



# Pennsylvania Information Management System

## Volume 2

## User Manual

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*Version 1.2*

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## PIMS User Manual Volume 2 Change Summary

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

Version	Appendix	Title	Change
1.0	A	Course Codes	Moved the Course Codes table to a spreadsheet located on the PIMS > Manuals and Calendar page and updated the content in the appendix
1.0	B	Staff Assignment Codes	Moved the Staff Assignment table to a spreadsheet located on the PIMS > Manuals and Calendar page and updated the content in the appendix
1.0	E	Enrollment and Withdrawal Codes	WD04 – Code G: added 04 – Dropped out WD12 – retired Code X
1.0	I	Country Codes	Moved the Country Codes table to a spreadsheet located on the PIMS > Manuals and Calendar page and updated the content in the appendix
1.0	J	Language Codes	Moved the Language Codes table to a spreadsheet located on the PIMS > Manuals and Calendar page and updated the content in the appendix
1.0	J	Language Codes	Retired 52 Language Codes
1.0	N	Residency Status and District Codes	Undated all instances of the following: <ul style="list-style-type: none"> <li>• District Code – Submitting AUN</li> <li>• District Code of Residence – District of Residence AUN</li> <li>• Funding District Code – Funding District AUN</li> </ul>
1.0	Q	Industry Credential (Certification) Codes	Added 12 new Industry Certification Codes and Descriptions
1.0	X	Officer Definitions	Updated all three officer definitions and added a fourth for School security personnel.
1.0	Z	Infraction Codes	Added Fields: <ul style="list-style-type: none"> <li>• 53 – Possession, Use, or Sale of Vaping Materials</li> <li>• 54 – Possession of Weapon</li> </ul> Other Changes: <ul style="list-style-type: none"> <li>• Retired Fields 39, 40, 41, 42, 43, 44, 45, and 46</li> <li>• Changed Field 26 to Crimes Related to Criminal Homicide</li> <li>• Updated Fields 23, 25, 31, 32, &amp; 50</li> </ul>
1.1	Z	Infraction Codes	Changed the verbiage in the Note following the Infraction Code list
1.0	Z	Infraction Codes	Moved the Crimes Codes Applied per Infraction Codes section to the Safe Schools How-To Guide
1.0	AB	Categories to Use in the District Fact Template for Safe Schools	Updated the Note above the table Clarified the Description in the second row of the table
1.0	AJ	Categories to Use in the Student Fact Template for Special Education Act 16 Funds	Updated the Special Education funding formula
1.2	AI	Categories to Use in the District Fact Template for Title III Professional Development Activities Survey	Updated the explanation of Professional Development Activities
1.0	AL	Grad Status Codes	Changed the Appendix name to Grad Status Codes to align with the field name change

Version	Appendix	Title	Change
1.0	AL	Grad Status Codes	Code G – WD04: added 04 – Dropped out
1.0	AL	Grad Status Codes	Code S – updated the Matching Special Education Snapshot > Template Exit Code to include 01 Retired Code X
1.0	AM	Industry-Recognized Credentials and Work-Based Learning Experiences	Added a note below the table stopping the use of CPR as an Industry-Recognized Credential
1.0	AN	Disciplinary Action Codes	Created a new appendix for use in Field 4 of the Incident Offender Disciplinary Action Template
1.0	AO	Termination Codes	Created a new appendix for use in Field 54 of the Staff Template
1.0	AP	Activity Codes	Created a new appendix for use in Field 8 of the Staff Development Template
1.0	AQ	Weapon Codes	Created a new appendix for use in Field 6 in the new Incident Offender Infraction Weapon Template.

## Appendix A – Course Codes

Course Codes are found in the Course Codes – App A spreadsheet on the Pennsylvania Department of Education > Data and Reporting > PIMS > [Manuals and Calendar](#) page.

Each course code submitted to PIMS must be mapped to a standardized state course code; the Pennsylvania Department of Education (PDE) lists standardized courses for use in federal reporting for Act 82 Building Score calculation, the Future Ready PA Index, and ESSA.

The standardized course list is based on the 5-digit course codes in the National Center for Education Statistics (NCES) School Codes for the Exchange of Data (SCED) classification system for courses in the United States. Information, including course descriptions, is available in the *School Course Classification System: School Codes for Exchange of Data (SCED)*, found on the [NCES website](http://nces.ed.gov/forum/SCED.asp) (nces.ed.gov/forum/SCED.asp).

Beginning in the 2019-20 school year, LEAs are **required encouraged** to submit all course subject areas. **The new subject area data is required to support new federal reporting requirements that are not limited to the Core Content subjects. Only** Core Content subject area courses will still be used to calculate the Building Score calculation used in educator evaluation, as prescribed under [Act 82 of 2012](#) (Note: School-level PVAAS is also included in the Act 82 Building Score calculation but is not indicated in this appendix).

## Appendix B – Staff Assignment Codes

Chief School Administrator Assignment Codes (numerical order) are found in the Staff Assignments – App B spreadsheet on the Pennsylvania Department of Education > Data and Reporting > PIMS > [Manuals and Calendar](#) page.

**IMPORTANT NOTE:** Every LEA must have one, and only one, Administrator code entered in Field 3 (ASSIGNMENT CODE) of the Staff Assignment template.

**NOTE:** Appendix B is for use with Field 3 (ASSIGNMENT CODE) in the Staff Assignment Template.

## Appendix C – Highest Level of Education Completed

**NOTE:** Appendix C is for use with Field 71 (HIGHEST DEGREE INSTITUTION CODE) in the Staff and Staff Snapshot Template.

Code	Highest Level of Education Completed Description
9998	Less than HS graduate
2409	High school equivalency (e.g., GED)
1044	High school diploma
0819	Vocational certificate
1049	Some college but no degree
1050	Associate's degree (two years or more)
1051	Bachelor's (Baccalaureate) degree (e.g., B.A., A.B., B.S.)
1054	Master's degree (e.g., M.A., M.S., M. Eng., M.Ed., M.S.W., M.B.A., M.L.S.)
1055	Specialist's degree (e.g., Ed.S.)
1057	Doctoral (Doctor's) degree (e.g., Ph.D., Ed.D.)

## Appendix D – State and County Codes

### State Codes

**NOTE:** Appendix D (State Codes) is for use with Field 28 (STATE) in the Staff and Staff Snapshot Templates; and Field 19 (STATE CODE) and Field 182 (HOME ADDRESS STATE COUNTY CODE) in the Student and Student Snapshot Templates.

Code	State
AL	Alabama
AK	Alaska
AZ	Arizona
AR	Arkansas
CA	California
CO	Colorado
CT	Connecticut
DE	Delaware
DC	District of Columbia
FL	Florida
GA	Georgia
HI	Hawaii
ID	Idaho
IL	Illinois
IN	Indiana
IA	Iowa
KS	Kansas
KY	Kentucky
LA	Louisiana
ME	Maine
MD	Maryland
MA	Massachusetts

Code	State
MI	Michigan
MN	Minnesota
MS	Mississippi
MO	Missouri
MT	Montana
NE	Nebraska
NV	Nevada
NH	New Hampshire
NJ	New Jersey
NM	New Mexico
NY	New York
NC	North Carolina
ND	North Dakota
OH	Ohio
OK	Oklahoma
OR	Oregon
PA	Pennsylvania
RI	Rhode Island
SC	South Carolina
SD	South Dakota
TN	Tennessee
TX	Texas

Code	State
UT	Utah
VT	Vermont
VA	Virginia
WA	Washington
WV	West Virginia
WI	Wisconsin
WY	Wyoming

### Territories

Code	State
AS	American Samoa
GU	Guam
MP	Northern Mariana Islands
PR	Puerto Rico
PW	Palau
VI	U.S. Virgin Islands

### Outside USA

Code	State
XX	Outside USA



## PA County Codes

**NOTE:** Appendix D (PA County Codes) is for use with Field 182 (HOME ADDRESS STATE COUNTY CODE) in the Student and Student Snapshot Templates.

County Code	County Name
01	Adams
02	Allegheny
03	Armstrong
04	Beaver
05	Bedford
06	Berks
07	Blair
08	Bradford
09	Bucks
10	Butler
11	Cambria
12	Cameron
13	Carbon
14	Centre
15	Chester
16	Clarion
17	Clearfield
18	Clinton
19	Columbia
20	Crawford
21	Cumberland
22	Dauphin
23	Delaware
24	Elk
25	Erie

County Code	County Name
26	Fayette
27	Forest
28	Franklin
29	Fulton
30	Greene
31	Huntingdon
32	Indiana
33	Jefferson
34	Juniata
35	Lackawanna
36	Lancaster
37	Lawrence
38	Lebanon
39	Lehigh
40	Luzerne
41	Lycoming
42	McKean
43	Mercer
44	Mifflin
45	Monroe
46	Montgomery
47	Montour
48	Northampton
49	Northumberland
50	Perry

County Code	County Name
51	Philadelphia
52	Pike
53	Potter
54	Schuylkill
55	Snyder
56	Somerset
57	Sullivan
58	Susquehanna
59	Tioga
60	Union
61	Venango
62	Warren
63	Washington
64	Wayne
65	Westmoreland
66	Wyoming
67	York

### Outside PA

County Code	County Name
00	Outside PA

## Appendix E – Enrollment and Withdrawal Codes

The codes listed below are only to be used for Field 6 (ENROLLMENT CODE) in the School Enrollment template. These codes do not replace any existing codes that may be native to your local Student Information System (SIS). Please continue to use enrollment codes in your SIS which support other purposes, such as Child Accounting aggregate calculations, scheduling changes, room changes, etc. The codes listed in the table below are the only codes that will be accepted in the School Enrollment template submission to PIMS.

### Course Entry Code

Code	Description
E1	Student enters a course

### School Entry and Withdrawal Codes

Code	Description	Matching Student Template > Grad Status Code	Matching Special Ed Snapshot Template > Exit Code
E01	Entry: Student enrolled in a non-career and technical education (CTE) local education agency (LEA), or re-enters the LEA after being enrolled in a different LEA.	N/A	N/A
E05	Entry: Student enters a part or full time CTC program that does not provide primary academics at a comprehensive or occupational CTC (CTC only). a. Can <b>only</b> be used by a CTC. b. All other LEAs record an E01 for the student.	N/A	N/A
E06	Entry: Student enters a part or full time CTC program that provides primary academics at a comprehensive or occupational CTC (CTC only). a. Can <b>only</b> be used by a CTC. b. All other LEAs record an E01 for the student.	N/A	N/A
R11	Reentry: Student reenters same school/location within the same LEA. a. To be used after WD11 only for change to program, grade, residency change, etc. but the student stays in same school/location. b. Cannot be used by a CTC.	N/A	N/A
R12	Reentry: Student enters a different school/location code within the same LEA. a. To be used after WD12 only for program, grade, residency change, etc. resulting in a change in school/location. b. Cannot be used by a CTC.	N/A	N/A
WD01 (cont'd next page)	Student left school without transferring or dropped out: a. Moved from district and/or to another state, not known to be in school. b. Quit school. c. Left school without diploma or other certification after passing age up to which the district was required to provide a free, public education. d. Issued a General Employment Certificate, Farm or Domestic Service Exemption Permit.	A, B, C, D, O, R, or W	03 - Reached maximum age; 04 - Dropped out



Code	Description	Matching Student Template > Grad Status Code	Matching Special Ed Snapshot Template > Exit Code
	<ul style="list-style-type: none"> <li>e. Attends an institution that is not primarily academic (military, Job Corps, corrections, etc.) and does not offer a secondary education.</li> <li>f. Attended Kindergarten and withdrew.</li> <li>g. Whereabouts unknown.</li> <li>h. Student kidnapped.</li> <li>i. Is not in school but known to be suspended or expelled and their term of suspension or expulsion is over.</li> <li>j. Is not in school but known to be expelled with NO option to return.</li> <li>k. Is not in school but known to be ill, NOT verified as legitimate.</li> <li>l. Attends a nontraditional education setting, such as hospital/homebound institution, residential special education facility, correctional institution, community, or technical college where the program is classified as adult education that is NOT approved, administered or tracked by a regular school district.</li> <li>m. Lacks proper immunization.</li> </ul>		
WD02	<p>Student transferred to another public local education agency (LEA):</p> <ul style="list-style-type: none"> <li>a. Moved from district &amp; known to be in school.</li> <li>b. Transferred to or is reported by another public LEA in Pennsylvania.</li> <li>c. NOT in school but known to be expelled and enrolled in another school and/or district.</li> <li>d. Committed to correctional institution and is enrolled in an education program.</li> <li>e. Attends a nontraditional education setting, such as hospital/homebound instruction, residential special education facility, correctional institution, community, or technical college where the program is administrated by an agency that is considered a special school district or extension of a regular school district or the program is an off-campus offering of a regular school district.</li> </ul> <p>Special Education student who does not change district of residence, however, due to IEP is transferred to a special education placement (Student record would be updated to Special Education Referral = Y, School Number = 9999, Grad Status = blank)</p>	T	If A or B: 99 - Moved within PA, known to be continuing
WD03 <i>(cont'd next page)</i>	<p>Student transferred to a private or nonpublic school or out of the state of PA, or out of the United States:</p> <ul style="list-style-type: none"> <li>a. Transferred to a home-schooling program.</li> <li>b. Transferred to a non-public or private institution.</li> <li>c. Transferred out of the state of PA or foreign exchange program.</li> <li>d. Moved out of the United States, enrollment status not known.</li> <li>e. Attends postsecondary institution (early college).</li> <li>f. Attends an institution that is NOT primarily academic (military, possibly Job Corps, corrections, etc.) and offers a secondary education program.</li> <li>g. Verified physically or mentally incapacitated.</li> </ul>	L	<p>If A or B: 99 - Moved within PA, known to be continuing</p> <p>If C or D: 06 - Moved out of PA, known to be continuing</p>

Code	Description	Matching Student Template > Grad Status Code	Matching Special Ed Snapshot Template > Exit Code
	<ul style="list-style-type: none"> <li>h. Is not in school but known to be ill, verified as legitimate.</li> <li>i. Is not in school but known to be suffering long-term illness and NOT receiving education services (residential drug treatment, severe physical or mental illness).</li> <li>j. Is not in school but known to be suspended or expelled and their term of suspension or expulsion is not yet over.</li> <li>k. Is not in school but known to be planning to enroll late (e.g., extended family vacation, seasonal work).</li> </ul>		
WD04	Student fulfilled graduation requirements. Received some other recognized credential, such as a certificate of attendance or GED.	G	01 - Graduated with HS diploma; 02 - Received GED 04 - Dropped Out
WD06	Student deceased	L	09 - Died
WD09	Student enrolled but did not show: <ul style="list-style-type: none"> <li>a. Status is unknown.</li> <li>b. Attended summer school – was not enrolled during the regular school year.</li> </ul>	H	03 - Reached Maximum Age; 04 - Dropped Out
WD11	Student changes program, grade, residency status, etc. but stays in same school/location within the same LEA during the school year. Do not use a withdrawal code for a student changing program, grade, residency status, etc. between school years. <ul style="list-style-type: none"> <li>a. Must immediately reenroll with an R11-Rentry same school/location code (Exception: CTCs must immediately reenroll with an E05 or E06)</li> <li>b. Does not affect full academic year (FAY)</li> </ul>	N/A	05 - Transferred to Regular Education  OR N/A
WD12	Student changes program, grade, residency status, etc. resulting in a change in school/location within the same LEA during the school year. Do not use a withdrawal code for a student changing program, grade, residency status, or schools within the same LEA between school years. <ul style="list-style-type: none"> <li>a. Must immediately reenroll with an R12-Reentry to different school/location code within the same AUN (Exception: CTCs must immediately reenroll with an E05 or E06)</li> <li>b. Does affect Full Academic Year (FAY)</li> </ul>	 X  N/A	05 - Transferred to Regular Education  OR N/A

Local education agency (LEA) includes the following public school entities: school district, charter and cyber charter school, career and technology center, intermediate unit, approved private school, state juvenile corrections institutions, and private residential rehabilitative institution.

## Appendix F – Program Codes

The programs listed below are tracked using the Program Fact template.

**NOTE:** Appendix F is for use with Field 5 (PROGRAMS CODE) in the Programs Fact Template.

Code	Program Code Description	Additional Program Notes
009	21st Century Tutoring – Reading	Report if the student is receiving tutoring provided through the specified state funding source.
010	21st Century Tutoring – Math	Report if the student is receiving tutoring provided through the specified state funding source.
029	Head Start	Report Head Start students, if Head Start is part of an authorized program of the LEA. Refer to the PIMS User Manual Volume 1, pages 9-10, for additional clarification.
030	Pre-K Counts	Report the student if they are participating in an LEA based Pre-K Counts program. Refer to the PIMS User Manual Volume 1, pages 9-10, for additional clarification.
035	AEDY – School District	Report if student is in a district operated AEDY Program regardless of program location.
036	AEDY – Intermediate Unit	Report if student is in an intermediate unit operated AEDY Program regardless of program location.
037	AEDY – CTC	Report if student is in a CTC operated AEDY Program regardless of program location.
038	AEDY – Private	Report if student is in an AEDY Private Provider operated AEDY Program regardless of program location.
055	Homeless, Unaccompanied	Student meets the McKinney Vento definition of homelessness and is not in the physical custody of a parent or legal guardian. This includes youth who have run away from home, been thrown out of their home, been abandoned by parents or guardians, or separated from their parents for any other reason.
056	Homeless, Accompanied	Student meets the McKinney Vento definition of homelessness and is in the physical custody of a parent or legal guardian.

### NOTES:

- Several programs will be tracked directly on the student record. Please refer to the Student template and Student Snapshot template for specific details and code sets for these programs:
  - IEP (Not Gifted)
  - Plan 504
- Some programs may be tracked in aggregate at the IU level, not the student level. Please refer to the District Annual Facts template for specific details on how to collect this information. Currently these include:
  - EP Service Plan
- Some programs may be tracked at the school level, not the student level. Currently these include:
  - Project 720
- Students coded here as 055 and 056 should also have a nighttime status recorded in the Program Fact template, Field 18
- The McKinney-Vento Act defines the term "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence.
 

The **Education for Homeless Youth** Basic Education Circular (BEC) explains the categories of children who are "homeless" and entitled to the protections of the federal law. These categories include:

  - children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or camping

- grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
- children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
  - children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
  - “migratory children” who qualify as homeless under federal law because the children are living in circumstances described in clauses (i) through (iii) above. The term "migratory children" means children who are (or whose parent(s) or spouse(s) are) migratory agricultural workers, including migratory dairy workers or migratory fishermen, and who have moved from one school district to another in the preceding 36 months, in order to obtain (or accompany such parents or spouses in order to obtain) temporary or seasonal employment in agricultural or fishing work.

## Appendix G – Employment Eligibility Verification Codes

**NOTE:** Appendix G is for use with Field 83 (EMPLOYMENT ELIGIBILITY VERIFICATION) in the Staff and Staff Snapshot Templates.

