Pennsylvania Information Management System

Volume 1

USER Manual

Version 1.3

Commonwealth of Pennsylvania
Tom Wolf, Governor

The Pennsylvania Department of Education (PDE) does not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, [sex] gender, sexual orientation, disability, age, religion, ancestry, union membership, gender identity or expression, AIDS or HIV status, or any other legally protected category. Announcement of this policy is in accordance with State Law including the Pennsylvania Human Relations Act and with Federal law, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1990.

The following persons have been designated to handle inquiries regarding the Pennsylvania Department of Education's nondiscrimination policies:

For Inquiries Concerning Nondiscrimination in Employment:
Pennsylvania Department of Education
Equal Employment Opportunity Representative
Bureau of Human Resources
333 Market Street, 11th Floor
Harrisburg, PA 17126-0333
Voice Telephone: (717) 787-4417
Fax: (717) 783-9348

For Inquiries Concerning Nondiscrimination in All Other Pennsylvania Department of Education Programs and Activities:
Pennsylvania Department of Education
School Services Unit Director
333 Market Street, 5th Floor
Harrisburg, PA 17126-0333
Voice Telephone: (717) 783-3750
Fax: (717) 783-6802

If you have any questions about this publication or for additional copies, contact:

Pennsylvania Department of Education
Office of Administration
333 Market Street
Harrisburg, PA 17126-0333
www.education.pa.gov

All Media Requests/Inquiries: Contact the Office of Press & Communications at (717) 783-9802

Pennsylvania Department of Education Administration

333 Market Street, Harrisburg, PA 17126-0333

Pedro A. Rivera
Secretary of Education

David Volkman
Executive Deputy Secretary

Deborah A. Reeves
Deputy Secretary, Office of Administration

Matthew Stem
Deputy Secretary, Office of Elementary and Secondary Education

Noe Ortega
Deputy Secretary, Office of Postsecondary and Higher Education

Glenn R. Miller
Deputy Secretary, Office of Commonwealth Libraries

Suzann Morris
Deputy Secretary, Office of Child Development and Early Learning

Public Education Department Postsecondary PIMS Team

PIMS Project Sponsor   **Pedro A. Rivera, Secretary of Education**

Postsecondary PIMS Support Services: Call Toll Free 1-800-661-2423

Table of Contents

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.

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 Plan under the Every Student Succeeds Act (ESSA) 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 State. Pennsylvania's accountability plan is outlined in the Pennsylvania Consolidated State Plan. As part of 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, student groups of fosters, homeless, and military 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 PIMS templates or tables:

- Course
- Course Enrollment
- Course Instructor Snapshot
- Student
- Student Fact
- Student Snapshot
- CTE Student Fact

- CTE Student Industry Credential
- Assessment Fact
- Student Award Fact
- Frozen Grad Cohort
- Student Local Assessment Subtest
- Student Calendar Fact

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.

PIMS User Manual Volume 1 Change Summary

Below are the changes and additions that have been made for this version of the PIMS User Manual.

Version	Domain	Section	Change
1.0	Introduction	ESSA	Added an ESSA guidance section.
1.0	Introduction	Future Ready PA Index	Added a Future Ready PA Index guidance section.
1.0	Introduction	Future Ready PA Index In the Collection Templates	Added a Future Ready PA Index tag in the Definitions of each data element that impacts the index.
1.0	Introduction	Act 82 Data Reporting for Teacher and Principal Evaluation (SPP)	Changed the name of this section and moved it to the Introduction.
1.0	Students to be Reported in PIMS	Reporting Pre-Kindergarten (Pre-K) Students	Provided clarified guidance regarding Head Start and PA Pre-K Counts reporting.
1.0	Definitions		Deleted the entire Definitions domain and moved the information to Appendix N in Volume 2 of the PIMS Manual.
1.0	Staff to be Reported in PIMS	Which LEA should report this person?	Change the section name to "Which LEA should report this Person?" to "Which LEA should report the following individuals?"
1.0	Courses to be Reported in PIMS	Course Records & Departmentalized Course Codes	Added submission clarification regarding AP, IB, and DE courses.
1.0	Race/Ethnicity/ Gender	Reporting Student Gender	Moved Reporting Student Gender domain to be a section in the Race and Ethnicity domain.
1.0	Curriculum, Assessment, and Instruction	Entire section	Layout and content has been updated.
1.0	School Performance Profile	Data Elements in the School Performance Profile	Removed the SPP Data Elements Table.
1.0	Template	Rules	Added multiple Template Rules that apply to all Templates.
1.0	Template	Field Information	Updated the definition of Field Name, Not Collected, and Sample/Valid Values/ Example.
1.0	Template	Key Fields	Updated the path to the PIMS Help Section.
1.0	Template	Load Sequence/ Dependencies	Added three templates that are dependent on the Student Template.
1.0	Template	All Templates	1. Reduced the number of template rules to only what pertains to that template. 2. Added references within each template between the rules and the data element it impacts. 3. Added a reference in each Template Rules section referencing the Template domain and the rules that apply to every template.
1.0	Child Accounting	School Calendar Template	Field 21: Act 80 Group - updated information in Additional Information and the Business Rules.
1.0	Child Accounting	School Calendar Template Rules	Removed the comment about "…defaulting to 0…" from Rule 1.
1.0	Child Accounting	Student Calendar Fact Template	Field 5 and 6: Percentage of Time Enrolled for Calendar and Funding District Code – moved the reference of Appendix N from Sample/Valid Values to the Business Rules.
1.0	Child Accounting	Student Calendar Fact Template	Field 16: Days Absent - Unexcused - removed note regarding Safe Schools in the Business Rules.

1.0	Course	Course Template	Fields 11, 34 and 35: Honors Indicator, Career and Technical Indicator, and Gifted Indicator - retired three data elements.
1.0	Course	Staff Student Subtest Template	Field 10: PERCENTAGE OF SHARED INSTRUCTION (INSTRUCTIONAL RESPONSIBILITY WEIGHT) - added a new Definition.
1.0	Discipline	Main Page	Removed part of the Discipline domain guidance.
1.0	Discipline	Incident Offender Template	Field 7: Grade Level Code at The Time of Incident - this information is now Required, if known.
1.0	Discipline	Incident Offender Template	Field 11: Adjudication Code - added Valid Values - 7 and 8.
1.0	Discipline	Incident Offender Template	Fields 16 and 19: Primary Disability Code and Offender District of Residence AUN - added new fields.
1.1	Discipline	Incident Offender Infraction Template	Added a NOTE in the Template Description to explain when to use the two new Infraction Codes – A & C.
1.0	Discipline	Incident Victim Template	Field 9: Injury Severity Code - added three Valid Values and removed one.
1.0	District	District Fact Template for Safe Schools	Updated the guidance in the Template Description.
1.0	District	District Fact Template for English Learners (ELs)	Changed the PDE website path in both the Title III Professional Development Activities Survey and the LIEP Survey sections.
1.0	District	District Fact Template for English Learners (ELs)	Updated the guidance in the Assessment section of the Template Description.
1.0	District	Sample LIEP Survey Submission for the District Fact Template for EL. Data reported is for SY 2018-2019.	Updated sample data so we're using valid codes.
1.0	District	District Fact Template for Title I Data	Field 6: Measure Type - removed "Percent" as a Valid Value.
1.0	District	District Fact Template for Title I Data	Fields 8 and 9: Amount and Percent - retire both fields.
1.0	District	Samples Title I Submission for the District Fact Template	Removed the first nine rows and last eight rows of sample data.
1.0	District	District Fact Template for Home Education and Private Tutoring Data	Changed the PDE website path.
1.0	District	District Fact Template for Support Personnel Data	Changed the PDE website path.
1.0	Enrollment	School Enrollment Template	Added wording regarding reporting of School Enrollment Records in the Template Description.
1.0	Enrollment	School Enrollment Template	Field 7: Enrollment Code - added to the definition in the Sample/Valid Values column.
1.2	Enrollment	School Enrollment Template	In the second list of the Template Description, the third bullet, "Student Template Field 217 District Code of Enrollment is not equal to Field 1 District Code" is being removed.
1.2	Groups and Programs	Programs Fact Template	A NOTE was removed from the Template Description
1.0	Location	Location Fact Template for Fire and Security Drills	Updated guidance in the Template Description to account for the ability to report security drills in this template.
1.3	Location	Location Fact Template for Fire and Security Drills	Updated guidance in the Template Description and the name the collection name in the File Upload instructions.
1.0	Location	Location Fact Template for Fire and Security Drills	Field 5, 18, and 20: Category 2, Category 4, Indicator, and Date – updated the Definition, Business Rules, and Sample / Valid Values to accommodate security drills.
1.3	Location	Location Fact Template for Fire and Security Drills	Field 6: Category 3 – added FIRSTDAY as a Sample / Valid Value

1.0	Location	Location Fact Template for Interscholastic Athletic Opportunities Data	Changed the PDE website path.
1.0	Staff	Staff (Snapshot) Template	Field 2: Staff ID - added a note that the "SS" in the ID only applies for Safe Schools.
1.0	Staff	Staff (Snapshot) Template	Field 23: Home Phone - removed a phrase from the Definition.
1.0	Staff	Staff (Snapshot) Template	Field 40: Birth Date - added a phrase to the Business Rules.
1.0	Staff	Staff (Snapshot) Template	Field 48: Staff Qualification Status Code - added a NOTE to the Business Rules.
1.0	Staff	Staff (Snapshot) Template	Field 71: Highest Degree Institution Code – removed codes in volume 1, since codes are found in Appendix C of volume 2
1.0	Staff	Staff (Snapshot) Template	Field 95: Authorized to Carry Weapon Indicator - added a Safe Schools NOTE to the Business Rules.
1.0	Staff	Staff Assignment Template	Field 2: Staff ID - added a note that the "SS" in the ID only applies for Safe Schools.
1.0	Staff	Staff Development Fact Template	Field 2: Staff ID - added a note that the "SS" in the ID only applies for Safe Schools.
1.0	Student	Main Page	Added five organizational types to the list for Student Award Fact Template for Non-CTC Industry-Recognized Credentials and Work-Based Learning Experiences and four organizational types for Career Standards Benchmarks.
1.0	Student	Student (Snapshot)Template	Field 13: Home Room - changed from Required (R) to Optional (O).
1.0	Student	Student (Snapshot)Template	Fields 46 and 53: Repeating Last Year and Expected Graduation Timeframe - retired two data elements.
1.0	Student	Student (Snapshot)Template	Field 90: Mobility Code - added new data element.
1.0	Student	Student (Snapshot)Template	Field 95: Title III EL Eligibility - updated the Definition.
1.3	Student	Student (Snapshot)Template	Field 99: Student Entry Date – updated Definition to provide more clarity in the guidance.
1.1	Student	Student (Snapshot)Template	Field 117 and Field 189: District Code of Residence and Funding District Code – moved the reference for Appendix N from Valid Values to Business Rules and changed the wording to reflect what is in Appendix N.
1.1	Student	Student (Snapshot)Template	Field 125: Years in US School – updated the guidance regarding immigrant status for Title III immigrant funding.
1.0	Student	Student (Snapshot)Template	Field 133: Last Name Long - added wording to the Business Rules.
1.0	Student	Student (Snapshot)Template	Field 212: Assessment Participation Code - added two new Valid Values.
1.0	Student	Student (Snapshot)Template	Field 214, 215, and 216: Assessment Participation Code 1, 2, and 3 - added one Valid Value and defined all three.
1.0	Student	Student Award Fact Template for Industry-Based Credentials and Work-Based Learning Experiences for Non-CTE Students	Added guidance regarding the Future Ready PA Index and updated the name of the section.
1.0	Student	Student Fact Template for Career Standards Benchmarks	Updated the guidance regarding the Future Ready PA Index.
1.0	Student	Student Local Assessment Subtest	Added guidance regarding the Future Ready PA Index.
1.0	CTE	CTE Student Industry Credential Template	Added guidance regarding the Future Ready PA Index.

1.0	Special Education	Main Page	Removed part of the NOTE regarding the error report.
1.2	Special Education	Main Page	Added the exception regarding wards of state back into the Template Description.
1.0	Special Education	Special Education Snapshot	Field 71: Location Of Special Education Services - changed the Business Rules.

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 will be 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
- Grade 3
- Grade 4
- Grade 5
- Grade 6
- Grade 7
- Grade 8
- Grade 9
- Grade 10
- Grade 11
- Grade 12
- AAP (Adult Affidavit Program student)

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 LEAs 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 it educates 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 LEAs 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 LEAs 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 LEA offer). Students generally are five years old at the beginning of the school year.

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 Code of Residence and should report the AUN of the school district where the CTE-educating LEA is located in the Funding District Code for AAP students.

Definitions

*Moved all definitions and notes to Appendix N in Volume 2 of the PIMS Manual.

District Code: The unique, 9-digit AUN assigned by the Pennsylvania Department of Education.

District Code of Residence: The AUN for the school district where the natural/adoptive parent or legal guardian resides. For a 1305 or 1306 student with no known school district of residence, enter the PA State code 999999999. Students, whose natural/adoptive parent resides out-of-state, use the Out-of-State code 888888888.

Funding District Code: The AUN for the school district that is financially responsible for the student. This is generally the same as District of Residence, except for non-resident students as noted in Appendix N.

District Code of Enrollment: The AUN for the LEA providing the majority of the student's core academic education.

NOTES:
- A value of 888888888 should be entered to indicate the generic "Out-of-State" code.
- A value of 999999999 should be entered to indicate the generic "PA State" code.
- Letters A to M are values for the Residence Status Code field in the School Enrollment template (Field 10) and Student Calendar Fact template (Field 7).
- Reporting Adult Affidavit Program (AAP) students in the School Enrollment template is not required or needed. LEAs may report 999999999 in the District Code of Residence and should report the AUN of the school district where the CTE educating LEA is located in the Funding District Code for AAP students.

Definitions of Residency Status Codes

Code A. Resident (includes 1302 Guardianship and Resident Foster Children): Student whose natural/adoptive parent or legal guardian resides in the reporting school district; affidavit student residing with an adult other than natural/adoptive parent (see PA Public School Code, 24 P.S. § 13-1302); emancipated student (see Chapter 11 §11.11); pre-adoptive student; foreign exchange student with a J-1 visa; homeless student not living in a shelter or institution; student whose natural/adoptive parent or guardian is a migrant worker; and student whose natural/adoptive parent or legal guardian and foster parent reside in the reporting school district. The district code of residence and the funding district code are the same.

Code B. 1305, Non-resident Foster Child, (Resident Foster Parent): Non-resident student in foster home who is educated by the school district in which the foster parent resides or is educated by an out-of-state school. The student's natural/adoptive parent or legal guardian resides outside the reporting district. (See PA Public School Code, 24 P.S. § 13-1305.) NOTE: Also include student if he/she is in any of the following living arrangements/placements: family living program, formal kinship care, respite care, or transitional foster care. The district code of residence and the funding district code are different.

Code C. 1305, Non-resident Foster Child, (Non-resident Foster Parent): Non-resident student in foster home who is educated by a school district that is not the school district of residence of the foster parent or a non-resident foster student educated by an IU, CTC, or CS. The district code of residence and the funding district code are different.

Code D. 1306, Institutionalized Non-resident, Unknown District of Residence (Host SD is educating): Institutionalized non-resident student who has been disclaimed on the PDE-4605 "Determination of District of Residence for Students in Facilities or Institutions in Accordance with Section 1306 of School Code" and thus has no known school district of residence. NOTE: Documentation that the location of the district of residence is unknown must be maintained, including an accurate and complete PDE-4605 and supporting documents (ex. court order terminating parental rights or PDE letter confirming ward of state status). The funding district code is the host school district's AUN.

Code E. **1306, Institutionalized Non-resident, Unknown District of Residence – Detention:** Non-resident student who has been disclaimed on the PDE-4605 for whom education was provided in a detention facility. The funding district code is the host school district's AUN.

NOTES:
- A detention facility is an institution to which children are referred pursuant to a proceeding under 42 Pa. C.S. Chapter 63 (relating to juvenile matters).
- Documentation that the district of residence is unknown must be maintained, including an accurate and complete PDE-4605 and supporting documents (ex. court order terminating parental rights or PDE letter confirming ward of state status).

Code F. **1306, Institutionalized Non-resident Acknowledged (Host SD is funding):** Institutionalized non-resident student whose school district of residence has been acknowledged on the PDE-4605. See chart for district code of residence and funding district code guidelines.

Code G. **Non-resident District Paid Tuition:** Non-resident student educated by the reporting school district or LEA whose tuition was paid by the resident school district. The district code of residence and the funding district code are the same.

Code H. **Non-resident Parent-Paid Tuition:** Non-resident student educated by the reporting school district or LEA whose tuition was paid by a private party (usually the parent). The district code of residence and the funding district code are different.

Code I. **Non-resident Tuition Waiver In-State:** Non-resident student educated by the reporting school district or LEA whose tuition was waived by the school board. The district code of residence and the funding district code are different.

Code J. **Non-resident OOS:** Non-resident student educated by the reporting school district or LEA whose tuition was either paid by the out-of-state (OOS) school district or parent or waived by the school board. The district code of residence and the funding district code are different.

Code K. **Non-resident Act 6-specifically, Philadelphia City SD:** Non-resident out-of-state medically indigent student hospitalized in exclusively charitable children's hospitals educated by Philadelphia City SD.

Code L. **1306, Institutionalized Non-resident, Unknown District of Residence:** Same specifications as Code D except the funding district code is not the educating LEA. This code was added in 2013-14 school year to accommodate situations where a 1306 student with no known district of residence is not educated by the host/funding school district.

Code M. **1306, Institutionalized Non-resident Acknowledged:** Institutionalized non-resident student whose school district of residence has been acknowledged on the PDE-4605. This code was added in 2013-14 school year to accommodate situations where the educating LEA is directly billing the district of residence. The district code of residence and the funding district code are the same.

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 2018-2019 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
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.
- 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.

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
- Staff Snapshot
- Staff Assignment
- Course
- Course Instructor
- 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
- Staff Snapshot
- Staff Assignment
- Course
- Course Instructor
- 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

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 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 using ID 9999999.

Courses to be Reported in PIMS

2018-2019 Reporting Changes

Beginning in the 2018-2019 school year, LEAs are encouraged to submit all courses, course instructor assignments, and student course enrollments, in all academic subject areas. The new subject area data is required to support new federal reporting requirements that are not limited to the Core Content subjects. LEAs are encouraged to map all local courses to state course codes and begin submission of all subject areas during the 2018-19 school year; beginning in the 2019-20 school year this data will be required and additional guidance will be provided.

