Assessment Data Set
How-To Guide
Collection 6: Student Updates

August 2024

COMMONWEALTH OF PENNSYLVANIA

DEPARTMENT OF EDUCATION

607 South Drive

Harrisburg, PA 17126-0333

www.education.pa.gov

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Table of Contents

Revised September 2024

Executive Summary

Division of Assessment and Accountability (DAA)

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

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

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

DAA will continue to publish building-level data for the purposes of educator evaluation pursuant to state law (Act 13 of 2020).

Authorization

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

- Students must test in state assessments: 22 P.S. § 4.51, 4.51 a, and 4.51b.
- Students must take the Keystone Exam by the Spring of their grade 11 year: 22 P.S § 4.51 (l)

PSSA

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

Keystone Exams

Keystone Exams are end–of–course assessments in designated content areas. The Keystone Exams are: (1) high school accountability assessments for federal and state purposes, and (2) part of the system of high school graduation requirements for students beginning with the class of 2022. The Algebra I and Literature Keystone Exams include items written to the Assessment Anchors/Eligible Content aligned to the Pennsylvania Core Standards in Math and English Language Arts. The Biology Keystone Exam includes items written to the Assessment Anchor/Eligible Content aligned to the enhanced Pennsylvania Academic Standards for Science.

Revised September 2024

Attribution Map and PDE Attribution Rules

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

Trainings

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

Website Access

Pennsylvania Accountability Systems: www.education.pa.gov/pas.

Division of Assessment and Accountability:
https://www.education.pa.gov/K-12/Assessment%20and%20Accountability/Pages/default.aspx

Contact

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

Who submits assessment data to PIMS?

Any entity providing educational services is an "Educational Entity". Educating entities include school districts, charter schools, intermediate units, career and technical centers, private residential rehabilitative institutions, approved private schools, and state juvenile correction institutions. Educational entities are responsible for ensuring that all eligible students for whom the entity is providing educational services are assessed.

Template utilization

Student Template

The Student template is the foundation for student reporting and must be submitted to PIMS prior to submitting any other template that requires student data. Internal snapshots are taken throughout the school year by PDE and rely on the Student template's accuracy. Therefore, updates to the Student template should be submitted throughout the school year to ensure the internal snapshots are capturing accurate and complete data.

Revised September 2024

School Enrollment Template

The purpose of the School Enrollment template is to track the mobility of a student as the student transfers from one school to another or when the student withdraws from school. The student's mobility is tracked by entering the enrollment date and the withdrawal date every time the student moves from one school to another, changes grade level, or has a program change within a LEA, or if the student drops out of school. A student who enrolls, reenrolls within the same LEA due to grade or program change, or withdraws several times in a school year will have multiple records in the template. All internal snapshots are pulled using the school enrollment template in conjunction with the demographics from the Student template on the date specified.

Field utilization

Five Matching Criteria

The following five data elements are used in the initial matching process. When PIMS data is accurate, student-level assessment results are linked to the LEA where the student was tested, and an automatic match is made. The testing vendor uses the five matching criteria for matching a booklet to the PIMS file and for matching and reporting the student's score. If the five matching criteria do not match, LEAs will need to use demographics to identify the student so a match can be made manually in DRC's INSIGHT system. This is why both the five matching criteria data fields and the demographics fields are all very important in PIMS.

First Name (Student template: Field 134)

Student's first name must match PAsecureID. Do not use nicknames. Special characters in a student's name (except dashes/hyphens, apostrophes and numbers) will be removed before being sent to the testing vendor. Special characters not accepted by the testing vendor: periods, comma, parentheses, accent marks, tilde (~), underscore, question mark or plus symbol.

Last Name (Student template: Field 133)

In all cases of entering a student's last name, the **legal** last name should be used. The Student and Student Snapshot templates must match what is in PAsecureID.

Special characters in a student's name (except dashes/hyphens, apostrophes and numbers) will be removed before being sent to the testing vendor. Special characters not accepted by the testing vendor: period, comma, parentheses, accent mark, tilde (~), underscore, question mark, plus symbol, etc. Please note that suffix should **not** be included in the last name field but should be in Suffix- field 126.

If a student's name changes, legal documentation should be requested for verification. First and middle name may be changed without legal documentation in the case of transgender and gender nonconforming students.

Birth Date (Student template: Field 14)

In PIMS, birthdates must be in an 8-digit numeric in ISO format with a valid month, day and year, and the student is school aged. This data should match the birthdate listed in PAsecureID.

PAsecureID (Student template: Field 4)

A student should only ever have one PAsecureID. The PAsecureID must be unique and pass the validations in PIMS. If a student has multiple or shared PAsecureIDs, please contact the PIMS Application Support desk at 800.661.2423.

Grade (School Enrollment template: Field 9 and Student template: Field 10)

Grade in the School Enrollment template must match the grade reported in the Student template. All students grades 3-8 must be assessed for the PSSA/PASA. All students must be tested in the Keystones by the spring of their grade 11 school year.

Student Demographic fields utilized

Special Education (Student template: Field 38)

Provide an indication of whether the student is a special education student. This field is used for tracking presence of Individual Education Plan (IEP) for Precode. This field also informs various indicators in the Future Ready PA Index. For more information on uploading special education data, please refer to the Special Ed data set how to guide located on the PIMS website.

EL Status (Student template: Field 41)

An English Learner is any student:

- not born in the United States or whose native language is other than English and comes from an environment where a language other than English is dominant;
- or is a Native American or Alaska Native who is a native resident of the outlying areas and comes from an environment where a language other than English has had a significant impact on such an individual's level of English proficiency;
- or is migratory and whose language is other than English and comes from an environment where a language other than English is dominant;
- or has sufficient difficulty speaking, reading, writing, or understanding the English language and whose difficulties may deny such individual the opportunity to learn successfully in classrooms where the language of instruction is English or to participate fully in our society.