Code	Employment Eligibility Verification Description
1018	U.S. passport
1019	Certificate of U.S. citizenship (INS Form N-560 or N-561)
1020	Certificate of naturalization (INS Form N-550 or N-570)
1024	Unexpired employment authorization card (INS Form I-688A)
1022	Alien registration receipt card with photograph (INS Form I-151 or I-155)
1023	Unexpired temporary resident card (INS Form I-688)
1025	Unexpired reentry permit (INS Form I-327)
1026	Unexpired refugee travel document (INS Form I-571)
1034	Unexpired employment authorization document issued by the INS (other than those listed above)
1028	U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment)
1029	Certification of birth abroad issued by the Department of State (Form FS-545 or Form DS-1350)
1030	Original or certified copy of a birth certificate issued by a state, county, municipal authority, or outlying possession of the United States bearing an official seal
1031	Native American tribal document
1032	U.S. citizen ID card (INS Form I-197)
1033	ID card for use of resident citizen in the United States (INS Form I-179)
9999	Other

## Appendix H – Disability Codes (Challenge Types)

**NOTE:** Appendix H is for use with Field 34 (CHALLENGE TYPE) in the Student and Student Snapshot Templates, and Field 11 (PRIMARY DISABILITY) and Field 12 (SECONDARY DISABILITY) in the Special Education Snapshot Template.

Disability Code	Disability Description
2121	Autistic/Autism
2122	Deaf-blindness
2123	Hearing impairment including deafness
2124	Intellectual disability
2125	Multiple disabilities
2126	Orthopedic impairment
2127	Emotional disturbance
2128	Specific learning disability
2129	Speech or language impairment
2130	Traumatic brain injury
2131	Visual impairment including blindness
2132	Other health impairment
2134	Developmental delay <b>NOTE:</b> this code is not valid for the Special Education collection (Student/Student Snapshot/Special Education Snapshot templates)
2135	Infants and Toddlers with Disabilities <b>NOTE:</b> this code is not valid for the Special Education collection (Student/Student Snapshot/Special Education Snapshot templates)

**NOTE:** Codes listed above are permissible values for both Primary and Secondary Disability; the following code may be indicated as a Secondary Disability only.

Disability Code	Disability Description
2106	Gifted with Disability

## Appendix I – Country Codes

Country Codes are found on the Country Codes tab in the Country & Language Codes – App I & J spreadsheet on the Pennsylvania Department of Education > Data and Reporting > PIMS > [Manuals and Calendar](#) page.

Use the NCES country code. The list below is to be used for Country of Birth.

Additionally, for each student who speaks Spanish or Arabic as his or her primary language, use the list below to identify the country of origin of the dialect spoken by the student. This will be populated in the Race/Ethnicity Subgroup field.

\*Denotes former countries without a two-digit ISO code

## Appendix J – Language Codes

Language Codes are found on the Language Codes tab in the Country & Language Codes – App I & J spreadsheet on the Pennsylvania Department of Education > Data and Reporting > PIMS > [Manuals and Calendar](#) page.

Use the NCES language code. A language can have multiple names, depending on the local dialect that is spoken. The list mentioned above contains only the NCES standard language names, not any local variants.

If you are unable to find a language in the list mentioned above, please use this site to research the language, to see if variants of its name exist: [Ethnologue website](#).

**NOTE:** Appendix J is for use with Field 20 (PRIMARY INSTRUCTION LANGUAGE CODE) in the Course Instructor Template and Field 123 (HOME LANGUAGE CODE) in the Student and Student Snapshot Template, and in Category 3 of the LIEP Survey, if an LEA has a bilingual program.

## Appendix K – Grade Level

**NOTE:** Appendix K is for use with Field 11 (CURRENT GRADE LEVEL) in the Student Calendar Fact Template; Field 7 (GRADE LEVEL CODE AT TIME OF INCIDENT) in the Incident Offender Template; Field 7 (GRADE LEVEL CODE AT TIME OF INCIDENT) in the Incident Victim Template; Field 9 (ENROLLMENT GRADE LEVEL) in the School Enrollment Template; Field 10 (CURRENT GRADE LEVEL) in the Student and Student Snapshot Templates; and Field 5 (SUBTEST GRADE LEVEL) in the Student Local Assessment Subtest Template.

Code	Grade Level Descriptions	Notes
PKA	PreK Half Day – Morning (AM)	This is not a valid code for the Special Education Collections of December and July.
PKP	PreK Half Day – Afternoon (PM)	This is not a valid code for the Special Education Collections of December and July.
PKF	PreK Full Day	This is not a valid code for the Special Education Collections of December and July.
K4A	K4 Half Day – Morning (AM)	
K4P	K4 Half Day – Afternoon (PM)	
K4F	K4 Full Day	
K5A	K5 Half Day – Morning (AM)	
K5P	K5 Half Day – Afternoon (PM)	
K5F	K5 Full Day	
001	Grade 1	
002	Grade 2	
003	Grade 3	
004	Grade 4	
005	Grade 5	
006	Grade 6	
007	Grade 7	
008	Grade 8	
009	Grade 9	
010	Grade 10	
011	Grade 11	

Code	Grade Level Descriptions	Notes
012	Grade 12	
AAP	Adult Affidavit Program	Use to identify adult students enrolled in Adult Affidavit Programs (which are adult only programs) formally registered with the Bureau of Career and Technical Education via the Career and Technical Education Information System (CATS) for this reporting year.  <b>NOTE:</b> This grade code DOES NOT apply to adults enrolled in "adult intergenerational programs" (historically referred to as "Adults in Secondary Programs"). This type of adult student is not to be reported in PIMS.

**NOTE:** Transitional First Grade is not a grade level in PIMS. Please enter students in Transitional First Grade as follows:

- On the Student and Student Snapshot records, enter the "Current Grade Level" field as one of the K5 codes (K5F, K5A, K5P).
- On the School Enrollment record, enter the same "Enrollment Grade Level" as was entered in the "Current Grade Level" field coded in #1.
- On the Student Course Enrollment record, enter the local course code that equates to the type of kindergarten coded in #1 and #2 in the "Course Code Long" field.

## Appendix L – Student Status

**NOTE:** Appendix L is for use with Field 67 (STUDENT STATUS) in the Student and Student Snapshot Templates. See Appendix N for Residence Status Codes.

Code	Student Status Descriptions
A	Home-schooled student attending public school part-time
O	Non-Public student attending a public school part-time or full-time
R	Court and/or Agency placed (Not in a foster home)
U	1305 Non-resident foster student (Residency Status Code B or C)
V	Parent paying educating district or educating district waiving tuition for non-resident student
W	Opportunity Scholarship Tax Credit Student

## Appendix M – Expected Post Graduate and Post Dropout Activity

**NOTE:** Appendix M is for use with Field 66 (EXPECTED POST-GRADUATE ACTIVITY) in the Student and Student Snapshot Template.

### Expected Post Dropout Activity Codes

Code	Expected Post Dropout Activity	Definitions
110	Farm Worker	Definitions can be found in the definitions of the table below.
120	Homemaker	Definitions can be found in the definitions of the table below.
130	Military	Definitions can be found in the definitions of the table below.
140	White Collar Worker	Definitions can be found in the definitions of the table below.

Code	Expected Post Dropout Activity	Definitions
150	Blue Collar Worker	Definitions can be found in the definitions of the table below.
160	Service Worker	Definitions can be found in the definitions of the table below.
170	Unemployed	
180	Unknown	
997	Independent Living (IEP Only)	
998	GED/Other Education	

### Expected Post Graduate Activity Codes

Code	Expected Post Graduate Activity	Definitions
010	Community College – in PA	
020	Private 2-Year College – in PA	
030	State University – in PA	Bloomsburg, California, Cheyney, Clarion, East Stroudsburg, Edinboro, Indiana, Kutztown, Lock Haven, Mansfield, Millersville, Shippensburg, Slippery Rock and West Chester.
040	State-Related Commonwealth University – in PA	Lincoln, Penn State (including Penn College of Technology, a PSU affiliate), Temple and University of Pittsburgh.
050	Private 4-year College or University – in PA	
060	Other Postsecondary School (AST or ASB Degree) – in PA	A postsecondary institution in Pennsylvania legally authorized to grant an Associate in Specialized Technology (AST) or an Associate in Specialized Business (ASB) degree.
070	Other Postsecondary School (non-degree) – in PA	A school licensed or approved by the state to offer a certificate, diploma or some similar type of recognition of achievement issued by the institution.
080	2-Year College – not in PA	
090	4-Year College or University – not in PA	
100	Other Postsecondary School – not in PA	
110	Farm Worker	Agricultural, forestry, fishing and related occupations such as: animal caretaker, farm worker/manager, nursery worker, fisher, hunter, trapper and forestry and logging worker/operator.
120	Homemaker	Those whose primary occupation is homemaking, which involves all aspects of home and family living.
130	Military	Those enlisted in the armed services, National Guard, reserves or the merchant marine.
140	White Collar Worker (continued next page)	<i>Administrative support, including clerical:</i> supervisor, computer equipment operator, secretary, interviewer, stenographer, typist, information clerk, records processing clerk, bank teller; duplicating, mail, and other office machine operator, communications equipment operator, mail and message distributing; material recording, scheduling and distributing clerk, adjuster, investigator; teacher aide and library assistant.



Code	Expected Post Graduate Activity	Definitions
		<p><i>Executive, administrative, and managerial:</i> accountant, auditor, purchasing agent and buyer.  <i>Sales:</i> cashier, sales representative, sales worker, real estate agent and travel agent.</p> <p><i>Professional and technical:</i> health occupations, dental hygienist, dietetics technician, emergency medical technician; social, recreation, and religious worker; artist, musician, athlete, reporter, engineering technician, science technician and computer programmer.</p>
150	Blue Collar Worker	<p><i>Handlers, equipment cleaners, helpers, and laborers:</i> nursery worker, groundskeeper, gardener, animal caretaker, timber cutting and logging, fisher, hunter, trapper; garbage collector, machine feeder, garage and service station related occupations, vehicle washer, equipment cleaner, hand packer.</p> <p><i>Machine operators, assemblers, and inspectors:</i> metalworking and plastic working (lathe, drilling and boring, grinding, metal plating); woodworking machine operator, printing machine operator (printing press, typesetter, compositor, photoengraver and lithographer); textile, apparel, and furnishings machine operator (laundering, dry cleaning, pressing, textile sewing, weaving); assorted materials machine operator (cementing, gluing, packaging, filling, extruding, forming, mixing and blending, painting, baking, pickling, folding, crushing and grinding; photographic process; motion picture projectionist); fabricator, assembler, and hand-working occupations (welder, cutter, trimmer, painter, engraver); production inspector, tester and sampler.</p> <p><i>Precision production, craft and repair occupations:</i> mechanic (aircraft, automobile, bus, truck, farm equipment, heavy equipment, heating, air conditioning, refrigeration); repairer (small engine, industrial machinery, electronics, data processing equipment, household appliance, power tools, communications equipment, bicycle, camera, watch, musical instrument, locksmith and safe, office machine, vending machine, elevator, mechanical controls and valve), millwright; construction trades occupations (supervisor, brickmason, stonemason, tilesetter, carpenter, electrician, power transmission installer, painter, paperhanger, plasterer, plumber, pipefitter, steamfitter, carpet installer, drywall installer, glazier, insulation worker, roofer, sheetmetal duct installer, structural metal worker, earth driller; paving, surfacing, and tamping equipment operator); extractive occupations (oil well driller, explosives worker, mining machine operator); metal working and woodworking occupations (tool and die maker, assembler, machinist, boilermaker; grinder, filer and tool sharpener; patternmaker and modelmaker; engraver, precious stones and metals worker, sheet metal worker, cabinet maker and bench carpenter, furniture and wood finisher); textile, apparel, and furnishings machine worker (dressmaker, tailor, upholsterer, shoe/leather worker); assorted materials worker (hand molder, patternmaker, cutter, optical goods worker, dental laboratory technician; bookbinder, electrical and electronic equipment assembler); food production occupations (butcher, meat cutter, baker, and food batchmaker); inspector, tester, grader, adjuster and calibrator; plant and system operator (water and sewage treatment plant and power plant); precision production supervisor.</p> <p><i>Transportation and material moving occupations:</i> motor vehicle operator (truck, bus, taxicab); chauffeur, parking lot attendant; railroad transportation and water transportation occupations; material moving equipment operator (hoist and winch, crane and tower, grader, dozer, scraper, excavating and loading).</p>

Code	Expected Post Graduate Activity	Definitions
160	Service Worker	<p><i>Cleaning and building service occupations:</i> janitor, cleaner, maid, houseman, elevator operator and pest control worker.</p> <p><i>Food service:</i> bartender, chef, cook, <i>food</i> preparation worker, waiter and waitress.</p> <p><i>Health service occupations:</i> health aide, nursing aide, orderly and attendant.</p> <p><i>Personal service occupations:</i> amusement and recreation facility attendant, baggage porter and bellhop, barber, hairdresser, cosmetologist, guide and usher, child care worker, public transportation attendant and welfare service aide.</p> <p><i>Protective service occupations:</i> correction officer, crossing guard, detective, firefighter, fire prevention, guard, police and sheriff.</p>
170	Unemployed	
180	Unknown	
997	Independent Living (IEP Only)	

## Appendix N – Residency Status and District Codes

**NOTE:** Appendix N is for use with Field 5 (DISTRICT CODE OF RESIDENCE AUN), Field 6 (FUNDING DISTRICT CODE AUN), and Field 7 (RESIDENCE STATUS CODE) for the Student Calendar Fact Template; Field 10 (RESIDENCE STATUS CODE) for the School Enrollment Template; and Field 117 (DISTRICT OF RESIDENCE AUN) and Field 189 (FUNDING DISTRICT AUN) in the Student and Student Snapshot Templates.

### Definitions:

**AUN:** The unique, 9-digit Administrative Unit Number assigned by PDE.

**NOTE:** If a student is enrolled in a magnet school within their District of Residence, the **School Number** of Residence should be the magnet school.

**District Code of Residence AUN:** 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 should use the Out-of-State code (888888888).

**Funding District Code AUN:** 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 the appendix below.

**AUN 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 AUN for AAP students.

**NOTE:** Codes apply to all grade levels **with the exception of Adult Affidavit Program (AAP) students.**

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 **AUN** for AAP students.

### Codes Used by Educating School District

Code	Residence Status	Submitting AUN	District Code of Residence AUN	Funding District Code AUN
<b>A</b>	Resident (includes 1302 Guardianship and Resident Foster Children)	Educating LEA	Natural/Adoptive Parent or Legal Guardian SD	Natural/Adoptive Parent or Legal Guardian SD

Code A: **Submitting AUN** = District of Residence **AUN** = Funding District **AUN**

Code	Residence Status	Submitting AUN	District Code of Residence AUN	Funding District Code AUN
<b>B</b>	1305, Non-resident Foster Child (Resident Foster Parent)	Educating LEA	Natural/Adoptive Parent or Legal Guardian SD, PA State Code or Out-of-State Code	Foster Parent SD <b>NOTE:</b> Educating LEA is also the Foster/Funding District <b>AUN</b> .

Code B: **Submitting AUN** = Funding (foster) District. District of Residence **AUN** ≠ Funding District **AUN**.

Code	Residence Status	Submitting AUN	District Code of Residence AUN	Funding District Code AUN
<b>C</b>	1305, Non-resident Foster Child (Non-resident Foster Parent)	Educating LEA	Natural/Adoptive Parent or Legal Guardian SD, PA State Code or Out-of-State Code	Foster Parent SD <b>NOTE:</b> Educating LEA is not the Foster/Funding District <b>AUN</b> .

Code C: **Submitting AUN** ≠ Funding (foster) District. District of Residence **AUN** ≠ Funding District **AUN**.

The Funding District contracted with the Educating SD for education.

Code	Residence Status	Submitting AUN	District Code of Residence AUN	Funding District Code AUN
<b>D</b>	1306, Institutionalized Non-resident, Unknown District of Residence (formerly referred to as “Ward of State”)	Educating LEA	PA State Code or Out-of-State Code	Host SD – where institution is located <b>NOTE:</b> Educating LEA is the Funding/Host SD.

Code D: **Submitting AUN** = Funding (host) District. District of Residence **AUN** ≠ Funding District **AUN**. For students with no known resident district in JIAF program, use Code D.

Code	Residence Status	Submitting AUN	District Code of Residence AUN	Funding District Code AUN
<b>L</b>	1306, Institutionalized Non-resident, Unknown District of Residence (formerly referred to as “Ward of State”)	Educating LEA	PA State Code or Out-of-State Code	Host SD – where institution is located <b>NOTE:</b> Educating LEA is not the Funding/Host SD.

Code L: **Submitting AUN** ≠ Funding (host) District. District of Residence **AUN** ≠ Funding District **AUN**.

The Funding District contracted with the Educating SD for education.

Code	Residence Status	Submitting AUN	District Code of Residence AUN	Funding District Code AUN
E	1306, Institutionalized Non-resident, Unknown District of Residence – Detention (formerly referred to as “Ward of State”)	Educating LEA	PA State Code or Out-of-State Code	Host SD – where institution is located

Code E: Submitting AUN = Funding (host) District. District of Residence AUN ≠ Funding District AUN.

Code	Residence Status	Submitting AUN	District Code of Residence AUN	Funding District Code AUN
F	Rule modified for up-front edit. Use code M			
M	1306, Institutionalized Non-resident Acknowledged	Educating LEA	Natural/Adoptive Parent or Legal Guardian SD	Natural/Adoptive Parent or Legal Guardian SD

Code M: District of Residence AUN = Funding District AUN.

Code	Residence Status	Submitting AUN	District Code of Residence AUN	Funding District Code AUN
G	Non-resident District Paid Tuition	Educating LEA	Natural/Adoptive Parent or Legal Guardian SD	Natural/Adoptive Parent or Legal Guardian SD

Code G: District of Residence AUN = Funding District AUN.

The Resident District contracted with the Educating SD for education.

Code	Residence Status	Submitting AUN	District Code of Residence AUN	Funding District Code AUN
H	Non-resident Parent Paid Tuition	Educating LEA	Natural/Adoptive Parent or Legal Guardian SD	SD receiving tuition payment for non-resident membership
I	Non-resident Tuition Waiver In-State	Educating LEA	Natural/Adoptive Parent or Legal Guardian SD	SD waiving tuition for non-resident membership
J	Non-resident OOS	Educating LEA	Out-of-State Code	SD waiving tuition or receiving tuition payment for out-of-state membership
K	Non-resident Act 6 – specifically, Philadelphia City SD	Educating LEA (Philadelphia City SD)	Out-of-State Code	Host SD – Philadelphia City SD AUN

Codes H, I, J, and K: District of Residence AUN ≠ Funding District AUN.

### Codes Used by IU, CTC, CS, PRRI, APS, and SJCI

Code	Residence Status	Submitting AUN	District of Residence AUN	Funding District AUN
A	Resident (includes 1302 Guardianship and Resident Foster Children)	Educating LEA	Natural/Adoptive Parent or Legal Guardian SD	Natural/Adoptive Parent or Legal Guardian SD

Code A: District of Residence AUN = Funding District AUN.