Course Records

Course records should be created for all academic core-content 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 Appendix A in Volume 2 of this manual. In the Course tables in Appendix A, you will see indicator columns for Act 82, Future Ready, and Core Content. Core content courses generally include Math, Science, Language Arts, Social Studies, World Languages, and Art. See Appendix A in Volume 2 of this manual for a complete list of course codes and related core-content indicators. Submission of data related to non-core content courses is optional except for Advanced Placement (AP), International Baccalaureate (IB), and Dual Enrollment (DE) courses.

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 core-content courses and encouraged to submit all courses for which they employ the teacher of record. Reporting responsibility includes the following data templates:

- Staff
- Course
- Student
- Course Instructor

- Student Course Enrollment
    - Must include records for all students in the class regardless of the student's district of residence
    - See the figure at the end of this section for more specific guidance on reporting responsibility

Private Vendor/Institution of Higher Education Personnel:

When an LEA enters into an agreement with a private vendor or an 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 using the following templates:

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

NOTE: Personnel employed by private vendors or IHEs may be reported with one of the following fictitious IDs:
- 8888888 – Institution of Higher Education
- 9999999 – Private Vendor

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.

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== ~~for nearly every~~ 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) (nces.ed.gov/forum/SCED.asp).

Keystone Course Codes

PDE developed Keystone course codes, based on SCED codes, in order to identify local LEA courses that culminate with students taking Keystone Exams. LEAs should map any course that culminates in a Keystone Exam to the most appropriate Keystone course code. See Appendix A in Volume 2 of this manual for a complete list of Keystone course codes.

Departmentalized Course Codes

PDE requires elementary courses to be reported as departmentalized for all grades tested by state standardized assessments. ==~~Only subject areas (departments) tested by state standardized assessments are to be reported to PIMS. Elementary special courses, (ex. Music, Art, Gym) are not to be reported to PIMS.~~== Grade levels not tested by state standardized assessments may be reported as self-contained courses.

==**LEAs are encouraged to report all courses, in all subject areas, and course enrollments in sections taught by instructors who are employed by the LEA.**==

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

As in the past, individuals (or students' parents) are asked to self-identify themselves. Observer identification is required 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 (www.edpubs.ed.gov/). 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

Pennsylvania Accountability System (PAS)

Pennsylvania's accountability system, as required by ESSA, is administered by the PDE Bureau of Curriculum, Assessment, and Instruction. This bureau 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 2017-18 school year, Pennsylvania transitioned to a new statewide accountability system aligned to federal ESSA requirements. The federal law requires states use certain accountability indicators – including academic achievement and progress, graduation rate, and progress for English Learners – for purposes of identifying schools in need of additional supports. States also were required to identify at least one other indicator of school quality or student success as part of their accountability indicators. Pennsylvania's two additional accountability indicators are the: Career Readiness Benchmark (percentage of students engaged in career exploration and preparation) and Chronic Absenteeism (percentage of students who have missed more than 10 percent of school days in the academic year). Pennsylvania will use all these indicators to identify schools for Comprehensive Support and Improvement (CSI) and Targeted Support and Improvement (TSI) beginning in 2018-19.

An important component of the state's ESSA plan is the creation of the Future Ready PA Index. The Future Ready PA Index will serve as Pennsylvania's one-stop location for comprehensive information about school success and will use a dashboard model to highlight how schools are performing and making progress on multiple 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 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. For more information on the Future Ready PA Index, visit the PDE website.

The bureau will continue to publish building-level data for purposes of educator evaluation pursuant to state law (Act 82 of 2012).

Attribution Map

The 2018 Attribution Map v.1 (PDF) is posted on the Pennsylvania Accountability System website. The Attribution Map describes the school and district 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. The Attribution Map is updated annually. The 2019 Attribution Map will be posted prior to the 2019 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. For PIMS data, please use the PDE Attribution Rules supplement that is posted along with the Attribution Map.

Trainings

Training includes PowerPoint presentations and webinars. All trainings are conducted by the PDE Bureau of Curriculum, Assessment, and Instruction's Division of Assessment and Accountability. All trainings are posted on the PAS webpage at Pennsylvania Accountability System. Training dates are posted with the PIMS Calendar and email broadcasts are sent to all PIMS Administrators on the list provided by the Office of Data Quality.

Resources

- Pennsylvania's ESEA Flexibility Waiver
- Chapter 4 Academic Standards and Assessment
- Every Student Succeeds Act (ESSA)
- Future Ready PA Index
- Required Federal Reporting Measures
- School Performance Profile
- Standards Aligned System
- The Data Recognition Corporation/eDirect | Customer Support 888.551.6935
- Data Interaction/eMetric | Customer Support 877.829.7769
- Pennsylvania Value Added Assessment System | Customer Support 717.606.1911
- PIMS Support Services Customer Support | 800.661.2423
- Request a PIMS Help Ticket | help@pimssupport.org
- 2018-19 PIMS Reporting Due Dates (Calendar), Training Dates and Manuals

Website Access

Pennsylvania Accountability System (PAS) (www.education.pa.gov/pas)

Contact

Division of Assessment and Accountability | ra-pas@pa.gov

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 2018-2019 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.
- STUDENT IDs 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 code - LOCATION CODE.

NOTE: The "Field Name" column within each template represents the IEP 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 eScholar field name in order to resolve any issues during the data submission process.

Field Information

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

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 • **CR:** Conditionally Required • **O:** Optional
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.

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** ~~Teachers and Administrators~~.
   b. Click on PIMS in the dropdown menu that appears.
   c. ~~Scroll to the very bottom of the page and select~~ Click the **Help Request Form** at the bottom of the PIMS HELP section.
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	Student Course Enrollment
	Course Instructor
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 Parent Involve
	Incident Victim
Person	Incident Offender
	Incident Offender Infraction
	Incident Offender Disciplinary Action
	Incident Offender Parent Involve
	Incident Victim
Incident Offender	Incident Offender Infraction
	Incident Offender Disciplinary Action
	Incident Offender Parent Involve

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

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

- DistrictCode_TargetTable_YYYYMMDDHHMM.xxx
- Example: 100000009_student_201509051134.csv

    1. District Code = 9-digit Administrative Unit Number
        - For example, 100000009
    2. Target Table (located on template) e.g., "Student"
    3. Time Stamp (ensures uniqueness for the file) e.g., "201509051134"
    4. File Extension (data separator type) e.g., "csv"
        - csv: comma separated
        - tab: tab separated

Naming Convention Common Problems

- The District Code is the 9-digit AUN code.
- Time Stamp is related to the time the file is created, not the collection reporting dates.
- Target Table is located on line 5 of the eScholar templates.
    - Exact name listed must be used for File naming convention (e.g. Student Course Enrollment Template is COURSE_ENROLL).

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

Child Accounting Domain

All public LEAs must submit the following templates as part of the 2018-2019 Child Accounting data collection:

- School Calendar
- Student Calendar Fact

    This domain applies to the following organizational types:

    o   School Districts
    o   Intermediate Units
    o   Career and Technology Centers
    o   Charter Schools
    o   Private Residential Rehabilitation Institutions (PRRI)
    o   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 mailed to the Division of Subsidy Data and 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 Data and Administration at PDE.

Preliminary data is due the end of March 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 Code of Residence, Funding District Code, 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.

The District Code of Sending Charter School and Charter School (Location) Code are not key fields.

Many fields found in the Student template are essential to Child Accounting. These fields are Student Status, Gender Code, Race or Ethnicity Code, Economic Disadvantaged Status Code, Special Education, EL Status and Location Code. 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.

Grain: One record per District Code of Instruction / School Year Date / Calendar ID

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 (not 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	Sample / Valid Value
1	9	DISTRICT CODE OF INSTRUCTION	R	K	The unique, 9-digit Administrative Unit Number (AUN) assigned by the PDE.		All LEA and school codes can be found on the EdNA website (http://www.edna.pa.gov) 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. Thus, the 2018-2019 school year would be indicated by 2019-06-30.		Example: 2019-06-30
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

PIMS School Calendar Template Specifications

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

PIMS School Calendar Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
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 2018-06-25 to 2019-01-31	Example: 2018-08-22
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 2019-01-01 to 2019-07-31	Example: 2019-06-18
11	10	INSTRUCTION START DATE	R	U	The date of the first day of instruction.	Falls on or after the CALENDAR START DATE - Field 9.	Example: 2018-08-28
12	10	INSTRUCTION END DATE	R	U	The date of the last day of instruction.	Falls on or before the CALENDAR END DATE - Field 10.	Example: 2019-06-12
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 INSTRUCTION END DATE - Field 12. **NOTE**: This field is checked by the DQE.	Example: 2019-06-14
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

PIMS School Calendar Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
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.	Report days as whole numbers. This field is required if Field 21 - ACT 80 GROUP is populated; otherwise use 0. **For SD / CTC / IU use only.** *See rules 1, 2, and 3 below. **NOTE**: This field is checked by the DQE.	Example: 4
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 NUMBER OF SCHEDULED SCHOOL DAYS (Field 14).	Report days as whole numbers. *See rule 1 below.	Example: 0

PIMS School Calendar Template Specifications

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

1. Fields 16, 17, 18, 19 and 20 must be greater than or equal to zero. they will default to 0 if no value is supplied.
2. The sum of TOTAL DAYS…LOST... (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…Fields (16, 17, and 18)) – (move above template)

*See the Rules section of the Template domain

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 Code of Residence, Funding District Code, 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.

Grain: One record per District Code of Instruction / School Year Date / Calendar ID / Student ID / District Code of Residence / Funding District Code / Residence Status Code / Current Grade Level / Special Education Indicator

Additional Information

District Code of Residence, Funding District Code, 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 location code (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	Sample / Valid Value
1	9	DISTRICT CODE OF INSTRUCTION	R	K	The unique, 9-digit AUN assigned by the PDE.		All LEA and School codes can be found on the 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. Thus, the 2018-2019 school year would be indicated by 2019-06-30.		Example: 2019-06-30
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	STUDENT ID	R	K	The unique, 10-digit PAsecureID assigned to the student.		Example: 1000000009
5	9	DISTRICT CODE OF RESIDENCE	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 Code of Residence. **NOTE**: This field is checked by the DQE.	All LEA and school codes can be found on the EdNA website Refer to Appendix N in Volume 2 of the PIMS User Manual for a complete list of valid values Example: 123456789

PIMS Student Calendar Fact Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
6	9	FUNDING DISTRICT CODE	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 the DISTRICT CODE OF RESIDENCE, **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.	All LEA and school codes can be found on the EdNA website ~~See Appendix N in Volume 2 of the PIMS User Manual for a complete list of valid values.~~ 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 DAYS ENROLLED - Field 8. Number of days may include 2 decimal points.	Example: 165.25

PIMS Student Calendar Fact Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
10	3	PERCENTAGE OF TIME ENROLLED FOR CALENDAR	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. **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.	Example: A student receives 225 instructional minutes compared to 1650 instructional minutes per week for full time students: 225/1650 = 14.
11	3	CURRENT GRADE LEVEL	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.	See Appendix K in Volume 2 of the PIMS User Manual for a complete list of valid values.
12	Not Collected						
13	4	SENDING CHARTER SCHOOL [LOCATION] CODE	CR	U	The 4-digit school number of the charter school that contracted with the educating LEA to educate a charter school student.	Charter School location code [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 - DISTRICT CODE OF SENDING CHARTER SCHOOL must also be populated.	All LEA and school codes can be found on the EdNA website Example: 1234

PIMS Student Calendar Fact Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
14	9	DISTRICT CODE OF SENDING CHARTER SCHOOL	CR	U	The 9-digit AUN of the charter school that contracted with the educating LEA to educate a charter school student.	Charter school AUN 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 [LOCATION CODE] must also be populated.	All LEA and school codes can be found on the EdNA website Example: 123456789
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 *(continued next page)*	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.	DAYS ABSENT-UNEXCUSED plus DAYS PRESENT (Field 16 plus 9) must be equal to or less than DAYS ENROLLED (Field 8) Number of days may include 2 decimals.	Example: 10.25

PIMS Student Calendar Fact Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
						~~This data is used by Safe Schools Office for Compulsory Attendance and Truancy Prevention.~~ **NOTE**: This field is checked by the DQE.	

Rules

See the Rules section of the Template domain

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:

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

- Staff Student Subtest Template

    This template applies to the following organizational types:

    o School Districts
    o Intermediate Units
    o Career and Technology Centers

    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 2018-2019 school year.

Elementary course codes for grades pre-kindergarten to second grade may be reported as self-contained courses. Elementary course codes for grades three through eight should be reported with departmentalized course codes. ~~Music, art, health/physical education, technology, and other special subjects are not reported in grades three through five. Non-academic classes, such as study hall and lunch, are not reported at any level.~~

NOTES:

- Courses that culminate in a Keystone Exam should be reported with the Keystone Exam course code.
- Accurate reporting of courses in assessed grades/subjects is especially important. PDE policy analysts 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.

Grain: One record per LEA / Location / School Year / Course Code / Supplementary Course Differentiator (formerly known as Semester)

PIMS Course Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	9	DISTRICT CODE	R	K	The unique, 9-digit AUN assigned by the PDE.		All LEA and school codes can be found on the EdNA website Example: 123456789
2	4	LOCATION CODE	R	K	The PDE defined 4-digit code identifying the school.		All LEA and school codes can be found on the EdNA website Example: 1234
3	10	SCHOOL YEAR DATE	R	K	For the 2018-2019 school year, this field should be populated with 2019-06-30.		Example: 2019-06-30
4	Not Collected						

PIMS Course Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
5	50	COURSE NAME	R	U, R	The descriptive local course name given to a course of study offered in a school or other institution or organization. For College/High School Credit (Dual Enrollment) courses, provide the name of the course used by the postsecondary institution. Provide the local course name.		Example: English III
6	Not Collected						
7	Not Collected						
8	Not Collected						
9	Not Collected						
10	Not Collected						
11	N/A	HONORS INDICATOR	R	U	This Y/N field is used to indicate advanced academic courses.		Valid Value: Y or N
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						

PIMS Course Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
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						
29	8	ALTERNATE COURSE CODE	R	U	Pennsylvania's Standardized Course Codes. For College/High School Credit (Dual Enrollment) courses, use the course code that best describes the content of the postsecondary course. 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						

PIMS Course Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
32	1	DUAL CREDIT	R	U	This field will be populated with Y only if the alternate course code is one of the College/High School Credit (Dual Enrollment) course codes. Otherwise, populate with N. Informs the Rigorous Courses of Study indicator in the **Future Ready PA Index**.		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~~	~~N/A~~	~~CAREER AND TECHNICAL INDICATOR~~	~~R~~	~~U~~	~~An indication of whether a course is a career and technical course.~~		~~Valid Value: Y or N~~
34	Not Collected						
~~35~~	~~N/A~~	~~GIFTED INDICATOR~~	~~R~~	~~U~~	~~An indication of whether a course is intended for gifted students.~~		~~Valid Value: Y or N~~
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

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.

Grain: One record per LEA / Location / School Year / Course Code / Section / Supplementary Course Differentiator (formerly known as Semester).

PIMS Course Instructor Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	9	DISTRICT CODE	R	K	The unique, 9-digit AUN assigned by the PDE.		All LEA and school codes can be found on the EdNA website Example: 123456789
2	4	LOCATION CODE	R	K	The PDE defined 4-digit code identifying the school.		All LEA and school codes can be found on the EdNA website Example: 1234
3	10	SCHOOL YEAR DATE	R	K	For the 2018-2019 school year, this field should be populated with 2019-06-30.		Example: 2019-06-30
4	Not Collected						
5	Not Collected						
6	Not Collected						
7	Not Collected						

PIMS Course Instructor Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	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 under "Teachers and Teacher Certification."		Valid Values: 12345679
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.	

PIMS Course Instructor Template Specifications

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

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.

Grain: One record per LEA /Location / School Year / Course Code / Section / Student / Supplementary Course Differentiator (formerly known as Semester).

PIMS Student Course Enrollment Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	9	DISTRICT CODE	R	K	The unique, 9-digit AUN assigned by the PDE.		All LEA and School codes can be found on the EdNA website Example: 123456789
2	4	LOCATION CODE	R	K	The PDE defined 4-digit code identifying the school.		All LEA and School codes can be found on the EdNA website Example: 1234
3	10	SCHOOL YEAR DATE	R	K	For the 2018-2019 school year, this field should be populated with 2019-06-30.		Example: 2019-06-30
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 2017-2018 school year.	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: 2018-09-01

PIMS Student Course Enrollment Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	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	STUDENT ID	R	K	The unique, 10-digit PAsecureID assigned to the student. Informs various indicators in the **Future Ready PA Index**.		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 (formerly named "*SEMESTER*")	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.	

PIMS Student Course Enrollment Template Specifications

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

Load Sequence/Dependencies

Load Sequence/Dependencies
COURSE
STUDENT
COURSE INSTRUCTOR

Staff Student Subtest Template

(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.

Grain: One record per AUN / Staff ID / Student District Code / Student ID / School Year / Assessment District Code / Test Description / Assessment School Year Date / Subtest Identifier.

PIMS Staff Student Subtest Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	9	STAFF DISTRICT CODE	R	K	The unique, 9-digit AUN assigned by the PDE. Use the AUN of the LEA submitting this PIMS template.		All LEA and School codes can be found on the EdNA website Example: 123456789
2	12	STAFF ID	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.	Example: 3456789
3	9	STUDENT DISTRICT CODE	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.		All LEA and School codes can be found on the EdNA website Example: 123456789

PIMS Staff Student Subtest Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
4	12	STUDENT ID	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.		Example: 1000000009
5	10	SCHOOL YEAR DATE	R	K	A single date representing the entirety of the school year. To designate a SCHOOL YEAR DATE, use the school year being reported followed by June 30 (the end of the standard school year); for example, the 2018-2019 SY would be reported as 2019-06-30.		Example: 2019-06-30
6	9	ASSESSMENT DISTRICT CODE	R	K	The unique, 9-digit AUN assigned by the PDE. Use the AUN for the state.		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 representing the entirety of the school year. To designate a SCHOOL YEAR DATE, use the school year being reported followed by June 30 (the end of the standard school year); for example, the 2018-2019 SY would be reported as 2019-06-30.		Example: 2019-06-30

PIMS Staff Student Subtest Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
9	7	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.
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. ~~The percentage of instruction for which this teacher is responsible for the assessment, by individual student. The PERCENTAGE OF SHARED INSTRUCTION (INSTRUCTIONAL RESPONSIBILITY WEIGHT) will account for shared instruction of a student.~~	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 SY17-18 document on the PVAAS website (pvaas.sas.com) for further clarification.	Example: 50

PIMS Staff Student Subtest Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	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 SY17-18 document on the PVAAS website for further clarification.	Example: 25
12	4	RELATIONSHIP LOCATION CODE	R	U	Location code associated with this instructional relationship: must be a location associated with the Staff District Code reported in Field 1. **NOTE:** That each record represents a relationship, not a teacher or student.	RELATIONSHIP LOCATION CODE must be found in the LOCATION Table for the matching STAFF DISTRICT CODE.	Example: 1010

Rules

See the Rules section of the Template domain

Load Sequence/Dependencies

Load Sequence/Dependencies
STUDENT
STAFF

Discipline Domain

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

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

    This domain applies to the following organizational types:

    o   School Districts
    o   Intermediate Units
    o   Career and Technology Centers
    o   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.