Additionally, students who meet all the following criteria are considered LIFE (Limited or Interrupted Formal Education):

1. Student is a 01-current EL, not LIFE or 06-current EL LIFE student, AND
2. Is enrolling after grade two, AND
3. Has a Literacy score of less than 3.5 on the MODEL, or WIDA Screener, AND
4. Has at least two fewer years of age-appropriate schooling than peers or has dis-enrolled from U.S. schools to enroll in schools in Puerto Rico or other countries more than two times in the past four years, AND
5. Has limited encoding/decoding skills in native language (as indicated by family interview and/or native language measures and/or review of academic records).

Student's EL Status (Field 41) in the Student template collects status and EL Eligibility (Field 95) is conditionally required for those students whose status is "Current EL" (either 01 or 06). Additionally, Special Programs code-LIEP Program Type (Language Instruction Education Program) (Field 45) is required for these students. Date First Enrolled in a U.S. School (Field 110) is also required for EL students.

The EL Status field indicates whether the student:

is currently identified as an EL;

is currently identified as an EL who has Limited or Interrupted Formal Education (LIFE);

was formerly EL, has exited, and is being monitored;

was formerly EL, has exited, and no longer is being monitored, or;

was never identified as EL.

Revised September 2024

This field also informs various indicators in the Future Ready PA Index.

ELA Assessment Exemption Indicator (Student template: Field 222)
Student will have been enrolled in U.S. school < or equal to 12 months by the end of the current year ELA/Keystone Literature testing window and was not previously exempted. A student can only be assigned a valid value of "Y" once in their educational career. This is a required field for any student reported as a current EL student (Field 41 equals EL Status 01 or 06).

Economic Disadvantaged Status (Student template: Field 88)
This field should be determined by the LEA for each individual student. This is often referred to as low-income status. Multiple data sources are available to determine this:

      Direct certification (Primero Edge);

      Temporary Assistance for Needy Families (TANF) cases;

      Census poor;

      Medicaid;

      Children living in institutions for the neglected or delinquent;

      Children living in foster homes;

      Non-Community Eligibility Provision (CEP) schools only- Free or reduced-price lunch eligibility (food program eligibility, field 131).

This field also informs various indicators in the Future Ready PA Index.

Race or Ethnicity Code (Student template: Field 27)
A single code indicating the race and ethnicity of the student. Race/ethnicity is self-reported. This field also informs various indicators in the Future Ready PA Index.

Military Family Code (Student template: Field 207)
Indicate whether the student's parent/guardian is an active duty member of a branch of the U.S. Armed Forces (Army, Navy, Air Force, Marine Corp, and Coast Guard) including full-time National Guard.

Set field to "Y" if the condition is true at any time during the school year, otherwise set to "N". Parent/Guardian includes legal guardian or another person standing in loco parentis (such as grandparent or stepparent with who the child lives, or a person whom is legally responsible for the child's welfare including a foster parent on active military duty. It is not applicable for group home, detention centers and wards of state.

District Code of Residence (Student template: Field 117)
The Administrative Unit Number (AUN) of the school district where the parent/legal guardian resides.

School Number of Residence (Student template: Field 165)
The school number of the public school that the student would attend, based on (1) their grade level and (2) home address of their parents/legal guardian. This must be a school number related to the reported District Code of Residence (Field 117).

School Number (Student template: Field 2)
The PDE-defined, 4-digit number identifying the school that is reporting the student.

Public schools have a 4-digit school number that is other than 0000 or 9999. Exceptions: IUs, PRRIs and APSs use school number 0000.

If a student is at a location that does not have a designated school number, use 9999 as the school number. Note: No PSSA or Keystone precodes will be generated for school number 9999.

AUN of Enrollment (Student template: Field 217)

Provide the AUN of the LEA providing the **majority** of the student's core academic education. Only PIMS Reporting Agency AUNs are valid (SD, IU, CS, CTC, APS, PRRI, SJCI). This field is used to identify the LEA providing the majority of the student's core academic education. If this is the same as the reporting LEA (AUN is reported in Field 1), a school enrollment must exist in the warehouse, or in an accompanying school enrollment upload file.

This field also informs various indicators in the Future Ready PA Index.

Sending Charter School (Student template: Field 223 - AUN of Sending Charter School and Field 224 – Sending Charter School Number)

When a charter school contracts with another PIMS-reporting LEA to educate their student, the educating (receiving) entity populates these fields with the charter school's School Number (4-digit building number) in field 224, and the charter school's administrative unit number (9-digit AUN) in field 223. These fields are not key fields. If a student changes charter schools mid-year and continues to be educated by the other public entity, data in these fields will be updated.

Best Interest Determination (Student template: Field 51 - BID AUN and Field 50 – BID School Number)

If it is determined to be in the child's best interest, the child has the right to remain in the school of origin. If this occurs, the educating (receiving) entity should populate these fields with the AUN of the BID school district in field 51, and BID School Number (4-digit building number) in field 50. These fields are not key fields. If a student has a change in BID mid-year and continues to be educated by the other public entity, data in these fields will be updated.

Student Status (Student template: Field 67)

Indicates if the current status of the student is one of the following:

Home-schooled student attending public school part-time;

Non-Public student attending a public school part-time or full-time;

Court and/or Agency place (Not in a foster home);

1305 Non-resident foster student (Residency Status Code B or C);

Parent paying education district or education district waiving tuition for non-resident student;

or Opportunity Scholarship Tax Credit Student.

Fields used to create internal snapshot and determine Full Academic Year

Full Academic Year (FAY) is defined as a student being enrolled on or before October 1 and is continuously enrolled through the last day of the state assessment testing window.