Code	Residence Status	Submitting AUN	District of Residence AUN	Funding District AUN
<b>B</b>	Rule modified for up-front edit. Use Code C.			
<b>C</b>	1305, Non-resident Foster Child (Non-resident Foster Parent)	Educating LEA	Natural/Adoptive Parent or Legal Guardian SD, PA State Code or Out-of-State Code	Foster Parent SD

Code C: District of Residence AUN ≠ Funding District AUN.

Code	Residence Status	Submitting AUN	District of Residence AUN	Funding District AUN
<b>D</b>	Rule modified for up-front edit. Use Code L.			
<b>L</b>	1306, Institutionalized Non-resident, Unknown District of Residence (formerly referred to as “Ward of State”)	Educating LEA	PA State Code or Out-of-State Code	Host SD – where institution is located

Code L: District of Residence AUN ≠ Funding District AUN.

For students with no known resident district in JIAF program, use Code L.

Code	Residence Status	Submitting AUN	District of Residence AUN	Funding District AUN
<b>E</b>	1306, Institutionalized Non-resident, Unknown District of Residence – Detention (formerly referred to as “Ward of State”)	Educating LEA	PA State Code or Out-of-State Code	Host SD – where institution is located

Codes E: District of Residence AUN ≠ Funding District AUN.

Code	Residence Status	Submitting AUN	District of Residence AUN	Funding District AUN
<b>F</b>	1306, Institutionalized Non-resident Acknowledged	Educating LEA	Natural/Adoptive Parent or Legal Guardian SD	Host SD – where institution is located, financially responsible to pay educating IU, CTC, PRRI, or APS

Code F: District of Residence AUN ≠ Funding District AUN.

Code F is not applicable to CSs. For acknowledged students in JIAF program, use Code F.

Code	Residence Status	Submitting AUN	District of Residence AUN	Funding District AUN
<b>M</b>	1306, Institutionalized Non-resident Acknowledged	Educating LEA	Natural/Adoptive Parent or Legal Guardian SD	Natural/Adoptive Parent SD or Legal Guardian, financially responsible to pay Educating IU, CTC, PRRI, or APS

Code M: District of Residence AUN = Funding District AUN.

For acknowledged students in an ICP, use Code M

Code	Residence Status	Submitting AUN	District of Residence AUN	Funding District AUN
G	Non-resident District Paid Tuition	Educating LEA	Natural/Adoptive Parent or Legal Guardian SD	Natural/Adoptive Parent or Legal Guardian SD

Code G: District of Residence AUN = Funding District AUN.

Code	Residence Status	Submitting AUN	District of Residence AUN	Funding District AUN
H	Non-resident Parent Paid Tuition	Educating LEA	Natural/Adoptive Parent or Legal Guardian SD	SD receiving tuition payment for non-resident membership
I	Non-resident Tuition Waiver In-State	Educating LEA	Natural/Adoptive Parent or Legal Guardian SD	SD waiving tuition for non-resident membership
J	Non-resident OOS	Educating LEA	Out-of-State Code	SD waiving tuition or receiving tuition payment for out-of-state membership

Codes H, I, and J: District of Residence AUN ≠ Funding District AUN.

Codes H and I are not applicable to CSs, APSs, PRRIs, or SJCI.

Code J is not applicable to CSs.

Code	Residence Status	Submitting AUN	District of Residence AUN	Funding District AUN
K	Not applicable for this educating LEA type.			

**Key:** LEA – local education agency, SD – school district, IU – intermediate unit, CTC – career and technology center, PRRi – Private Residential Rehabilitative Institution, APS – Approved Private School, and SJCI – State Juvenile Correctional Institution

## 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 of residence AUN and the funding district AUN 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 of residence AUN and the funding district AUN 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 of residence AUN and the funding district AUN 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 **AUN** 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 **AUN** 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 of residence **AUN** and funding district **AUN** 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 of residence **AUN** and the funding district **AUN** 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 of residence **AUN** and the funding district **AUN** 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 of residence **AUN** and the funding district **AUN** 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 of residence **AUN** and the funding district **AUN** 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 **AUN** 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 of residence **AUN** and the funding district **AUN** are the same.

## Appendix O – Semester Values

**NOTE:** Appendix O is for use with Field 17 (SUPPLEMENTARY COURSE DIFFERENTIATOR (formerly named “SEMESTER”) in the Student Course Enrollment Template and Field 17 (SUPPLEMENTARY COURSE DIFFERENTIATOR) in the Course Instructor Template.

Code	Semester Value
Q1	Course offered in Marking Period 1
Q2	Course offered in Marking Period 2
Q3	Course offered in Marking Period 3
Q4	Course offered in Marking Period 4
FQ	Course offered in all four marking periods quarters
S1	Course offered in Semester 1 only
S2	Course offered in Semester 2 only
B	Course offered in Semester 1 & Semester 2
FY	Full year Course
S	Summer school course
T1	Course offered in Trimester 1
T2	Course offered in Trimester 2
T3	Course offered in Trimester 3
T4	Course offered in all three Trimesters
P1	Course offered in (6-week) Marking Period 1
P2	Course offered in (6-week) Marking Period 2
P3	Course offered in (6-week) Marking Period 3
P4	Course offered in (6-week) Marking Period 4
P5	Course offered in (6-week) Marking Period 5
P6	Course offered in (6-week) Marking Period 6
SP	Course offered in all six 6-week Marking Periods
F1	Course offered in (4-week) Marking Period 1
F2	Course offered in (4-week) Marking Period 2
F3	Course offered in (4-week) Marking Period 3
F4	Course offered in (4-week) Marking Period 4
F5	Course offered in (4-week) Marking Period 5
F6	Course offered in (4-week) Marking Period 6
F7	Course offered in (4-week) Marking Period 7
F8	Course offered in (4-week) Marking Period 8
F9	Course offered in (4-week) Marking Period 9
FA	Course offered in all 4-week Marking Periods



## Appendix P – CTE Status Type Codes

**NOTE:** Appendix P, for both AAP and Secondary CTE students, is for use with Field 10 (CTE STATUS TYPE CODE) in the CTE Student Fact Template.

### Secondary CTE Students

Code	Secondary CTE Program Student Status Type Descriptions
10	<b>CONTINUED OR WILL CONTINUE CTE AT THIS SCHOOL</b> – Use for students continuing any reimbursable CTE programs at the same school offering the student’s reported CIP. “Same school” refers to reported CIP Location Code (Field 4 in CTE Student Fact Template).
22	<b>TRANSFERRED OR WILL TRANSFER TO A DIFFERENT SCHOOL</b> – Use when students exit or intend to exit CTE at the school identified with CIP Location Code (Field #4 in CTE Student Fact Template) and transfer to a different school. Use this selection for students that exit CTCs to return to their sending schools OR for students that exit CTE at a regular high school to then enroll at a CTC for other CTE. Also, use this selection for students that relocate.
28	<b>TRANSFERRED OR WILL TRANSFER TO NON-CTE PROGRAM AT THIS SAME SCHOOL</b> – Use when students exit or intend to exit CTE to a non-CTE program at the same school. “Same school” refers to reported CIP Location Code.
30	<b>COMPLETED CTE PROGRAM AND DID NOT GRADUATE*</b> – Use for a secondary CTE student who has (1) completed all secondary-level competencies necessary to achieve his/her career objective (or met appropriate related IEP objectives) and (2) completed a PDE approved occupational end-of-program assessment (or completed a program which has an assessment waiver); however, <b>DID NOT</b> attain a high school diploma or equivalent.
40	<b>COMPLETED CTE PROGRAM AND GRADUATED*</b> – Use for a secondary CTE student who has (1) completed all secondary-level competencies necessary to achieve his/her career objective (or met appropriate related IEP objectives), (2) completed a PDE approved occupational end-of-program assessment (or completed a program which has an assessment waiver) and (3) attained a high school diploma or equivalent. <b>SELECTION IDENTIFIES A CTE SECONDARY COMPLETER.</b>
60	<b>GRADUATED AND DID NOT COMPLETE CTE PROGRAM*</b> – Use for a secondary CTE student who attained a high school diploma or equivalent; however, <b>EITHER</b> (1) <b>DID NOT</b> complete all appropriate secondary-level competencies necessary to achieve his/her career objective <b>OR</b> (2) <b>DID NOT</b> complete a PDE approved occupational end-of-program assessment (or did not complete a program which has an assessment waiver).
71	<b>DROPPED OUT OF SCHOOL</b> – Use for students who, for any other reason other than death, leave school before graduation without transferring to another school/institution.
80	<b>DECEASED</b>

\* Students with IEPs who participate in (take) the Pennsylvania Alternate System of Assessment (PASA) in lieu of an approved state academic assessment are granted a waiver on the PDE approved end-of-program technical skills assessment, as long as the PASA being required for the student is documented in the student’s IEP. Therefore, IEP students **participating in PASA** can be considered as “completing the CTE program” as long as appropriate student IEP CTE program-related objectives are met.

## Adult Affidavit Students

Code	Adult Affidavit Program (AAP) Student CTE Status Type Descriptions
11	<b>CONTINUE AAP CTE AT THIS SCHOOL</b> – Use for student who did not complete the reported AAP during the reporting year however, intend to continue any CTE AAP at the same school in the coming year. “Same school” refers to reported CIP Location Code (Field 4 in the CTE Student Fact template).
23	<b>EXITED CTE WITHOUT COMPLETING REPORTED AAP</b> – Use when students exit or intend to exit CTE AAP <b>at this school</b> either during or at the end of this reporting year without completing the reported AAP program (CIP reported in Field 6 of the Student Fact template). “This school” refers to the CIP Location Code (Field 4 in the CTE Student Fact template).
41	<b>COMPLETED CTE AAP</b> – Use for CTE AAP student who has: 1.) completed the AAP sequence of instruction to fulfill the program’s occupational objectives by the end of this school year, and 2.) received a certificate or other formal award. <b>NOTE: THIS SELECTION IDENTIFIES A CTE AAP COMPLETER.</b>  Do not use this code for adult students enrolled in Young Farmers Programs (CIP 01.0301). Only use code 11, 23 or 80 for adults enrolled in Young Farmers Programs (CIP 01.0301), as appropriate.
80	<b>DECEASED</b>

## Appendix Q – Industry Credential (Certification) Codes

**NOTE:** Appendix Q is for use with Field 7 (INDUSTRY CREDENTIAL CODE) in the Student Industry Credential Template.

Code	Description	Category
861	001 Certification	Association Connecting Electronics Industry
862	610 Certification	Association Connecting Electronics Industry
025	A*S*K Certification	A*S*K Institute
026	A+	Computing Technology Industry Association
887	Act 31 – Mandatory Reporter	University of Pittsburgh
888	Act 31 – Mandatory Reporter	Penn State Hershey Center for Protection of Children
892	Adobe Certified Associate – Visual Communication Using Adobe Illustrator	Certiport
506	Adobe Certified Associate – Visual Communication Using Adobe Photoshop	Certiport
507	Adobe Certified Associate – Graphic Design & Illustration Using Adobe Illustration	Certiport
508	Adobe Certified Associate – Print & Design Media Publication Using Adobe Indesign	Certiport
376	Adobe Certified Associate-Rich Media Communication	Certiport
427	Adobe Certified Associate-Video Communication	Certiport

<b>Code</b>	<b>Description</b>	<b>Category</b>
378	Adobe Certified Associate-Visual Communication	Certiport
374	Adobe Certified Associate-Web Communication	Certiport
027	Adult CPR	American Red Cross
878	Advanced Alignment Level III	Hunter Engineering Company
401	Advanced Cardiac Life Support for EMT (ACLS)	American Heart Association
520	Advanced Child Care	American Red Cross
947	Advanced Customer Service and Sales	National Retail Federation Foundation
904	Advanced First Aid	American Safety & Health Institute
884	AED	Emergency Care & Safety Institute
028	AED Essentials	American Red Cross
029	AI Training	Genex Cooperative, Inc.
877	AM/IST Level I	Industrial Maintenance Training Center of PA
943	Approved Veterinary Assistant	NAVTA
480	Articulated Ladder	American Ladder Institute
405	Assessment and Treatment of Trauma (ATT)	American Academy of Orthopedic Surgeons
346	Autodesk Certified User	Autodesk
030	Automated External Defibrillation (AED)	American Safety & Health Institute
935	Automotive Lighting	I CAR
863	Automotive Scanner Diagnostics	Snap-On
031	Automotive Service Excellence Certification (ASE)	Natl Automotive Technicians Education Foundation
942	Avimark Basic Training Certificate	Avimark
032	AYES Certificate	Automotive Youth Educational Systems
519	Babysitter's Training	American Red Cross
518	Babysitting Basics	American Red Cross
323	Barber License	PA Dept of State Board of Barber Examiners
033	Basic First Aid	American Safety & Health Institute
034	Basic Wildland Firefighter/PA-130	Pennsylvania State Fire Academy
475	Battery Starting and Changing System	AC Delco
896	Billing and Coding Specialist	American Medical Certification Associate
035	Bloodborne and Airborne Pathogens	National Safety Council
912	Bloodborne Airborne Pathogen Certification	Emergency Care & Safety Institute
297	BLS Healthcare Provider	American Heart Association
299	BLS Healthcare Provider	Pennsylvania Department of Health

<b>Code</b>	<b>Description</b>	<b>Category</b>
393	BLS Instructor	American Heart Association
885	Blue Level Industry Certification	PPG
919	Bolted-On Exterior Panels – Part 1	I CAR
927	Bolted-On Exterior Panels – Part 2	I CAR
909	CAIS Certification	ALLDATA
333	CDA-Ready Certificate	Bureau of Career & Technical Education/ PDE
493	CDL/A License	Pennsylvania Department of Transportation
338	CDL/B license	Pennsylvania Department of Transportation
038	Certificate of Training – Basic Rigging for Rope Rescue	Pennsylvania State Fire Academy
039	Certificate of Training – Basic Vehicle Rescue Awareness	Pennsylvania State Fire Academy
040	Certificate of Training – Basic Vehicle Rescue Operations	Pennsylvania State Fire Academy
041	Certificate of Training – Emergency Response to Terrorism Basic Concepts	Pennsylvania State Fire Academy
042	Certificate of Training – Hazardous Materials First Responder Awareness	Pennsylvania State Fire Academy
043	Certificate of Training – Incident Command System	Pennsylvania State Fire Academy
044	Certificate of Training – PA Essentials of Firefighting	Pennsylvania State Fire Academy
045	Certificate of Training – Recognition and Identification of Hazardous Materials	Pennsylvania State Fire Academy
046	Certificate of Training – Rope Rescue I	Pennsylvania State Fire Academy
047	Certificate of Training – Rope Rescue II	Pennsylvania State Fire Academy
898	Certified Alarm Security Technician	Electronics Technicians Association, International
048	Certified Billing and Coding Specialist (CBCS)	National Healthcareer Association
049	Certified Clinical Medical Assistant (CCMA)	National Healthcareer Association
050	Certified Culinarian (CC)	American Culinary Federation
617	Certified Dental Assistant	Dental Assisting National Board
051	Certified Drafter	American Design Drafting Association
052	Certified EKG/ECG Technician (CET)	National Healthcareer Association
053	Certified Electronics Technician Associate (CETA)	Electronics Technicians Association, International
054	Certified Emissions Inspector	Pennsylvania Department of Transportation
381	Certified Fundamental Cook (CFC)	American Culinary Federation
055	Certified Landscape Technician (CLT)	Pennsylvania Landscape & Nursery Association
350	Certified Logistics Associate (CLA)	Manufacturing Skill Standards Council
351	Certified Logistics Technician (CLT)	Manufacturing Skill Standards Council

<b>Code</b>	<b>Description</b>	<b>Category</b>
056	Certified Medical Administrative Assistant (CMAA)	National Healthcareer Association
058	Certified Medical Transcriptionist (CMT)	National Healthcareer Association
059	Certified Novell Administrator (CNA)	Novell
060	Certified Nurse Technician (CNT)	National Healthcareer Association
061	Certified Pastry Culinarian (CPC)	American Culinary Federation
893	Certified Fundamental Pastry Cook (CFPC)	American Culinary Federation
062	Certified Patient Care Technician (CPCT)	National Healthcareer Association
063	Certified Pharmacy Technician (CPhT)	National Healthcareer Association
914	Certified Pharmacy Technician	Pharmacy Technician Certification Board
391	Certified Phlebotomy Technician (CPT)	National Healthcareer Association
331	Certified Protection Officer, CPO	International Foundation for Protection Officers
064	Certified Rooms Division Specialist (CRDS)	American Hotel and Lodging Educational Institute
065	Certified Safety Inspector, Cat I	Pennsylvania Department of Transportation
293	Certified Safety Inspector, Cat II	Pennsylvania Department of Transportation
295	Certified Safety Inspector, Cat III	Pennsylvania Department of Transportation
900	Certified Satellite Installer	Electronics Technicians Association, International
066	Certified Web Professional (Various Titles - Apprentice, Associate, and Professional Levels)	World Association of Webmasters (WOW)
439	Certified Welder	American Welding Society
417	Child Development Associate (CDA)	Council for Professional Recognition
287	Cisco Certified Design Associate (CCDA)	Cisco Systems
289	Cisco Certified Entry Networking Technician (CCENT)	Cisco Systems
068	Cisco Certified Network Associate (CCNA)	Cisco Systems
398	CIW Associate Design Specialist	Certification Partners
394	CIW Site Development Associate	Certification Partners
396	CIW Web Design Specialist	Certification Partners
871	Client Pro	Test Out
913	Community Emergency Response Team (CERT)	FEMA
069	Community First Aid and Safety	American Red Cross
070	Cosmetologist	PA Dept of State Board of Cosmetology
271	Cosmetology Teacher	PA Dept of State Board of Cosmetology
477	CPR	American Academy of Pediatrics
882	CPR	Emergency Care & Safety Institute

<b>Code</b>	<b>Description</b>	<b>Category</b>
071	CPR and AED	American Safety & Health Institute
072	CPR and AED	National Safety Council
073	CPR for Family and Friends	American Heart Association
074	CPR PRO	American Safety & Health Institute
783	Culinary Arts	American Association of Family and Consumer Science
443	Customer Service Specialist	Electronics Technicians Association, International
472	Dairy Leaders of Tomorrow	Center for Dairy Excellence
870	Desktop Pro	Test Out
915	Digital Video using Adobe Premiere	Adobe
075	Disabilities Certification	Certified Horsemanship Association
784	Early Childhood Education	American Association of Family and Consumer Science
787	Education Fundamentals	American Association of Family and Consumer Science
522	EKG Technician	American Medical Certification Association
474	Electrical State 1 & 2	AC Delco
897	Electronic Health Record Certification	American Medical Certification Associate
445	EM1 – DC Basics	Electronics Technicians Association, International
459	EM2 – AC Basics	Electronics Technicians Association, International
901	EM3 – Analog	Electronics Technicians Association, International
469	EM4 – Digital Basics	Electronics Technicians Association, International
076	Emergency Telecommunicator (ETC)	The National Academies of Emergency Dispatch
902	EMS – Comprehensive	Electronics Technicians Association, International
329	EMT	Pennsylvania Department of Health
455	EPA 608	Mainstream Engineering
077	EPA 608 Certification	Air Conditioning & Refrigeration Institute
485	EPA 608 Refrigerant Recovery	ESCO Group
486	EPA 608 Refrigerant Recovery	HVAC Excellence
078	Equine Facility Manager Certification	Certified Horsemanship Association
441	Esthetician	PA Dept of State Board of Cosmetology
791	Family and Community Services	American Association of Family and Consumer Science
794	Fashion, Textiles and Apparel	American Association of Family and Consumer Science
387	Final Cut Pro Level One	Apple Inc.
389	Final Cut Pro Level Two	Apple Inc.