As indicated above, not all incidents are to be reported in these Discipline Domain templates to PIMS. For example, academic incidents such as cheating or plagiarism are not to be reported here. **NOTE:** These types of incidents may need to be reported in aggregate in the Location Fact template if they result in an expulsion or out of school suspension, though. Please refer to the Location Fact template in the Location Domain section. 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

(9 Fields, 9 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.

Grain: One record per Submitting District Code / School Year Date / Incident ID.

PIMS Incident Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	9	SUBMITTING DISTRICT CODE	R	K	The unique, 9-digit AUN assigned by the PDE.		All LEA and School codes can be found on the EdNA website Example: 123456789
2	10	SCHOOL YEAR DATE	R	K	A single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2018-2019 school year would be indicated by 2019-06-30.		Example: 2019-06-30
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: 2018-10-05
5	4	LOCATION CODE OF INCIDENT	R	K	The PDE defined 4-digit code identifying the school where the incident took place.		All LEA and School codes 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 INCIDENT ID - Field 3.		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.

PIMS Incident Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
8	1	INCIDENT TIME FRAME CODE	CR	U	The time the incident occurred; see Valid Values.	Required if 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

Rules

See the Rules section of the Template domain

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.

Grain: One record per Submitting District Code / Person ID / School Year Date.

PIMS Person Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	9	SUBMITTING DISTRICT CODE	R	K	The unique, 9-digit AUN assigned by the PDE.		All LEA and School codes 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

PIMS Person Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
3	10	SCHOOL YEAR DATE	R	K	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 2018-2019 school year would be indicated by 2019-06-30.		Example: 2019-06-30
4	9	PERSON DISTRICT CODE	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.	All LEA and School codes can be found on the EdNA website Example: 123456789
5	12	STUDENT ID	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.	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 PERSON ID - Field 2.		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

PIMS Person Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
9	2	RACE OR ETHNICITY CODE	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.	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 CODE	CR	U	The gender of the offender or victim.	Required if known.	Valid Values: • F – female • M – male

Rules

See the Rules section of the Template domain

Load Sequence Dependencies

Load Sequence/Dependency
STUDENT

*Student is only a dependent if Field 5 - STUDENT ID is populated in this template within PAsecureID.

Incident Offender Template

(19 Fields, 16 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.

Grain: One record per Submitting District Code / Incident ID / Offender ID / School Year Date.

PIMS Incident Offender Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	9	SUBMITTING DISTRICT CODE	R	K	The unique, 9-digit AUN assigned by the PDE.		All LEA and School codes 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 indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2018-2019 school year would be indicated by 2019-06-30.		Example: 2019-06-30

PIMS Incident Offender Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
5	1	OFFENDER TYPE	R	U	The type of offender.		Valid Values: • 1 – student • 2 – student with IEP • 3 – student from another school • 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
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 the local law enforcement was notified (Y in Field 8).	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

PIMS Incident Offender Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
11	1	ADJUDICATION CODE	CR	U	The type of adjudication of the offender for this incident.	Required if 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
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 is populated with 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 is 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 = 2: Student with IEP.	See Appendix H in Volume 2 of the PIMS User Manual for a complete list of valid values.
17	Not Collected						
18	Not Collected						
19	Not Collected						
20	Not Collected						

PIMS Incident Offender Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
~~19~~ 21	9	OFFENDER DISTRICT OF RESIDENCE (PIMS name: Sending District or Charter) AUN	CR	U	Provide the District Code (AUN) of the Charter school or District of Residence who sent the student to be educated at your LEA. Only AUNs of SD and CS are valid.	Required if Incident Offender > Field 5 is in 1, 2, or 3.	All LEA and School codes can be found on the EdNA website Example: 123456789

Rules

See the Rules section of the Template domain

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 52 numeric safe schools infraction codes, it shall be aligned to either an A - Academic Code of Conduct or a C - Student Code of Conduct discipline infraction type.

Grain: One record per Submitting District Code / Incident ID / Offender ID / Infraction Code / School Year Date.

PIMS Incident Offender Infraction Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	9	SUBMITTING DISTRICT CODE	R	K	The unique, 9-digit AUN assigned by the PDE.		All LEA and School codes 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 indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2018-2019 school year would be indicated by 2019-06-30.		Example: 2019-06-30

PIMS Incident Offender Infraction Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
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 between 39 and 46	Example: 2
7	500	INFRACTION COMMENT	CR	U	A comment regarding the nature of the infraction.	Required if INFRACTION CODE is 16, 41, or 46	

Rules

*See the Rules section of the Template domain

Load Sequence/Dependencies

Load Sequence/Dependencies
INCIDENT
PERSON
INCIDENT OFFENDER

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.

Grain: One record per Submitting District Code / Incident ID / Offender ID / Disciplinary Action Code / School Year Date.

PIMS Incident Offender Disciplinary Action Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	9	SUBMITTING DISTRICT CODE	R	K	The unique, 9-digit AUN assigned by the PDE.		All LEA and School codes 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 the PERSON ID - Field 2 within the Person template.	Example: 887
4	3	DISCIPLINARY ACTION CODE *(continued next page)*	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.		Sanction Valid Values: • S1 – none • S2 – detention • S3 – in school suspension • S4 – out of school suspension • S5 – expulsion, less than one calendar year • S6 – expulsion, one calendar year • S7 – expulsion, more than one calendar year • S8 – special education student removed to an interim alternative educational setting by school personnel

PIMS Incident Offender Disciplinary Action Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
							• S9 – special education student removed to an interim alternative educational setting by due process hearing officer • S10 – other Remedial Program Valid Values: • R1 – alternative education • R2 – home study instruction • R3 – student assistance referral • R4 – drug/alcohol counseling • R5 – guidance counseling • R6 – psychological evaluation • R7 – peer mediation / conflict resolution • R8 – anger management • R9 – other
5	10	SCHOOL YEAR DATE	R	K	A single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2018-2019 school year would be indicated by 2019-06-30.		Example: 2019-06-30
6	Not collected						
7	Not collected						
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 is 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 is 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 is S10, R9, or if incident involved a firearm and student was not expelled.	Example: Student lost athletic privileges.

Rules

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.

Grain: One record per Submitting District Code / Incident ID / Offender ID / Parental Involvement Code / School Year Date.

PIMS Incident Offender Parent Involvement Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	9	SUBMITTING DISTRICT CODE	R	K	The unique, 9-digit AUN assigned by the PDE where the incident took place.		All LEA and School codes 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 the 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 indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2018-2019 school year would be indicated by 2019-06-30.		Example: 2019-06-30

PIMS Incident Offender Parent Involvement Template Specifications

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

Rules

*See the Rules section of the Template domain

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.

Grain: One record per Submitting District Code / Incident ID / Victim ID / School Year Date.

PIMS Incident Victim Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	9	SUBMITTING DISTRICT CODE	R	K	The unique, 9-digit AUN assigned by the PDE.		All LEA and School codes 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 indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2018-2019 school year would be indicated by 2019-06-30.		Example: 2019-06-30

PIMS Incident Victim Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	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 school • 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 • 2 – victim sustained 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 is Y.	Example: Victim treated in ER and released.

Rules

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:

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

- District Fact Template for LIEP Survey

  This template applies to the following organizational types:

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

- District Fact Template for LEP EL Nonpublic Student Counts

  This template applies to the following organizational types:

  o School Districts

- District Fact Template for Title I

  This template applies to the following organizational types:

  o School Districts that serve Title I students
  o Charter Schools that serve Title I students
  o 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 security staff and the number of security staff with specific trainings or authorizations/qualifications (See Appendix AB). It is also used to report the scope (locations served) of security services and if an LEA has no security staff.

~~Some LEAs may not have any directly employed or contracted school security staff. This template is to be used only by these LEAs to indicate this to PDE. Only one record is to be submitted.~~

Grain: One record per District Code / Reporting Date / Category 1

PIMS District Fact Template Specifications for Safe Schools Data

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	9	DISTRICT CODE	R	K	The unique, 9-digit AUN assigned by the PDE.		All LEA and School codes can be found on the EdNA website Example: 123456789
2	10	REPORTING DATE	R	K	A single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2018-2019 school year would be indicated by 2019-06-30.		Example: 2019-06-30
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 staff 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						

PIMS District Fact Template Specifications for Safe Schools Data

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

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

District Code	Reporting Date	Category 1	Category 2	NC	Measure Type	Count	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC
123456789	2019-06-30	SECURITY	ZERO		COUNT	0														

Rules

See the Rules section of the Template domain

Load Sequence/Dependencies

No dependencies

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 <mark>is NONPUB</mark> 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 <mark>is NONPUB</mark>. 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 <mark>Teachers & Administrators/PIMS/</mark> Data & Reporting/PIMS [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 2017-18 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 SY 2017-18.

  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 <mark>Teachers & Administrators/PIMS</mark> Data & Reporting/PIMS 2017-2018 Program 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 sufficient 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-LIEP@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 selecting from the drop-down box. 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 (AUN_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	Sample / Valid Value
1	9	DISTRICT CODE	R	K	The unique, 9-digit AUN assigned by the PDE.		All LEA and School codes can be found on the EdNA website Example: 123456789
2	10	REPORTING DATE	R	K	If the date is indicating the whole school year, then June 30 at the end of the standard school year is used to designate a school year. Thus, the 2018-2019 school year would be indicated by 2019-06-30.		Example: 2019-06-30
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

PIMS District Fact Template Specifications for EL Data

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
4	16	CATEGORY 2	R	K			Refer to 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			Refer to 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

Sample Title III Nonpublic Student Counts Submission for the District Fact Template for EL. Data reported is for SY 2018-2019.

District Code	Reporting Date	Category 1	Category 2	Category 3	Measure Type	Count	AMOUNT	PERCENT	INDICATOR	NC	NC	NC	NC	NC	NC	NC
123456789	2019-06-30	EL	NONPUBLICEL	NONPUB	COUNT	10										
123456789	2019-06-30	EL	NONPUBLICICY	NONPUB	COUNT	10										
123456789	2019-06-30	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 2017-2018.

District Code	Reporting Date	Category 1	Category 2	Category 3	Measure Type	Count	AMOUNT	PERCENT	INDICATOR	NC	NC	NC	NC	NC	NC	NC
123456789	2018-06-30	EL	ACT01	PROFDEV	INDICATOR				Yes							
123456789	2018-06-30	EL	ACT02	PROFDEV	INDICATOR				Yes							
123456789	2018-06-30	EL	ACT03	PROFDEV	INDICATOR				No							
123456789	2018-06-30	EL	ACT04	PROFDEV	INDICATOR				No							
123456789	2018-06-30	EL	ACT05	PROFDEV	INDICATOR				Yes							
123456789	2018-06-30	EL	ACT06	PROFDEV	INDICATOR				Yes							
123456789	2018-06-30	EL	CONTENTTEACH	PROFDEV	COUNT	50										
123456789	2018-06-30	EL	ELTEACH	PROFDEV	COUNT	10										
123456789	2018-06-30	EL	PRINCIPALS	PROFDEV	COUNT	1										
123456789	2018-06-30	EL	ADMINISTRATORS	PROFDEV	COUNT	1										
123456789	2018-06-30	EL	OTHERS	PROFDEV	COUNT	10										
123456789	2018-06-30	EL	COMMUNITY	PROFDEV	COUNT	10										

Sample LIEP Survey Submission for the District Fact Template for EL. Data reported is for SY 2018-2019.

District Code	Reporting Date	Category 1	Category 2	Category 3	Measure Type	Count	AMOUNT	PERCENT	INDICATOR	NC	NC	NC	NC	NC	NC	NC
123456789	2019-06-30	LIEP_SURVEY	POLICY	4.26	INDICATOR				Yes							
123456789	2019-06-30	LIEP_SURVEY	COMPREHENSIVE	4.26	INDICATOR				Yes							
123456789	2019-06-30	LIEP_SURVEY	PROGRAM	4.26	INDICATOR				Yes							
123456789	2019-06-30	LIEP_SURVEY	TEACHER	4.26	INDICATOR				Yes							
123456789	2019-06-30	LIEP_SURVEY	PARENTS	4.26	INDICATOR				Yes							
123456789	2019-06-30	LIEP_SURVEY	HLS	4.26	INDICATOR				Yes							
123456789	2019-06-30	LIEP_SURVEY	LUS	4.26	INDICATOR				Yes							
123456789	2019-06-30	LIEP_SURVEY	FOLDER	4.26	INDICATOR				Yes							
123456789	2019-06-30	LIEP_SURVEY	30	4.26	INDICATOR				Yes							
123456789	2019-06-30	LIEP_SURVEY	14	4.26	INDICATOR				Yes							
123456789	2019-06-30	LIEP_SURVEY	PHLOTES	4.26	INDICATOR				Yes							

Sample LIEP Survey Submission for the District Fact Template for EL. Data reported is for SY 2018-2019.

District Code	Reporting Date	Category 1	Category 2	Category 3	Measure Type	Count	AMOUNT	PERCENT	INDICATOR	NC	NC	NC	NC	NC	NC	NC
123456789	2019-06-30	LIEP_SURVEY	LEVELS	4.26	INDICATOR				Yes							
123456789	2019-06-30	LIEP_SURVEY	LSRW	4.26	INDICATOR				Yes							
123456789	2019-06-30	LIEP_SURVEY	ASSESSMENT	4.26	INDICATOR				Yes							
123456789	2019-06-30	LIEP_SURVEY	EXIT	4.26	INDICATOR				Yes							
123456789	2019-06-30	LIEP_SURVEY	MONITOR2YRS	4.26	INDICATOR				Yes							
123456789	2019-06-30	LIEP_SURVEY	MONITOR4YRS	4.26	INDICATOR				Yes							
123456789	2019-06-30	LIEP_SURVEY	EEOA	4.26	INDICATOR				Yes							
123456789	2019-06-30	LIEP_SURVEY	TRANSLATION	4.26	INDICATOR				Yes							
123456789	2019-06-30	LIEP_SURVEY	BUDGET	4.26	INDICATOR				Yes							
123456789	2019-06-30	LIEP_SURVEY	INTERPRETERS	4.26	INDICATOR				Yes							
123456789	2019-06-30	LIEP_SURVEY	DAILY	4.26	INDICATOR				Yes							
123456789	2019-06-30	LIEP_SURVEY	EVALUATION	4.26	INDICATOR				Yes							
123456789	2019-06-30	LIEP_SURVEY	INSTRUCTION	4.26	INDICATOR				Yes							
123456789	2019-06-30	LIEP_SURVEY	BACKGROUND	4.26	INDICATOR				Yes							
123456789	2019-06-30	LIEP_SURVEY	PROGREFUSAL	4.26	INDICATOR				Yes							
123456789	2019-06-30	LIEP_SURVEY	PLACEMTREFUSAL	4.26	INDICATOR				Yes							
123456789	2019-06-30	LIEP_SURVEY	GRADING	4.26	INDICATOR				Yes							
123456789	2019-06-30	LIEP_SURVEY	RETENTION	4.26	INDICATOR				Yes							
123456789	2019-06-30	LIEP_SURVEY	ENTRY	41	INDICATOR				NA							
123456789	2019-06-30	LIEP_SURVEY	ENTRY	59	INDICATOR				NA							
123456789	2019-06-30	LIEP_SURVEY	ONGOING	01	INDICATOR				NA							
123456789	2019-06-30	LIEP_SURVEY	ONGOING	12	INDICATOR				NA							
123456789	2019-06-30	LIEP_SURVEY	EXIT	01	INDICATOR				NA							
123456789	2019-06-30	LIEP_SURVEY	EXIT	33	INDICATOR				NA							
123456789	2019-06-30	LIEP_SURVEY	ELBILINGUAL	4260	INDICATOR				NA							
123456789	2019-06-30	LIEP_SURVEY	MIXEDBILINGUAL	0000	INDICATOR				NA							

Sample LIEP Survey Submission for the District Fact Template for EL. Data reported is for SY 2018-2019.

District Code	Reporting Date	Category 1	Category 2	Category 3	Measure Type	Count	AMOUNT	PERCENT	INDICATOR	NC	NC	NC	NC	NC	NC	NC
123456789	2019-06-30	LIEP_SURVEY	TRANSITIONAL	0000	INDICATOR				NA							
123456789	2019-06-30	LIEP_SURVEY	MIXEDCLASSESNLS	0000	INDICATOR				NA							
123456789	2019-06-30	LIEP_SURVEY	FC	TEACHER	COUNT	10										
123456789	2019-06-30	LIEP_SURVEY	NFC	TEACHER	COUNT	1										
123456789	2019-06-30	LIEP_SURVEY	5YEARS	TEACHER	COUNT	5										
123456789	2019-06-30	LIEP_SURVEY	ESLBUDGET	BUDGET	AMOUNT		12500.00									

District Fact Template for Title I Data

(11 Fields, 8 Collected, Delimited)

Target Table: DISTRICT_FACT

Template Description

Grain: One record per Categories 1 – 4 / Reporting Date.