State Entry Date (Student template: Field 109)

The first date that the student entered any public LEA in Pennsylvania. (Do not use student's date of birth). If a student left PA public education and then returned to any public LEA in PA, use the date of the student's re-enrollment in that LEA. This data is utilized to determine **state** level full academic year status of a student.

LEA Entry Date (Student template: Field 98)

The most recent date that the student entered the LEA. If a student withdraws from the LEA then returns, use the date of the student's re-enrollment in the LEA. This data is utilized to determine **AUN** level full academic year status of a student.

School Entry Date (Student template: Field 99)

The most recent date that the student entered the school. If a student withdraws from the school then returns, use the date of the student's reenrollment in the school. **If the student changes schools within the LEA due to a grade change, during the school year**, do not update the school entry date. This data is utilized to determine **school** level full academic year status of a student.

Enrollment Date (School enrollment template: Field 6)

The date on which the enrollment activity occurred. This applies to both entry and exit transactions. **A withdrawal without a re-enrollment prior to the internal snapshot date will exclude the student from the snapshot.**

Enrollment Code (School enrollment template: Field 7)

The enrollment code that indicates the type of enrollment transaction; applies to both entry and exit transactions. **If the student has one of the following active enrollment codes on the date of the internal snapshot**, **they will be included in the snapshot**:

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.

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 only be used by a CTC.

   b. All other LEAs record an E01 for the student.

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 only be used by a CTC.

   b. All other LEAs record an E01 for the student.

R11- Reentry: Student reenters same school number 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 number.

   b. Cannot be used by a CTC.

R12- Reentry: Student enters a different school number within the same LEA.

   a. To be used after WD12 only for program, grade, residency change, etc. resulting in a change in school number.

   b. Cannot be used by a CTC.

Note: WD11 does not affect FAY since the school entry date in the student template should not be updated and this code will be immediately followed by an R11 enrollment transaction in PIMS.

Fields used to determine precode labels

PSSA/PASA Assessment (Student template field 212)

Identifies that a student will participate in a **PSSA Assessment**. This field will facilitate PDE parsing data for LEAs administering the test and support the creation of precode labels by testing vendors.

- Students identified with either a B- "PSSA" or N- "PSSA online testing, no label required" will be sent to the testing vendor so that a label can be created.
- Students identified with A- "PASA" will not be sent to the testing vendor.
- All student grades 3-8 must have a B, N, or A at an LEA in PA. Those student records not identified with one of those codes will be sent to the testing vendor based on PDE business rules so that a label can be created.

Winter Keystone Assessment (Student template field 214)

Identifies that a student will participate in a **Winter Keystone Assessment**. This field will facilitate PDE parsing data for LEAs administering the test and support the creation of pre-code labels by the testing vendor. Those students identified with either a Y- "Receive precode label" or O- "Online testing, no label required" will be sent to the testing vendor.

Spring Keystone Assessment (Student template field 215)

Identifies that a student will participate in a **Spring Keystone Assessment**. This field will facilitate PDE parsing data for LEAs administering the test and support the creation of pre-code labels by the testing vendor. Those students identified with either a Y- "Receive precode label" or O- "Online testing, no label required" will be sent to the testing vendor.

Summer Keystone Assessment (Student template field 216)

Identifies that a student will participate in a **Summer Keystone Assessment**. This field will facilitate PDE parsing data for LEAs administering the test and support the creation of pre-code labels by the testing vendor. Those students identified with either a Y- "Receive precode label" or O- "Online testing, no label required" will be sent to the testing vendor.

Student Deduplication

As noted above, a student with an active enrollment record of E01, E05, E06, R11, or R12 on the date of the internal snapshot will be included in the snapshot. A student can only be sent to the testing vendor at a single LEA. The following PDE deduplication business rules are utilized to accomplish this task.

If the student is reported at…	The record submitted by…
one or more occupational (part-time) CTC and an LEA of any other type,	the other LEA will be used.
one comprehensive (full-time) CTC and a school district (SD)/charter school (CS),	the comprehensive (full-time) CTC will be used.
one IU and one or more other LEA types,	the IU will be used.

Revised September 2024

one CS and one or more SDs,	the CS will be used.
one approved private school and one or more SDs/CSs/CTCs,	the approved private school will be used.
one private residential rehabilitation institution and one or more LEAs,	the private residential rehabilitation institution will be used.
multiple school districts,	the district whose AUN is the same in field 1 and field 217; if both, then the record with the latest LEA entry date will be used.
multiple charter schools,	the charter school whose AUN is the same in field 1 and field 217; if both, then the record with the latest LEA entry date will be used.

Timeline and submission notes

Timeline

The dates for the PIMS collection window 6 (CW6) internal snapshots and the due date for the ACS are available in the Elementary/Secondary Data Collection Calendar located on the PDE website.

To access the Elementary/Secondary Data Collection Calendar:

1. Go to PDE website at www.education.pa.gov
2. Click DATA AND REPORTING
3. Select PIMS from the drop down
4. Select Manuals and Calendars

5. Scroll down to Data Reporting Calendar

Winter Keystone Precode submission

To be included in the Winter Keystone Precode internal snapshot file sent to the testing vendor the student must:

- have an active **school enrollment record of E01, E05, E06, R11, or R12** on the date of the internal snapshot;
- be in **grades 3-12** on Student Template: Grade- Field 10;
- have a value of **Y**-"Receive precode label" or **O**-"Online testing, no label required" for Student Template: **Winter Keystone Assessment**- Field 214.

Revised September 2024

A student record can only be sent to the testing vendor at a single LEA. PDE de-duplication business rules are utilized to accomplish this task.