<b>Code</b>	<b>Description</b>	<b>Category</b>
079	First Aid	American Red Cross
883	First Aid	Emergency Care & Safety Institute
080	First Aid	National Safety Council
273	First Aid, CPR, AED Instructor (or higher level instructor certifications)	American Red Cross
301	First Responder	Pennsylvania Department of Health
797	Food Science Fundamentals	American Association of Family and Consumer Science
348	Fork Lift Operator	National Safety Council
881	Get Ahead	Daimler Trucks North America
949	Get Started with Center-Based Care	Penn State Extension
950	Get Started with Home-Based Care	Penn State Extension
932	Hazardous Airborne Pollutant Reduction	I CAR
920	Hazardous Material Storage and Disposal	I CAR
467	Hazardous Materials Response-Awareness	Michigan State Univer/Emergency Response Solutions
886	Health and Safety Basics	Penn State Extension
910	Healthcare Provider CPR/AED	Emergency Care & Safety Institute
081	Heartsaver AED	American Heart Association
482	Heartsaver Bloodborne Certification	American Heart Association
082	Heartsaver CPR	American Heart Association
083	Heartsaver First Aid	American Heart Association
903	Heartsaver Pediatric First Aid CPR AED	American Heart Association
906	Honda Engines	Honda Engines
464	I-CAR certification(s)	I-CAR
457	Indoor Air Quality	Mainstream Engineering
087	Industry Competency Exam – Commercial Refrigeration	Air Conditioning & Refrigeration Institute
088	Industry Competency Exam – Light Commercial Air Conditioning and Heating	Air Conditioning & Refrigeration Institute
089	Industry Competency Exam – Residential Air Conditioning and Heating	Air Conditioning & Refrigeration Institute
090	Infant and Child CPR	American Red Cross
866	Infection Control (ICE)	Dental Assisting National Board
091	Instructor Certification	Certified Horsemanship Association
804	Interior Design Fundamentals	American Association of Family and Consumer Science
092	International Computer Driving License (ICDL)	International Computer Driving License-US

<b>Code</b>	<b>Description</b>	<b>Category</b>
<b>948</b>	<b>International Residential Code Certificate</b>	<b>International Code Council</b>
<b>093</b>	Internet and Computing Core Certification (IC3)	Certiport
<b>936</b>	Intro to Collision Repair process overview	I CAR
<b>923</b>	Intro to Mechanical Repair Terms and Vehicle Protection	I CAR
<b>924</b>	Intro to Mechanical Systems Terminology – Part 2	I CAR
<b>930</b>	Intro to Refinishing and Corrosion Protection – Part 1	I CAR
<b>931</b>	Intro to Refinishing and Corrosion Protection – Part 2	I CAR
<b>922</b>	Intro to Safety Systems	I CAR
<b>925</b>	Intro to Tools, Equipment and Attachment Methods – Part 1	I CAR
<b>917</b>	Intro to Tools, Equipment and Attachment Methods – Part 2	I CAR
<b>921</b>	Intro to Vehicle Construction Materials	I CAR
<b>918</b>	Intro to Vehicle Parts Terminology – Part 1	I CAR
<b>926</b>	Intro to Vehicle Parts Terminology – Part 2	I CAR
<b>529</b>	IPC J-STD-001 Certification	ICP-Association Connecting Electronics Industries
<b>528</b>	IPC-A-610 Certification	ICP-Association Connecting Electronics Industries
<b>940</b>	<b>IRS Basic Tax Preparer</b>	<b>Internal Revenue Service</b>
<b>941</b>	<b>IRS Tax Interviewer</b>	<b>Internal Revenue Service</b>
<b>094</b>	ISA Certified Tree Worker/Climber Specialist	International Society of Arboriculture
<b>512</b>	IT Fundamentals	Computing Technology Industry Association
<b>484</b>	Lead Abatement	Environmental Protection Agency (EPA)
<b>483</b>	Lead Safety for Renovation, Repair and Painting Certified Renovator	Environmental Protection Agency (EPA)
<b>095</b>	Level I – Entry Welder	American Welding Society
<b>096</b>	Level II – Advanced Welder	American Welding Society
<b>905</b>	Lifting It Right	Automotive Lift Institute
<b>865</b>	Linux Pro	Test Out
<b>867</b>	Linux +	Computing Technology Industry Association
<b>274</b>	Local Level Fire Instructor	Pennsylvania State Fire Academy
<b>497</b>	LPN	Pennsylvania State Board of Nursing
<b>291</b>	Manicurist	PA Dept of State Board of Cosmetology
<b>498</b>	Master Service Technician	Briggs & Stratton
<b>325</b>	MDTS - Monadnock Defensive Tactics System	Personal Protection Consultants, Inc
<b>525</b>	Medical Assisting Clinical and Clerical	American Medical Certification Association



<b>Code</b>	<b>Description</b>	<b>Category</b>
908	Meter Certification	Snap-On
097	Microsoft Certified Professional (MCP)	Microsoft
098	Microsoft Office Master	Certiport
491	Microsoft Office Specialist – Access	Microsoft
490	Microsoft Office Specialist – Excel	Microsoft
099	Microsoft Office Specialist – Microsoft Access (2000, XP, 2003, 2007, 2010)	Certiport
101	Microsoft Office Specialist – Microsoft Excel (2000, XP, 2003, 2007, 2010)	Certiport
100	Microsoft Office Specialist – Microsoft Excel Expert - (2000,XP, 2003, 2007, 2010)	Certiport
102	Microsoft Office Specialist – Microsoft Outlook (2000, XP, 2003, 2007, 2010)	Certiport
103	Microsoft Office Specialist – Microsoft Powerpoint (2000, XP, 2003, 2007, 2010)	Certiport
104	Microsoft Office Specialist – Microsoft Project (2000, XP, 2003, 2007)	Certiport
105	Microsoft Office Specialist - Microsoft Word – Expert Level (2000, XP, 2003, 2007, 2010)	Certiport
106	Microsoft Office Specialist – Microsoft Word (2000, XP, 2003, 2007, 2010)	Certiport
891	Microsoft Office Specialist – Outlook	Microsoft
492	Microsoft Office Specialist – PowerPoint	Microsoft
015	Microsoft Office Specialist – Word	Microsoft
876	Microsoft Technology Associate – Application Developer Fundamentals	Certiport
875	Microsoft Technology Associate – Cloud Fundamentals	Certiport
511	Microsoft Technology Associate – Database Administration Fundamentals	Certiport
874	Microsoft Technology Associate – Mobility and Device Fundamentals	Certiport
422	Microsoft Technology Associate – Networking Fundamentals	Certiport
420	Microsoft Technology Associate – Security Fundamentals	Certiport
418	Microsoft Technology Associate – Server Fundamentals	Certiport
510	Microsoft Technology Associate – Software Developer Fundamentals	Certiport
509	Microsoft Technology Associate – Windows Operating System Fundamentals	Certiport
280	MOAB – Management of Aggressive Behavior, for public safety officers	Personal Protection Consultants, Inc
481	Mobile Ladder	American Ladder Institute
496	Motor Oil Certification	Valvoline

<b>Code</b>	<b>Description</b>	<b>Category</b>
107	NATE Certification (various certification exams)	North American Technician Excellence (NATE)
517	National Entry Level Dental Assistant	Dental Assisting National Board
108	National Health Care Foundation Skill Standards Assessment/Certificate Program	Natl Consortium on Health Sci and Technology Educ
109	National Professional Certification in Customer Service	National Retail Federation Foundation
110	National Safe Tractor and Machinery Operator	Hazardous Occup and Safety Training in Ag (HOSTA)
816	NC3 Electronics/Electrical Certification	National Coalition of Certification Centers
111	NCCER Credentials (various trades)	Natl Ctr for Construction Educ & Research(NCCER)
433	Network Cabling Specialist-Copper	C-TECH
431	Network Cabling Specialist-Fiber	C-TECH
112	Network+	Computing Technology Industry Association
500	NetworkPro	Test Out
448	NIMS CNC Milling: Programming Setup & Operations	National Institute for Metalworking Skills, Inc
447	NIMS CNC Turning: Programming Setup & Operations	National Institute for Metalworking Skills, Inc
409	NIMS IS 100 series	Emergency Management Institute
411	NIMS IS 200 series	Emergency Management Institute
413	NIMS IS 700 series	Emergency Management Institute
415	NIMS IS 800 series	Emergency Management Institute
113	NIMS Machining Level I	National Institute for Metalworking Skills, Inc
319	NIMS Machining Level I CNC milling	National Institute for Metalworking Skills, Inc
317	NIMS Machining Level I CNC turning	National Institute for Metalworking Skills, Inc
315	NIMS Machining Level I Manual Drill Press Operations	National Institute for Metalworking Skills, Inc
307	NIMS Machining Level I Manual Milling	National Institute for Metalworking Skills, Inc
313	NIMS Machining Level I Manual Surface Grinding	National Institute for Metalworking Skills, Inc
309	NIMS Machining Level I Manual Turning Between Centers	National Institute for Metalworking Skills, Inc
311	NIMS Machining Level I Manual Turning With Chucking	National Institute for Metalworking Skills, Inc
303	NIMS Machining Level I Measurement, Materials and Safety	National Institute for Metalworking Skills, Inc
305	NIMS Machining Level I Planning, Benchwork, Layout	National Institute for Metalworking Skills, Inc
114	NIMS Machining Level II	National Institute for Metalworking Skills, Inc
115	Nurse Aide Registry	Pennsylvania Department of Health
807	Nutrition, Food and Wellness	American Association of Family and Consumer Science

<b>Code</b>	<b>Description</b>	<b>Category</b>
285	OCAT - Oleoresin Capsicum Aerosol Training	Personal Protection Consultants, Inc
116	Oracle Certification – Certification path based on product	Oracle
036	OSHA Certification	CareerSafe
117	OSHA Certification	Occ Safety and Health Admin (OSHA)
531	OSHA Certification – Agriculture	CareerSafe
880	OSHA Certification – Construction	CareerSafe
532	OSHA Certification – Healthcare	CareerSafe
999	Other AAP Industry Credential	Other Adult Affidavit Program (AAP) Cert Provider
118	Outdoor Power Equipment Technician Certification	Equipment & Engine Training Council
911	Oxygen Administration Certification	Emergency Care & Safety Institute
283	PATH – Practical and Tactical Handcuffing	Personal Protection Consultants, Inc
523	Patient Care Technician	American Medical Certification Association
499	PC-Pro	Test Out
403	Pediatric Emergency Assessment Recognition & Stabilization (PEARS)	American Heart Association
476	Pediatric First Aid	American Academy of Pediatrics
119	Pediatric First Aid, CPR, and AED	National Safety Council
121	Pennsylvania Beef Quality Assurance Certification	Pennsylvania Beef Quality Assurance
334	Pennsylvania Builders Association Skills Certificate	Pennsylvania Builders Association
122	Pennsylvania Certified Horticulturist (PCH)	Pennsylvania Landscape & Nursery Association
124	Pennsylvania Environment Agricultural Conservation Certification of Excellence (PEACCE)	PA State Univ Dept of Envir Protection, Dept of Ag
126	Pennsylvania Nutrient Management Certification	Pennsylvania Department of Agriculture
127	Pennsylvania Pesticide Applicator Certification	Pennsylvania Department of Agriculture
810	Personal and Family Finance	American Association of Family and Consumer Science
407	Personal Care Home Direct Care Staff Certificate	Pennsylvania Department of Human Services
895	Pet First Aid	American Red Cross
524	Phlebotomy Technician	American Medical Certification Association
859	Plant-Based Professional Certification	Rouxbe Cooking School
281	PPBT – Personal Protection Baton Tactics	Personal Protection Consultants, Inc
860	Professional Cook Certification	Rouxbe Cooking School
944	Professional Timber Harvester	PA Sustainable Forestry Initiative
502	ProStart National Certificate	National Restaurant Association
494	ProStart National Certificate of Achievement	PA Restaurant & Lodging Association (PRLA)

<b>Code</b>	<b>Description</b>	<b>Category</b>
327	Public Safety Telecommunicator 1	APCO Institute
939	Quickbooks Certified User	Certiport
344	Radiation Health & Safety (RHS)	Dental Assisting National Board
934	Refinishing Equipment	I CAR
933	Removing and Installing Exterior Trim, Pinstripes and Decals	I CAR
929	Removing and Installing Hardware Interior Trim	I CAR
129	Residential Construction Academy (RCA) National Registry	Home Builders Institute
899	Residential Electronics system Integrator	Electronics Technicians Association, International
946	Retail Industry Fundamentals	National Retail Federation Foundation
872	Routing Pro	Test Out
130	RSES Student Technician	Refrigeration Service Engineers Society (RSES)
278	S/P2 – Automotive	S/P2
945	S/P2 – Collision Repair & Refinish Safety	S/P2
505	S/P2 – Construction	S/P2
503	S/P2 – Cosmetology	S/P2
504	S/P2 – Culinary	S/P2
889	S/P2 – Heavy Duty	S/P2
890	S/P2 – Welding	S/P2
817	S/P2 Safety and Pollution Prevention	S/P2
131	Seasonal Equestrian Staff Certification	Certified Horsemanship Association
501	Section 609 Certification for Refrigerant Recycling and Recovery	National Inst. for Automotive Service Excellence
132	Section 609 Certification for Refrigerant Recycling and Recovery	Mobile Air Conditioning Society Worldwide
133	Security+	Computing Technology Industry Association
869	Security Pro	Test Out
864	Server Pro-Install & Configure	Test Out
868	Server Pro-Manage & Administer	Test Out
134	Server+	Computing Technology Industry Association
527	ServSafe Allergen Certification	ServSafe
526	ServSafe Food Handler Certification	ServSafe
435	ServSafe/Manager Food Safety certification	National Restaurant Association
479	Single and Extension Ladder	American Ladder Institute
879	Spontaneous Knife Defense	Total Control Training Institute

Code	Description	Category
135	Standard First Aid, CPR, and AED	National Safety Council
478	Step Ladder	American Ladder Institute
907	STIHL Masterwrench Service Technician - Bronze	STIHL
136	Student Electronics Technician (SET)	Electronics Technicians Association, International
137	Student Outcome Assessment	HVAC Excellence
928	Surface Preparation and Masking	I CAR
873	Switching Pro	Test Out
429	Telecommunications Technology	C-TECH
138	Trail Guide Certification	Certified Horsemanship Association
916	Vehicle Construction Material Types	I CAR
937	Vehicle Technology and Trends 2013	I CAR
495	Worker Protection Standard Training Certification for Greenhouse Workers and Handlers	US Environmental Protection Agency Region III
139	Youth Pork Quality Assurance Program	National Pork Board

## Appendix R – Calendar Program Codes

Calendar Program Code is Field 8 (CALENDAR PROGRAMS CODE) in the School Calendar template. The purpose of the code is to identify a student's days enrolled in a specific program. The data is used in subsidy calculations.

All School Calendars uploaded by a CTC, APS, or PRRI **must** include a Calendar Program Code.

Code	Calendar Program Codes	Educating LEA
ACTP	Approved career and technical education program operated by school district or charter school	SD, CS
AEDY	Alternative Education for Disruptive Youth (PDE Approved Program only)	SD, IU, CS, CTC
APS-A	Approved Private School – placement approved by PDE (PDE-4010, PDE-4011)	APS
APS-N	Approved Private School – placement not approved by PDE	APS
CTE-FD	CTC/AVTS full day program (all vocational)	CTC
CTE-FD-H	Home calendar for students in CTC/AVTS full day program	SD, IU, CS
CTE-FT	CTC/AVTS full-time program (includes academics)	CTC
CTE-PT	CTC/AVTS part-time program	CTC
CTE-PT-H	Home calendar for students in CTC/AVTS part-time program	SD, IU, CS
CT-NR	CTC/AVTS non-reimbursable program through Secondary CTE Subsidy	CTC
EI-H	School-Age Early Intervention Half-Time: report school-age early intervention program for students with an Individualized Education Plan (IEP) in an LEA based <b>half-time program</b>	SD, IU

Code	Calendar Program Codes	Educating LEA
EI-F	School-Age Early Intervention Full-Time: report school-age early intervention program for students with an Individualized Education Plan (IEP) in an LEA based <b>full-time program</b> .	SD, IU
ICP001	PPS Autistic Support at John Merck	IU 2
ICP002	PPS ES Program - Mercy Behavioral Health	IU 2
ICP007	Erie Homes	IU 5
ICP009	Warren State Hospital	IU 5
ICP012	Cambria County Sheltered Care Program	IU 8
ICP016	Hershey Medical Center	IU 15
ICP017	Danville State Hospital	IU 16
ICP018	Geisinger Medical Center	IU 16
ICP019	La Sa Quik	IU 17
ICP021	St. Joseph's	IU 19
ICP022	Point Pleasant Pediatric Special Care	IU 22
ICP023	Foundations Behavioral Health	IU 22
ICP026	Lynch Home - Dekalb Pike	IU 23
ICP027	Norristown State Hospital	IU 23
ICP029	PA Psychiatric Institute	IU 15
JIAF	Juvenile incarcerated in adult facilities	SD, IU
JIAF-IMM	Juvenile incarcerated in adult facilities–immigrant	Central York SD and IU12 only
JIAF-IMS	Juvenile incarcerated in adult facilities–immigrant–special education	Central York SD and IU12 only
JIAF-S	Juvenile incarcerated in adult facilities-special education	SD, IU
OOS	Student placed out of state	SD, CS
PRRI-CP1	Private Residential Rehabilitation Institutions – student court-placed with 180 maximum days	PRRI
PRRI-CP2	Private Residential Rehabilitation Institutions – student court-placed over 180 days	PRRI
PRRI-NCP	Private Residential Rehabilitation Institutions – student not court-placed	PRRI
PRRI-O	Private Residential Rehabilitation Institutions – out-of-state student, court placed and not court placed	PRRI
PRRI-OS	Private Residential Rehabilitation Institutions – Special education out-of-state student, court placed and not court placed	PRRI
PRRICP1S	Private Residential Rehabilitation Institutions – special education student court-placed with 180 maximum days	PRRI
PRRICP2S	Private Residential Rehabilitation Institutions – special education student court-placed with over 180 days	PRRI
PRRINCPS	Private Residential Rehabilitation Institutions – special education student not court-placed	PRRI

**Legend:** **SD** = School District; **IU** = Intermediate Unit; **CS** = Charter School; **CTC** = Career and Technology Center; **APS** = Approved Private School; **PRRI** = Private Residential Rehabilitation Institution

## **Appendix S – Family Educational Rights and Privacy Act**

Student education records are official and confidential documents protected by one of the nation's strongest privacy protection laws, the Family Educational Rights and Privacy Act (FERPA). FERPA, also known as the Buckley Amendment, defines education records as all records that schools or education agencies maintain about students.