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	Sample / Valid Value
1	9	DISTRICT CODE	R	K	The unique, 9-digit AUN assigned by the PDE.		All LEA and School codes can be found on the EdNA website Example: 123456789
2	10	REPORTING 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. Thus, the 2017-2018 school year would be indicated by 2018-06-30.		Example: 2018-06-30
3	6	CATEGORY 1	R	K			Refer to 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			Refer to Appendix AE of Volume 2 of the PIMS User Manual for a complete list of valid values. Example: SERVICE
5	7	CATEGORY 3	CR	K			Refer to Appendix AE of Volume 2 of the PIMS User Manual for a complete list of valid values. Example: INSRLA

PIMS District Fact Template Specifications for Title I Data

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
6	7	MEASURE TYPE	R	K			Refer to Appendix AE of Volume 2 of the PIMS User Manual for a complete list of valid values. Valid Values: • COUNT • AMOUNT • ~~PERCENT~~
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: 5~~
8	Not collected						
~~9~~	~~9,2~~	~~PERCENT~~	~~CR~~	~~U~~	~~If MEASURE TYPE = PERCENT, the percent should be supplied in this field.~~		~~Example: 6~~
9	Not collected						
10	Not collected						
11	10	CATEGORY4	R	K			Refer to Appendix AE of Volume 2 of the PIMS User Manual for a complete list of valid values. Example: TITLE1STUD

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

District Code	Reporting 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~~	~~2018-06-30~~	~~TAS~~	~~SERVICE~~	~~INSRLA~~	~~COUNT~~	~~10~~				~~TITLE1STUD~~										
~~123456789~~	~~2018-06-30~~	~~TAS~~	~~SERVICE~~	~~INSMATH~~	~~COUNT~~	~~10~~				~~TITLE1STUD~~										
~~123456789~~	~~2018-06-30~~	~~TAS~~	~~SERVICE~~	~~INSSCI~~	~~COUNT~~	~~10~~				~~TITLE1STUD~~										
~~123456789~~	~~2018-06-30~~	~~TAS~~	~~SERVICE~~	~~INSSOC~~	~~COUNT~~	~~10~~				~~TITLE1STUD~~										
~~123456789~~	~~2018-06-30~~	~~TAS~~	~~SERVICE~~	~~INSVOC~~	~~COUNT~~	~~10~~				~~TITLE1STUD~~										
~~123456789~~	~~2018-06-30~~	~~TAS~~	~~SERVICE~~	~~INSOTH~~	~~COUNT~~	~~10~~				~~TITLE1STUD~~										
~~123456789~~	~~2018-06-30~~	~~TAS~~	~~SERVICE~~	~~SUPHDE~~	~~COUNT~~	~~10~~				~~TITLE1STUD~~										
~~123456789~~	~~2018-06-30~~	~~TAS~~	~~SERVICE~~	~~SUPGUI~~	~~COUNT~~	~~10~~				~~TITLE1STUD~~										

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

District Code	Reporting 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	2018-06-30	TAS	SERVICE	SUPOTH	COUNT	10				TITLE1STUD										
123456789	2018-06-30	NONPUB	SERVED	TOTAL	COUNT	8				TITLE1STUD										
123456789	2018-06-30	TAS	ETHNICITY	1	COUNT	10				TITLE1STUD										
123456789	2018-06-30	TAS	ETHNICITY	9	COUNT	10				TITLE1STUD										
123456789	2018-06-30	TAS	ETHNICITY	3	COUNT	10				TITLE1STUD										
123456789	2018-06-30	TAS	ETHNICITY	4	COUNT	10				TITLE1STUD										
123456789	2018-06-30	TAS	ETHNICITY	10	COUNT	10				TITLE1STUD										
123456789	2018-06-30	TAS	ETHNICITY	5	COUNT	10				TITLE1STUD										
123456789	2018-06-30	TAS	ETHNICITY	6	COUNT	10				TITLE1STUD										
123456789	2018-06-30	SWP	ETHNICITY	1	COUNT	10				TITLE1STUD										
123456789	2018-06-30	SWP	ETHNICITY	9	COUNT	10				TITLE1STUD										
123456789	2018-06-30	SWP	ETHNICITY	3	COUNT	10				TITLE1STUD										
123456789	2018-06-30	SWP	ETHNICITY	4	COUNT	10				TITLE1STUD										
123456789	2018-06-30	SWP	ETHNICITY	10	COUNT	10				TITLE1STUD										
123456789	2018-06-30	SWP	ETHNICITY	5	COUNT	10				TITLE1STUD										
123456789	2018-06-30	SWP	ETHNICITY	6	COUNT	10				TITLE1STUD										
123456789	2018-06-30	PUBTAS	GRADE	A02	COUNT	5				TITLE1STUD										
123456789	2018-06-30	PUBSWP	GRADE	A02	COUNT	5				TITLE1STUD										
123456789	2018-06-30	NONPUB	GRADE	A02	COUNT	5				TITLE1STUD										
123456789	2018-06-30	PUBTAS	GRADE	A35	COUNT	5				TITLE1STUD										
123456789	2018-06-30	PUBSWP	GRADE	A35	COUNT	5				TITLE1STUD										
123456789	2018-06-30	NONPUB	GRADE	A35	COUNT	5				TITLE1STUD										
123456789	2018-06-30	PUBTAS	GRADE	KDG	COUNT	5				TITLE1STUD										
123456789	2018-06-30	PUBSWP	GRADE	KDG	COUNT	5				TITLE1STUD										
123456789	2018-06-30	NONPUB	GRADE	KDG	COUNT	5				TITLE1STUD										
123456789	2018-06-30	PUBTAS	GRADE	001	COUNT	5				TITLE1STUD										
123456789	2018-06-30	PUBSWP	GRADE	001	COUNT	5				TITLE1STUD										
123456789	2018-06-30	NONPUB	GRADE	001	COUNT	5				TITLE1STUD										
123456789	2018-06-30	PUBTAS	GRADE	002	COUNT	5				TITLE1STUD										

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

District Code	Reporting 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	2018-06-30	PUBSWP	GRADE	002	COUNT	5				TITLE1STUD										
123456789	2018-06-30	NONPUB	GRADE	002	COUNT	5				TITLE1STUD										
123456789	2018-06-30	PUBTAS	GRADE	003	COUNT	5				TITLE1STUD										
123456789	2018-06-30	PUBSWP	GRADE	003	COUNT	5				TITLE1STUD										
123456789	2018-06-30	NONPUB	GRADE	003	COUNT	5				TITLE1STUD										
123456789	2018-06-30	PUBTAS	GRADE	004	COUNT	5				TITLE1STUD										
123456789	2018-06-30	PUBSWP	GRADE	004	COUNT	5				TITLE1STUD										
123456789	2018-06-30	NONPUB	GRADE	004	COUNT	5				TITLE1STUD										
123456789	2018-06-30	PUBTAS	GRADE	005	COUNT	5				TITLE1STUD										
123456789	2018-06-30	PUBSWP	GRADE	005	COUNT	5				TITLE1STUD										
123456789	2018-06-30	NONPUB	GRADE	005	COUNT	5				TITLE1STUD										
123456789	2018-06-30	PUBTAS	GRADE	006	COUNT	5				TITLE1STUD										
123456789	2018-06-30	PUBSWP	GRADE	006	COUNT	5				TITLE1STUD										
123456789	2018-06-30	NONPUB	GRADE	006	COUNT	5				TITLE1STUD										
123456789	2018-06-30	PUBTAS	GRADE	007	COUNT	5				TITLE1STUD										
123456789	2018-06-30	PUBSWP	GRADE	007	COUNT	5				TITLE1STUD										
123456789	2018-06-30	NONPUB	GRADE	007	COUNT	5				TITLE1STUD										
123456789	2018-06-30	PUBTAS	GRADE	008	COUNT	5				TITLE1STUD										
123456789	2018-06-30	PUBSWP	GRADE	008	COUNT	5				TITLE1STUD										
123456789	2018-06-30	NONPUB	GRADE	008	COUNT	5				TITLE1STUD										
123456789	2018-06-30	PUBTAS	GRADE	009	COUNT	5				TITLE1STUD										
123456789	2018-06-30	PUBSWP	GRADE	009	COUNT	5				TITLE1STUD										
123456789	2018-06-30	NONPUB	GRADE	009	COUNT	5				TITLE1STUD										
123456789	2018-06-30	PUBTAS	GRADE	010	COUNT	5				TITLE1STUD										
123456789	2018-06-30	PUBSWP	GRADE	010	COUNT	5				TITLE1STUD										
123456789	2018-06-30	NONPUB	GRADE	010	COUNT	5				TITLE1STUD										
123456789	2018-06-30	PUBTAS	GRADE	011	COUNT	5				TITLE1STUD										
123456789	2018-06-30	PUBSWP	GRADE	011	COUNT	5				TITLE1STUD										
123456789	2018-06-30	NONPUB	GRADE	011	COUNT	5				TITLE1STUD										

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

District Code	Reporting 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	2018-06-30	PUBTAS	GRADE	012	COUNT	5				TITLE1STUD										
123456789	2018-06-30	PUBSWP	GRADE	012	COUNT	5				TITLE1STUD										
123456789	2018-06-30	NONPUB	GRADE	012	COUNT	5				TITLE1STUD										
123456789	2018-06-30	TAS	SPECIAL	WDISABL	COUNT	3				TITLE1STUD										
123456789	2018-06-30	TAS	SPECIAL	HMLST1	COUNT	3				TITLE1STUD										
123456789	2018-06-30	TAS	SPECIAL	EL	COUNT	3				TITLE1STUD										
123456789	2018-06-30	TAS	SPECIAL	MIGRNT	COUNT	3				TITLE1STUD										
123456789	2018-06-30	SWP	SPECIAL	WDISABL	COUNT	3				TITLE1STUD										
123456789	2018-06-30	SWP	SPECIAL	HMLST1	COUNT	3				TITLE1STUD										
123456789	2018-06-30	SWP	SPECIAL	EL	COUNT	3				TITLE1STUD										
123456789	2018-06-30	SWP	SPECIAL	MIGRNT	COUNT	3				TITLE1STUD										
123456789	2018-06-30	TAS	STAFF	PARAS	PERCENT			100		TITLE1STAF										
123456789	2018-06-30	TAS	STAFF	TEACHER	AMOUNT		5.25			TITLE1STAF										
123456789	2018-06-30	TAS	STAFF	PARAS	AMOUNT		1			TITLE1STAF										
123456789	2018-06-30	TAS	STAFF	CLERSUP	AMOUNT		1.5			TITLE1STAF										
123456789	2018-06-30	TAS	STAFF	OTHPARA	AMOUNT		0.5			TITLE1STAF										
123456789	2018-06-30	TAS	STAFF	ADMNC	AMOUNT		0.5			TITLE1STAF										
123456789	2018-06-30	SWP	STAFF	PARAS	PERCENT			99.9		TITLE1STAF										
123456789	2018-06-30	SWP	STAFF	PARAS	AMOUNT		3			TITLE1STAF										

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	Sample / Valid Value
1	9	DISTRICT CODE	R	K	The unique, 9-digit AUN assigned by the PDE.		All LEA and School codes can be found on the EdNA website Example: 123456789
2	10	REPORTING DATE	R	K	The last day of the current school year. Thus, the 2018-2019 school year would be indicated by 2019-06-30.		Example: 2019-06-30
3	Not collected						
4	Not collected						
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						

PIMS District Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
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	Not collected						
27	Not collected						
28	Not collected						
29	Not collected						
30	Not collected						
31	Not collected						
32	Not collected						
33	Not collected						
34	Not collected						
35	Not collected						
36	Not collected						
37	Not collected						
38	Not collected						
39	Not collected						
40	Not collected						
41	Not collected						
42	Not collected						
43	Not collected						
44	Not collected						
45	Not collected						
46	Not collected						
47	Not collected						
48	Not collected						
49	Not collected						

PIMS District Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
50	Not collected						
51	Not collected						
52	Not collected						
53	Not collected						
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	Not collected						
66	Not collected						
67	Not collected						
68	Not collected						
69	Not collected						
70	Not collected						
71	Not collected						
72	Not collected						
73	Not collected						
74	Not collected						
75	Not collected						
76	Not collected						
77	Not collected						
78	Not collected						
79	Not collected						
80	Not collected						
81	Not collected						
82	Not collected						
83	Not collected						
84	Not collected						
85	Not collected						

PIMS District Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
86	Not collected						
87	Not collected						
88	Not collected						
89	Not collected						
90	Not collected						
91	Not collected						
92	Not collected						
93	10	DISTRICT 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 range of 2018-07-01 to 2018-10-01.	Example: 2018-09-01
94	2	DISTRICT 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.	Example: 48
95	10	DISTRICT 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 range of 2018-07-01 to 2019-02-01.	Example: 2018-11-30
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

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/Home Education and Private Tutoring 2017-18. Teachers & Administrators/PIMS/Home Education and Private Tutoring Report 2016-17. 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 selecting from the drop-down box. 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 (AUN_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 <u>PDE website</u> under <mark>Data and Reporting/PIMS/SupPer 2018-19.</mark> ~~Teachers & Administrators/PIMS/SupPer 2017-18.~~ After reading the directions, proceed as follows:

1. Open the Excel file "Support Personnel Form" and supply the LEA & School Information by selecting from the drop-down box. 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 (AUN_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 School (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 District Code of Enrollment is not equal to Field 1 District Code~~

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, 2018, until the last day of the testing window for each subject-specific PSSA and Keystone Exam dates.

Grain: One record per LEA / Location / School Year / Student / "Mobility Transaction".

PIMS School Enrollment Template Specifications

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

PIMS School Enrollment Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
3	10	SCHOOL YEAR DATE	R	K	A single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2018-2019 school year would be indicated by 2019-06-30.		Example: 2019-06-30
4	10	STUDENT ID	R	K	The unique, 10-digit PAsecureID assigned to the student. Informs various indicators in the **Future Ready PA Index**.		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: 2018-04-30
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: 2018-11-01
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
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.

PIMS School Enrollment Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
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."		For Valid Values, see Appendix N in Volume 2 of the PIMS User Manual.

Rules

See the Rules section of the Template domain

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 11/15/2018 reporting date, submit all program participation records with beginning dates after 10/1/2018 up to and including 11/15/2018. If the student participated in a program for the entire 2018-2019 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 2019-06-30. 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 11/15/2018 reporting date, submit all program participation records with ending dates after 10/1/2018 up to and including 11/15/2018. If the student participated in a program for the entire 2018-2019 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 2019-06-30. 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.

Grain: One record per LEA / Location / School Year / Student / Program / Beginning Date

NOTE: ~~This template is used to obtain Title I data used in state and federal accountability reporting. LEAs must report the student's status at the beginning of each testing window for the PSSA and Keystone Exams.~~

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	DISTRICT CODE	R	K	The unique, 9-digit AUN assigned by the PDE.			All LEA and School codes can be found on the EdNA website Example: 123456789
2	4	LOCATION CODE	R	K	The PDE defined 4-digit code identifying the school.			All LEA and School codes can be found on the EdNA website Example: 1234

PIMS Programs Fact Template Specifications

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 indicating the whole school year; June 30 at the end of the standard school year is used to designate a school year. Thus, the 2018-2019 school year would be indicated by 2019-06-30.			Example: 2019-06-30
4	10	STUDENT ID	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.**		Example: 1000000009
5	3	PROGRAMS CODE	R	K	The type of program in which the student participates.			Refer to 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 particular 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 *(continued next page)*	CR	U	Actual date upon which the student stopped participating in a particular program: • For program code 026 or 027, this is the date the student's eligibility for tutoring ended.	Required only when a student stops participating in a program.	PROGRAM END DATE	Example: 2015-10-30

PIMS Programs Fact Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
					• For program codes 055 (Homeless Unaccompanied) and 056 (Homeless Accompanied), this is the date the student was no longer homeless.	Must be greater than or equal to BEGINNING DATE.		
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							
11	Not collected							
12	Not collected							
13	Not collected							
14	Not collected							
15	Not collected							
16	60	PROGRAM COMMENT	CR	U	Free-form text field used to specify the funding source for programs "Other Tutoring – Math" and "Other Tutoring – Reading."	This field is required only for students where program code is 011 or 012.		
17	Not collected							
18	1	PARTICIPATION INFORMATION CODE (HOMELESS)	CR	U	An indication of whether this student is identified as homeless or doubled up.	This field is required for students reported with Program Codes 055 - HOMELESS – Unaccompanied and 056 - HOMELESS – Accompanied.	PGM PARTICIPATION INFORMATION CODE	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
19	Not collected							
20	Not collected							
21	Not collected							
22	Not collected							

PIMS Programs Fact Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
23	5	PROGRAM PROVIDER TYPE CODE	CR	U	The number of the provider or agency from which the student is receiving SES tutoring services.	This field is required only for students where the program code is 003 or 004.		Refer to Appendix AC of Volume 2 of the PIMS User Manual for a full list of valid values.

Rules

*See the Rules section of the Template domain

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 <mark>and Security</mark> Drills

  These templates apply to the following organizational types:

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

- Location Fact Template for Automatic External Defibrillator (AED)

  This template applies to following organizational types:

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

  o School Districts
  o Comprehensive Career and Technology Centers
  o 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).

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 age of 8 years), until the age of 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.

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

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.

Grain: One record per District Code / Location Code / Reporting Date / Category 1 / Category 2 / Category 3 / Category 4

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	Sample / Valid Value
1	9	DISTRICT CODE	R	K	The unique, 9-digit AUN assigned by the PDE.		All LEA and school codes can be found on the EdNA website Example: 123456789
2	4	LOCATION CODE	R	K	The PDE defined 4-digit code identifying the school. IUs use LOCATION CODE 0000.		All LEA and school codes can be found on the EdNA website Example: 1234
3	10	REPORTING 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. Thus, the 2018-2019 school year would be indicated by 2019-06-30.		Example: 2019-06-30
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.

PIMS Location Fact Template Specifications for Safe Schools

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	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."		Example: 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

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.

District Code	Location Code	Reporting Date	Category 1	Category 2	Category 3	Category 4	NC	NC	NC	NC	NC	NC	Measure Type	Count	NC	NC	NC
123456789	1234	2019-06-30	TRUANCY	GRADE	010								COUNT	10			
123456789	1234	2019-06-30	TRUANCY	GRADE	011								COUNT	10			
123456789	1234	2019-06-30	TRUANCY	GRADE	012								COUNT	5			
123456789	1234	2019-06-30	TRUANCY	ETHNICITY	5								COUNT	25			
123456789	1234	2019-06-30	TRUANCY	GENDER	F								COUNT	8			
123456789	1234	2019-06-30	TRUANCY	GENDER	M								COUNT	17			
123456789	1234	2019-06-30	EXPULSION	GRADE	010	ACADEMIC							COUNT	3			
123456789	1234	2019-06-30	EXPULSION	GRADE	010	CONDUCT							COUNT	1			
123456789	1234	2019-06-30	EXPULSION	GRADE	011	ACADEMIC							COUNT	2			
123456789	1234	2019-06-30	EXPULSION	GRADE	011	CONDUCT							COUNT	2			
123456789	1234	2019-06-30	EXPULSION	GRADE	012	ACADEMIC							COUNT	1			
123456789	1234	2019-06-30	EXPULSION	ETHNICITY	3	ACADEMIC							COUNT	3			
123456789	1234	2019-06-30	EXPULSION	ETHNICITY	3	CONDUCT							COUNT	1			

District Code	Location Code	Reporting Date	Category 1	Category 2	Category 3	Category 4	NC	NC	NC	NC	NC	NC	Measure Type	Count	NC	NC	NC
123456789	1234	2019-06-30	EXPULSION	ETHNICITY	6	CONDUCT							COUNT	1			
123456789	1234	2019-06-30	EXPULSION	ETHNICITY	5	ACADEMIC							COUNT	3			
123456789	1234	2019-06-30	EXPULSION	ETHNICITY	5	CONDUCT							COUNT	1			
123456789	1234	2019-06-30	EXPULSION	GENDER	M	ACADEMIC							COUNT	6			
123456789	1234	2019-06-30	EXPULSION	GENDER	M	CONDUCT							COUNT	3			
123456789	1234	2019-06-30	SUSPENSION	GRADE	010	CONDUCT							COUNT	1			
123456789	1234	2019-06-30	SUSPENSION	GRADE	011	ACADEMIC							COUNT	4			
123456789	1234	2019-06-30	SUSPENSION	GRADE	011	CONDUCT							COUNT	6			
123456789	1234	2019-06-30	SUSPENSION	GRADE	012	ACADEMIC							COUNT	1			
123456789	1234	2019-06-30	SUSPENSION	GRADE	012	CONDUCT							COUNT	1			
123456789	1234	2019-06-30	SUSPENSION	ETHNICITY	3	ACADEMIC							COUNT	3			
123456789	1234	2019-06-30	SUSPENSION	ETHNICITY	3	CONDUCT							COUNT	2			
123456789	1234	2019-06-30	SUSPENSION	ETHNICITY	5	ACADEMIC							COUNT	2			
123456789	1234	2019-06-30	SUSPENSION	ETHNICITY	5	CONDUCT							COUNT	6			
123456789	1234	2019-06-30	SUSPENSION	GENDER	F	ACADEMIC							COUNT	2			
123456789	1234	2019-06-30	SUSPENSION	GENDER	F	CONDUCT							COUNT	2			
123456789	1234	2019-06-30	SUSPENSION	GENDER	M	ACADEMIC							COUNT	3			
123456789	1234	2019-06-30	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 location code 9999. Location code 9999 is to be used to report drills held for students bussed to locations other than locations of the reporting LEA.