PSSA Precode submission

To be included in the PSSA Precode internal snapshot file sent to the testing vendor the student must:

- have an active **school enrollment record of E01, E05, E06, R11, or R12** on the date of the internal snapshot;
- be in **grades 3-8** on Student Template: Grade- Field 10;
- Based on Student Template: **PSSA/PASA Assessment**- Field 212:
  - Students identified with either a B- "PSSA" or N- "PSSA online testing, no label required" will be sent to the testing vendor so that a label can be created.
  - Students identified with A- "PASA" will not be sent to the testing vendor.
- All student grades 3-8 must have a B, N, or A at an LEA in PA. Those student records not identified with one of those codes will be sent to the testing vendor based on PDE business rules so that a label can be created.

A student record can only be sent to the testing vendor at a single LEA. PDE deduplication business rules are utilized to accomplish this task.

Winter Keystone Reporting submission

To be included in the Winter Keystone Reporting internal snapshot file sent to the testing vendor the student must:

- have an active **school enrollment record of E01, E05, E06, R11, or R12** on the date of the internal snapshot;
- be in **grades 3-12** on Student Template: Grade- Field 10;

A student record can only be sent to the testing vendor at a single LEA. PDE deduplication business rules are utilized to accomplish this task.

Spring Keystone Precode submission

To be included in the Spring Keystone Precode internal snapshot file sent to the testing vendor the student must:

- have an active **school enrollment record of E01, E05, E06, R11, or R12** on the date of the internal snapshot;
- be in **grades 3-12** on Student Template: Grade- Field 10;
- have a value of **Y**-"Receive precode label" or **O**-"Online testing, no label required" for Student Template: **Spring Keystone Assessment**- Field 215.

A student record can only be sent to the testing vendor at a single LEA. PDE deduplication business rules are utilized to accomplish this task.

PSSA Accountability Reporting submissions

Accountability attributes a student's performance and participation in required state assessments.

It is important because it enables PDE to report state and federal accountability, assist LEAs and schools in aligning and focusing resources for continuous improvement, and identify schools in need of improvement and those that may be recognized as models for the state.

Revised September 2024

The PSSA Accountability internal snapshot(s) are based on the student being enrolled on the last day of each state assessment subject testing window. To be included in the PSSA Accountability internal snapshot file sent to the testing vendor the student must:

- have an active **school enrollment record of E01, E05, E06, R11, or R12** on the date of the internal snapshot;
- be in **grades 3-8** on Student Template: Grade- Field 10;
- Special case: If the student skips grade 8, their student record will be included

Note: Students with a Student Status (Student template: Field 67) A- "Home-schooled student attending public school part-time" or O- "Non-Public student attending a public school part-time or full-time will be removed from the internal snapshot file.

A student record can only be sent to the testing vendor at a single LEA. PDE deduplication

business rules are utilized to accomplish this task. Please refer to the PDE Attribution Rules and/or Attribution Map located at www.education.pa.gov/PAS.

Spring Keystone Reporting submission

To be included in the Spring Keystone Reporting internal snapshot file sent to the testing vendor the student must:

- have an active **school enrollment record of E01, E05, E06, R11, or R12** on the date of the internal snapshot;
- be in **grades 3-12** on Student Template: Grade- Field 10;

A student record can only be sent to the testing vendor at a single LEA. PDE deduplication business rules are utilized to accomplish this task.

Grade 11 Keystone Accountability submission

Accountability attributes a student's performance and participation in required state assessments.

It is important because it enables the Pennsylvania Department of Education to report state and federal accountability, assist LEAs and schools in aligning and focusing resources for continuous improvement, and identify schools in need of improvement and those that may be recognized as models for the state.

For the Keystone Exams, students must test by the spring of their junior year. Accountability for the Keystone Exams occurs in grade 11. This means that regardless of when the student took the assessment, their score will be calculated in their grade 11 year. The LEA that has the student in grade 11 will be the LEA that is held accountable for the results.

To be included in the Grade 11 Accountability internal snapshot file sent to the testing vendor the student must:

- have an active **school enrollment record of E01, E05, E06, R11, or R12** on the date of the internal snapshot.
- be in **grade 11** on Student Template: Grade- Field 10; or
- any student who skipped **grade 11**; or
- any student who was educated in **grade 11** at any time during the current school year.

Note: Students with a Student Status (Student template: Field 67) A- "Home-schooled student attending public school part-time" or O- "Non-Public student attending a public school part-time or full-time will be removed from the internal snapshot file.

A student record can only be sent to the testing vendor at a single LEA. PDE deduplication business rules are utilized to accomplish this task. Please refer to the PDE Attribution Rules and/or Attribution Map located at www.education.pa.gov/PAS.

Revised September 2024

Summer Keystone Precode submission

To be included in the Summer Keystone Precode internal snapshot file sent to the testing vendor the student must:

- have an active **school enrollment record of E01, E05, E06, R11, or R12** on the date of the internal snapshot;
- be in **grades 3-12** on Student Template: Grade- Field 10;
- have a value of **Y**-"Receive precode label" or **O**-"Online testing, no label required" for Student Template: **Summer Keystone Assessment**- Field 216.

A student record can only be sent to the testing vendor at a single LEA. PDE deduplication business rules are utilized to accomplish this task.

PIMS Reports

PIMS reports located in PIMSReportsV2 are scheduled to be refreshed twice daily at 5:00 AM and 12:00 PM. "**Snapshot dates needed to run PIMS Assessment reports"** are located on the Elementary and Secondary Data Collection Calendar on the PIMS website at www.education.pa.gov/DataAndReporting/PIMS/ManualsCalendar. This calendar contains the appropriate snapshot dates needed to fulfill prompts when running the PIMS assessment reports.

Pre-snapshot reports will show your uploaded data that will be used in the internal snapshot. If you run these reports early, you will still have time to update the data before the internal snapshot is taken.