FERPA gives parents (as well as students in postsecondary schools) the right to review and confirm the accuracy of education records. This and other United States "privacy" laws ensure that information about citizens collected by schools and government agencies can be released only for specific and legally defined purposes. Since enacting FERPA in 1974, Congress has strengthened privacy safeguards of education records through this law, refining and clarifying family rights and agency responsibilities to protect those rights. FERPA's legal statute citation can be found in the U.S. Code (20 USC 1232g), which incorporates all amendments to FERPA. FERPA regulations are found in the Federal Register (34 CFR Part 99). FERPA's 1994 amendments are found in Public Law (PL) 103-382.

### **FERPA Protects Privacy**

FERPA applies to public schools and state or local education agencies that receive Federal education funds, and it protects both paper and computerized records. In addition to the Federal laws that restrict disclosure of information from student records, most states also have privacy protection laws that reinforce FERPA. State laws can supplement FERPA, but compliance with FERPA is necessary for schools to be eligible to receive Federal education funds.

FERPA requires schools and local education agencies to have written and accessible policies about how they restrict the release of student records. The policies must explain parents' rights under FERPA, define what qualifies as "directory information" (personal information that can be made public), set procedures for reviewing and correcting records, and explain how and when student information can be disclosed. When students reach the age of 18, or when they become students at postsecondary education institutions, rights under FERPA transfer from the parents to the students.

FERPA gives both parents, custodial and non-custodial, equal access to student information unless the school has evidence of a court order or state law revoking these rights.

### **FERPA Defines an Education Record**

Education records include a range of information about a student that is collected in schools, such as: date and place of birth; parent(s) and/or guardian addresses; where parents can be contacted in emergencies; grades; test scores; courses taken; academic specializations and activities; official letters regarding a student's status in school; Special Education records; disciplinary records; medical and health records that the school creates or collects and maintains; documentation of attendance; schools attended; courses taken; awards conferred; and degrees earned; personal information such as a student's state-provided identification number, picture, or other information that would make it easy to identify or locate a student.

Personal notes made by teachers and other school officials that are not shared with others are not considered education records. Additionally, law enforcement records created and maintained by a school or district's law enforcement unit are not education records.

Part of the education record, known as **directory information**, includes personal information about a student that can be made public according to a school system's FERPA policy. Directory information may include a student's name, address, and telephone number, and other information typically found in school yearbooks or athletic programs. Other examples are names and pictures of participants in various extracurricular activities or recipients of awards, pictures of students, and height and weight of athletes.

Each year schools must give parents public notice of the types of information designated as directory information. By a specified time after parents are notified of their review rights, parents may ask to remove all or part of the information on their child that they do not wish to be available to the public without their consent.

## **FERPA Guarantees Parent Review and Appeal**

If, upon review, parents find an education record is inaccurate or misleading, they may request changes or corrections, and schools and education agencies must respond promptly to these requests.

Requests should be made in writing according to local policies. Within a reasonable time period, the school or agency must decide if the request to change the record is consistent with its own assessment of the accuracy of the record. If a parent's request is denied, they must be offered the opportunity for a hearing. If parents' disagreement with the record continues after the hearing, they may insert an explanation of their objection in the record.

FERPA's provisions do not apply to grades and educational decisions about children that school personnel make.

While parents have a right to review records, schools are not required by federal law to provide copies of information, unless providing copies would be the only way of giving parents access. Schools may charge a reasonable fee for obtaining records, and they may not destroy records if a request for access is pending.

## **FERPA Restricts Disclosure of Student Records**

Local education agencies and schools may release information from students' education records with the prior written consent of parents, under limited conditions specified by law, and as stated in local agencies' student records policies. The same rules restricting disclosures apply to records maintained by third parties acting on behalf of schools, such as state and local education agencies, intermediate administrative units, researchers, psychologists, or medical practitioners who work for or are under contract to schools.

A school district is required, however, to have a policy that specifies the categories of officials and parties to whom records may be released without parental consent. The policy should be readily accessible to parents for review.

Teachers and school officials who work with the students and schools to which students apply for entrance may also have access to education records without parental consent. In addition, information from students' records may be released to State and local education officials to conduct audits or to review records in compliance with Federal laws. Schools may also disclose information from education records without the consent of parents in response to subpoenas or court orders. A school official must make a reasonable effort to notify the parent before complying with the subpoena unless the subpoena is issued to enforce a law and specifies not to notify the parent.

In emergencies, school officials can provide information from education records to protect the health or safety of the student or others.

There are cases when schools or school systems decide it is in the public interest to participate in policy evaluations or research studies. If student records are to be released for these purposes, the school or school system must obtain prior parent consent. Signed and dated written consent must:

- specify the records that will be released;



- state the reason for releasing the records; and
- identify the groups or individuals who will receive the records.

In general, information about each request for records access and each disclosure of information from an education record must be maintained as part of the record until the school or agency destroys the education record. Outside parties receiving records must receive a written explanation of the restrictions on the re-release of information.

### Additional FERPA Provisions

In 1994, the Improving America's Schools Act amended several components of FERPA, tightening privacy assurances for students and families. The amendments apply to the following key areas:

- parents have the right to review the education records of their children maintained by state education agencies;
- any agency or institution that inappropriately re-releases personally identifiable information from an education record cannot have access to education records for five years;
- information about disciplinary actions taken against students may be shared, without parents' consent, with officials in other education institutions; and
- schools may release records in compliance with certain law enforcement judicial orders and subpoenas without notifying parents.

### Questions?

Call your local school system, state agency, or the Family Policy Compliance Office.

School districts, state education agencies, and the U.S. Department of Education offer assistance about FERPA. Before contacting federal officials, you can often get a direct and immediate response from your local or state education officials.

## Appendix U – Educational Environment (eScholar Lookup – Primary Setting Code)

**NOTE:** Appendix U is for use with Field 44 (EDUCATIONAL ENVIRONMENT) in the Special Education Snapshot Template.

Code	Description
01	Approved Private School (Non-Residential) 4010 Funded Students Only
02	Approved Private School (Residential) 4010 Funded Students Only
05	Public Separate Facility (Residential)
06	Other Private Separate Facility (Residential)
09	Hospital/Home Bound
12	Public Separate Facility (Non-Residential)
14	Out of State Facility
15	Instruction in the Home
16	Other Private Separate Facility (Non-Residential)
18	Correctional Facility

Code	Description
19	Inside the regular class 80 percent or more of the day (formerly Special Education Outside the Regular Class Less Than 21% of the day)
20	Inside regular class no more than 79% of day and no less than 40% of the day (formerly Special Education Outside the Regular Class At Least 21% of the Day (21-60%))
21	Inside regular class less than 40 percent of the day (formerly Special Education Outside the Regular Class More than 60% of the Day (61% or more))

## Appendix V – Reason for Exiting Special Education (eScholar Lookup – Primary Exit Reason Code)

**NOTE:** Appendix V is for use with Field 52 (REASON FOR EXITING SPECIAL EDUCATION) in the Special Education Snapshot Template.

Code	Description
01	Graduated with Regular High School Diploma
02	Received a GED
03	Reached Maximum Age (age 21)
04	Dropped Out
05	Transferred to Regular Education
06	Moved out of PA, known to be continuing
09	Died
99	Moved within PA, known to be continuing

## Appendix X – Officer Definitions

**NOTE:** Appendix X is for use with Field 48 (STAFF QUALIFICATION STATUS CODE) in the Staff and Staff Snapshot Templates.

### “School police officer”

(1) A law enforcement officer employed by a school [district] entity or nonpublic school whose responsibilities, including work hours, are established by the school [district] entity or nonpublic school.

(2) An independent contractor or an individual provided through a third-party vendor who has been appointed under section 1302-C.

“School resource officer” A law enforcement officer commissioned and employed by a law enforcement agency whose duty station is located in a school entity or nonpublic school and whose stationing is established by an agreement between the law enforcement agency and the school entity[,] or nonpublic school. The term includes an active certified sheriff or deputy sheriff whose stationing in the school entity or nonpublic school is established by a written agreement between the county, the sheriff’s office and the school entity or nonpublic school. and whose stationing is established by an agreement between the law enforcement agency and the school entity.

“School security guard” An individual employed by a school entity, nonpublic school or a [third-party contractor] third-party vendor or an independent contractor who is assigned to a school for routine safety and security duties and [is not engaged in programs with students at the school.] has not been granted powers under section 1306-C(2) and (3) 1306-C(3).

**"School security personnel"** School police officers, school resource officers and school security guards.

## Appendix Y – Incident Place Codes

**NOTE:** Appendix Y is for use with Field 7 (INCIDENT PLACE CODE) in the Incident Template.

Code	Description
1	On school property/grounds (e.g., school building, athletic fields)
2	At an offsite alternative placement facility
3	At a school-sponsored event or at an event within the school's jurisdiction (e.g., athletic competition)
5	Off school grounds at an activity, function or event sponsored by the school (e.g., visit to a museum)
6	On a school provided conveyance providing transportation to and from school
7	On a school provided conveyance providing transportation to a school sponsored activity, event, or function
8	Off school grounds while on route to or from school
9	Internet/Online

## Appendix Z – Infraction Codes

**NOTE:** Appendix Z is for use with Field 4 (INFRACTION CODE) in the Incident Offender Infraction Template.

Infr. Code	Infraction Description	Infraction Category	Criminal Statute	Infraction has Victims?
1	Simple Assault on Student	Misconduct - Against a Person	2701	Yes
2	Aggravated Assault on Student	Misconduct - Against a Person	2702	Yes
3	Simple Assault on Staff	Misconduct - Against a Person	2701	Yes
4	Aggravated Assault on Staff	Misconduct - Against a Person	2702	Yes
5	Rape	Misconduct - Against a Person	3121	Yes
6	Involuntary Sexual Deviate Intercourse	Misconduct - Against a Person	3123	Yes
7	Statutory Sexual Assault	Misconduct - Against a Person	3122.1	Yes
8	Sexual Assault	Misconduct - Against a Person	3124.1	Yes
9	Aggravated Indecent Assault	Misconduct - Against a Person	3125	Yes
10	Indecent Assault	Misconduct - Against a Person	3126	Yes
11	Indecent Exposure	Misconduct - Against a Person	3127	Yes
12	Open Lewdness	Misconduct - Against a Person	5901	Yes
13	Obscene and other sexual materials and performances	Misconduct - Against a Person	5903	No
14	Sexual Harassment	Misconduct - Against a Person	2709 (only if Harassment)	Yes
15	Racial and/or Ethnic Intimidation	Misconduct - Against a Person	2710	Yes
16	All Other Forms of Harassment or Intimidation	Misconduct - Against a Person	2709	Yes
17	Fighting	Misconduct - Against a Person	2701 (only if Assault)	No (all fight participants are offenders)
18	Minor Altercation	Misconduct - Against a Person	2701 (only if Assault)	Yes
19	Stalking	Misconduct - Against a Person	2709.1	Yes
20	Kidnapping or Interference with Custody of Child	Misconduct - Against a Person	2901 & 2904	Yes
21	Unlawful Restraint	Misconduct - Against a Person	2902	Yes
22	Threatening School Official or Student	Misconduct - Against a Person	N/A	Yes
23	Recklessly Endangering Another Person	Misconduct - Against a Person	2705	Yes
24	Robbery	Misconduct - Against a Person	3701	Yes
25	Theft and Related Offenses	Misconduct - Against a Person	3901-3935.1	Yes
26	Murder or Manslaughter Crimes Related to Criminal Homicide	Misconduct - Against a Person	2501-2507	Yes

Infr. Code	Infraction Description	Infraction Category	Criminal Statute	Infraction has Victims?
27	Bullying	Misconduct - Against a Person	N/A	Yes
28	Suicide - Attempted	Misconduct - Against a Person	N/A	No
29	Suicide - Committed	Misconduct - Against a Person	N/A	No
30	Burglary	Misconduct - Against Property/Society	3502	Yes
31	Arson and Related Offenses	Misconduct - Against Property/Society	3301	Yes
32	Institutional Vandalism	Misconduct - Against Property/Society	3307 & 5509	Yes
33	Criminal Trespass	Misconduct - Against Property/Society	3503	Yes
34	Rioting	Misconduct - Against Property/Society	5501	No
35	Bomb Threats	Misconduct - Against Property/Society	2706 (if a terroristic threat)	Yes
36	Terroristic Threats (excluding bomb threats)	Misconduct - Against Property/Society	2706	Yes
37	Failure of Disorderly Persons to Disperse upon Official Order	Misconduct - Against Property/Society	5502	No
38	Disorderly Conduct	Misconduct - Against Property/Society	5503	In some cases
39	Possession of Handgun	Misconduct - Illegal Possession of a Weapon	N/A	No
40	Possession of Rifle or Shotgun	Misconduct - Illegal Possession of a Weapon	N/A	No
41	Possession of Other Firearm	Misconduct - Illegal Possession of a Weapon	N/A	No
42	Possession of Knife (blade length > 2.5")	Misconduct - Illegal Possession of a Weapon	N/A	No
43	Possession of Cutting Instrument (razor, box cutter, blade length <= 2.5" etc.)	Misconduct - Illegal Possession of a Weapon	N/A	No
44	Possession of Explosive (bomb, missile, etc.)	Misconduct - Illegal Possession of a Weapon	N/A	No
45	Possession of BB or Pellet Gun	Misconduct - Illegal Possession of a Weapon	N/A	No
46	Possession of Other Weapon	Misconduct - Illegal Possession of a Weapon	N/A	No
47	Possession, Use, or Under the influence of a Controlled Substance	Misconduct - Illegal Possession (Other)	35 Pa CS §780-101 – 780-144	No
48	Sale or Distribution of a Controlled Substance	Misconduct - Illegal Possession (Other)	35 Pa CS §780-101 – 780-144	No
49	Sale, Possession, Use, or Under the Influence of Alcohol	Misconduct - Illegal Possession (Other)	6308	No
50	Possession, Use, or Sale of Tobacco or Vaping Materials	Misconduct - Illegal Possession (Other)	6305	No
51	Cyber Harassment of a Child	Misconduct - Against a Person	2509(a.1)	Yes

Infr. Code	Infraction Description	Infraction Category	Criminal Statute	Infraction has Victims?
52	Institutional Sexual Assault	Sexual Offenses	3124.2	Yes
53	Possession, Use, or Sale of Vaping Materials	Other	N/A	No
54	Possession of Weapon	Misconduct - Illegal Possession of a Weapon	907, 908, 912, 5516, 6106, 6106.1, 6110.1, 6161, & 6304	No
A	Academic Code of Conduct	Other	N/A	No
C	Student Code of Conduct	Other	N/A	No

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

## Appendix AA – Categories to Use in the Location Fact Template for Safe Schools

The tables below detail the values to use in the CATEGORY 1 – CATEGORY 4 fields as well as the COUNT field when reporting habitual truancy, the indication of no reportable School Safety incidents, expulsion and out of school suspension data within the Location Fact template.

### NOTES:

- The CATEGORY 4 field does not apply to the habitual truancy data or the indication of no reportable School Safety incidents. In these situations, leave this field blank.
- The grade level codes used are the same as the CURRENT GRADE LEVEL field within the Student and Student Snapshot templates.
- The ethnicity codes used are the same as the ETHNIC CODE SHORT field within the Student and Student Snapshot templates.
- The data reported in Category 1 and Category 2 must be reported in all UPPER-CASE letters to pass validation.

### Habitual Truancy

If a school has no habitually truant students for the entire school year submit one record using the category values shown in the table immediately below. Otherwise, submit the data as indicated in the second table.

Category 1	Category 2	Category 3	Description of what to include in COUNT field
TRUANCY	ZERO	ZERO	Include 0 to indicate that the school did not have any habitually truant students for the entire school year.

Category 1	Category 2	Category 3	Description of what to include in COUNT field
TRUANCY	GRADE	PKA	Aggregated # of habitually truant students for PreK Half Day – Morning (AM) at school
TRUANCY	GRADE	PKP	Aggregated # of habitually truant students for PreK Half Day – Afternoon (PM) at school

Category 1	Category 2	Category 3	Description of what to include in COUNT field
TRUANCY	GRADE	PKF	Aggregated # of habitually truant students for PreK Full Day at school
TRUANCY	GRADE	K4A	Aggregated # of habitually truant students for K4 Half Day – Morning (AM) at school
TRUANCY	GRADE	K4P	Aggregated # of habitually truant students for K4 Half Day – Afternoon (PM) at school
TRUANCY	GRADE	K4F	Aggregated # of habitually truant students for K4 Full Day at school
TRUANCY	GRADE	K5A	Aggregated # of habitually truant students for K5 Half Day – Morning (AM) at school
TRUANCY	GRADE	K5P	Aggregated # of habitually truant students for K5 Half Day – Afternoon (PM) at school
TRUANCY	GRADE	K5F	Aggregated # of habitually truant students for K5 Full Day at school
TRUANCY	GRADE	001	Aggregated # of habitually truant students for grade 1 at school
TRUANCY	GRADE	002	Aggregated # of habitually truant students for grade 2 at school
TRUANCY	GRADE	003	Aggregated # of habitually truant students for grade 3 at school
TRUANCY	GRADE	004	Aggregated # of habitually truant students for grade 4 at school
TRUANCY	GRADE	005	Aggregated # of habitually truant students for grade 5 at school
TRUANCY	GRADE	006	Aggregated # of habitually truant students for grade 6 at school
TRUANCY	GRADE	007	Aggregated # of habitually truant students for grade 7 at school
TRUANCY	GRADE	008	Aggregated # of habitually truant students for grade 8 at school
TRUANCY	GRADE	009	Aggregated # of habitually truant students for grade 9 at school
TRUANCY	GRADE	010	Aggregated # of habitually truant students for grade 10 at school
TRUANCY	GRADE	011	Aggregated # of habitually truant students for grade 11 at school
TRUANCY	GRADE	012	Aggregated # of habitually truant students for grade 12 at school
TRUANCY	ETHNICITY	1	Aggregated # of habitually truant American Indian / Alaskan Native (not Hispanic) students at school
TRUANCY	ETHNICITY	3	Aggregated # of habitually truant Black or African American (not Hispanic) students at school
TRUANCY	ETHNICITY	4	Aggregated # of habitually truant Hispanic (any race) students at school
TRUANCY	ETHNICITY	5	Aggregated # of habitually truant White (not Hispanic) students at school
TRUANCY	ETHNICITY	6	Aggregated # of habitually truant Multi-Racial (not Hispanic) students at school
TRUANCY	ETHNICITY	9	Aggregated # of habitually truant Asian (not Hispanic) students at school
TRUANCY	ETHNICITY	10	Aggregated # of habitually truant Native Hawaiian or other Pacific Islander (not Hispanic) students at school
TRUANCY	GENDER	M	Aggregated # of habitually truant males at school
TRUANCY	GENDER	F	Aggregated # of habitually truant females at school

## Indication of No Reportable School Safety Incidents for a School

Reportable School Safety incidents are to be submitted in detail in the Discipline Domain templates. 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 this by submitting a record in the Location Fact template for each school that does not have reportable incidents for the year. Use the categories in the table below.