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 location code 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 (AUN_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 2018-19

PIMS Location Fact Template for Bus Evacuation Drill

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	9	DISTRICT CODE	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.	All LEA and school codes can be found on the EdNA website Example: 123456789
2	4	LOCATION CODE	R	K	The PDE-defined 4-digit code identifying the school. IUs use LOCATION CODE 0000.	In the PDE-provided reporting tool, this is prepopulated. Do not modify. *See Rule 1 below.	All LEA and school codes can be found on the EdNA website Example: 1234
3	10	REPORTING 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. Thus, the 2018-2019 school year would be indicated by 2019-06-30.	In the PDE-provided reporting tool, this is prepopulated. Do not modify. *See Rule 1 below.	Example: 2019-06-30
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						

PIMS Location Fact Template for Bus Evacuation Drill

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
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	1	INDICATOR *(continued next page)*	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.		Example: Y or N

PIMS Location Fact Template for Bus Evacuation Drill

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
					• 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.		
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.		Example: 2018-09-30
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

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.

*See the Rules section of the Template domain

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 ~~twelve~~ 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.

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.==

==Section 1517 of the Public School Code requires that a security drill be conducted within the first 90 days of school in place of a fire drill, and allows two additional security drills to be conducted in place of two fire drills after the first 90 days of school. 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 (AUN_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 2018-19~~ C6 Safe Schools - Fire/Sec 2018-19==

PIMS Location Fact Template for Fire Drill

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	9	DISTRICT CODE	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.	All LEA and school codes can be found on the EdNA website Example: 123456789
2	4	LOCATION CODE	R	K	The PDE-defined 4-digit code identifying the school. IUs use LOCATION CODE 0000.	In the PDE-provided reporting tool, this is prepopulated. Do not modify. *See Rule 1 below.	All LEA and school codes can be found on the EdNA website Example: 1234
3	10	REPORTING 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. Thus, the 2018-2019 school year would be indicated by 2019-06-30.	In the PDE-provided reporting tool, this is prepopulated. Do not modify. *See Rule 1 below.	Example: 2019-06-30
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

PIMS Location Fact Template for Fire Drill

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
7	2	CATEGORY 4	CR	K	Indicator for reasons ~~fire~~ 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 ~~fire evacuation~~ 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						
20	10	DATE *(continued next page)*	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,	Example: 2018-09-30

PIMS Location Fact Template for Fire Drill

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
						the date on which a drill, if any, was held. If no drill was conducted, leave blank.	
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

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.

See the Rules section of the Template domain

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 17 rows for each location within the LEA, and for the non-school location code 9999. Location code 9999 is to be used for AEDs that are normally kept in a location not having a location code, 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 second through 17th row allows for reporting data for up to 16 AEDs. If your LEA must report more than 16 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 AED10).

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 2017-18 school year is reported as 2018-06-30. 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 (AUN_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 2015-16 collection.

PIMS Location Fact Template for Automatic External Defibrillator (AED)

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	9	DISTRICT CODE	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.	All LEA and school codes can be found on the EdNA website Example: 123456789
2	4	LOCATION CODE	R	K	The PDE defined 4-digit code Identifying the school. IUs use LOCATION CODE 0000.	In the PDE-provided reporting tool, this is prepopulated. Do not modify. *See Rule 1 below.	All LEA and school codes can be found on the EdNA website Example: 1234
3	10	REPORTING 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. Thus, the 2017-2018 school year would be indicated by 2018-06-30.	In the PDE-provided reporting tool, this is prepopulated. Do not modify. *See Rule 1 below.	Example: 2018-06-30
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 AED16, 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						
13	Not Collected						

PIMS Location Fact Template for Automatic External Defibrillator (AED)

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
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. Thus, the 2017-2018 school year would be indicated by 2018-06-30.		Example: 2018-06-30
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.)		Example: 2019-03-21
22	3000	PLACEMENT	CR	U	Enter a brief description of the location of the AED within the school.		Examples: Nurses Office, Hallway outside gymnasium.

Rules

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.

   See the Rules section of the Template domain

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/2017-18 Athletics Survey Form. ~~Teachers & Administrators/PIMS/2016-17 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 selecting from the drop-down box. 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 (AUN_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.

Grain: One record per District Code / Survey Name / Survey Administration / Participant ID / Survey Question ID.

Survey Participant Response Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	9	DISTRICT CODE	R	K	The unique, 9-digit AUN assigned by the PDE.		All LEA and school codes 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

Survey Participant Response Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
3	10	SURVEY ADMINISTRATION	R	K	The school year of the survey. A single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2018-2019 school year would be indicated by 2019-06-30.		Example: 2019-06-30
4	9	PARTICIPANT ID	R	K	For the PATI IU and LEA surveys use the AUN (District Code). For the PATI School survey use the PDE defined 4-digit code identifying the school (Location Code).		All LEA and school codes can be found on the EdNA website Example DISTRICT CODE: 123456789 Example LOCATION CODE: 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.	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.	

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.

PATI IU TECHNOLOGY SURVEY
Survey Question ID	Question	Survey Choice Values
Section 1 – IU-Based WAN Transport Questions
10	Does the IU have an IU-Based Wide Area Network (WAN) where you are able to share one Internet connection with ALL your LEAs within your IU? An IU-Based WAN is defined as a network that has the potential to connect all the LEAs within YOUR Intermediate Unit.	• 1 – Yes • 2 – No
20	Which of the LEAs are not connected to your IU WAN?	• 98 – Not Applicable (all LEAs connected to IU WAN) • 99 - Free form response* *Additional detail required to be submitted in Free Form Response Text field.
30	Where is the IU Head End connection (Hub site) of the WAN located? If the IU Head End is located in a district or school building, identify the name of the location where the Head End is located.	• 1 – Intermediate Unit • 2 – External Service Provider (e.g., ISP, university, etc.) • 4 – District or School Building* • 99 – Other* *Additional detail required to be submitted in Free Form Response Text field.

PATI IU TECHNOLOGY SURVEY		
Survey Question ID	**Question**	**Survey Choice Values**
40	Who is the primary Transport Access provider to your IU-Based WAN?	• 1 – Comcast • 2 – D&E Communications • 3 – DQE Communications • 4 – Embarq • 5 – Level 3 • 6 – Prolog • 7 – Qwest • 8 – Sting Communications • 9 – Sunesys • 10 – Verizon • 11 – Wind Stream • 12 – Owned (fiber, wireless, coax) • 99 – Other* *Additional detail required to be submitted in Free Form Response Text field.
50	What is the primary Transport type to the IU Head End? **NOTE:** "Public" means that the connection is leased from a telecommunications provider; "Private" means the IU owns the connection.	• 1 – Public Telco • 2 – Public Fiber • 3 – Public Microwave • 4 – Public Wireless • 5 – Private Telco • 6 – Private Fiber • 7 – Private Microwave • 8 – Private Wireless

PATI IU TECHNOLOGY SURVEY		
Survey Question ID	Question	Survey Choice Values
60	What is the Transport capacity to the IU Head End?	• 1 – Less than 768 kbps • 2 – 768 kbps only • 3 – Greater than 768 kbps and less than 1.54Mb (T-1) • 4 – 1.54Mb (T-1) only • 5 – Greater than 1.54MB and less than 3MB • 6 – 3MB to 5MB • 7 – 6MB to 9MB • 8 – 10MB to 24MB • 9 – 25MB to 49MB • 10 – 50MB to 99MB • 11 – 100MB to 999MB • 12 – 1GB or greater
70	What is your estimated monthly pre-Erate cost for this transport to the IU Head End?	• 1 – Zero • 2 – $1.00 - $500.00 • 3 – $501.00 - $1,000.00 • 4 – $1001.00 - $2,500.00 • 5 – $2,501.00 - $5,000.00 • 6 – Greater than $5,000.00
80	What protocol does your WAN primarily utilize?	• 1 – Gigabit Ethernet • 2 – ATM • 3 – Ethernet • 4 – Frame Relay • 99 – Other* *Additional detail required to be submitted in Free Form Response Text field.

PATI IU TECHNOLOGY SURVEY		
Survey Question ID	Question	Survey Choice Values
Section 2 – IU Internet Questions		
90	Who is your primary Internet Service Provider (ISP)?	• 1 – Comcast • 2 – D&E Communications • 3 – Embarq • 4 – Expedient • 5 – Level 3 • 6 – Prolog • 7 – Qwest • 8 – Sting Communications • 9 – Verizon • 10 – Wind Stream • 99 – Other* *Additional detail required to be submitted in Free Form Response Text field.
100	What is the Internet capacity to the Head End?	• 1 – Less than 768 kbps • 2 – 768 kbps only • 3 – Greater than 768 kbps and less than 1.54Mb (T-1) • 4 – 1.54Mb (T-1) only • 5 – Greater than 1.54MB and less than 3MB • 6 – 3MB to 5MB • 7 – 6MB to 9MB • 8 – 10MB to 24MB • 9 – 25MB to 49MB • 10 – 50MB to 99MB • 11 – 100MB to 999MB • 12 – 1GB or greater

PATI IU TECHNOLOGY SURVEY		
Survey Question ID	Question	Survey Choice Values
110	What is your estimated monthly pre-Erate cost for Internet?	1 – Zero 2 – $1.00 - $500.00 3 – $501.00 - $1,000.00 4 – $1001.00 - $2,500.00 5 – $2,501.00 - $5,000.00 6 – Greater than $5,000.00
120	Do you have access to Internet2 at your IU?	1 – Yes 2 – No
130	Who is the Internet2 Service Provider for the IU?	1 – CERMUSA 2 – ChescoNet 3 – MAGPI 4 – Pittsburgh Super Computer Center 98 – Not Applicable (no Internet2 access) 99 – Other* *Additional detail required to be submitted in Free Form Response Text field
140	What is the Internet2 capacity to the Head End?	1 – 1.54MB to 10MB 2 – Greater than 10MB 98 – Not Applicable (no Internet2 access)

PATI IU Technology Survey Sample Data

The table below provides a sample of what the Survey Participant Response Template should look like in the 2017-2018 PATI IU Technology Survey. For clarity purposes this is shown in tabular format instead of comma, tab or pipe (|) delimited format.

District Code	Survey Name	Survey Administration	Participant ID	Survey Question ID	Survey Choice Value	Not Collected	Free Form Response Text
123456789	PATI_IU	2018-06-30	123456789	10	2		
123456789	PATI_IU	2018-06-30	123456789	20	99		LEA 1, LEA 2
123456789	PATI_IU	2018-06-30	123456789	30	1		
123456789	PATI_IU	2018-06-30	123456789	40	4		
123456789	PATI_IU	2018-06-30	123456789	50	1		
123456789	PATI_IU	2018-06-30	123456789	60	10		
123456789	PATI_IU	2018-06-30	123456789	70	4		
123456789	PATI_IU	2018-06-30	123456789	80	99		Enter additional detail here
123456789	PATI_IU	2018-06-30	123456789	90	9		
123456789	PATI_IU	2018-06-30	123456789	100	11		
123456789	PATI_IU	2018-06-30	123456789	110	3		
123456789	PATI_IU	2018-06-30	123456789	120	1		
123456789	PATI_IU	2018-06-30	123456789	130	1		
123456789	PATI_IU	2018-06-30	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.

Survey Question ID	Question	Survey Choice Values
**PATI LEA TECHNOLOGY SURVEY**
**Section 1 – LEA-Based WAN Transport Questions**
10	Does the LEA have an LEA-Based Wide Area Network (WAN) where you are able to share one Internet connection with ALL your schools within your LEA? An LEA-Based WAN is defined as a building-to-building network that connects buildings within YOUR LEA (district, CTC, or charter school).	• 1 – Yes (all schools within my LEA share one Internet connection from the WAN) • 2 – Yes (but some schools within my LEA do not share one Internet connection from the WAN) • 3 – No (my LEA is a single entity containing ONLY one school) • 4 – No (my LEA does not have an LEA-Based WAN and all the schools receive their Internet through Internet Service Providers)
20	How many schools within your LEA have a direct connection to the Internet through an Internet Service Provider (ISP) that is independent of an LEA-Based WAN?	• 98 – Not Applicable (all schools within my LEA receive Internet through the LEA-Based WAN) • 99 – Free form response* *Additional detail required to be submitted in Free Form Response Text field
30	Where is the LEA Head End connection (Hub site) of the WAN located?	• 1 – District owned building (technology center, administrative office, data center, etc.) • 2 – School within LEA • 3 – Intermediate Unit • 4 – External Service Provider (e.g., ISP, university, etc.) • 98 – Not Applicable (do not have an LEA-Based WAN) • 99 – Other* *Additional detail required to be submitted in Free Form Response Text field

PATI LEA TECHNOLOGY SURVEY		
Survey Question ID	Question	Survey Choice Values
40	Who is the primary Transport Access provider to your LEA-Based WAN?	• 1 – Comcast • 2 – D&E Communications • 3 – DQE Communications • 4 – Embarq • 5 – Level 3 • 6 – Prolog • 7 – Qwest • 8 – Sting Communications • 9 – Sunesys • 10 – Verizon • 11 – Wind Stream • 12 – Owned (fiber, wireless, coax) • 98 – Not Applicable (do not have an LEA- Based WAN) • 99 – Other* *Additional detail required to be submitted in Free Form Response Text field
50	What is the primary Transport type to the LEA Head End? **NOTE:** "Public" means that the connection is leased from a telecommunications provider; "Private" means the LEA owns the connection.	• 1 – Public Telco • 2 – Public Fiber • 3 – Public Microwave • 4 – Public Wireless • 5 – Private Telco • 6 – Private Fiber • 7 – Private Microwave • 8 – Private Wireless • 98 – Not Applicable (do not have an LEA-Based WAN)

PATI LEA TECHNOLOGY SURVEY		
Survey Question ID	**Question**	**Survey Choice Values**
60	What is the Transport capacity to the LEA Head End?	• 1 – Less than 768 kbps • 2 – 768 kbps only • 3 – Greater than 768 kbps and less than 1.54Mb (T-1) • 4 – 1.54Mb (T-1) only • 5 – Greater than 1.54MB and less than 3MB • 6 – 3MB to 5MB • 7 – 6MB to 9MB • 8 – 10MB to 24MB • 9 – 25MB to 49MB • 10 – 50MB to 99MB • 11 – 100MB to 999MB • 12 – 1GB or greater • 98 – Not Applicable (do not have an LEA- Based WAN)
70	What is your estimated monthly pre-Erate cost for this transport to the LEA Head End?	• 1 – Zero • 2 – $1.00 - $500.00 • 3 – $501.00 - $1,000.00 • 4 – $1001.00 - $2,500.00 • 5 – $2,501.00 - $5,000.00 • 6 – Greater than $5,000.00 • 98 – Not Applicable (do not have an LEA- Based WAN)
80	What protocol does your WAN primarily utilize?	• 1 – Gigabit Ethernet • 2 – ATM • 3 – Ethernet • 4 – Frame Relay • 98 – Not Applicable (do not have an LEA- Based WAN) • 99 – Other* *Additional detail required to be submitted in Free Form Response Text field

PATI LEA TECHNOLOGY SURVEY		
Survey Question ID	**Question**	**Survey Choice Values**
Section 2 – LEA Internet Questions		
90	Who is your primary Internet Service Provider (ISP)?	• 1 – Comcast • 2 – D&E Communications • 3 – Embarq • 4 – Expedient • 5 – Level 3 • 6 – Prolog • 7 – Qwest • 8 – Sting Communications • 9 – Verizon • 10 – Wind Stream • 99 – Other* *Additional detail required to be submitted in Free Form Response Text field
100	What is the Internet capacity to the Head End?	• 1 – Less than 768 kbps • 2 – 768 kbps only • 3 – Greater than 768 kbps and less than 1.54Mb (T-1) • 4 – 1.54Mb (T-1) only • 5 – Greater than 1.54MB and less than 3MB • 6 – 3MB to 5MB • 7 – 6MB to 9MB • 8 – 10MB to 24MB • 9 – 25MB to 49MB • 10 – 50MB to 99MB • 11 – 100MB to 999MB • 12 – 1GB or greater

PATI LEA TECHNOLOGY SURVEY		
Survey Question ID	**Question**	**Survey Choice Values**
110	What is your estimated monthly pre-Erate cost for Internet?	• 1 – Zero • 2 – $1.00 - $500.00 • 3 – $501.00 - $1,000.00 • 4 – $1001.00 - $2,500.00 • 5 – $2,501.00 - $5,000.00 • 6 – Greater than $5,000.00
120	Do you have access to Internet2 at your LEA?	• 1 – Yes • 2 – No
130	Who is the Internet2 Service Provider for the LEA?	• 1 – CERMUSA • 2 – ChescoNet • 3 – MAGPI • 4 – Pittsburgh Super Computer Center • 98 – Not Applicable (no Internet2 access) • 99 – Other* *Additional detail required to be submitted in Free Form Response Text field
140	What is the Internet2 capacity to the Head End?	• 1 – 1.54MB to 10MB • 2 – Greater than 10MB • 98 – Not Applicable (no Internet2 access)

