) (PDF)
    - [Appendix A - Course Codes](https://www.education.pa.gov/Documents/Teachers-Administrators/PIMS/PIMS%20Manuals/Appendix%20A-Course%20Codes.xlsx) (Excel)
    - [Appendix B - Staff Assignment Codes](https://www.education.pa.gov/Documents/Teachers-Administrators/PIMS/PIMS%20Manuals/Appendix%20B%20-%20Staff%20Assignment%20Codes.xlsx) (Excel)
    - [Appendix J - Language Codes](https://www.education.pa.gov/Documents/Teachers-Administrators/PIMS/PIMS%20Manuals/Appendix%20J%20-%20Language%20Codes.xlsx) (Excel)
* **2020-2021**
  + [2020-2021 PIMS Manual Vol 1 v 1.4](https://www.education.pa.gov/Documents/Teachers-Administrators/PIMS/PIMS%20Manuals/2020-2021%20PIMS%20Manual%20Vol%201.pdf) (PDF)
  + [2020-2021 PIMS Manual Vol 2 v 1.1](https://www.education.pa.gov/Documents/Teachers-Administrators/PIMS/PIMS%20Manuals/2020-2021%20PIMS%20Manual%20Vol%202.pdf) (PDF)
    - [Appendix A - Course Codes](https://www.education.pa.gov/Documents/Teachers-Administrators/PIMS/PIMS%20Manuals/Appendix%20A-Course%20Codes.xlsx) (Excel)
    - [Appendix B - Staff Assignment Codes](https://www.education.pa.gov/Documents/Teachers-Administrators/PIMS/PIMS%20Manuals/Appendix%20B%20-%20Staff%20Assignment%20Codes.xlsx) (Excel)
    - [Appendix J - Language Codes](https://www.education.pa.gov/Documents/Teachers-Administrators/PIMS/PIMS%20Manuals/Appendix%20J%20-%20Language%20Codes.xlsx) (Excel)
    - [Appendix Q - Industry Credential Codes](https://www.education.pa.gov/Documents/Teachers-Administrators/PIMS/PIMS%20Manuals/Appendix%20Q%20-%20Industry%20Credentials.xlsx) (Excel)

**Data Reporting Calendar**

* [Elementary/Secondary Data Collection Calendar 2021-2022 v1.1](https://www.education.pa.gov/Documents/Teachers-Administrators/PIMS/PIMS%20Manuals/ElementarySecondary%20Data%20Collection%20Calendar%202021-2022.xlsx) (Excel)
* [Elementary/Secondary Data Collection Calendar 2020-2021 v1.6](https://www.education.pa.gov/Documents/Teachers-Administrators/PIMS/PIMS%20Manuals/ElementarySecondary%20Data%20Collection%20Calendar%202020-2021.xlsx) (Excel)

Appendix B – Reference

* Training materials and informational documents
* The *PIMS Elementary/Secondary Data Collection Calendar* is located on [Pennsylvania Department of Education](https://www.education.pa.gov/Pages/default.aspx) > [Data and Reporting](https://www.education.pa.gov/DataAndReporting/Pages/default.aspx) > [PIMS](https://www.education.pa.gov/DataAndReporting/PIMS/Pages/default.aspx) > Manuals and Calendar., (www.education.pa.gov)

## Appendix C – Contact

* PIMS Application Support (Questions related to PIMS uploads): 1-800-661-2423.

PIMS CTE Collection Team (Other questions or concerns):  
[ra-catsdata@pa.gov](mailto:ra-catsdata@pa.gov).

**Appendix D – Suggested Default Values for Nonessential AAP Student Data Elements**

**Student and Student Snapshot Template School Year 2020-2021**

|  |  |  |
| --- | --- | --- |
| **Field** | **Field Name** | **Suggested Default Value** |
| **13** | **Home Room** | **AAPHR (or locally assigned)** |
| **33** | **Food Pgm Participation Code** | **N** |
| **34** | **Challenge Type** | **(leave blank)** |
| **38** | **Special Education** | **N** |
| **65** | **Grad Status** | **(leave blank)** |
| **66** | **Expected Post-Graduate Activity** | **(leave blank)** |
| **67** | **Student Status** | **(leave blank)** |
| **68** | **Date First Enrolled in An ELD Or Bilingual Education Program** | **(leave blank)** |
| **73** | **Foreign Exchange Student** | **N** |
| **80** | **Gifted and Talented** | **N** |
| **83** | **Snapshot Date (Only For 6/30 Student Snapshot Submission)** | **2021-06-30** |
| **90** | **Mobility Code** | **(leave blank)** |
| **91** | **Diploma Type Code** | **(leave blank)** |
| **93** | **Alternate Student Id** | **Determined and entered locally** |
| **97** | **Grade 09 Entry Date** | **(leave blank)** |
| **98** | **LEA Entry Date** | **2020-07-01** |
| **99** | **School Entry Date** | **2020-07-01** |
| **109** | **State Entry Date** | **2020-07-01** |
| **110** | **Date First Enrolled in A Us School** | **(leave blank)** |
| **117** | **District of Residence AUN** | **999999999** |
| **123** | **Home Language Code** | **(leave blank)** |
| **125** | **Years in US Schools** | **(leave blank)** |
| **131** | **Food Program Eligibility** | **N** |
| **165** | **School Number of Residence** | **9999** |
| **167** | **Special Education Referral** | **N** |
| **182** | **Home Address State County Code** | **(leave blank)** |
| **189** | **Funding District AUN** | **AUN of the school district where the CTE AAP education entity (high school, IU or CTC) is geographically located. This must be a school district AUN.** |
| **190** | **CTE Indicator** | **School District - leave blank CTC - N** |
| **212** | **PSSA / PASA Assessment** | **I** |
| **214** | **Keystone Winter Assessment** | **N** |
| **215** | **Keystone Spring Assessment** | **N** |
| **216** | **Keystone Summer Assessment** | **N** |
| **217** | **AUN of Enrollment** | **Same as field 1** |
| **221** | **Access for ELLS Assessment** | **(leave blank)** |
| **222** | **ELA Assessment Exemption Indicator** | **(leave blank)** |