Category 1	Category 2	Category 3	Description of what to include in COUNT field
INCIDENTS	ZERO	ZERO	Include 0 to indicate that the school did not have any reportable School Safety incidents for the entire school year.

## Expulsions due to Academic or Student Code Violations

If a school has no expulsions due to academic or student code violations for the entire school year, submit one record using the category values shown in the table immediately below. Otherwise, submit the data as indicated in the second table.

Category 1	Category 2	Category 3	Category 4	Description of what to include in COUNT field
EXPULSION	ZERO	ZERO	ZERO	Include 0 to indicate that the school did not have any academic or student code violation expulsions for the entire school year.

## Categories to Use in the Location Fact Template

Category 1	Category 2	Category 3	Category 4	Description of what to include in COUNT field
EXPULSION	GRADE	PKA	CONDUCT	Aggregated # of PreK Half Day – Morning (AM) students expelled for violation of student code of conduct at school
EXPULSION	GRADE	PKA	ACADEMIC	Aggregated # of PreK Half Day – Morning (AM) students expelled for academic violations at school
EXPULSION	GRADE	PKP	CONDUCT	Aggregated # of PreK Half Day – Afternoon (PM) students expelled for violation of student code of conduct at school
EXPULSION	GRADE	PKP	ACADEMIC	Aggregated # of PreK Half Day – Afternoon (PM) students expelled for academic violations at school
EXPULSION	GRADE	PKF	CONDUCT	Aggregated # of PreK Full Day students expelled for violation of student code of conduct at school
EXPULSION	GRADE	PKF	ACADEMIC	Aggregated # of PreK Full Day students expelled for academic violations at school
EXPULSION	GRADE	K4A	CONDUCT	Aggregated # of K4 Half Day – Morning (AM) students expelled for violation of student code of conduct at school
EXPULSION	GRADE	K4A	ACADEMIC	Aggregated # of K4 Half Day – Morning (AM) students expelled for academic violations at school
EXPULSION	GRADE	K4P	CONDUCT	Aggregated # of K4 Half Day – Afternoon (PM) students expelled for violation of student code of conduct at school
EXPULSION	GRADE	K4P	ACADEMIC	Aggregated # of K4 Half Day – Afternoon (PM) students expelled for academic violations at school
EXPULSION	GRADE	K4F	CONDUCT	Aggregated # of K4 Full Day students expelled for violation of student code of conduct at school
EXPULSION	GRADE	K4F	ACADEMIC	Aggregated # of K4 Full Day students expelled for academic violations at school



Category 1	Category 2	Category 3	Category 4	Description of what to include in COUNT field
EXPULSION	GRADE	K5A	CONDUCT	Aggregated # of K5 Half Day – Morning (AM) students expelled for violation of student code of conduct at school
EXPULSION	GRADE	K5A	ACADEMIC	Aggregated # of K5 Half Day – Morning (AM) students expelled for academic violations at school
EXPULSION	GRADE	K5P	CONDUCT	Aggregated # of K5 Half Day – Afternoon (PM) students expelled for violation of student code of conduct at school
EXPULSION	GRADE	K5P	ACADEMIC	Aggregated # of K5 Half Day – Afternoon (PM) students expelled for academic violations at school
EXPULSION	GRADE	K5F	CONDUCT	Aggregated # of K5 Full Day students expelled for violation of student code of conduct at school
EXPULSION	GRADE	K5F	ACADEMIC	Aggregated # of K5 Full Day students expelled for academic violations at school
EXPULSION	GRADE	001	CONDUCT	Aggregated # of grade 1 students expelled for violation of student code of conduct at school
EXPULSION	GRADE	001	ACADEMIC	Aggregated # of grade 1 students expelled for academic violations at school
EXPULSION	GRADE	002	CONDUCT	Aggregated # of grade 2 students expelled for violation of student code of conduct at school
EXPULSION	GRADE	002	ACADEMIC	Aggregated # of grade 2 students expelled for academic violations at school
EXPULSION	GRADE	003	CONDUCT	Aggregated # of grade 3 students expelled for violation of student code of conduct at school
EXPULSION	GRADE	003	ACADEMIC	Aggregated # of grade 3 students expelled for academic violations at school
EXPULSION	GRADE	004	CONDUCT	Aggregated # of grade 4 students expelled for violation of student code of conduct at school
EXPULSION	GRADE	004	ACADEMIC	Aggregated # of grade 4 students expelled for academic violations at school
EXPULSION	GRADE	005	CONDUCT	Aggregated # of grade 5 students expelled for violation of student code of conduct at school
EXPULSION	GRADE	005	ACADEMIC	Aggregated # of grade 5 students expelled for academic violations at school
EXPULSION	GRADE	006	CONDUCT	Aggregated # of grade 6 students expelled for violation of student code of conduct at school
EXPULSION	GRADE	006	ACADEMIC	Aggregated # of grade 6 students expelled for academic violations at school
EXPULSION	GRADE	007	CONDUCT	Aggregated # of grade 7 students expelled for violation of student code of conduct at school
EXPULSION	GRADE	007	ACADEMIC	Aggregated # of grade 7 students expelled for academic violations at school
EXPULSION	GRADE	008	CONDUCT	Aggregated # of grade 8 students expelled for violation of student code of conduct at school
EXPULSION	GRADE	008	ACADEMIC	Aggregated # of grade 8 students expelled for academic violations at school
EXPULSION	GRADE	009	CONDUCT	Aggregated # of grade 9 students expelled for violation of student code of conduct at school
EXPULSION	GRADE	009	ACADEMIC	Aggregated # of grade 9 students expelled for academic violations at school
EXPULSION	GRADE	010	CONDUCT	Aggregated # of grade 10 students expelled for violation of student code of conduct at school

Category 1	Category 2	Category 3	Category 4	Description of what to include in COUNT field
EXPULSION	GRADE	010	ACADEMIC	Aggregated # of grade 10 students expelled for academic violations at school
EXPULSION	GRADE	011	CONDUCT	Aggregated # of grade 11 students expelled for violation of student code of conduct at school
EXPULSION	GRADE	011	ACADEMIC	Aggregated # of grade 11 students expelled for academic violations at school
EXPULSION	GRADE	012	CONDUCT	Aggregated # of grade 12 students expelled for violation of student code of conduct at school
EXPULSION	GRADE	012	ACADEMIC	Aggregated # of grade 12 students expelled for academic violations at school
EXPULSION	ETHNICITY	1	CONDUCT	Aggregated # of American Indian / Alaskan Native (not Hispanic) students expelled for violation of student code of conduct at school
EXPULSION	ETHNICITY	1	ACADEMIC	Aggregated # of American Indian / Alaskan Native (not Hispanic) students expelled for academic violations at school
EXPULSION	ETHNICITY	3	CONDUCT	Aggregated # of Black / African American (not Hispanic) students expelled for violation of student code of conduct at school
EXPULSION	ETHNICITY	3	ACADEMIC	Aggregated # of Black / African American (not Hispanic) students expelled for academic violations at school
EXPULSION	ETHNICITY	4	CONDUCT	Aggregated # of Hispanic (any race) students expelled for violation of student code of conduct at school
EXPULSION	ETHNICITY	4	ACADEMIC	Aggregated # of Hispanic (any race) students expelled for academic violations at school
EXPULSION	ETHNICITY	5	CONDUCT	Aggregated # of White (not Hispanic) students expelled for violation of student code of conduct at school
EXPULSION	ETHNICITY	5	ACADEMIC	Aggregated # of White (not Hispanic) students expelled for academic violations at school
EXPULSION	ETHNICITY	6	CONDUCT	Aggregated # of Multi-Racial (not Hispanic) students expelled for violation of student code of conduct at school
EXPULSION	ETHNICITY	6	ACADEMIC	Aggregated # of Multi-Racial (not Hispanic) students expelled for academic violations at school
EXPULSION	ETHNICITY	9	CONDUCT	Aggregated # of Asian (not Hispanic) students expelled for violation of student code of conduct at school
EXPULSION	ETHNICITY	9	ACADEMIC	Aggregated # of Asian (not Hispanic) students expelled for academic violations at school
EXPULSION	ETHNICITY	10	CONDUCT	Aggregated # of Native Hawaiian or other Pacific Islander (not Hispanic) students expelled for violation of student code of conduct at school
EXPULSION	ETHNICITY	10	ACADEMIC	Aggregated # of Native Hawaiian or other Pacific Islander (not Hispanic) students expelled for academic violations at school
EXPULSION	GENDER	M	CONDUCT	Aggregated # of male students expelled for violation of student code of conduct at school
EXPULSION	GENDER	M	ACADEMIC	Aggregated # of male students expelled for academic violations at school

Category 1	Category 2	Category 3	Category 4	Description of what to include in COUNT field
EXPULSION	GENDER	F	CONDUCT	Aggregated # of female students expelled for violation of student code of conduct at school
EXPULSION	GENDER	F	ACADEMIC	Aggregated # of female students expelled for academic violations at school

### Out of School Suspensions due to Academic or Student Code Violations

If a school has no out of school suspensions due to academic or student code violations for the entire school year, submit one record using the category values shown in the table immediately below. Otherwise, submit the data as indicated in the second table.

Category 1	Category 2	Category 3	Category 4	Description of what to include in COUNT field
SUSPENSION	ZERO	ZERO	ZERO	Include 0 to indicate that the school did not have any out of school suspensions for the entire school year.

### Categories to Use in the Location Fact Template

Category 1	Category 2	Category 3	Category 4	Description of what to include in COUNT field
SUSPENSION	GRADE	PKA	CONDUCT	Aggregated # of PreK Half Day – Morning (AM) students out of school suspended for violation of student code of conduct at school
SUSPENSION	GRADE	PKA	ACADEMIC	Aggregated # of PreK Half Day – Morning (AM) students out of school suspended for academic violations at school
SUSPENSION	GRADE	PKP	CONDUCT	Aggregated # of PreK Half Day – Afternoon (PM) students out of school suspended for violation of student code of conduct at school
SUSPENSION	GRADE	PKP	ACADEMIC	Aggregated # of PreK Half Day – Afternoon (PM) students out of school suspended for academic violations at school
SUSPENSION	GRADE	PKF	CONDUCT	Aggregated # of PreK Full Day students out of school suspended for violation of student code of conduct at school
SUSPENSION	GRADE	PKF	ACADEMIC	Aggregated # of PreK Full Day students out of school suspended for academic violations at school
SUSPENSION	GRADE	K4A	CONDUCT	Aggregated # of K4 Half Day – Morning (AM) students out of school suspended for violation of student code of conduct at school
SUSPENSION	GRADE	K4A	ACADEMIC	Aggregated # of K4 Half Day – Morning (AM) students out of school suspended for academic violations at school
SUSPENSION	GRADE	K4P	CONDUCT	Aggregated # of K4 Half Day – Afternoon (PM) students out of school suspended for violation of student code of conduct at school
SUSPENSION	GRADE	K4P	ACADEMIC	Aggregated # of K4 Half Day – Afternoon (PM) students out of school suspended for academic violations at school
SUSPENSION	GRADE	K4F	CONDUCT	Aggregated # of K4 Full Day students out of school suspended for violation of student code of conduct at school

Category 1	Category 2	Category 3	Category 4	Description of what to include in COUNT field
SUSPENSION	GRADE	K4F	ACADEMIC	Aggregated # of K4 Full Day students out of school suspended for academic violations at school
SUSPENSION	GRADE	K5A	CONDUCT	Aggregated # of K5 Half Day – Morning (AM) students out of school suspended for violation of student code of conduct at school
SUSPENSION	GRADE	K5A	ACADEMIC	Aggregated # of K5 Half Day – Morning (AM) students out of school suspended for academic violations at school
SUSPENSION	GRADE	K5P	CONDUCT	Aggregated # of K5 Half Day – Afternoon (PM) students out of school suspended for violation of student code of conduct at school
SUSPENSION	GRADE	K5P	ACADEMIC	Aggregated # of K5 Half Day – Afternoon (PM) students out of school suspended for academic violations at school
SUSPENSION	GRADE	K5F	CONDUCT	Aggregated # of K5 Full Day students out of school suspended for violation of student code of conduct at school
SUSPENSION	GRADE	K5F	ACADEMIC	Aggregated # of K5 Full Day students out of school suspended for academic violations at school
SUSPENSION	GRADE	001	CONDUCT	Aggregated # of grade 1 students out of school suspended for violation of student code of conduct at school
SUSPENSION	GRADE	001	ACADEMIC	Aggregated # of grade 1 students out of school suspended for academic violations at school
SUSPENSION	GRADE	002	CONDUCT	Aggregated # of grade 2 students out of school suspended for violation of student code of conduct at school
SUSPENSION	GRADE	002	ACADEMIC	Aggregated # of grade 2 students out of school suspended for academic violations at school
SUSPENSION	GRADE	003	CONDUCT	Aggregated # of grade 3 students out of school suspended for violation of student code of conduct at school
SUSPENSION	GRADE	003	ACADEMIC	Aggregated # of grade 3 students out of school suspended for academic violations at school
SUSPENSION	GRADE	004	CONDUCT	Aggregated # of grade 4 students out of school suspended for violation of student code of conduct at school
SUSPENSION	GRADE	004	ACADEMIC	Aggregated # of grade 4 students out of school suspended for academic violations at school
SUSPENSION	GRADE	005	CONDUCT	Aggregated # of grade 5 students out of school suspended for violation of student code of conduct at school
SUSPENSION	GRADE	005	ACADEMIC	Aggregated # of grade 5 students out of school suspended for academic violations at school
SUSPENSION	GRADE	006	CONDUCT	Aggregated # of grade 6 students out of school suspended for violation of student code of conduct at school
SUSPENSION	GRADE	006	ACADEMIC	Aggregated # of grade 6 students out of school suspended for academic violations at school

Category 1	Category 2	Category 3	Category 4	Description of what to include in COUNT field
SUSPENSION	GRADE	007	CONDUCT	Aggregated # of grade 7 students out of school suspended for violation of student code of conduct at school
SUSPENSION	GRADE	007	ACADEMIC	Aggregated # of grade 7 students out of school suspended for academic violations at school
SUSPENSION	GRADE	008	CONDUCT	Aggregated # of grade 8 students out of school suspended for violation of student code of conduct at school
SUSPENSION	GRADE	008	ACADEMIC	Aggregated # of grade 8 students out of school suspended for academic violations at school
SUSPENSION	GRADE	009	CONDUCT	Aggregated # of grade 9 students out of school suspended for violation of student code of conduct at school
SUSPENSION	GRADE	009	ACADEMIC	Aggregated # of grade 9 students out of school suspended for academic violations at school
SUSPENSION	GRADE	010	CONDUCT	Aggregated # of grade 10 students out of school suspended for violation of student code of conduct at school
SUSPENSION	GRADE	010	ACADEMIC	Aggregated # of grade 10 students out of school suspended for academic violations at school
SUSPENSION	GRADE	011	CONDUCT	Aggregated # of grade 11 students out of school suspended for violation of student code of conduct at school
SUSPENSION	GRADE	011	ACADEMIC	Aggregated # of grade 11 students out of school suspended for academic violations at school
SUSPENSION	GRADE	012	CONDUCT	Aggregated # of grade 12 students out of school suspended for violation of student code of conduct at school
SUSPENSION	GRADE	012	ACADEMIC	Aggregated # of grade 12 students out of school suspended for academic violations at school
SUSPENSION	ETHNICITY	1	CONDUCT	Aggregated # of American Indian / Alaskan Native (not Hispanic) students out of school suspended for violation of student code of conduct at school
SUSPENSION	ETHNICITY	1	ACADEMIC	Aggregated # of American Indian / Alaskan Native (not Hispanic) students out of school suspended for academic violations at school
SUSPENSION	ETHNICITY	3	CONDUCT	Aggregated # of Black / African American (not Hispanic) students out of school suspended for violation of student code of conduct at school
SUSPENSION	ETHNICITY	3	ACADEMIC	Aggregated # of Black / African American (not Hispanic) students out of school suspended for academic violations at school
SUSPENSION	ETHNICITY	4	CONDUCT	Aggregated # of Hispanic (any race) students out of school suspended for violation of student code of conduct at school
SUSPENSION	ETHNICITY	4	ACADEMIC	Aggregated # of Hispanic (any race) students out of school suspended for academic violations at school

Category 1	Category 2	Category 3	Category 4	Description of what to include in COUNT field
SUSPENSION	ETHNICITY	5	CONDUCT	Aggregated # of White / Caucasian (not Hispanic) students out of school suspended for violation of student code of conduct at school
SUSPENSION	ETHNICITY	5	ACADEMIC	Aggregated # of White / Caucasian (not Hispanic) students out of school suspended for academic violations at school
SUSPENSION	ETHNICITY	6	CONDUCT	Aggregated # of Multi-Racial (not Hispanic) students out of school suspended for violation of student code of conduct at school
SUSPENSION	ETHNICITY	6	ACADEMIC	Aggregated # of Multi-Racial (not Hispanic) students out of school suspended for academic violations at school
SUSPENSION	ETHNICITY	9	CONDUCT	Aggregated # of Asian (not Hispanic) students out of school suspended for violation of student code of conduct at school
SUSPENSION	ETHNICITY	9	ACADEMIC	Aggregated # of Asian (not Hispanic) students out of school suspended for academic violations at school
SUSPENSION	ETHNICITY	10	CONDUCT	Aggregated # of Native Hawaiian or other Pacific Islander (not Hispanic) students suspended for violation of student code of conduct at school
SUSPENSION	ETHNICITY	10	ACADEMIC	Aggregated # of Native Hawaiian or other Pacific Islander (not Hispanic) students suspended for academic violations at school
SUSPENSION	GENDER	M	CONDUCT	Aggregated # of male students out of school suspended for violation of student code of conduct at school
SUSPENSION	GENDER	M	ACADEMIC	Aggregated # of male students out of school suspended for academic violations at school
SUSPENSION	GENDER	F	CONDUCT	Aggregated # of female students out of school suspended for violation of student code of conduct at school
SUSPENSION	GENDER	F	ACADEMIC	Aggregated # of female students out of school suspended for academic violations at school

## Appendix AB – Categories to Use in the District Fact Template for Safe Schools

The table below details the values to use in the CATEGORY 1 and CATEGORY 2 fields as well as the COUNT field when reporting zero directly employed or contracted security staff. Alternately, if an LEA contracts with a security company that rotates staff, the values to use in the CATEGORY1, CATEGORY 2, and COUNT fields for the various aggregate security staff counts are listed.

