

How to prepare your Student Information
System for

2014-15 Annual PIMS Updates

(Data Collection Consolidation)

Session for Tech/Data/SIS/PIMS Staff

August 11, 2014

2014-15 Annual PIMS Updates

Welcome: Before we begin...

- Please enter your LEA name, your first and last name, and your email address in the Chat Area.
- Handouts have been sent.
- Hold all questions until after the presentation.
 - Ask questions via the Chat area.
 - We will indicate in the Chat area when you may start entering your questions.
 - Only questions after that point in time will be answered.
- Remember, Chat area is not “private.”

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Welcome

Session Facilitator:

Julie Patton

PDE Project Manager

Session Facilitator:

Jamie Gerkin

PDE Project Manager

Needs during session: Tom Ford, tford@pa.gov

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Materials to be pushed out during this session

- Documents that will be “pushed out” as a PDF during today’s webinar
 - Student and Student Snapshot Template
 - School Enrollment Entry and Withdrawal Code Crosswalk
 - Today’s Presentation with Notes

- Contact ra-DDQSIContacts@pa.gov if you have trouble saving the documents

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Questions and Clarifications

- Frequently Asked Questions (FAQs) gathered from comments on PIMS website will be addressed at the end of this webinar
- This presentation, including questions and answers, will be repeated at the beginning of the Aug. 20, 2014, Data Quality Network (DQN) Meeting
- Email all questions after today's webinar to RA-EDDCC@pa.gov
- Questions and answers will be published on the Data Quality Network website: <http://dataqualitynetwork.net>

2014-15 Annual PIMS Updates

PIMS Updates Overview

- Data Collection Consolidation
- Legislation/Regulation
- Templates, Codes and Business Rules

PIMS Reporting Major Changes

- Internal Snapshot
- Student and School Enrollment
- Sandbox
- Templates and Codes Changes

Next Steps for School Year 14-15 Implementation

- Reporting Calendar
- Frequently Asked Questions



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PIMS Updates Overview: Data Collection Consolidation

- Reduce frequency of collections from 29 to six
- Reduce redundant data collections
- Reduce LEA presorting and manipulation of data
- Introduction of Sandbox environment for testing
- Introduction of Internal Snapshot
- Improves data quality – one source of truth

Legislation/Regulation

- New Collection - Act 16 Report: Collection of prior year costs of special education per student (*Act 126 of 2014*)
- Change to collection of PVAAS data – staff student subtest Template

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PIMS Updates Overview: Templates, Codes and Business Rules

Template Changes

- School Enrollment Template
 - Use of comment code
 - New enroll and withdrawal codes
 - Mandatory use
- Student Template
 - New fields
 - Re-introduced fields
- Student Snapshot Template
 - New fields
 - Re-introduced fields
- Student Fact Template - **NEW**
- Staff Student Subtest Template - **NEW**
- Student Course Enrollment Template - Reintroduced
- Student Calendar Fact
 - New field
- Special Ed Snapshot Template
 - Retiring fields
 - New fields

2014-15 Annual PIMS Updates

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Internal Snapshot – What is it?

- A PDE generated student snapshot based on LEA reported:
 - School enrollment entry and withdrawal data
 - Student demographic and program indicators at a point in time
- Advantages of the Internal Snapshot
 - Using current PIMS data allows:
 - PDE to parse the data for LEAs
 - PDE to reduce the number of LEA created Student Snapshots per year
 - LEAs have the opportunity to regularly update PIMS allowing for flexibility and time management
 - Updates to student and school enrollment data can be made through Collection Window 6

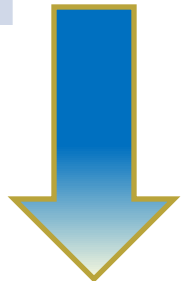
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Internal Snapshot – How it works

	School Enrollment
Student A	Enrolled 9/26
Student B	Enrolled 10/1
Student A	Withdrawal 9/29
Student C	Enrolled 10/2
Student A	Enrolled 10/1