Post-snapshot reports will show the data that was taken for the internal snapshot. These reports cannot be run until after the snapshot has been taken. **Changes to the data cannot be made after an internal snapshot has been taken.**

All Accuracy Certification Statements (ACS) must be reviewed to ensure it reflects the PIMS assessment data submitted for the current selected school year's internal snapshot, signed by your LEA's CAO, and emailed to ra-pas@pa.gov by the due date posted on the Elementary/Secondary Consolidated Data Collection calendar.

Precode Assessment reports

Please run and verify the following reports for the Winter Keystone precode, PSSA precode, Spring Keystone precode, and Summer Keystone precode PIMS submissions. The demographic data listed on these reports is embedded on the assessment precode labels.

Pre-snapshot reports
PIMSReportsV2 > Student > Internal Snapshots > Presnap

1. **Enrollment PRESNAP Subgroup Comparison Report:** This school level report displays current year (presnap selected date) student and school enrollment data versus the corresponding previous year student and school enrollment data disaggregated by subgroup category.   Please compare school years' data paying special attention to the "OTY" (Over the year change) and "% Change" columns for each subgroup.
2. **PreSnap Students at School Numbers 0000 and 9999**: Similar to the no labels report, use this report to verify that these students are accurately listed in a 0000 or 9999 school number.
3. **Presnap Verification Report – 3 – Valid Students Enrolled on Selected Date:** This report helps the LEA determine who will be counted in upcoming internal snapshot.

PIMSReportsV2 > Student > Internal Snapshots > Presnap > Keystone/PSSA

1. **Warnings**

Revised September 2024

a. **Duplicate students reported at other LEAs**: This report shows students reported by multiple LEAs. **Deduplication, which determines where the precode label is sent, is based on accurate student enrollment data**. Look at each student situation separately. Dependent on the situation, you may have to withdraw these students or contact the other LEA to withdraw these students. There are some legitimate cases where a student can be listed as dually enrolled. An example of this would be when a student is enrolled in both a school district and an IU.

b. **Students at 9999 – no labels:** This report will list any student reported at school number 9999. For test security purposes, a precode label will not be provided for these students since 9999 school numbers do not have a physical address.

PIMSReportsV2> Student > Internal Snapshots > Presnap > Keystone/PSSA > Precode

1. **Presnap Assessment Subgroup Comparison:** These school level reports contain similar information to the post snapshot LEA level ACS. This is your LEA's chance to get a sneak peak of the data that will be used to populate your ACS after the internal snapshot is taken. This will provide you the opportunity to make any needed corrections prior to the internal snapshot being taken.
    a. **Presnap Assessment Subgroup Comparison PSSA Precode**
    b. **Presnap Assessment Subgroup Comparison Keystone - Precodes**

Post-snapshot and ACS reports
PIMSReportsV2 > Student > October Student Snapshot

1. **Enrollment Snapshot Subgroup Comparison:** This school level report displays current year (snapshot selected date) student and school enrollment data versus the corresponding previous year student and school enrollment data disaggregated by subgroup category.

PIMSReportsV2 > Student > Internal Snapshots > Snapshot > Keystone/PSSA > Precode

1. **Assessment Subgroup ACS**:
    a. **Keystone Assessment Subgroup ACS – Precodes.** This LEA level report provides a summary of the student subgroup data by grade level for previous year (PY) and current year (CY) for the selected Keystone test snapshot. (Student fields 214, 215, or 216)
    b. **PSSA Assessment Subgroup ACS - Precodes** This LEA level report provides a summary of the student subgroup data by grade level for previous year (PY) and current year (CY) for the selected PSSA test snapshot. (Student field 212)
2. **PASA, PSSA Counts by School Number – Student Snapshot**: This school level report displays the number of students in grades 003-008 and their assessment participation code (Student field 212) on the selected snapshot date.

PIMSReportsV2 > Student

1. **Duplicate Students Reported - Details - With Other LEA:** This student level report identifies students who are reported by another LEA in the snapshots.

PIMSReportsV2 > Student > Internal Snapshots

1. **Student Snapshot Template Details**: This report will provide the list of students who are in the selected snapshot and their detailed demographic information, which can be filtered to show exactly what is displayed in the above post-snapshot reports. Since the student can only be reported at one LEA, deduplication occurs based on this data for the file sent to the testing vendor.

Keystone Reporting Assessment reports

Please run and verify the following reports for the Winter Keystone and Spring Keystone Reporting PIMS submissions.

Pre-snapshot reports

PIMSReportsV2 > Student > Internal Snapshots > Presnap

1. **Enrollment PRESNAP Subgroup Comparison Report:** This school level report displays current year (presnap selected date) student and school enrollment data versus the corresponding previous year student and school enrollment data disaggregated by subgroup category.   Please compare school years' data paying special attention to the "OTY" (Over the year change) and "% Change" columns for each subgroup. **When prompted, you will want to select grades 003-012.**
2. **Presnap Students at School Numbers 0000 and 9999**: Similar to the no labels report, use this report to verify that these students are accurately listed in a 0000 or 9999 school number.
3. **Presnap Verification Report – 3 – Valid Students Enrolled on Selected Date:** This report helps the LEA determine who will be counted in upcoming internal snapshots.

PIMSReportsV2 > Student > Internal Snapshots > Presnap > Keystone/PSSA

1. **Warnings**
    a. **Duplicate students reported at other LEAs**: This report shows students reported by multiple LEAs. **Deduplication, which helps to determine the data in the testing vendor's "Match to Master" window, is based on LEA's submitting accurate student enrollment data**. This occurs internally before the data is sent to the testing vendor. Look at each student situation separately. Dependent on the situation, you may have to withdraw these students or contact the other LEA to withdraw these students. There are some legitimate cases where a student can be listed as dually enrolled. An example of this would be when a student is enrolled in both a school district and an IU.