PATI LEA TECHNOLOGY SURVEY		
Survey Question ID	Question	Survey Choice Values
Section 3 – Student Information System		
145	What is your LEAs primary Student Information System(s) (SIS)?	1 – Central Susquehanna Intermediate Unit 16 2 – Century Consultants (Starbase) 3 – ClassLink Inc.(Classmate) 4 – Computer Resources (MMS) 5 – Infinite Campus (Infinite Campus) 6 – K12 Systems, Inc.(Sapphire) 7 – Keystone Information Systems (SKOOLS) 8 – Logic House, Inc.(SchoolControl) 9 – Midwestern Intermediate Unit 4 10 – Pearson (PowerSchool) 11 – ProSoft Technologies, Inc.(ProSoft, Student) 12 – Rediker Software (Administrator's Plus) 13 – SchoolLogic 14 – Skyward, Inc. (Skyward) 15 – Sungard Pentamation (SMS/eSchoolPLUS) 16 – Tenex Systems, Inc./Harris School Solutions 17 – Tyler Technologies SIS 18 – We have an in-house system (custom) 98 – We do not have a Student Information System (SIS) 99 – Other* *Additional detail required to be submitted in Free Form Response Text field

PATI LEA TECHNOLOGY SURVEY		
Survey Question ID	Question	Survey Choice Values
Section 4 – Online Learning		
150	Does your LEA offer a full-time virtual program?	• 1 – Yes • 2 – No
160	If you are offering a full-time virtual program, who is the curriculum provider?	• 1 – My LEA • 2 – Intermediate Unit (IU)* • 3 – Other LEA (Not an IU)* • 4 – Institute of Higher Education (IHE)* • 5 – Private Provider* • 98 – Not Applicable (my LEA does not offer a full-time virtual program) *Additional detail required to be submitted in Free Form Response Text field
170	If you are offering a full-time virtual program, who is the content provider? **Note:** In most instances your response to questions 160 and 170 will be the same, but not always. One example where the responses would differ involves an IU repackaging private provider content to align to your LEA curriculum.	• 1 – My LEA • 2 – Intermediate Unit (IU)* • 3 – Other LEA (Not an IU)* • 4 – Institute of Higher Education (IHE)* • 5 – Private Provider* • 98 – Not Applicable (my LEA does not offer a full-time virtual program) *Additional detail required to be submitted in Free Form Response Text field
180	If you are offering a full-time virtual program, who is delivering the majority of the instruction?	• 1 – My LEA • 2 – Intermediate Unit (IU)* • 3 – Other LEA (Not an IU)* • 4 – Institute of Higher Education (IHE)* • 5 – Private Provider* • 98 – Not Applicable (my LEA does not offer a full-time virtual program) *Additional detail required to be submitted in Free Form Response Text field
190	Does your LEA offer individual online courses?	• 1 – Yes • 2 – No

PATI LEA TECHNOLOGY SURVEY		
Survey Question ID	**Question**	**Survey Choice Values**
200	If your LEA offers online courses, who develops the majority of your online courses?	• 1 – My LEA • 2 – Intermediate Unit (IU)* • 3 – Other LEA (Not an IU)* • 4 – Institute of Higher Education (IHE)* • 5 – Private Provider* • 98 – Not Applicable (my LEA does not offer online courses) *Additional detail required to be submitted in Free Form Response Text field
210	If your LEA offers online courses, who delivers the majority of your online courses?	• 1 – My LEA • 2 – Intermediate Unit (IU)* • 3 – Other LEA (Not an IU)* • 4 – Institute of Higher Education (IHE)* • 5 – Private Provider* • 98 – Not Applicable (my LEA does not offer online courses) *Additional detail required to be submitted in Free Form Response Text field
220	What is your primary purpose for offering online courses?	• 1 – Standard Curriculum • 2 – Credit Recovery • 3 – Remediation • 4 – Enrichment • 5– Advanced Placement • 6 – College/High School Credit (Dual Enrollment)

PATI LEA Technology Survey Sample Data

The table below provides a sample of what the Survey Participant Response Template should look like in the 2017-2018 PATI LEA Technology Survey. For clarity purposes this is shown in tabular format instead of comma, tab or pipe (|) delimited format.

District Code	Survey Name	Survey Administration	Participant ID	Survey Question ID	Survey Choice Value	Not Collected	Free Form Response Text
112233445	PATI_LEA	2018-06-30	112233445	10	1		
112233445	PATI_LEA	2018-06-30	112233445	20	98		
112233445	PATI_LEA	2018-06-30	112233445	30	1		
112233445	PATI_LEA	2018-06-30	112233445	40	4		
112233445	PATI_LEA	2018-06-30	112233445	50	1		
112233445	PATI_LEA	2018-06-30	112233445	60	10		
112233445	PATI_LEA	2018-06-30	112233445	70	4		
112233445	PATI_LEA	2018-06-30	112233445	80	99		Enter additional detail here
112233445	PATI_LEA	2018-06-30	112233445	90	9		
112233445	PATI_LEA	2018-06-30	112233445	100	11		
112233445	PATI_LEA	2018-06-30	112233445	110	3		
112233445	PATI_LEA	2018-06-30	112233445	120	2		
112233445	PATI_LEA	2018-06-30	112233445	130	98		
112233445	PATI_LEA	2018-06-30	112233445	140	98		
112233445	PATI_LEA	2018-06-30	112233445	145	3		
112233445	PATI_LEA	2018-06-30	112233445	150	1		
112233445	PATI_LEA	2018-06-30	112233445	160	2		Enter additional detail here
112233445	PATI_LEA	2018-06-30	112233445	170	2		Enter additional detail here
112233445	PATI_LEA	2018-06-30	112233445	180	5		Enter additional detail here
112233445	PATI_LEA	2018-06-30	112233445	190	1		
112233445	PATI_LEA	2018-06-30	112233445	200	2		Enter additional detail here
112233445	PATI_LEA	2018-06-30	112233445	210	2		Enter additional detail here
112233445	PATI_LEA	2018-06-30	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.

PATI SCHOOL TECHNOLOGY SURVEY		
Survey Question ID	**Question**	**Survey Choice Values**
Section 1 –School Infrastructure		
5	Within your school, what percentage of instructional areas have access to the Internet?	• 99 – Free form response* *Additional detail required to be submitted in Free Form Response Text field.
6	Within your instructional areas with Internet access, what percentage have wireless access?	• 99 – Free form response* *Additional detail required to be submitted in Free Form Response Text field.
10	What is the maximum Wired Local Area Network (LAN) capacity at this school?	• 1 – 10/100 MB Ethernet (Switched, Shared, None) • 2 – 10/100/1000 MB Ethernet (Switched, Shared, None) • 3 – Greater than 1000 MB Ethernet (Switched, Shared, None) • 98 – Not Applicable (wireless only)
20	What is the maximum Wireless Local Area Network (LAN) capacity at this school?	• 1 – 802.11 a/b • 2 – 802.11 g • 3 – 802.11 n • 4 – 802.11 ac or better • 98 – Not Applicable (no wireless)

PATI SCHOOL TECHNOLOGY SURVEY		
Survey Question ID	Question	Survey Choice Values
Section 2 – Equipment and Device Counts		

401	What is the number of high capacity computers with Internet access that either reside in an instructional area or can be brought into an instructional area? Do not include machines used for administrative purposes.
	
	A high capacity computer meets the following criteria:
	• 2 years old or newer.
	• Contains a 10/100/1000mb network card and can run data intensive/graphic/video rendering applications such as CAD, web design, video production etc.
	• DO NOT include netbooks, thin clients, or Chromebooks.
	• Examples of high capacity computers include:
	   ○ Originally designed for Windows 10 (PC).
	   ○ Originally designed for Mac OS High Sierra v10.13, or Mac OS Sierra v10.12, or OS X v10.11 (El Capitan).
	NOTE: For a machine to be included in this count, it should NOT be used within a virtual environment. In other words, applications primarily reside on the machine itself.
		• 99 – Free form response*
		
		*Additional detail required to be submitted in Free Form Response Text field.

402	What is the number of mid capacity computers with Internet access that either reside in an instructional area or can be brought into an instructional area? Do not include machines used for administrative purposes.
	
	A mid capacity computer meets the following criteria:
	• 5 years old or newer.
	• Contains a 10/100/1000mb network card and can run integrated applications such as Microsoft Office Suite, etc.
	• DO NOT include netbooks, thin clients, or Chromebooks
	• Examples of mid capacity computers include:
	   ○ Designed for Windows 8 (PC).
	   ○ Designed for OS X v10.11 (El Capitan), OS X v10.10 (Yosemite), or Mac OS X v10.9 (Mavericks)
	
	NOTE: For a machine to be included in this count, it should NOT be used within a virtual environment. In other words, applications primarily reside on the machine itself.
		• 99 – Free form response*
		
		*Additional detail required to be submitted in Free Form Response Text field.

PATI SCHOOL TECHNOLOGY SURVEY		
Survey Question ID	**Question**	**Survey Choice Values**

403	What is the number of low capacity computers with Internet access that either reside in an instructional area or can be brought into an instructional area? Do not include machines used for administrative purposes.
	
	A low capacity computer meets the following criteria:
	• Older than 5 years.
	• May or may not contain a network card and can run basic, stand-alone applications such as word processing, tutorial programs, etc.
	• DO NOT include netbooks, thin clients, or Chromebooks.
	• Examples of low capacity computers include:
	   o Designed for Windows 7 or older (PC).
	   o Designed for Mac OS X v10.7 (Mountain Lion) or older.
	
	NOTE: For a machine to be included in this count, it should NOT be used within a virtual environment. In other words, applications primarily reside on the machine itself.
		• 99 – Free form response*
		
		*Additional detail required to be submitted in Free Form Response Text field.

404	What is the number of netbooks with Internet access that either reside in an instructional area or can be brought into an instructional area? Do not include machines used for administrative purposes. **NOTE:** For a machine to be included in this count, it should NOT be used within a virtual environment. In other words, applications primarily reside on the machine itself.	• 99 – Free form response* *Additional detail required to be submitted in Free Form Response Text field.
405	What is the number of computers used in a virtual environment with Internet access that reside in an instructional area or can be brought into an instructional area? Do not include machines used for administrative purposes. **NOTE:** For a machine to be included in this count, applications primarily do not reside on the machine itself.	• 99 – Free form response* *Additional detail required to be submitted in Free Form Response Text field.
406	What is the number of netbooks used in a virtual environment with Internet access that reside in an instructional area or can be brought into an instructional area? Do not include machines used for administrative purposes. **NOTE:** For a machine to be included in this count, applications primarily do not reside on the machine itself.	• 99 – Free form response* *Additional detail required to be submitted in Free Form Response Text field.

PATI SCHOOL TECHNOLOGY SURVEY

Survey Question ID	Question	Survey Choice Values
407	What is the number of thin clients used in a virtual environment with Internet access that reside in an instructional area or can be brought into an instructional area? Do not include machines used for administrative purposes). **NOTE:** For a machine to be included in this count, applications primarily do not reside on the machine itself.	• 99 – Free form response* *Additional detail required to be submitted in Free Form Response Text field.
408	What is the number of Chromebooks used in a virtual environment with Internet access that reside in an instructional area or can be brought into an instructional area? Do not include machines used for administrative purposes. **NOTE:** For a machine to be included in this count, applications primarily do not reside on the machine itself.	• 99 – Free form response* *Additional detail required to be submitted in Free Form Response Text field.

823	What is the number of handheld devices with Internet access that that reside in an instructional area or can be brought into an instructional area? Do not include devices used for administrative purposes.
	
	Handheld or mobile devices are pocket-sized, typically having a display screen with touch input, miniature keyboard, or other user interface.
	• Examples include:
	    o PDAs (Palm Pilot, etc.).
	    o Audio/Video Devices (MP3 player, iPod, etc.).
	    o Other Wi-Fi accessible devices.
	
	NOTE: Do not include devices that are used solely as student response systems (clickers).
		• 99 – Free form response*
		
		*Additional detail required to be submitted in Free Form Response Text field.

824	What is the number of e-readers with Internet access that that reside in an instructional area or can be brought into an instructional area? Do not include devices used for administrative purposes.
	
	e-readers are devices that are not laptops or pocket sized and are used primarily for reading and may have the option to access the Internet.
	• Examples include:
	    o Kindle
	    o Nook
	    o Etc.
		• 99 – Free form response*
		
		*Additional detail required to be submitted in Free Form Response Text field

PATI SCHOOL TECHNOLOGY SURVEY		
Survey Question ID	**Question**	**Survey Choice Values**

825	What is the number of tablet devices with Internet access that that reside in an instructional area or can be brought into an instructional area? Do not include devices used for administrative purposes.
	
	Tablet devices are devices that are not laptops or pocket sized and are used primarily for accessing a wide variety of digital content and has the option to access the Internet.
	• Examples include:
	   o iPad
	   o Xoom
	   o Galaxy Tab
	   o Streak
	   o Etc.
	
	NOTE: "Tablet PCs" containing touch screens along with a physical keyboard should be included in the computer counts.
		• 99 – Free form response*
		
		*Additional detail required to be submitted in Free Form Response Text field

PATI SCHOOL TECHNOLOGY SURVEY		
Survey Question ID	**Question**	**Survey Choice Values**
**Section 3 – 1-1 Student Laptop or Device Program**	
840	Does your school participate in a 1-1 student laptop or device program? Some schools provide laptops or devices for 1-1 student use. To be counted in this category, laptops or devices must be assigned to individual students for multiple class use. DO NOT include 1-1 student access to laptops or devices that reside in a specific classroom. Also do not include student-owned devices that they bring to school.	• 1 – Yes • 2 – No

PATI SCHOOL TECHNOLOGY SURVEY		
Survey Question ID	Question	Survey Choice Values
850	If your school participates in a 1-1 program, how many High Capacity laptops assigned to individual students have Internet access when used in school?	• 98 – Not Applicable (school does not have1-1 program) • 99 – Free form response* *Additional detail required to be submitted in Free Form Response Text field
870	If your school participates in a 1-1 program, how many Mid Capacity laptops assigned to individual students have Internet access when used in school?	• 98 – Not Applicable (school does not have1-1 program) • 99 – Free form response* *Additional detail required to be submitted in Free Form Response Text field
890	If your school participates in a 1-1 program, how many Low Capacity laptops assigned to individual students have Internet access when used in school?	• 98 – Not Applicable (school does not have1-1 program) • 99 – Free form response* *Additional detail required to be submitted in Free Form Response Text field
910	If your school participates in a 1-1 program, how many Netbooks assigned to individual students have Internet access when used in school?	• 98 – Not Applicable (school does not have1-1 program) • 99 – Free form response* *Additional detail required to be submitted in Free Form Response Text field
923	If your school participates in a 1-1 program, how many Handhelds assigned to individual students have Internet access when used in school?	• 98 – Not Applicable (school does not have1-1 program) • 99 – Free form response* *Additional detail required to be submitted in Free Form Response Text field.
924	If your school participates in a 1-1 program, how many e-Readers assigned to individual students have Internet access when used in school?	• 98 – Not Applicable (school does not have1-1 program) • 99 – Free form response* *Additional detail required to be submitted in Free Form Response Text field.

PATI SCHOOL TECHNOLOGY SURVEY		
Survey Question ID	**Question**	**Survey Choice Values**
925	If your school participates in a 1-1 program, how many Tablet Devices assigned to individual students have Internet access when used in school?	• 98 – Not Applicable (school does not have1-1 program) • 99 – Free form response* *Additional detail required to be submitted in Free Form Response Text field.
926	If your school participates in a 1-1 program, how many Chromebooks assigned to individual students have Internet access when used in school?	• 98 – Not Applicable (school does not have 1-1 program) • 99 – Free form response* * Additional detail required to be submitted in Free Form Response Text field.
975	If your school participates in a 1-1 program, what percentage of participating students are permitted to take their laptop or device home?	• 98 – Not Applicable (school does not have1-1 program) • 99 – Free form response* *Additional detail required to be submitted in Free Form Response Text field.