Student	Demographic Data
Student A	
Student B	
Student C	



	9/29/2014 Student Snapshot
Student A	Demographic Data

Internal Student Snapshot for Students Enrolled as of 9/29/2014



pennsylvania
DEPARTMENT OF EDUCATION

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Internal Snapshot – Uses

- No longer requesting LEAs to submit student snapshots for certain collections
- Internal Snapshots will be used for:
 - PSSA pre-code
 - Keystone pre-codes
 - ELL pre-code
 - ELL ACCESS accountability
 - PSSA accountability
 - Keystone accountability
- Student and school enrollment data must be kept up to date so Internal Snapshots are accurate
- Update student and school enrollment data through Collection Window 6 (open all year long)

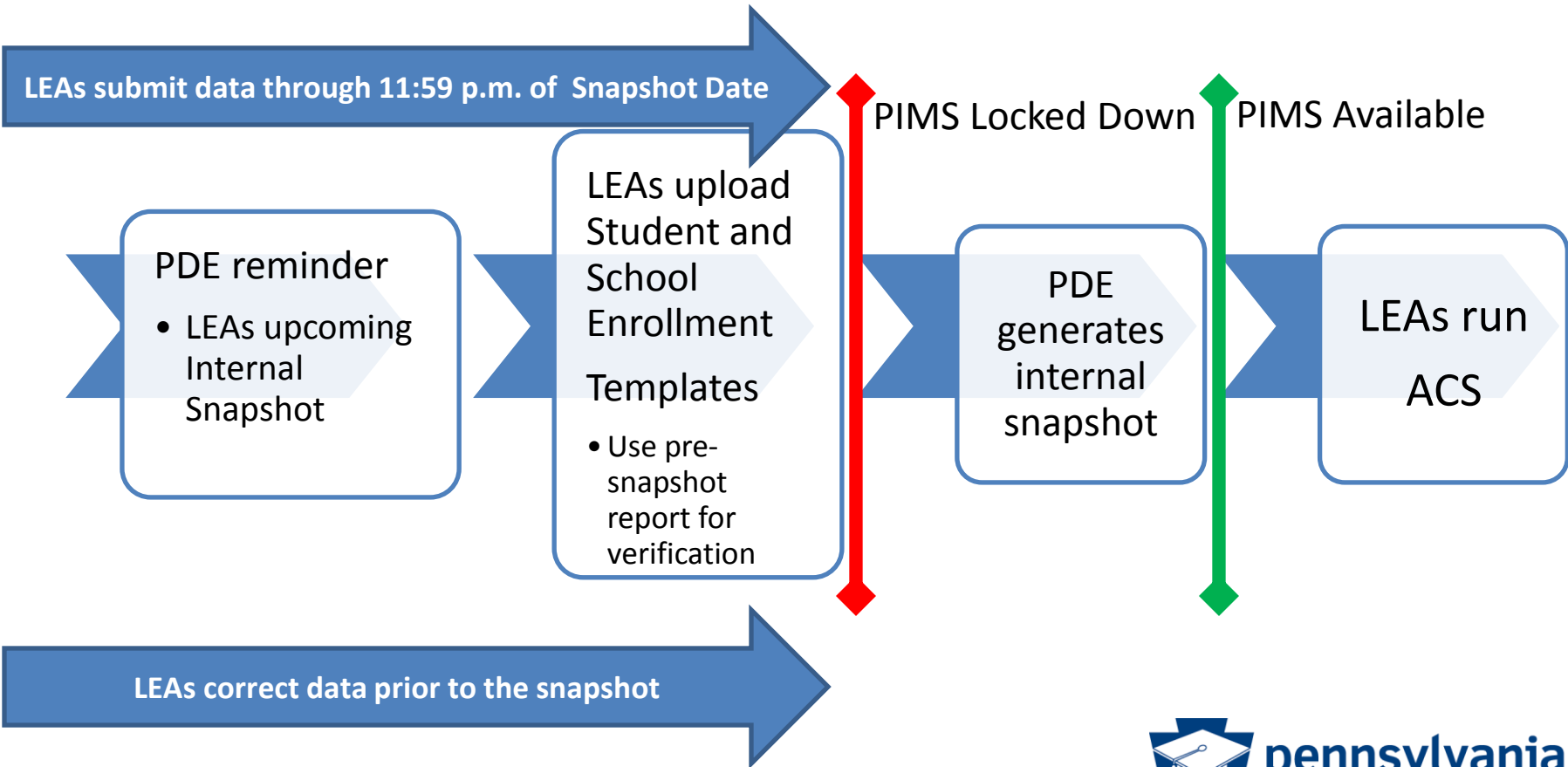
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Internal Snapshot - Process