PIMSReportsV2 > Student > Internal Snapshots > Presnap > Keystone/PSSA > Keystone Reporting

1. **Presnap Assessment Subgroup Comparison Keystone - Reporting:** This school level report contains similar information to the post snapshot LEA level ACS. This is your LEA's chance to get a sneak peak of the data that will be used to populate your ACS after the internal snapshot is taken. This will provide you the opportunity to make any needed corrections prior to the internal snapshot being taken.

Post-snapshot and ACS reports

PIMSReportsV2 > Student > October Student Snapshot

1. **Enrollment Snapshot Subgroup Comparison Report:** This school level report displays current year (snapshot selected date) student and school enrollment data versus the corresponding previous year student and school enrollment data disaggregated by subgroup category. **When prompted, you will want to select grades 003-012.**

PIMSReportsV2 > Student > Internal Snapshots > Snapshots > Keystone/PSSA > Keystone Reporting

1. **Keystone Assessment Subgroup ACS – Reporting:** This LEA level report provides a summary of the student subgroup data by grade level for previous year (PY) and current year (CY) for the selected Keystone test snapshot. (Student fields 214, 215, or 216)

PIMSReportsV2 > Student

Revised September 2024

1. **Duplicate Students Reported - Details - With Other LEA:** This student level report identifies students who are reported by another LEA in the snapshots. The District Verification Report (DVR) is sent to all LEA assessment coordinators by the testing vendor. When you see a different number of students in the DVR, this report can help determine where those students may be reported.

PIMSReportsV2 > Student > Internal Snapshots

1. **Student Snapshot Template Details**: This report will provide the list of students who are in the selected snapshot and their detailed demographic information, which can be filtered to show exactly what is displayed in the above post-snapshot reports. This is not the final file sent to the testing vendor. Since the student can only be reported at one LEA, deduplication occurs based on this data for the file sent to the testing vendor.

Accountability Reporting Assessment reports

Please run and verify the following reports for the PSSA Accountability grades 003-008 and Grade 11 Keystones Accountability PIMS submissions.

Pre-snapshot reports

PIMSReportsV2 > Student > Internal Snapshots > Presnap

1. **Enrollment PRESNAP Subgroup Comparison Report:** This school level report displays current year (presnap selected date) student and school enrollment data versus the corresponding previous year student and school enrollment data disaggregated by subgroup category. Please compare school years' data paying special attention to the "OTY" (Over the year change) and "% Change" columns for each subgroup. **When prompted, you will want to select grades 003-008 if running for PSSA Accountability, or grade 011 if running for Grade 11 Keystones Accountability.**

PIMSReportsV2 > Student > Internal Snapshots > Presnap

1. **Warnings**
   a. **Duplicate students reported at other LEAs**: This report shows students reported by multiple LEAs. **Deduplication, which helps determine where the students should be attributed, is based on LEA's submitting accurate student enrollment data**. Look at each student situation separately. Dependent on the situation, you may have to withdraw these students or contact the other LEA to withdraw these students. There are some legitimate cases where a student can be listed as dually enrolled. An example of this would be when a student is enrolled in both a school district and an IU.
2. **PreSnap Students at School Numbers 0000 and 9999**: Similar to the no labels report, use this report to verify that these students are accurately listed in a 0000 or 9999 school number.
3. **Presnap Verification Report – 3 – Valid Students Enrolled on Selected Date:** This report helps the LEA determine who will be counted in upcoming internal snapshots.

PIMSReportsV2 > Student > Internal Snapshots > Presnap > Keystone/PSSA > Accountability

1. **Presnap Assessment Subgroup Comparison:** These school level reports contain similar information to the post snapshot LEA level ACS. This is your LEA's chance to get a sneak peak of the data that will be used to populate your ACS after the internal snapshot is taken. This will provide you the opportunity to make any needed corrections prior to the internal snapshot being taken.
   a. **Presnap Assessment Subgroup Comparison – Keystones-Accountability**
   b. **Presnap Assessment Subgroup Comparison – PSSA**

Post-snapshot and ACS reports

PIMSReportsV2 > Student > October Student Snapshot

Revised September 2024

1. **Enrollment Snapshot Subgroup Comparison Report:** This school level report displays current year (snapshot selected date) student and school enrollment data versus the corresponding previous year student and school enrollment data disaggregated by subgroup category. **When prompted, you will want to select grades 003-008 if running for PSSA Accountability, or grade 011 if running for Grade 11 Keystones Accountability.**

1. **Assessment Subgroup ACS**:
   a. **Keystone Assessment Subgroup ACS – Accountability:** This LEA level report provides a summary of the student subgroup data by grade level for previous year (PY) and current year (CY) for **students in grade 011**.
   b. **PSSA Assessment Subgroup ACS - Accountability:** This LEA level report provides a summary of the student subgroup data by grade level for previous year (PY) and current year (CY) for **students in grades 003-008**.

1. **Duplicate Students Reported - Details - With Other LEA:** This student level report identifies students who are reported by another LEA in the snapshots. When you see a different number of students in the District Verification Report (DVR), this report can help determine where those students may be attributed.
2. **Resident District students reported by other LEAs: (**School Districts only) This student level report identifies students who are reported by another LEA in the snapshot with your AUN in District of Residence (field 117). When you see a different number of students in the District Verification Report (DVR), this report can help determine those students who your LEA did not report, but may be attributed back to your LEA.

1. **Student Snapshot Template Details**: This report will provide the list of students who are in the selected snapshot and their detailed demographic information, which can be filtered to show exactly what is displayed in the above post-snapshot reports.

Frequently Asked Questions

How to report data for a Community Eligible Provision (CEP) school

All students in CEP schools are to be reported as food program eligible (Field 131), regardless of their economic status. For CEP students, do not use free and reduced-price lunch eligibility to fill Economic Disadvantaged Status Code (Field 88) since all these students are to be identified as eligible for free and reduced-price lunch, as stated above. **Economic Disadvantaged Status Code (Field 88) must be determined for each individual student, not determined on a school level**.