**NOTE:** The data reported in Category 1 and Category 2 must be reported in all UPPER CASE letters to pass validation. **If you are reporting Category 2 = ZERO, you should have a single District fact record where Count = 0. You should not have records where both Category 2 = ZERO and Category 2 = TOTAL. If you are reporting Category 2 = TOTAL then Count must be > 0.**

Category 1	Category 2	Description of what to include in COUNT field
SECURITY	ZERO	Include 0 to indicate that the entire LEA does not have any directly employed or contracted security staff
SECURITY	TOTAL	Aggregate number of <b>contracted</b> security staff who provided services to the LEA during the school year
SECURITY	WEAPON	Total aggregate number of contracted security staff who provided services to the LEA during the school year and were authorized to carry a weapon
SECURITY	CPR	Aggregate number of contracted security staff who provided services to the LEA during the school year and were trained on CPR
SECURITY	FIRSTAID	Aggregate number of contracted security staff who provided services to the LEA during the school year and were trained in first aid
SECURITY	FIREARMS	Aggregate number of contracted security staff who provided services to the LEA during the school year and were firearms qualified
SECURITY	MPOETC	Aggregate number of contracted security staff who provided services to the LEA during the school year and received Municipal Police Officer's Education and Training Commission (MPOETC) training within the school year
SECURITY	NASRO	Aggregate number of contracted security staff who provided services to the LEA during the school year and received National Association of School Resource Officer's (NASRO) training within the school year
SECURITY	LOCAL	Aggregate number of contracted security staff who provided services to the LEA during the school year and received local training within the school year
SECURITY	SCOPE	The scope of security services provided by the contract security company during the school year.  Valid values: 1 – All schools in LEA 2 – High school(s) only 3 – Middle school(s) only 4 – High school(s) and middle school(s) 5 – Elementary school(s) only 6 – Other

## Appendix AE – Categories to Use in the District Fact Template for Title I

### NOTES:

- Appendix AE is for use with Field 3 (CATEGORY 1), Field 4 (CATEGORY 2), Field 5 (CATEGORY 3), Field 6 (MEASURE TYPE), and Field 11 (CATEGORY 4) in the District Fact Template,
- The data reported in all categories (1 – 4) must be reported in all UPPER CASE letters to pass validation.

## Categories to Use in the District Fact Template for Title I

Category 1	Category 2	Category 3	Category 4	Measure Type	For each data field, provide the requested data per the description below.
NONPUB	SERVED	TOTAL	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of nonpublic students participating in Title I, Part A programs of the LEA.
TAS (Targeted Assistance Schools)	ETHNICITY	1	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of public school students served by a Title I TAS at any time during the regular school year (pre-kindergarten through grade 12) in the following race/ethnic category: <ul style="list-style-type: none"> <li>American Indian/Alaskan Native (not Hispanic)</li> </ul>
TAS	ETHNICITY	9	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of public school students served by a Title I TAS at any time during the regular school year (pre-kindergarten through grade 12) in the following race/ethnic category: <ul style="list-style-type: none"> <li>Asian (not Hispanic)</li> </ul>
TAS	ETHNICITY	3	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of public school students served by a Title I TAS at any time during the regular school year (pre-kindergarten through grade 12) in the following race/ethnic category: <ul style="list-style-type: none"> <li>Black or African American (not Hispanic)</li> </ul>
TAS	ETHNICITY	4	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of public school students served by a Title I TAS at any time during the regular school year (pre-kindergarten through grade 12) in the following race/ethnic category: <ul style="list-style-type: none"> <li>Hispanic (any race)</li> </ul>
TAS	ETHNICITY	10	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of public school students served by a Title I TAS at any time during the regular school year (pre-kindergarten through grade 12) in the following race/ethnic category: <ul style="list-style-type: none"> <li>Native Hawaiian or other Pacific Islander (not Hispanic)</li> </ul>
TAS	ETHNICITY	5	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of public school students served by a Title I TAS at any time during the regular school year (pre-kindergarten through grade 12) in the following race/ethnic category: <ul style="list-style-type: none"> <li>White (not Hispanic)</li> </ul>
TAS	ETHNICITY	6	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of public school students served by a Title I TAS at any time during the regular school year (pre-kindergarten through grade 12) in the following race/ethnic category: <ul style="list-style-type: none"> <li>Multi-Racial (not Hispanic)</li> </ul>



Category 1	Category 2	Category 3	Category 4	Measure Type	For each data field, provide the requested data per the description below.
SWP (Schoolwide Program)	ETHNICITY	1	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of public school students served by a Title I SWP at any time during the regular school year (pre-kindergarten through grade 12) in the following race/ethnic category: <ul style="list-style-type: none"> <li>American Indian/Alaskan Native (not Hispanic)</li> </ul>
SWP	ETHNICITY	9	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of public school students served by a Title I SWP at any time during the regular school year (pre-kindergarten through grade 12) in the following race/ethnic category: <ul style="list-style-type: none"> <li>Asian (not Hispanic)</li> </ul>
SWP	ETHNICITY	3	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of public school students served by a Title I SWP at any time during the regular school year (pre-kindergarten through grade 12) in the following race/ethnic category: <ul style="list-style-type: none"> <li>Black or African American (not Hispanic)</li> </ul>
SWP	ETHNICITY	4	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of public school students served by a Title I SWP at any time during the regular school year (pre-kindergarten through grade 12) in the following race/ethnic category: <ul style="list-style-type: none"> <li>Hispanic (any race)</li> </ul>
SWP	ETHNICITY	10	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of public school students served by a Title I SWP at any time during the regular school year (pre-kindergarten through grade 12) in the following race/ethnic category: <ul style="list-style-type: none"> <li>Native Hawaiian or other Pacific Islander (not Hispanic)</li> </ul>
SWP	ETHNICITY	5	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of public school students served by a Title I SWP at any time during the regular school year (pre-kindergarten through grade 12) in the following race/ethnic category: <ul style="list-style-type: none"> <li>White (not Hispanic)</li> </ul>
SWP	ETHNICITY	6	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of public school students served by a Title I SWP at any time during the regular school year (pre-kindergarten through grade 12) in the following race/ethnic category: <ul style="list-style-type: none"> <li>Multi-Racial (not Hispanic)</li> </ul>
PUBTAS	GRADE	A02	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I TAS programs for the following grade level: <ul style="list-style-type: none"> <li>Age 0-2</li> </ul>
PUBSWP	GRADE	A02	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I SWP programs for the following grade level: <ul style="list-style-type: none"> <li>Age 0-2</li> </ul>

Category 1	Category 2	Category 3	Category 4	Measure Type	For each data field, provide the requested data per the description below.
NONPUB	GRADE	A02	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I Nonpublic programs for the following grade level: <ul style="list-style-type: none"> <li>Age 0-2</li> </ul>
PUBTAS	GRADE	A35	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I TAS programs for the following grade level: <ul style="list-style-type: none"> <li>Age 3-5</li> </ul>
PUBSWP	GRADE	A35	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I SWP programs for the following grade level: <ul style="list-style-type: none"> <li>Age 3-5</li> </ul>
NONPUB	GRADE	A35	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I Nonpublic programs for the following grade level: <ul style="list-style-type: none"> <li>Age 3-5</li> </ul>
PUBTAS	GRADE	KDG	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I TAS programs for the following grade level: <ul style="list-style-type: none"> <li>KDG</li> </ul>
PUBSWP	GRADE	KDG	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I SWP programs for the following grade level: <ul style="list-style-type: none"> <li>KDG</li> </ul>
NONPUB	GRADE	KDG	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I Nonpublic programs for the following grade level: <ul style="list-style-type: none"> <li>KDG</li> </ul>
PUBTAS	GRADE	001	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I TAS programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 1</li> </ul>
PUBSWP	GRADE	001	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I SWP programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 1</li> </ul>
NONPUB	GRADE	001	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I Nonpublic programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 1</li> </ul>
PUBTAS	GRADE	002	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I TAS programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 2</li> </ul>
PUBSWP	GRADE	002	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I SWP programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 2</li> </ul>
NONPUB	GRADE	002	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I Nonpublic programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 2</li> </ul>

Category 1	Category 2	Category 3	Category 4	Measure Type	For each data field, provide the requested data per the description below.
PUBTAS	GRADE	003	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I TAS programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 3</li> </ul>
PUBSWP	GRADE	003	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I SWP programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 3</li> </ul>
NONPUB	GRADE	003	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I Nonpublic programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 3</li> </ul>
PUBTAS	GRADE	004	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I TAS programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 4</li> </ul>
PUBSWP	GRADE	004	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I SWP programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 4</li> </ul>
NONPUB	GRADE	004	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I Nonpublic programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 4</li> </ul>
PUBTAS	GRADE	005	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I TAS programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 5</li> </ul>
PUBSWP	GRADE	005	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I SWP programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 5</li> </ul>
NONPUB	GRADE	005	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I Nonpublic programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 5</li> </ul>
PUBTAS	GRADE	006	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I TAS programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 6</li> </ul>
PUBSWP	GRADE	006	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I SWP programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 6</li> </ul>
NONPUB	GRADE	006	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I Nonpublic programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 6</li> </ul>
PUBTAS	GRADE	007	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I TAS programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 7</li> </ul>

Category 1	Category 2	Category 3	Category 4	Measure Type	For each data field, provide the requested data per the description below.
PUBSWP	GRADE	007	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I SWP programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 7</li> </ul>
NONPUB	GRADE	007	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I Nonpublic programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 7</li> </ul>
PUBTAS	GRADE	008	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I TAS programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 8</li> </ul>
PUBSWP	GRADE	008	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I SWP programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 8</li> </ul>
NONPUB	GRADE	008	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I Nonpublic programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 8</li> </ul>
PUBTAS	GRADE	009	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I TAS programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 9</li> </ul>
PUBSWP	GRADE	009	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I SWP programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 9</li> </ul>
NONPUB	GRADE	009	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I Nonpublic programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 9</li> </ul>
PUBTAS	GRADE	010	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I TAS programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 10</li> </ul>
PUBSWP	GRADE	010	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I SWP programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 10</li> </ul>
NONPUB	GRADE	010	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I Nonpublic programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 10</li> </ul>
PUBTAS	GRADE	011	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I TAS programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 11</li> </ul>
PUBSWP	GRADE	011	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I SWP programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 11</li> </ul>

Category 1	Category 2	Category 3	Category 4	Measure Type	For each data field, provide the requested data per the description below.
NONPUB	GRADE	011	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I Nonpublic programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 11</li> </ul>
PUBTAS	GRADE	012	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I TAS programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 12</li> </ul>
PUBSWP	GRADE	012	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I SWP programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 12</li> </ul>
NONPUB	GRADE	012	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I Nonpublic programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 12</li> </ul>
TAS	SPECIAL	WDISABL	TITLE1STUD	COUNT	Provide the number of public school students with disabilities (IDEA) served by Title I TAS programs at any time during the regular school year. Count each student in as many of the special services categories in this section that are applicable to the student. Include Pre-K through grade 12.
TAS	SPECIAL	HMLST1	TITLE1STUD	COUNT	Provide the number of public school students who are homeless served by Title I TAS programs at any time during the regular school year. Count each student in as many of the special services categories in this section that are applicable to the student. Include pre-kindergarten through grade 12.
TAS	SPECIAL	EL	TITLE1STUD	COUNT	Provide the number of public school EL students served by Title I TAS programs at any time during the regular school year. Count each student in as many of the special services categories in this section that are applicable to the student. Include pre-kindergarten through grade 12.
TAS	SPECIAL	MIGRNT	TITLE1STUD	COUNT	Provide the number of public school migratory students served by Title I TAS programs at any time during the regular school year. Count each student in as many of the special services categories in this section that are applicable to the student. Include pre-kindergarten through grade 12.
SWP	SPECIAL	WDISABL	TITLE1STUD	COUNT	Provide the number of public school students with disabilities (IDEA) served by Title I SWP programs at any time during the regular school year. Count each student in as many of the special services categories in this section that are applicable to the student. Include pre-kindergarten through grade 12.

Category 1	Category 2	Category 3	Category 4	Measure Type	For each data field, provide the requested data per the description below.
SWP	SPECIAL	HMLST1	TITLE1STUD	COUNT	Provide the number of public school students who are homeless served by Title I SWP programs at any time during the regular school year. Count each student in as many of the special services categories in this section that are applicable to the student. Include pre-kindergarten through grade 12.
SWP	SPECIAL	EL	TITLE1STUD	COUNT	Provide the number of public school EL students served by Title I SWP programs at any time during the regular school year. Count each student in as many of the special services categories in this section that are applicable to the student. Include pre-kindergarten through grade 12.
SWP	SPECIAL	MIGRNT	TITLE1STUD	COUNT	Provide the number of public school migratory students served by Title I SWP programs at any time during the regular school year. Count each student in as many of the special services categories in this section that are applicable to the student. Include pre-kindergarten through grade 12.

## Appendix AF – Categories to Use in the District Fact Template for ELs Title III Nonpublic Student Counts and LIEP Survey

### NOTES:

- Appendix AF is for use with Field 4 (CATEGORY 2), Field 5 (CATEGORY 3), and Field 6 (MEASURE TYPE) in the District Fact Template.
- The data reported in all Category 1 and Category 2 must be reported in all UPPER CASE letters to pass validation.

### To be Used with PIMS Collection 1, Data Set C1 Ttl 3 NpubSt 19-20.

Category 1	Category 2	Category 3	Measure Type	Description of what to include in Count/Amount Field
EL	NONPUBLICEL	NONPUB	COUNT	Total number of nonpublic English Learners (ELs) students served by Title III
EL	NONPUBLICICY	NONPUB	COUNT	Total number of nonpublic Immigrant Children and Youth served by Title III
EL	NONPUBLICSCHOOLS	NONPUB	COUNT	Total number of nonpublic schools served by Title III

**To be Used with PIMS Collection 4, Data Set C4 LIEP Survey 2019-20.**

Category 1	Category 2	Category 3	Measure Type	Provide a Yes or No in Indicator field 10 in response to each of the questions below:
LIEP_SURVEY	POLICY	4.26	INDICATOR	Does the LEA have a board approved policy that ensures the LEA's commitment to address the needs of ELs (i.e., core curriculum, equal access, adequate resources/funds, adequate staffing/instructional time, program evaluations, and participation in large scale assessments)?
LIEP_SURVEY	COMPREHENSIVE	4.26	INDICATOR	Does the LEA's local comprehensive plan address the needs of English Learners in the core foundations of the plan (standards, curriculum, instruction, assessment, safe and supportive schools, materials and resources, professional education, and special education)? Practices for English Learners should be embedded throughout the plan.
LIEP_SURVEY	PROGRAM	4.26	INDICATOR	Does the LEA have a written description of the K-12 English Language Instruction Educational Program (LIEP), including a detailed description of the instructional model(s) employed?
LIEP_SURVEY	TEACHER	4.26	INDICATOR	Has the LEA made the description of the K-12 LIEP available to every teacher?
LIEP_SURVEY	PARENTS	4.26	INDICATOR	Has the LEA made the description of the K-12 LIEP available to parents of ELs?
LIEP_SURVEY	HLS	4.26	INDICATOR	Does the LEA administer a Home Language Survey (HLS) to every student upon entrance to identify students who have a Primary home language other than English (PHLOTEs)?
LIEP_SURVEY	LUS	4.26	INDICATOR	Does the LEA administer the Language Use Survey as a parent interview?
LIEP_SURVEY	FOLDER	4.26	INDICATOR	Does the LEA maintain a Home Language Survey in the permanent record folder for all students enrolled in the district through graduation?
LIEP_SURVEY	30	4.26	INDICATOR	For students identified as PHLOTEs, does the LEA administer English language proficiency tests and begin ELD instruction within 30 days of enrollment at the beginning of the school year?
LIEP_SURVEY	14	4.26	INDICATOR	For any child entering school, after the first 30 days of the school year, does the LEA administer the English language proficiency tests and begin instruction within 14 days of enrollment?
LIEP_SURVEY	PHLOTEs	4.26	INDICATOR	Does the LEA maintain an updated list of PHLOTEs?

Category 1	Category 2	Category 3	Measure Type	Provide a Yes or No in Indicator field 10 in response to each of the questions below:
LIEP_SURVEY	LEVELS	4.26	INDICATOR	Does the LEA maintain in each ELs' permanent record their current English language proficiency level?
LIEP_SURVEY	LSRW	4.26	INDICATOR	For the purpose of initial placement, ongoing assessment and reclassification, are ELs assessed for the development of listening, speaking, reading, and writing?
LIEP_SURVEY	ASSESSMENT	4.26	INDICATOR	Does the LEA administer a state English language proficiency assessment annually to all ELs?
LIEP_SURVEY	EXIT	4.26	INDICATOR	Has the LEA incorporated the State Required Exit Criteria into its LIEP plan?
LIEP_SURVEY	MONITOR2YRS	4.26	INDICATOR	Does the LEA monitor the progress of students exited from an LIEP for a period of two years as per the ESSA regulations?
LIEP_SURVEY	MONITOR4YRS	4.26	INDICATOR	Does the LEA report former ELs as such to the state for each of the first four years after reclassification?
LIEP_SURVEY	EEOA	4.26	INDICATOR	Are ELs in the LIEP guaranteed access to the full school curriculum (both required and elective courses) including career education and technology (e.g., guidance materials, registration handbook, career technology, criteria for selection, student schedules, club lists, handbooks)?
LIEP_SURVEY	TRANSLATION	4.26	INDICATOR	Does the LEA provide information about assessment, academic achievement and related issues to parents in their preferred language and mode of communication?
LIEP_SURVEY	BUDGET	4.26	INDICATOR	Does the LEA have a line item in the general budget for ESL instructional resources and staffing?
LIEP_SURVEY	INTERPRETERS	4.26	INDICATOR	Does the LEA have a procedure for accessing interpreters (oral) and translators (written) who can be called upon when needed?
LIEP_SURVEY	DAILY	4.26	INDICATOR	Does the LEA provide a planned instruction for English language acquisition commensurate with proficiency level and delivered via ELDS aligned to the reading, writing, listening, and speaking standards?
LIEP_SURVEY	EVALUATION	4.26	INDICATOR	Does the LEA periodically evaluate its LIEP to ensure its efficiency?
LIEP_SURVEY	INSTRUCTION	4.26	INDICATOR	Does the LEA provide ELs with meaningful, comprehensible access to instruction in all content areas?
LIEP_SURVEY	BACKGROUND	4.26	INDICATOR	Does the LEA have a system in place to inform teachers of all ELs' proficiency levels, domain strengths and challenges, and background information such as first language?



Category 1	Category 2	Category 3	Measure Type	Provide a Yes or No in Indicator field 10 in response to each of the questions below:
LIEP_SURVEY	PROGREFUSAL	4.26	INDICATOR	Does the LEA have a procedure to inform parents of ELs about their right to refuse ESL Programs and services that segregate their child for language assistance?
LIEP_SURVEY	PLACEMENTREFUSAL	4.26	INDICATOR	Does the LEA have a policy and procedure to inform parents of their right to refuse the placement of their child as they continue in the LIEP annually?
LIEP_SURVEY	GRADING	4.26	INDICATOR	Does the LEA have a uniformed grading policy outlining the system in which ELs are graded in content and other classes?
LIEP_SURVEY	RETENTION	4.26	INDICATOR	Does the LEA have a written policy stating ELs cannot be retained in a grade based solely on their lack of English proficiency?