PATI SCHOOL TECHNOLOGY SURVEY		
Survey Question ID	**Question**	**Survey Choice Values**
	Section 4 – School Transport Questions	
1030	Is this school connected to an LEA-Based WAN that is used for applications such as file sharing, administrative functions, student information, digital content, etc.? An LEA-Based WAN is defined as a building-to-building network that connects buildings within YOUR LEA (district, CTC, or charter school). For single LEAs containing ONLY one school: Since your network is contained within your own school answer NO to this question.	• 1 – Yes • 2 – No

PATI SCHOOL TECHNOLOGY SURVEY		
Survey Question ID	Question	Survey Choice Values
1040	Who is the primary Transport Access provider to your WAN?	1 – Comcast 2 – D&E Communications 3 – DQE Communications 4 – Embarq 5 – Level 3 6 – Prolog 7 – Qwest 8 – Sting Communications 9 – Sunesys 10 – Verizon 11 – Wind Stream 12 – Owned (fiber, wireless, coax) 98 – Not Applicable (school not connected to LEA-based WAN or school is serving as the LEA Head End) 99 – Other* *Additional detail required to be submitted in Free Form Response Text field.
1050	What is the primary Transport type from this School to the LEA Head End? NOTE: "Public" means that the connection is leased from a telecommunications provider; "Private" means the LEA owns the connection.	1 – Public Telco 2 – Public Fiber 3 – Public Microwave 4 – Public Wireless 5 – Private Telco 6 – Private Fiber 7 – Private Microwave 8 – Private Wireless 98 – Not Applicable (school not connected to LEA-based WAN or school is serving as the LEA Head End)

PATI SCHOOL TECHNOLOGY SURVEY		
Survey Question ID	Question	Survey Choice Values
1060	What is the transport capacity from this School to the LEA Head End?	• 1 – Less than 768 kbps • 2 – 768 kbps only • 3 – Greater than 768 kbps and less than 1.54Mb (T-1) • 4 – 1.54Mb (T-1) only • 5 – Greater than 1.54MB and less than 3MB • 6 – 3MB to 5MB • 7 – 6MB to 9MB • 8 – 10MB to 24MB • 9 – 25MB to 49MB • 10 – 50MB to 99MB • 11 – 100MB to 999MB • 12 – 1GB or greater • 98 – Not Applicable (school not connected to LEA-based WAN or school is serving as the LEA Head End)
1070	What is your estimated monthly pre-Erate cost for the transport from this School to the LEA Head End?	• 1 – Zero • 2 – $1.00 - $500.00 • 3 – $501.00 - $1,000.00 • 4 – $1001.00 - $2,500.00 • 5 – $2,501.00 - $5,000.00 • 6 – Greater than $5,000.00 • 98 – Not Applicable (school not connected to LEA-based WAN or school is serving as the LEA Head End)

PATI SCHOOL TECHNOLOGY SURVEY		
Survey Question ID	Question	Survey Choice Values
Section 5 – School Internet Questions		
1080	How does this school receive its Internet connection?	• 1 – From the LEA-Based WAN • 2 – Direct from an Internet Service Provider (ISP) • 3 – This school does not have a connection to the Internet
1090	If your school is receiving its Internet connection as part of an LEA-based WAN, what is the Internet capacity from this school to the LEA Head End?	• 1 – Less than 768 kbps • 2 – 768 kbps only • 3 – Greater than 768 kbps and less than 1.54Mb (T-1) • 4 – 1.54Mb (T-1) only • 5 – Greater than 1.54MB and less than 3MB • 6 – 3MB to 5MB • 7 – 6MB to 9MB • 8 – 10MB to 24MB • 9 – 25MB to 49MB • 10 – 50MB to 99MB • 11 – 100MB to 999MB • 12 – 1GB or greater • 98 – Not Applicable (school receives Internet connection directly from an ISP or school is serving as the LEA Head End or school does not have a connection to the Internet)

PATI SCHOOL TECHNOLOGY SURVEY		
Survey Question ID	**Question**	**Survey Choice Values**
1100	If your school is receiving its Internet connection directly from an Internet Service Provider (ISP), who is your primary ISP?	1 – Comcast 2 – D&E Communications 3 – Embarq 4 – Expedient 5 – Level 3 6 – Prolog 7 – Qwest 8 – Sting Communications 9 – Verizon 10 – Wind Stream 98 – Not Applicable (school receives Internet connection from an LEA-based WAN or has no connection to the Internet) 99 – Other* *Additional detail required to be submitted in Free Form Response Text field.
1110	If your school is receiving its Internet connection directly from an Internet Service Provider (ISP), what is the primary Transport type from this school to the ISP? **NOTE:** "Public" means that the connection is leased from a telecommunications provider; "Private" means the LEA owns the connection.	1 – Public Telco 2 – Public Fiber 3 – Public Microwave 4 – Public Wireless 5 – Private Telco 6 – Private Fiber 7 – Private Microwave 8 – Private Wireless 98 – Not Applicable (school receives Internet connection from an LEA-based WAN or has no connection to the Internet)

PATI SCHOOL TECHNOLOGY SURVEY

Survey Question ID	Question	Survey Choice Values
1120	If your school is receiving its Internet connection directly from an Internet Service Provider (ISP), what is the Internet capacity from this school to the ISP?	• 1 – Less than 768 kbps • 2 – 768 kbps only • 3 – Greater than 768 kbps and less than 1.54Mb (T-1) • 4 – 1.54Mb (T-1) only • 5 – Greater than 1.54MB and less than 3MB • 6 – 3MB to 5MB • 7 – 6MB to 9MB • 8 – 10MB to 24MB • 9 – 25MB to 49MB • 10 – 50MB to 99MB • 11 – 100MB to 999MB • 12 – 1GB or greater • 98 – Not Applicable (school receives Internet connection from an LEA-based WAN or has no connection to the Internet)
1130	If your school is receiving its Internet connection directly from an Internet Service Provider (ISP) what is your estimated monthly pre-Erate cost for the Internet?	• 1 – Zero • 2 – $1.00 - $500.00 • 3 – $501.00 - $1,000.00 • 4 – $1,001.00 - $2,500.00 • 5 – $2,501.00 - $5,000.00 • 6 – Greater than $5,000.00 • 98 – Not Applicable (school receives Internet connection from an LEA-based WAN or has no connection to the Internet)

	PATI SCHOOL TECHNOLOGY SURVEY	
Survey Question ID	**Question**	**Survey Choice Values**
	Section 6 – Bring Your Own Device (BYOD)	
1140	Does your school participate in a Bring Your Own Device (BYOD) program?	• 1 – Yes • 2 – No
1150	If your school participates in a BYOD program, what percentage of students is participating in the BYOD program?	• 98 – Not Applicable (school does not participate in a BYOD program) • 99 – Free form response* *Additional detail required to be submitted in Free Form Response Text field
1060	If known, what percentage of students has broadband Internet access at home? Include all types of broadband connectivity (e.g. DSL, cable, cellular, etc.)	• 1 – 0 to 10 • 2 – 11 to 20 • 3 – 21 to 30 • 4 – 31 to 40 • 5 – 41 to 50 • 6 – 51 to 60 • 7 – 61 to 70 • 8 – 71 to 80 • 9 – 81 to 90 • 10 – 91 to 100 • 11 – Unknown

PATI School Technology Survey Sample Data

The table below provides a sample of what the Survey Participant Response Template should look like in the 2017-2018 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.

District Code	Survey Name	Survey Administration	Participant ID	Survey Question ID	Survey Choice Value	Not Collected	Free Form Response Text
112233445	PATI_SCHOOL	2018-06-30	1111	5	99		90
112233445	PATI_SCHOOL	2018-06-30	1111	6	99		80
112233445	PATI_SCHOOL	2018-06-30	1111	10	2		
112233445	PATI_SCHOOL	2018-06-30	1111	20	2		
112233445	PATI_SCHOOL	2018-06-30	1111	401	99		120
112233445	PATI_SCHOOL	2018-06-30	1111	402	99		60
112233445	PATI_SCHOOL	2018-06-30	1111	403	99		20
112233445	PATI_SCHOOL	2018-06-30	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.

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 staff, 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 security staff members for the entire school year should be reported during this window, even if the individual is no longer working as a security officer at the end of the school year. **NOTE**: Professional staff should not be submitted during the summer security staff submission.

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

- Field 1 - DISTRICT CODE
- Field 2 - STAFF ID
- Field 14 - LOCATION CODE
- Field 48 - STAFF QUALIFICATION STATUS CODE
- Field 65 - FIRST NAME LONG
- Field 66 - LAST NAME LONG
- Field 95 - AUTHORIZED TO CARRY WEAPON INDICATOR

NOTE: 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.

Grain: One record per LEA / Staff

PIMS Staff Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
1	9	DISTRICT CODE	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.			All LEA and school codes can be found on the EdNA website Example: 123456789
2	8	STAFF ID	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. Use the 5- or 6-digit Municipal Police Officer Training ID (MPTID) for school security staff preceded by SS. If the school security staff 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.		Examples: • 6925031 or • SS123456 (for school security staff)
3	Not collected							
4	Not collected							
5	Not collected							
6	Not collected							
7	Not collected							
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							

PIMS Staff Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
14	4	LOCATION CODE	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. • School security staff use 0000.	IUs use LOCATION CODE 0000. Required and is the code of the primary location for the staff member.		All LEA and school codes 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 CODE	R	U	A person's gender.			Valid Values: • M = male • F = female
21	2	RACE OR ETHNICITY CODE	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.		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)

PIMS Staff Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
22	Not collected							
23	14	HOME PHONE	O	U	The telephone number including the area code. ~~and extension, if applicable~~			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	FULL ZIP CODE	R	U	The 5- or 9-digit zip code portion of home address.			Example: 17126-0333
30	Not collected							
31	Not collected							
32	Not collected							
33	Not collected							
34	Not collected							
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

PIMS Staff Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
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. This should only include years as a professional in Pre-K – 12 education.	An individual in their first year should be reported as 1. **Do not** enter zero.		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	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. For terminated staff, be sure to populate Field 54 - TERMINATION CODE.		Valid Values: • A – active • T – terminated • M – military leave • S – sabbatical leave • U – suspension • O – other • H – charter school • W – workers' compensation

PIMS Staff Template Specifications

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

PIMS Staff Template Specifications

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. <mark>NOTE: This only applies for the Safe Schools Collection.</mark>		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 these 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							

PIMS Staff Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
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	Valid Values: • 01 – resigned / terminated, remained in education • 02 – resigned / terminated, left education • 03 – furloughed / laid off • 06 – retired • 07 – death / illness • 08 – other • 14 – disciplinary action • 15 – Retired PPID (use only if directed by PDE for PPIDs reported incorrectly in prior years that cannot be corrected)
55	Not collected							
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 PPID from the Field 2 - STAFF ID.			Example: 987654
58	Not collected							
59	Not collected							
60	Not collected							
61	Not collected							
62	Not collected							

PIMS Staff Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
63	1	LOCAL CONTRACT	O	U	Indicates whether the staff member has a current contract (yes) or is working without a contract because the contract is currently in negotiations (no).	Y (Yes) – has a current contract N (No) – is in negotiations		Valid Value: Y or N
64	Not collected							
65	60	FIRST NAME LONG	R	U	A legal name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.			Example: Thomas
66	60	LAST NAME LONG	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.		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							
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							

PIMS Staff Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
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: **user name**, "**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							

PIMS Staff Template Specifications

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.		Valid Value: Y or N

Rules

See the Rules section of the Template domain

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 staff, including directly employed or contracted school police officers, school resource officers, and school security officers, 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 security staff members for the entire school year should be reported during this window, even if the individual no longer is working as a security officer at the end of the school year.

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

- Field 1 – District Code
- Field 2 – Staff ID
- Field 14 – Location Code
- Field 48 – Staff Qualification Status Code
- Field 50 – Snapshot Date
- Field 65 – First Name Long
- Field 66 – Last Name Long
- 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.

Grain: One record per LEA / Staff / Snapshot Date

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: 2015-10-01

Rules

See the Rules section of the Template domain

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 staff (including school police officers, school resource officers, and school security officers) 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 as a security officer at the end of the school year. There is a single assignment code for school security staff (9998).

Grain: One record per LEA / Staff / Location / Individual Assignment

PIMS Staff Assignment Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	9	DISTRICT CODE	R	K	The unique, 9-digit AUN assigned by the PDE.		All LEA and school codes can be found on the EdNA website Example: 123456789
2	8	STAFF ID	R	K	A unique identifier for each staff member; use the 7- or 8-digit Professional Personnel ID (PPID) for all certificated staff and non-certificated staff. Use the 5- or 6-digit Municipal Police Officer Training ID (MPTID) for school security staff preceded by SS. If the school security staff does not have an MPTID, the LEA must assign the individual a unique and consistent 5-digit ID preceded by SS.	Do not use leading zeros or spaces in PPIDs. ==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. The staff ID must be consistent in all templates.	Examples: • 6925031 or • SS123456 (for school security staff)

PIMS Staff Assignment Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
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	LOCATION CODE	R	K	The PDE-defined, 4-digit code identifying the school where the staff member is assigned.	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).	All LEA and school codes can be found on the EdNA website Example: 1234
5	10	SCHOOL YEAR DATE	R	K	For the 2018-2019 school year, this field should be populated with 2019-06-30.		Example: 2019-06-30
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 2018-07-01 if the actual start date during the year is unknown.		Example: 1987-01-04 or 2018-07-01
7	10	COMPLETION DATE	CR	U	Assignment exit date – the date an employee left a specific assignment to move to another assignment in the same LEA, or the date an employee was terminated from the LEA. This field does not apply to school security staff.	Conditionally Required (CR) for PA Inspired Leadership (PIL) positions that have ended. Must be greater than 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: 2019-10-31

PIMS Staff Assignment Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
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 in 2018-2019 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						
20	Not collected						
21	Not collected						
22	Not collected						
23	Not collected						
24	Not collected						
25	Not Collected						

PIMS Staff Assignment Template Specifications

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

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 Officers, 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 as a security officer at the end of the school year. 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.

Grain: One record per District Code / Staff ID / Activity Code / Activity Start Date.

PIMS Staff Development Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	9	DISTRICT CODE	R	K	The unique, 9-digit AUN assigned by the PDE.		All LEA and school codes can be found on the EdNA website Example: 123456789
2	8	STAFF ID	R	K	Use the 5- or 6-digit Municipal Police Officer Training ID (MPTID) for school security staff, preceded by SS. If the school security staff 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. Must exist in the STAFF table for the matching DISTRICT CODE.	Example: SS12345

PIMS Staff Development Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
3	8	ACTIVITY CODE	R	K	The code identifying the type of qualification or training. Submit one record per value per person.		Valid Values: • INITIAL – initial training date • WEAP – firearms qualifications (not required for security officers) • CPR – CPR qualification (not required for security officers) • FIRSTAID – first aid qualification (not required for security officers) • MPOETC – MPOETC training • NASRO – NASRO training • LOCAL – local training
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 2018-2019, this would be 2019-06-30).		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

Load Sequence/Dependencies

Load Sequence/Dependency
STAFF

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 School (APS)

- 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 School (APS)

- Student Fact Template for Career Standards Benchmarks

    This template applies to the following organizational types:
    - School Districts
    - Charter Schools
    - Intermediate Units
    - Occupational AND Comprehensive CTCs for students receiving their primary academics at the CTC (Enrollment code E06 in the School Enrollment template)
    - State Juvenile Correctional Institutions
    - Private Residential Rehabilitation Institutions (PRRI)
    - Approved Private School (APS)

    NOTE: Reporting is required by LEAs providing the majority of the student's core academic education.

- 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:

  o School Districts
  o Charter Schools
  o 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

(217 Fields, 59 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.

Grain: One record per LEA / School Year / Student.

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
1	9	DISTRICT CODE	R	K	The unique, 9-digit Administrative Unit Number (AUN) assigned by PDE for the LEA that is reporting the student.			All LEA and school codes can be found on the EdNA website Example: 123456789
2	4	LOCATION CODE *(continued next page)*	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 **NOTE:** IUs, PRRISs and APSs use location code 0000. If a student is at a location that does not have a designated school code, use 9999 as the location code. **Note**: No PSSA or Keystone precodes will be generated for code 9999.			All LEA and school codes can be found on the EdNA website Example: 1234

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
					For Child Accounting, a student's average daily attendance (ADA) is attributed to the location code populated in this record. For Special Ed Reporting – the Special Education Reporting LEA uses 9999 for students educated in other LEAs.			
3	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. Thus, the 2018-2019 school year would be indicated by 2019-06-30.			Example: 2019-06-30
4	10	STUDENT ID	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.		Example: 1000000009
5	Not collected							
6	Not collected							
7	Not collected							
8	Not collected							
9	Not collected							
10	3	CURRENT GRADE LEVEL	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.		See Appendix K in Volume 2 of the PIMS User Manual for a complete list of valid values.
11	Not collected							
12	Not collected							

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
13	20	HOME ROOM	~~R~~ O	U	Provide the homeroom number for the student for the given year.\n\nThis 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 CODE	R	U	Provide a code that represents the gender of the student.			Valid Values:\n• M - male\n• 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.
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.\n\nExample: PA

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
20	10	FULL ZIP CODE	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 #####-####		Example: 17401 or 17401-1234
21		Not collected						
22		Not collected						
23		Not collected						
24		Not collected						
25		Not collected						
26		Not collected						
27	2	RACE OR ETHNICITY CODE	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.		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	ECONOMIC STATUS (FOOD PROGRAM PARTICIPANT)	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

PIMS Student Template Specifications

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

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
						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) 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)		• 07 – former EL, exited, and in 3rd year of monitoring • 08 – former EL, exited, and in 4th year of monitoring • 99 – never EL
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 identified in	SPECIAL PROGRAM CODE	• 21 – Mixed Bilingual • 22 – EL Bilingual • 23 – EL Specific Transitional Instruction • 24 – Mixed Classes with Native Language Support

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
		(continued this page)				Field 41 as Valid Value of 01 or 06. • A Flow Chart can be found on page 4 of the hyperlink in the Definition. Required if EL student has a value of 01 or 06 for Field 41 – EL STATUS		• 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	N/A	REPEATING LAST YEAR	R	U	Y or N to indicate a student that begins the current school year at the same grade level the student held at the beginning of the previous year, regardless of location of education.	LEAs with registered **Adult Affidavit Programs (AAPs)** may code all AAP grade-level students as N.		Valid Value: Y or N
46	Not collected							
47	Not collected							
48	Not collected							
49	Not collected							
50	Not collected							
51	Not collected							
52	Not collected							
53	4	EXPECTED GRADUATION TIMEFRAME	CR - O	U	The expected timeframe for the student to graduate, in the form MMYY, where MM is a 2-digit number representing the expected month of graduation, and YY is the last 2 digits of the expected year of graduation. As an example, June 2015 would be represented 0615. If the exact month is unknown, use June (06) as the graduation month.	This field can be left as null for elementary and middle school students (Grade Level less than 9) but must be populated for all students who have entered grade 9. (current grade level in field 10 is 9 through 12) **This field should be left blank for Adult Affidavit Program (AAP) students.**		Example: 0615

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
53	Not collected							
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	GRADUATION STATUS CODE	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.**		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.