- Are you a CEP school?
  - Yes, we are a CEP school.
    - Mark all students as food program eligible (field 131): F for free, R for reduced price.
    - Determine the economic disadvantaged status (field 88) of each individual student.
      - Not all students in a CEP school are considered economically disadvantaged.
    - Mark students who participate in the food program as food program participants (field 33).
      - This may or may not be all the students in a school.

Revised September 2024

- o No, we are not a CEP school.
  - Determine the economic disadvantaged status (field 88) of each individual student.
  - Determine if each individual student is considered food program eligible (field 131).
  - Mark students who participate in the food program as food program participants (field 33).

How do I enter a student's last name that contains special characters?

In all cases of entering a student's last name, the **legal** last name should be used. The Student and Student Snapshot templates must match what is in PAsecureID.

Special characters in a student's name (except dashes/hyphens, apostrophes and numbers) will be removed before being sent to the testing vendor. Special characters not accepted by the testing vendor: period, comma, parentheses, accent mark, tilde (~), underscore, question mark, plus symbol, etc. Please note that suffix should **not** be included in the last name field but should be in Suffix- field 126. Valid values for Suffix are: Jr, Sr, I, II, III, IV, V, VI, VII, VIII, IX, X.

If a student's name changes, legal documentation should be requested for verification. First and middle name may be changed without legal documentation in the case of transgender and gender nonconforming students.

How do I use Student field 217 and the School Enrollment template in the following situations?

- a. A student is enrolled and attends school at their district of residence, and is taking one class at your high school, taught by one of your teachers-
  - Report the Student template
  - Report the School Enrollment template E01
  - Report the District of Residence AUN in field 217
- b. A student is attending a CTC-
  - Scenario 1: Student participating at a Comprehensive CTC (COMCTC) where the COMCTC is providing 3 or more non-technical instructional courses to the student.
    1. COMCTC reports:
       - a. School Enrollment Template>Enrollment Code (field 7): E06
       - b. Student Template> CTC indicator (field 190): Y
       - c. Student Template>AUN of Enrollment (field 217): COMCTC AUN
    2. School District (SD) or Charter School (CS): Do not report the student
  - Scenario 2: Student participating at a COMCTC where the COMCTC is providing less than 3 non-technical instructional courses to the student.
    1. COMCTC reports:
       - a. School Enrollment Template>Enrollment Code (field 7): E05
       - b. Student Template> CTC indicator (field 190): N
       - c. Student Template>AUN of Enrollment (field 217): SD/CS AUN
    2. School District or Charter School report:
       - a. School Enrollment Template>Enrollment Code (field 7): E01
       - b. Student Template> CTC indicator (field 190): Blank
       - c. Student Template>AUN of Enrollment (field 217): SD/CS AUN
  - Scenario 3: Student participating at an Occupational CTC (OCCCTC) where the OCCCTC is providing 3 or more non-technical instructional courses to the student.
    1. OCCCTC reports:
       - a. School Enrollment Template>Enrollment Code (field 7): E06

Revised September 2024

b. Student Template> CTC indicator (field 190): Y

c. Student Template>AUN of Enrollment (field 217): OCCCTC AUN

2. School District or Charter School report:

a. School Enrollment Template>Enrollment Code (field 7): E01

b. Student Template> CTC indicator (field 190): Blank

c. Student Template>AUN of Enrollment (field 217): OCCCTC AUN

- Scenario 4: Student participating at an OCCCTC where the OCCCTC is providing less than 3 non-technical instructional courses to the student.

1. OCCCTC reports:

a. School Enrollment Template>Enrollment Code (field 7): E05

b. Student Template> CTC indicator (field 190): N

c. Student Template>AUN of Enrollment (field 217): SD/CS AUN

2. School District or Charter School report:

a. School Enrollment Template>Enrollment Code (field 7): E01

b. Student Template> CTC indicator (field 190): Blank

c. Student Template>AUN of Enrollment (field 217): SD/CS AUN

c. One of your teachers teaches a course to students from several LEAs as part of a consortium-
- Since you will be reporting these students in the Course data set, you must submit them to the Student template.
- Identify the sending LEAs in field 217.

d. The LEA provides space for an IU-run classroom for special education students in one of your schools. One of the students participates in courses taught by your teachers at that school.
- Since you will be reporting this student in the Course data set, you must submit the student to the Student template.
- Identify the IU in field 217.

How do I report a student who has only one name? It is not listed on any official document as a first, middle, or last name.

A student who has only one name should be reported with NFN in the first name field (field 134) and the official name in the last name field (field 133).

The student's name is entered incorrectly (e.g., suffix is included in the Last Name field); how is this fixed in PAsecureID?

It is imperative that incorrect entries in PAsecureID are edited, not corrected through the creation of a new record.

To edit an error in PAsecureID, follow these steps:

- Go to PAsecureID
- Select Assign > Enter Online
- Enter existing PAsecureID
- Failure to populate existing PAsecureID will result in the creation of a new (duplicate) ID number for the student
- Enter appropriate data in all fields
- Click ASSIGN PASECUREID
- Resolve Near Matches, when applicable

Revised September 2024

What if there is a duplicate or shared ID in PAsecureID?

It is imperative that incorrect entries in PAsecureID are edited, not corrected through the creation of a new record. If a student has multiple or shared PAsecureIDs, please contact the PIMS Application Support helpdesk at 800.661.2423. If this is not corrected in PAsecureID prior to the internal snapshot being taken, it will be incorrect in all assessment reports and FRPI.