**To be Used with PIMS Collection 4, Data Set C4 LIEP Survey 2019-20.**

Category 1	Category 2	Category 3	Measure Type
		<i>Provide the two-digit valid value(s) listed below for the assessment(s) your LEA administers to ELs upon entry, ongoing, and at the time of exiting an LIEP. More than one assessment listed below may be chosen for entry, ongoing, and exit.</i>	<i>Provide NA in Indicator Field 10 where Category 2 is entry, ongoing, and exit.</i>
LIEP_SURVEY	ENTRY	<b>Valid values:</b> 28 – Peabody Picture Vocabulary Test – Revised (PPVT – III) 29 – Pre-IPT English 30 – Pre-IPT Spanish 31 – Pre-LAS English 32 – Pre-LAS Spanish 41 – WIDA MODEL 44 – Other (Please email the assessment name to PDE to the following email account: <a href="mailto:ra-liep@pa.gov">ra-liep@pa.gov</a> ) 59 – WIDA Screener (Grades 1 – 12) 64 – K-WAPT (Kindergarten)	INDICATOR
LIEP_SURVEY <i>(continued next page)</i>	ONGOING	01 – ACCESS for ELLs (WIDA) 02 – Acuity 03 – Alternate ACCESS for ELLs (WIDA) 04 – Bahia Oral Language Proficiency Test (BOLT) 05 – Basic English Skills Test (BEST) 06 – Bilingual Syntax Measure II – (English, Spanish) 07 – Bilingual Two Language Battery of Tests 08 – Combined English Language Skills Assessment (CELSA) 09 – Comprehensive English Language Test (CELT) 10 – Criterion Referenced English Syntax Test (CREST) 11 – Developmental Reading Assessment (DRA) 12 – Dynamic Indicator of Early Literacy Skills (DIBELS) 13 – English Language Skills Assessment (ELSA)	INDICATOR

Category 1	Category 2	Category 3	Measure Type
		14 – Group Mathematics Assessment and Diagnostic Evaluation (GMADE) 15 – High Print Diagnostic Inventory 16 – IDEA Early Literacy – English Reading & Writing (IPT Early Literacy English R/W) 17 – IDEA Reading & Writing I, II, & III (IPT R/W I, II, & III) 18 – IDEA-Oral Language Proficiency Test (IPT I English & Spanish) 19 – IDEA-Oral Language Proficiency Test II (IPT II English & Spanish) 20 – Keystones 21 – Language Assessment Battery (LAB) 22 – Language Assessment Scales – Oral (LAS-O English & Spanish) 23 – Language Assessment Scales – Reading and Writing (LAS-R/W English & Spanish) 24 – Language Assessment Scales Links – (LAS Links) 25 – Language Proficiency Test (LPT) 26 – Maculaitis Assessment Program (MAC II) 27 – PASA 33 – PSSA 34 – Reading and Writing (IPT II English & Spanish) 35 – Secondary Level English Proficiency Test (SLEP) 36 – Stanford Diagnostic Reading Test 37 – Stanford English Language Proficiency (SELP) 38 – Student Oral Language Observation Matrix (SOLOM) 39 – Test of English Proficiency Level (TEPL) 42 – Woodcock Language Proficiency Battery 43 – Woodcock-Munoz Language Survey – (English, Spanish) 44 – Other (Please email the assessment name to PDE to the following email account: <a href="mailto:ra-liep@pa.gov">ra-liep@pa.gov</a> ) 45 – Measure of Academic Progress (MAP) 46 – aimsweb 47 – Lead21 48 – Study Island 49 – Informal Reading Inventory 50 – Qualitative Reading Inventory 51 – The Fountas & Pinnell Benchmark Assessment System 52 – STAR Assessments 53 – i-Ready Diagnostic & Instruction 54 – Group Reading Assessment and Diagnostic Evaluation (GRADE) 55 – Burns/Roe Informal Reading Inventory 56 – English Language Gains Test 57 – Scholastic Reading Inventory Assessment (SRI) 58 – Scholastic Phonics Inventory Assessment (SPI) 60 – Classroom Diagnostic Tools (CDTs) 61 – Imagine Learning 62 – ESL Reading Smart 63 – NWEA MAP Assessment	

Category 1	Category 2	Category 3	Measure Type
LIEP_SURVEY	EXIT	01 – ACCESS for ELLs (WIDA) 03 – Alternate ACCESS for ELLs (WIDA)	INDICATOR

**To be Used with PIMS Collection 4, Data Set C4 LIEP Survey 19-20.**

Category 1	Category 2	Category 3	Measure Type
		<i>If your LEA implements a Bilingual LIEP as indicated under category 2 (EL Bilingual, Mixed Bilingual, Transitional, Mixed Classes NLS), provide the Language Code from Appendix J, PIMS User Manual Volume 2, for the language(s) of instruction, other than English. If your LEA does not implement a Bilingual LIEP, provide 0000.</i>	<i>Provide NA in Indicator Field 10 where category 2 is ELBILINGUAL, MIXEDBILINGUAL, TRANSITIONAL, or MIXEDCLASSESNLS</i>
LIEP_SURVEY	ELBILINGUAL	Valid Values: <ul style="list-style-type: none"> <li>Select the NCES Language Code(s) provided in Appendix J of the PIMS User Manual, Volume 2.</li> <li>0000 – If the LEA does not implement an <i>EL Bilingual, Mixed Bilingual, Transitional, Mixed Classes NLS</i> LIEP.</li> </ul>	INDICATOR
LIEP_SURVEY	MIXEDBILINGUAL	Valid Values: <ul style="list-style-type: none"> <li>Select the NCES Language Code(s) provided in Appendix J of the PIMS User Manual, Volume 2.</li> <li>0000 – If the LEA does not implement an <i>EL Bilingual, Mixed Bilingual, Transitional, Mixed Classes NLS</i> LIEP.</li> </ul>	INDICATOR
LIEP_SURVEY	TRANSITIONAL	Valid Values: <ul style="list-style-type: none"> <li>Select the NCES Language Code(s) provided in Appendix J of the PIMS User Manual, Volume 2.</li> <li>0000 – If the LEA does not implement an <i>EL Bilingual, Mixed Bilingual, Transitional, Mixed Classes NLS</i> LIEP.</li> </ul>	INDICATOR
LIEP_SURVEY	MIXEDCLASSESNLS	Valid Values: <ul style="list-style-type: none"> <li>Select the NCES Language Code(s) provided in Appendix J of the PIMS User Manual, Volume 2.</li> <li>0000 – If the LEA does not implement an <i>EL Bilingual, Mixed Bilingual, Transitional, Mixed Classes NLS</i> LIEP.</li> </ul>	INDICATOR

## To be Used with PIMS Collection 4, Data Set C4 LIEP Survey 19-20.

Category 1	Category 2	Category 3	Measure Type	Description of what to include in Count/Amount Field
LIEP_SURVEY	FC	TEACHER	COUNT	Total number of all certified/licensed teachers currently working in a LIEP.
LIEP_SURVEY	NFC	TEACHER	COUNT	Total number of all teachers not fully certified currently working in a LIEP.
LIEP_SURVEY	5YEARS	TEACHER	COUNT	Estimated total number of additional certified/licensed teachers that will be needed for your LIEP for the next five years.
LIEP_SURVEY	ESLBUDGET	BUDGET	AMOUNT	Provide the dollar amount allocated to the LEA's general budget for your LIEP.

## Appendix AH – Job Description Codes

**NOTE:** Appendix AH is for use with Field 8 (JOB DESCRIPTION) in the Staff and Staff Snapshot Templates.

Job Description Code	Role	Definition	Example
SWS	School and Student Access	Access to PVAAS school level reporting and PVAAS student level data (includes value-added, diagnostic and student projection reports)	This often includes school level administrators, lead teachers, classroom teachers and other professional staff who need access to school level data AND student level data such as, but not limited to: Asst Principal, Dean of Students, Guidance Counselor, regular and special education teachers responsible for instruction in state tested grades/subjects/courses, and teachers responsible for interventions/academic supports for students.
SNS	School and No Student Access	Access to PVAAS school level reporting, NO access to PVAAS student level data (includes value-added and diagnostic reports)	This often includes classroom teachers and other professional staff who need access to school level data, but do NOT need access to student level data such as, but not limited to teachers responsible for instruction in NON-state tested grades/subjects/courses.
NPA	No PVAAS Access/No Change to PVAAS Access	NO access provided to PVAAS reporting system or no change to current level of access.	This staff member does NOT need access to PVAAS reporting.

## Appendix AI – Categories to Use in the District Fact Template for Title III Professional Development Activities Survey

**NOTE:** The data reported in all Category 1 and Category 2 must be reported in all UPPER-CASE letters to pass validation.

Title III Professional Development Activities Survey – Complete template if LEA was a 2018-2019 Title III recipient as a single subgrantee or consortium member. Data reported in Category 3 is for the 2018-2019 school year and is collected during PIMS Collection. If you are a Title III consortium member, contact the consortium lead for accurate data. It is the responsibility of the member district to report their individual professional development activities and counts. Refer to PIMS Manual Volume 1 for more information.

**To be Used with PIMS Collection I, Data Set C1 Title III Prof Dev Act 2018-19**

Category 1	Category 2	Category 3	Measure Type	Where Category 3 is PROFDEV, professional development activities are only to be reported by Title III subgrantees. Where measure type is indicator, Title III subgrantees must provide a Yes or No in response to each activity listed below. Where measure type is count, Title III subgrantees must provide the number of participants attending the professional development provided.
EL	ACT01	PROFDEV	INDICATOR	Activity 01 – Instructional strategies for EL students
EL	ACT02	PROFDEV	INDICATOR	Activity 02 – Understanding and implementation of assessment of EL students
EL	ACT03	PROFDEV	INDICATOR	Activity 03 – Understanding and implementation of ELD standards and academic content standards for EL students
EL	ACT04	PROFDEV	INDICATOR	Activity 04 – Alignment of the curriculum in LIEP to ELD standards
EL	ACT05	PROFDEV	INDICATOR	Activity 05 – Subject matter knowledge for teachers
EL	ACT06	PROFDEV	INDICATOR	Activity 06 – Other (Please email the professional development activity to PDE to the following email account: <a href="mailto:ra-liep@pa.gov">ra-liep@pa.gov</a> ) (Please enter explanation of Professional Development Activities in Field 21 COMMENT)
EL	CONTENTTEACH	PROFDEV	COUNT	Professional development provided to content classroom teachers
EL	ELTEACH	PROFDEV	COUNT	Professional development provided to EL classroom teachers
EL	PRINCIPALS	PROFDEV	COUNT	Professional development provided to principals
EL	ADMINISTRATORS	PROFDEV	COUNT	Professional development provided to administrators other than principals
EL	OTHERS	PROFDEV	COUNT	Professional development provided to other school personnel/non-administrative
EL	COMMUNITY	PROFDEV	COUNT	Professional development provided to community-based organization

## Appendix AJ – Categories to Use in the Student Fact Template for Special Education Act 16 Funds

**NOTE:** Appendix AJ is for use with Field 7 (ACT 16 FUND CATEGORY) in the Student Fact Template – Special Education for the Act 16 Report.

Code	Description	Category
1	\$1.00 - \$25,884.67	Category 1 special education funding formula
2	\$25,884.68 - \$51,769.36	Category 2 special education funding formula
3	\$51,769.37 - \$77,654.04	Category 3A special education funding formula
4	\$77,654.05 and over	Category 3B special education funding formula

## Appendix AK – Test Descriptions and Subtest Identifiers

**NOTE:** Appendix AK is for us with Field 7 (TEST DESCRIPTION) and Field 9 (SUBTEST IDENTIFIER) in the Staff Student Subtest Template.

Test Description Code	Test Description Definition	Subtest Identifier	Subtest Identifier Definition
KALG1	KEYSTONE - Algebra I	KALG1SPR	Keystone Algebra I Spring
KALG1	KEYSTONE - Algebra I	KALG1SUM	Keystone Algebra I Summer
KALG1	KEYSTONE - Algebra I	KALG1WIN	Keystone Algebra I Winter
KBIO	KEYSTONE - Biology	KBIOSPR	Keystone Biology Spring
KBIO	KEYSTONE - Biology	KBIOSUM	Keystone Biology Summer
KBIO	KEYSTONE - Biology	KBIOWIN	Keystone Biology Winter
KLIT	KEYSTONE - Literature	KLITSPR	Keystone Literature Spring
KLIT	KEYSTONE - Literature	KLITSUM	Keystone Literature Summer
KLIT	KEYSTONE - Literature	KLITWIN	Keystone Literature Winter
PSSAELA	PSSA English Language Arts	PSSAELA3	PSSA English/Language Arts Grade 3
PSSAELA	PSSA English Language Arts	PSSAELA4	PSSA English/Language Arts Grade 4
PSSAELA	PSSA English Language Arts	PSSAELA5	PSSA English/Language Arts Grade 5
PSSAELA	PSSA English Language Arts	PSSAELA6	PSSA English/Language Arts Grade 6
PSSAELA	PSSA English Language Arts	PSSAELA7	PSSA English/Language Arts Grade 7
PSSAELA	PSSA English Language Arts	PSSAELA8	PSSA English/Language Arts Grade 8
PSSAM	PSSA Mathematics	PSSAM3	PSSA Math Grade 3
PSSAM	PSSA Mathematics	PSSAM4	PSSA Math Grade 4
PSSAM	PSSA Mathematics	PSSAM5	PSSA Math Grade 5
PSSAM	PSSA Mathematics	PSSAM6	PSSA Math Grade 6
PSSAM	PSSA Mathematics	PSSAM7	PSSA Math Grade 7
PSSAM	PSSA Mathematics	PSSAM8	PSSA Math Grade 8

Test Description Code	Test Description Definition	Subtest Identifier	Subtest Identifier Definition
PSSASCI	PSSA Science	PSSASCI4	PSSA Science Grade 4
PSSASCI	PSSA Science	PSSASCI8	PSSA Science Grade 8

## Appendix AL – Grad Status Codes

**NOTE:** Appendix AL is for use with Field 65 (**GRAD STATUS**) in the Student Template.

The codes listed below are only to be used for the Student template. The Student Snapshot Template reports students who are in school on October 1 of the 2019-20 school year. These codes report the exit reason for a student and should not be recorded for a student who is still enrolled. Every student who exits an LEA for any reason should have the appropriate code from the table below recorded for Field 65 (**Grad Status**).

Local education agency (LEA) includes the following organization types: school district, charter and cyber charter school, career and technology center, state juvenile corrections institutions, intermediate unit, approved private school, and private residential rehabilitative institution.

### Student Grad Status Codes and Corresponding Withdrawal Codes

Code	Description	Matching Enrollment Template > Withdrawal Code	Matching Special Ed Snapshot > Template Exit Code
A	Dropped out: academic problems	WD01	03 – Reached maximum age 04 – Dropped out
B	Dropped out: behavior problems	WD01	03 – Reached maximum age 04 – Dropped out
C	Dropped out: child, married, or pregnant	WD01	03 – Reached maximum age 04 – Dropped out
D	Dropped out: disliked school	WD01	03 – Reached maximum age 04 – Dropped out
G	Graduated with regular diploma or GED	WD04	01 – Graduated with HS diploma 02 – Received GED 04 – Dropped out
H	Dropped out: enrolled but did not show	WD09	03 – Reached maximum age 04 – Dropped out
I	Retired PAsecureID (PDE use only)	N/A	N/A
J	Incorrectly reported but cannot be deleted (Internal Snapshots only)	N/A	N/A
L	Left PA public school system but didn't drop out (e.g., transferred out of PA, transferred to private school, died, etc.)	WD03 or WD06	06 – Moved out of PA, known to be continuing 09 – Died
O	Dropped out: other reason	WD01	03 – Reached maximum age 04 – Dropped out
R	Dropped out: runaway or expelled	WD01	03 – Reached maximum age 04 – Dropped out
S (cont'd next page)	ONLY for students graduating between July 1 and September 30 (inclusive) whose graduation is reported in the prior school year, and who must be reported in the current year Student template because of other reporting requirements. Examples include Special Ed	N/A	01 – Graduated with HS diploma N/A

Code	Description	Matching Enrollment Template > Withdrawal Code	Matching Special Ed Snapshot > Template Exit Code
	students graduating after July 1 whose exit must be reported in the school year that began on July 1; and students who complete graduation requirements after classes begin in the school year that began on July 1 and whose membership must be reported in the new school year that began on July 1.		
T	Transferred to another LEA in PA	WD02	99 – Moved within PA, known to be continuing
W	Dropped out: wanted to work	WD01	03 – Reached maximum age 04 – Dropped out
X	Transferred to another school in same LEA	WD12	05 – Transferred to Regular Education OR N/A

## Appendix AM – Industry-Recognized Credentials and Work-Based Learning Experiences for Non-CTE Students

**NOTE:** Appendix AM is for use with Field 4 (AWARD CODE) in the Student Award Fact Template for Industry-Recognized Credentials and Work-Based Learning Experiences for Non-CTE Students.

Group Code	Industry-Recognized Credentials and Work-Based Learning Experience Groups for Non-CTE Students
0100	Agriculture, Food & Natural Resources
0200	Architecture & Construction
0300	Arts, A/V Technology & Communications
0400	Business, Management & Administration
0500	Health Science
0600	Hospitality & Tourism
0700	Human Services
0800	Information Technology
0900	Law, Public Safety and Security
1000	Manufacturing
1100	Marketing, Sales & Service
1200	Science, Technology, Engineering & Mathematics
1300	Distribution & Logistics
1400	Education and Training
1500	Government and Public Administration
1600	Finance

**NOTE:** CPR credentials are not eligible to be reported as Industry-Recognized Credentials in the Student Award Fact Template.



## Appendix AN – Disciplinary Action Codes

**NOTE:** Appendix AN is for use with Field 4 (DISCIPLINARY ACTION CODE) in the Incident Offender Disciplinary Action Template.

Disciplinary Action Code	Sanction
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
S9	Special Education student removed to an interim alternative educational setting by due process hearing officer
S10	Other

Disciplinary Action Code	Remedial Program
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

## Appendix AO – Termination Codes

**NOTE:** Appendix AO is for use with Field 54 (TERMINATION CODE) in the Staff Template.

Termination Code	Termination Reason
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)

## Appendix AP – Activity Codes

**NOTE:** Appendix AP is for use with Field 8 (ACTIVITY CODE) in the Staff Development Template.

Activity Code	Type of Training
INITIAL	Date initial training/certification as a police officer was completed, or, if applicable, date of most recent recertification (not required for security officers)
WEAP	Firearms qualifications (not required for security officers)
CPR	CPR qualification (not required for security officers)
FIRST AID	First aid qualification (not required for security officers)
MPOETC	Municipal Police Officers Education and Training Commission
NASRO	National Association of School Resource Officers
LOCAL	Local training

## Appendix AQ – Weapon Codes

**NOTE:** Appendix AQ is for use with Field 6 (WEAPON CODE) in the Incident Offender Infraction Weapon template.

Weapon Code	Weapon Description
1	BB or Pellet Gun
2	Cutting instrument
3	Knife
4	Handgun – Manual
5	Handgun – Semi or Automatic
6	Rifle – Manual
7	Rifle – Semi or Automatic
8	Shotgun – Manual
9	Shotgun – Semi or Automatic
10	Explosive
99	Other