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
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 value list.		See Appendix L in Volume 2 of the PIMS User Manual for a complete list of valid values.
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.\n\nUse 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	ADA STATUS INDICATOR	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.\n\nADA (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.\n\nConsult appropriate LEA Section 504/ADA compliance officer(s) to determine those students with a current Section 504 service agreement plan in place.\n\n**NOTE:** Populate this field with N for students recorded as having a current/active IEP in Field 38 (SPECIAL EDUCATION) of this template.		Valid Values:\n• Y – Student has a current Section 504 service agreement plan in place and is considered disabled per ADA.\n• N – Student does not have a current Section 504 service agreement plan in place.
71	Not collected							
72	Not collected							

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
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							
80	2	GIFTED AND TALENTED	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 • GN – Gifted, does not have GIEP • 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.		Valid Value: Y or N

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

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
90	1	MOBILITY CODE	CR	U	Identification of specific mobility situations.			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 this LEA during the reporting SY but still enrolled at this LEA. (ie: Special ed referral student not being educated by your LEA, Student referred to an outside placement that does not report to PIMS, that your LEA reports at 9999 and you do not educate at your 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							

PIMS Student Template Specifications

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. ~~LEAs that accept Title III funding as a single sub-grantee or consortium member must indicate all current ELs as 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	PROGRAMS SERVICES CODE (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 2018-2019 school year would be indicated by 2019-06-30.	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 2018-2019 school year, submit 2019-06-30 as the grade 09 entry date. Example: 2019-06-30
98	10	DISTRICT ENTRY DATE *(continued next page)*	R	U	The most recent date that the student entered the LEA.	For new students in their first year at an LEA only, this should be the current school year.		Example: 2009-07-01

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
						LEAs with registered **AAPs** may code all AAP grade-level students with a July 1 reporting year date (2018-07-01).		
99	10	SCHOOL ENTRY DATE	R	U	~~The most recent date that the student entered the school.~~ The most recent date that the student entered the school. Do not reset/ update the School Entry Date when a student changes schools mid-year within an LEA because of a grade promotion.	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 (2018-07-01).		Example: 2010-07-01
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 most recent date that the student entered Pennsylvania; if that is not known, the most recent date enrolled in a school in PA.	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 (2018-07-01).		Example: 2008-07-01

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
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
111	Not collected							
112	Not collected							
113	Not collected							
114	Not collected							
115	Not collected							
116	Not collected							
117	9	DISTRICT CODE OF RESIDENCE	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 ~~valid values~~ Residency Status Codes. **This field is checked by the Data Quality Engine (DQE)**		All LEA and school codes can be found on the EdNA website. ~~Refer to Appendix N in Volume 2 of the PIMS User Manual for a complete list of valid values.~~ Example: 123456789
118	Not collected							
119	Not collected							

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
120	1	STUDENT IS A SINGLE PARENT	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 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.		PARENTAL STATUS CODE	Valid Value: Y or N
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 *(continued next page)*	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.	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
					b. Students from Puerto Rico are not considered Immigrants. c. <mark>Foreign Exchange students should be considered immigrants.</mark> This information is used for Title III Immigrant funding purposes only.			
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 *(continued next page)*	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,		Valid Values: • F – Free • R – Reduced price • N – Neither

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
						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.		
132	Not collected							
133	60	LAST NAME LONG	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.		Example: Harley
134	60	FIRST NAME LONG	R	U	The legal first name of the student.			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							

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
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							
164	Not collected							
165	4	LOCATION CODE OF RESIDENCE *(continued next page)*	R	U	The school number of the public school that the student would attend, based on (1) their grade level <u>and</u> (2) home address of their parents/legal guardian. This must be a school number related to the reported DISTRICT CODE OF RESIDENCE (Field 117).	If the district code of residence is the PA State Code 999999999 use location code 9999. If the district code of residence 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		All LEA and school codes can be found on the EdNA website Example: 1234

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
						not have a high school), use 0000. For charter school students use the location code 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 location code, 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.		
166	1	DISPLACED HOMEMAKER *(continued next page)*	CR	U	An indication of whether the student is considered a displaced homemaker. The term 'displaced homemaker' means an individual who, "(A)(i) has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills; (ii) has been dependent on the income of another family member but is no longer supported by that income; or (iii) is a parent whose youngest dependent child will become ineligible to receive assistance under part A of	This field is needed for secondary and adult affidavit CTE students only.		Valid Value: Y or N

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
					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."			
167	1	SPECIAL EDUCATION REFERRAL (Special Education Services Provided Outside the LEA. See Definition)	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							
174	Not collected							
175	Not collected							
176	Not collected							
177	Not collected							
178	Not collected							
179	Not collected							
180	Not collected							
181	Not collected							

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
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 CODE	R	U	The district code that applies to the school district financially responsible for the student. In most cases, this will be the same district as reported under the district code of residence **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 ~~valid values~~ 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.		All LEA and school codes can be found on the EdNA website ~~Refer to Appendix N in Volume 2 of the PIMS User Manual for a full list of valid values.~~ Example: 123456789
190	1	CTE INDICATOR *(continued next page)*	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 must be populated for all students educated by occupational and comprehensive CTC schools as identified in Field 2 (LOCATION CODE) of this template.		Valid Value: Y or N

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
					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 LOCATION CODE (Field 2 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.			
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							
200	Not collected							
201	Not collected							
202	Not collected							

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
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	Not collected							
210	Not collected							
211	Not collected							
212	1	ASSESSMENT PARTICIPATION CODE *(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 applying the assessment participation code:			Valid Values: • A – PASA • B – PSSA • I – Not participating in any of these assessments • M – PASA Online testing (no precodes) • N – PSSA Online testing (no precodes)

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
					• 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.			
213	Not collected							
214	20	ASSESSMENT PARTICIPATION CODE 2 (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. Follow these rules for applying the assessment participation code: **NOTE:** Adherence to these rules will reduce the need for hand-bubbling of test booklets.			Valid Value: • Y – Receive precode label • N – Not testing • O – Online testing, no label required

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Name	Sample / Valid Value
215	20	ASSESSMENT PARTICIPATION CODE 3 (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. Follow these rules for applying the assessment participation code: **NOTE:** Adherence to these rules will reduce the need for hand-bubbling of test booklets.			Valid Values: • Y – Receive precode label • N – Not testing • O – Online testing, no label required
216	20	ASSESSMENT PARTICIPATION CODE 4 (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. Follow these rules for applying the assessment participation code: **NOTE:** Adherence to these rules will reduce the need for hand-bubbling of test booklets.			Valid Values: • Y – Receive precode label • N – Not testing • O – Online testing, no label required
217	20	DISTRICT OF ENROLLMENT CODE	R	U	Provide the District Code (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 (district code is reported in Field 1), a school enrollment must exist in the warehouse, or in an accompanying school enrollment upload file.		All LEA and school codes can be found on the EdNA website Example: 123456789

Rules

<mark>*See the Rules section of the Template domain</mark>

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

(217 Fields, 60 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.

Grain: One record per LEA / School Year / Student / Snapshot Date

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: 2018-10-01

Rules

See the Rules section of the Template domain

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 data in the template is optional.

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

(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.

<mark>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 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.</mark>

Grain: One record per LEA / School / School Year / Student ID / Award.

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

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	20	DISTRICT CODE	R	K	The unique, 9-digit Administrative Unit Number (AUN) assigned by PDE.		Example: 123456789 All LEA and school codes can be found at EdNA website
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. Thus, the 2018-2019 school year would be indicated by 2019-06-30.		Example: 2019-06-30
3	12	STUDENT ID	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.	Example: 1000000009
4	30	AWARD CODE	R	K	The unique code assigned to identify the subgroup that pertains to the credential.		See PIMS Manual, Volume 2, Appendix AM, <mark>Industry-Recognized Credentials and Work-Based Learning Experiences for Non-CTE Students</mark> for Valid Values

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

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

<mark>*See the Rules section of the Template domain*</mark>

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.

Note: The Department will provide technical assistance to support LEAs in operationalizing the components of this indicator during the 2018-19 school year.

Grain: One record per LEA / School Year / Student ID.

Student Fact Template for Career Standards Benchmarks Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	20	DISTRICT CODE	R	K	The unique, 9-digit Administrative Unit Number (AUN) assigned by PDE.		Example: 123456789 All LEA and school codes can be found at EdNA website
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. Thus, the 2018-2019 school year would be indicated by 2019-06-30.		Example: 2019-06-30

Student Fact Template for Career Standards Benchmarks Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
3	10	STUDENT ID	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.	Example: 1000000009
4	10	REPORTING 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. Thus, the 2018-2019 school year would be indicated by 2019-06-30.		Example: 2019-06-30
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.

Grain: One record per LEA / School / School Year / Local Assessment / Student.

Student Local Assessment Subtest Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	9	DISTRICT CODE	R	K	The unique, 9-digit Administrative Unit Number (AUN) assigned by PDE.		Example: 123456789 All LEA and school codes can be found at EdNA website
2	5	TEST DESCRIPTION	R	K	The constant value: LOCAL		Valid Value: LOCAL
3	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 a school year. Thus, the 2018-2019 school year would be indicated by 2019-06-30.		Example: 2019-06-30

Student Local Assessment Subtest Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
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.
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	STUDENT ID			The unique, 10-digit PAsecureID assigned to the student		Example: 1000000009
11	10	TEST DATE	R	K	The date on which the test was taken.	Cannot be greater than the current date.	Example: 2018-10-30
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

Load Sequence/Dependencies

Load Sequence/Dependency
STUDENT

Career and Technical Education (CTE) Domain

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 General Family Consumer Science programs, 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 LEAs approved reimbursable CTE programs, notify the Division 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 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 Division 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 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

(28 Fields, 24 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 (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),
3. are enrolled in General Family Consumer Science (CIP 19.0101), or
4. are taking a career and technical education course in order to explore careers.

IMPORTANT NOTE: LEAs with students enrolled in 2018-2019 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-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 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) 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 2018-2019 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.**

Grain: One record per LEA / School Year / Student ID / CIP Location Code / CIP Code / Delivery Method Code / Reporting Date / Reporting Date Period Level.

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-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	Sample / Valid Value
1	9	DISTRICT CODE	R	K	The unique, 9-digit Administrative Unit Number (AUN) assigned by PDE.		All LEA and school codes can be found on the 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. Thus, the 2018-2019 school year would be indicated by 2019-06-30.		Example: 2019-06-30
3	10	STUDENT ID	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.	Example: 1000000009

PIMS CTE Student Fact Template Specifications

Field No.	Max Length	Name	R/O /CR	Code	Definition	Business Rules	Sample / Valid Value
4	4	CIP LOCATION CODE	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.		All LEA and school codes can be found on the EdNA website Example: 1234
5	4	STUDENT LOCATION CODE	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 CODE).		All LEA and school codes 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-location code (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 decimal point. Refer to the CATS Approval System (www.catsv2.ed.state.pa.us/Screens/Login/wfPublicHome.aspx) 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	Sample / Valid Value
7	12	DELIVERY METHOD CODE (*continued next page*)	R	K	Code identifies "occupational," "tech prep" or "program of study" 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 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.	Report the PDE-approved Delivery Method (Plan of Delivery) Code (50, 60 or 70) 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 • 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	Sample / Valid Value
					ADULT AFFIDAVIT PROGRAM – Adult only programs formally registered with PDE's Career and Technical Education Information System (CATS) for this reporting year. Informs the Rigorous Courses of Study indicator in the **Future Ready PA Index**.		
8	10	REPORTING DATE	R	K	One of the standard reporting dates defined by PDE. The 2018-2019 school year would be indicated by 2019-06-30.		Valid Value: 2019-06-30.
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	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 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 for guidance on which CTE programs have approved end-of-program assessments and those that have assessment waivers.	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	Sample / Valid Value
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.
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.

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
14	1	COOPERATIVE WORK INDICATOR	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. 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.
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	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	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 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.	**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 programs) report successfully completed program hours based on the student's active program participation and attendance. Truncate to the nearest hundredth of an hour.	Example: 9999.99

Field No.	Max Length	Name	R/O/ CR	Code	Definition	Business Rules	Sample / Valid Value
19	6, 2	PERCENTAGE OF PROGRAM COMPLETE *(continued next page)*	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). **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	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 hours offered by entire program. **EXCEPTION:** Report 1.00 for all adult affidavit students reported in Young Farmers programs (CIP 01.0301).	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	Sample / Valid Value
					total program technical hours normally offered over three years. <mark>Informs the Rigorous Courses of Study indicator in the **Future Ready PA Index**.</mark>		
20	6, 2	CUMULATIVE POSTSECONDARY CREDITS EARNED	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 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.	Example: 99.99
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).** <mark>Informs the Industry-Based Learning indicator in the **Future Ready PA Index**.</mark>	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	Sample / Valid Value
23		Not collected					
24		Not collected					
25	3	CTE PROGRAM PERFORMANCE CODE	CR	U	Required for AAP students. Indicates whether an adult CTE student is reported as enrolled in a program (CIP CODE reported in Field 6) supported by Perkins funds and achieved a passing grade for the occupational instruction received during the reporting year. Determination of "a passing grade" within an AAP program supported by Perkins funds is made locally by AAP LEAs that have formal approved Perkins Local Plans on file with PDE's Bureau of Career and Technical Education (BCTE) for the reporting year. Contact BCTE at (717) 346-3188 with questions concerning LEA Perkins Local Plan approvals or grading adult performance in occupational instruction.	Report Y if the adult CTE student is reported as enrolled in a program (CIP CODE reported in Field 6) supported by Perkins funds and achieved a passing grade for the occupational instruction received during the reporting year. Report N if the adult CTE student is reported as enrolled in a program (CIP CODE reported in Field 6) supported by Perkins funds and DID NOT achieve a passing grade for the occupational instruction received during the reporting year. Report N/A if the student is reported enrolled in: • AAP occupational instruction that is not graded, OR • a program that is not supported with Perkins funds.	Valid Values: • Y – Yes • N – No • N/A – Adult Student CTE Program Not Graded or Not Perkins Funded
26	3	PELL GRANT INDICATOR	CR	U	Required for AAP students. A YES/NO 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					

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
28	3	POS TASK LIST COMPLETION INDICATOR	CR	U	Required for 12th grade students. **Indicates** whether a secondary student has completed all the program of study (POS) competencies on the school's task list that is maintained as students move through the program and **demonstrates** eligibility to receive articulated credits by way of a statewide POS articulation agreement by aligning secondary and postsecondary programs. This field does not apply to 9th – 11th grade students or AAP.	**Secondary Students** • Report Y if a teacher signs the list signifying that the student fulfilled all of the 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: 1) is not in a POS, or 2) is not in 12th grade. **Adult Affidavit Students** Report N/A for all AAP students.	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.

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.**

<mark>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</mark>.

IMPORTANT NOTE: Only LEAs with PDE-approved reimbursable secondary CTE programs or registered adult affidavit CTE programs in the reporting year 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.

Grain: One record per LEA / School Year / Student ID / Student Location Code / CIP Code / Delivery Method Code / Industry Credential Code / Credential Earned Date / Credential Earned Period Level.

PIMS Student Industry Credential Template Specifications

Field No.	Max Length	Name	R/O /CR	Code	Definition	Business Rules	Sample / Valid Value
1	9	DISTRICT CODE	R	K	The unique, 9-digit Administrative Unit Number (AUN) assigned by PDE.	This AUN must represent the LEA that owns the CTE-approved program reported in Field 6 (CIP CODE).	All LEA and school codes can be found on the EdNA website Example: 123456789
2	10	SCHOOL YEAR DATE	R	K	A single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2018-2019 school year would be indicated by 2019-06-30.		Example: 2019-06-30
3	10	STUDENT ID	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.	Example: 1000000009

PIMS Student Industry Credential Template Specifications

Field No.	Max Length	Name	R/O /CR	Code	Definition	Business Rules	Sample / Valid Value
4	4	STUDENT LOCATION CODE	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 LOCATION CODE) in the CTE Student Fact Template.	This location code must match a CIP LOCATION CODE (Field 4) reported for the student within the CTE Student Fact Template.	All LEA and school codes can be found on the EdNA website Example: 1234
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-location code (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 page*)	R	K	Code identifies "occupations," "tech prep," or "program of study" 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.	Use Code 50, 60, or 70 to report the PDE-approved DELIVERY METHOD CODE (Plan of Delivery) 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.	Valid Values: • 50 – Occupational • 60 – Tech Prep • 70 – Program of Study • 80 – Adult Affidavit Program

PIMS Student Industry Credential Template Specifications

Field No.	Max Length	Name	R/O /CR	Code	Definition	Business Rules	Sample / Valid Value
					TECH PREP – A plan consisting of at least 2 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. **ADULT AFFIDAVIT PROGRAM** – Adult only programs formally registered with PDE's Career and Technical Education Information System (CATS) for this reporting year.	Use code 80 to identify all Adult Affidavit program CIPs reported in Field 5. **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.	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.

PIMS Student Industry Credential Template Specifications

Field No.	Max Length	Name	R/O /CR	Code	Definition	Business Rules	Sample / Valid Value
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.		Valid value: 2019-06-30
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. ~~The student records on the error report must be uploaded in the Student template before the corresponding Special Education Snapshot records will be accepted.~~

Timeline for Submission

The two snapshot dates for the 2018-2019 school year are 2018-12-01 and 2019-06-30.

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 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
- Field 142 - Middle Name

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.

Grain: One record per District Code / School Year Date / Student ID / Snapshot Date

PIMS Special Education Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Field Name	Sample / Valid Value
1	9	(Special Education) DISTRICT CODE	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).		All LEA and school codes can be found on the EdNA website Example: 123456789
2	4	LOCATION CODE	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.		All LEA and school codes can be found on the EdNA website Example: 1234

PIMS Special Education Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Field Name	Sample / Valid Value
3	10	SCHOOL YEAR DATE	R	K	The SCHOOL YEAR DATE is YYYY-06-30 of the current school year. The 2018-2019 school year would be indicated by 2019-06-30.			Example: 2019-06-30
4		Not collected						
5	12	STUDENT ID	R	K	The unique, 10-digit PAsecureID assigned to the student			Example: 1000000009
6		Not collected						
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. **NOTE:** 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						

PIMS Special Education Snapshot Template Specifications

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

PIMS Special Education Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Field Name	Sample / Valid Value
30	Not collected							
31	Not collected							
32	1	PRIMARY PLACEMENT TYPE	R	U	A student placed in a residential facility or group home in the same state 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.		SNAPSHOT DATE	Example: 2018-12-01
36	Not collected							
37	Not collected							
38	Not collected							
39	Not collected							
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.

PIMS Special Education Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Field Name	Sample / Valid Value
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							
57	Not collected							
58	Not collected							
59	Not collected							
60	Not collected							

PIMS Special Education Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Field Name	Sample / Valid Value
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 codes can be found on the EdNA website Example: 100000009

PIMS Special Education Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Field Name	Sample / Valid Value
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. ~~9999 is not a valid value. Services being provided in PRRI or APS buildings may use code 0000 or enter the actual name of the building. Services provided by any other entity should enter the four-digit building code (when applicable). If no code exists enter the actual name of the building.~~		All LEA and school codes can be found on the EdNA website Example: 1234
72	Not collected							
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 Transition IEP Status Code (Field 45) = Y	TRANSITION IEP PAID WORK INDICATOR	Valid Values: Y or N

PIMS Special Education Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	eScholar Field Name	Sample / Valid Value
74	1	TRANS IEP (JOB SUPPORTS/COACHING)	CR	U	Indicate whether the IEP contains services that include job supports/ coaching.	Required if Transition IEP Status Code (Field 45) = 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 Transition IEP Status Code (Field 45) = 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 Transition IEP Status Code (Field 45) = 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.

Grain: One record per District Code / School Year / Student ID / Reporting Date / Category Set Code.

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	DISTRICT CODE	R	K	The unique, 9-digit Administrative Unit Number (AUN) assigned by PDE.			All LEA and school codes can be found on the EdNA website Example: 123456789
2	10	SCHOOL YEAR DATE	R	K	A single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2018-2019 school year is indicated by 2019-06-30.			Example: 2019-06-30
3	10	STUDENT ID	R	K	The unique, 10-digit PAsecureID assigned to the student.			Example: 1000000009

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
4	10	REPORTING 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. Thus, the 2018-2019 school year is indicated by 2019-06-30.			Example: 2019-06-30
5	100	COLLECTION	R	K	Constant Value of 'ACT16'		CATEGORY SET CODE	ACT16
6	9	MEASURE TYPE	R	K	Constant Value of 'COUNT'.			Valid Values: COUNT
7	7, 0	ACT16 FUND CATEGORY	R	U	ACT16 Fund Category Code		CATEGORY 1	Refer to Appendix AJ of 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