Reporting Student Gender

A Student, parent, or guardian may request a change of the student's listed gender, first name, or middle name on their records. If this request occurs, the LEA may report the student's preferred information using the following guidelines:

- The change must first be made in PAsecureID;
- The PIMS data (first name, gender, and date of birth) must match what is reported in PAsecureID;
- The student's name and gender information reported in prior school years will not be updated; and
- The student's PAsecureID will not be changed.

Why is it important to accurately identify the state assessment(s) in which all students are participating?

- This data is also used to generate pre-code labels for PSSA and Keystone Exams.
- To be in compliance with state and federal law. (see Authorization section for citations)

Must enrollment information be submitted for all students?

Yes. Enrollment records must be submitted for all students enrolled at any time during a school year with the exceptions below. Refer to Appendix E of Volume 2 of the PIMS User Manual for a complete list of Enrollment Codes for both entry and withdrawal transactions.

Exceptions:
- If the grade is AAP;
- If the GRAD STATUS (Field 65) is an S, indicating a Summer Special Education graduate that was reported as a graduate in the prior school year but exited Special Education after July 1;
- If the GRAD STATUS (Field 65) is a J, indicating an incorrectly reported student that cannot be deleted due to existence in internal snapshots;
- If the SPECIAL EDUCATION REFERRAL (Field 167) is Y and student has an active IEP. This situation indicates that the student is not being educated by the district of residence but has been referred elsewhere for special education services.
- (Non-CTC only) If AUN OF ENROLLMENT (Field 217) is not equal to AUN (Field 1). This situation indicates that the LEA reporting employs the staff teaching a non-enrolled student.

Do I have to submit all enrollment records for a student?

Yes. If, for example, a student enrolls and withdraws from a school twice during a school year, PIMS must receive four enrollment records for that student – two entry transactions and two withdrawal transactions. It is not enough to send only the most recent transaction. Enrollment records that are modified after the internal snapshot is taken will not be considered during attribution.

What data is used when a student is reported by multiple LEAs?

The demographic data from the student record that is selected after the deduplication process is utilized for precodes, reporting, and attribution purposes.

How do I correct an overlapping School Enrollment School Number or Grade Level error?

- The School Enrollment template School Number and Grade Level must match the School Number and Grade Level reported in the Student template. If a student is in a new school number, or moved to another Grade Level, submit the appropriate School Enrollment Withdrawal Code in the School Enrollment template.

- After the Withdrawal Code (WD11 if staying within the same School Number or WD12 if changing School Numbers) is submitted, report the Enrollment Code (R11 or R12) with the correct School Number and Grade Level.

- If the School Number or the Grade Level needs to be changed in the Student template, submit the Withdrawal Code in the School Enrollment template before changing the data in the Student template.

How do I correct an overlapping Enrollment or Withdrawal Code error?

- Only one Enrollment or Withdrawal Code can be active at a time. If a code is submitted in error, submit a DELETE record, and then submit the corrected code.

- If the correct code is already in PIMS, remove the record from the current submission and resubmit the template.

Where do I find the dates to use for running my Assessment PIMS reports?

 "**Snapshot dates needed to run PIMS Assessment reports"** document is located at www.education.pa.gov/PAS website.

Where do I find the collection timelines and ACS due dates?

PDE website, www.education.pa.gov > Manuals and Calendars> The Elementary/Secondary Data Collection Calendar

What LEA types can receive attribution?

CTCs, School Districts, and Charter Schools.

Do PASA students take Keystone Exams?

PASA students take the grade 11 PASA in place of the Keystone Exams. Students must take the Keystone Exam by Spring of their grade 11 year: 22 P.S § 4.51 (l)

Are all assessments grade based?

PSSA/PASA testing is based on the student's grade which they are enrolled at the LEA at the time of testing, not course based. All 003-008 (PSSA/PASA), 011(PASA) grade students must be tested in the PSSA/PASA.

Keystone Exams are end–of-course assessments in designated content areas, not grade based. Any student in grades 003-012 can be enrolled in a Keystone designated course, which is determined by the LEA. Keystones are meant to be taken at or near completion of the course. All students must be tested by the spring of their eleventh-grade year.

Revised September 2024

Must you have completed the Keystone course in order to take the Keystone exam?

No. Keystones are meant to be taken at or near completion of the course. It is the LEAs responsibility to ensure all student are tested by the spring of their eleventh-grade year, as per the Handbook for Assessment Coordinators.

What happens if a student skips grade 11?

The student is still included in Keystone grade 11 accountability if they were enrolled in grade 11 at any time in that school year or if they are promoted from grade 10 to grade 12. Please ensure you report the student in the accurate grade of enrollment.

What are the cases when a student has to retake an assessment?

- If the student is retained in the same grade, the student must take the PSSA/PASA for the grade in which they are currently enrolled.
- If the student does not test proficient in a Keystone exam, that exam must be retaken after supplemental instruction is provided or the course is repeated.

References

- PDE website, www.education.pa.gov > Manuals and Calendars
  - PIMS Manual, Volume 1
  - PIMS Manual, Volume 2
  - The Elementary/Secondary Data Collection Calendar

- PDE website, www.education.pa.gov >Resources and Trainings> How-To Guides
  - October Student How-To Guide
  - Assessment Data Set How- To Guide

- Pennsylvania Accountability System (PAS), www.education.pa.gov/pas
  - Attribution Map
  - PDE Data Attribution Rules
  - PA School Code, Chapter 4
  - Dates needed to run Assessment PIMSReportsV2reports
  - List of PRRIs, APS, and SJCIs
  - Assessment Trainings
  - Assessment Resources
  - Assessment Contact information

- PDE website, www.education.pa.gov >PIMS Application Support
  - PIMS Application Support or 800.661.2423

- PDE website, www.education.pa.gov >PAsecureID and PPID
  - PAsecureID Resources