- PDE Reminder – Internal Snapshot will be taken on this date for the specific collection (PIMS Calendar)
 - Reminder two weeks before the Internal Snapshot is produced
- LEA preparation for Internal Snapshot
 - Run the pre-snapshot report to verify the content of the Internal Snapshot
 - Correct and/or update student and school enrollment data through Collection Window 6
 - Verify the expected contents of your Internal Snapshot with the pre-snapshot report
 - Run a pre-accuracy certification statement (ACS)
 - Data needs to be correct **PRIOR** to the Internal Snapshot
 - **No correction window for the Internal Snapshot data**
- PDE takes the Internal Snapshot on the scheduled date
 - PDE will lock down PIMS while creating the Internal Snapshot
- LEAs can run their ACS against the Internal Snapshot

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Internal Snapshot – Process (Cont'd)



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Student and School Enrollment

- Allows PDE to select students for the PDE generated Internal Student Snapshot (based on enrollment data and student demographics).
- School Enrollment template is used to track entry and withdrawal data. This allows PDE to determine which students were enrolled on the Internal Snapshot date or during the date range required by the data set.
- Student Template is used to capture all relevant demographic information. Additional indicators have been introduced to aid in the Internal Student Snapshot process.

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PIMS Sandbox

- Provides a place to test uploaded files
- Open prior to collection window
- Data Quality Engine (DQE) Rules will be enforced
- Delete Utility will be available
- Clean up data/files prior to loading into PIMS production
 - Make changes to Student Information Systems (SIS) and rerun/reload file

PIMS CHANGES

- Templates
- Codes
- Business Rules

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Student and Student Snapshot templates

- New
 - Field 217 district code of enrollment
 - Report AUN of LEA where student is enrolled
 - Required field
 - Keystone Assessment fields
 - Assessment Participation Code 2 (Field 214, Keystone Winter)
 - Assessment Participation Code 3 (Field 215, Keystone Spring)
 - Assessment Participation Code 4 (Field 216, Keystone Summer)
 - Note: LEA administering the assessment should apply the assessment code for the student

Valid Values

A	Algebra
B	Literature
C	Biology
D	Algebra and Literature
E	Algebra, Literature, Biology
F	Literature and Biology
G	Algebra and Biology
Z	N/A Not Participating in this Keystone

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Student and Student Snapshot templates

- Change
 - Field 65 (new codes)
 - S – Summer Special Education graduate reported in the previous year’s student template
 - Field 202 assessment participation code is now Field 212
 - Revised codes will allow PDE to parse the data and support the creation of pre-code labels by testing vendors
 - Note: LEA administering the assessment should apply the assessment code for the student

A	PASA
B	PSSA
C	Keystones only RETIRE
D	CDTs only RETIRE
E	PSSA and Keystones RETIRE
F	PSSA and CDTs RETIRE
G	PSSA, Keystones, and CDTs RETIRE
H	Keystones and CDTs RETIRE
I	Not Participating in any of these assessments
J	NIMS and NOCTI
K	NIMS
L	NOCTI

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Student and Student Snapshot Templates

- Reinstating
 - Field 190 CTE indicator (Y/N)
 - CTC is providing all core academics to the student
 - Only CTCs will report
 - Field 167 special education referral (Y/N)
 - Special education student referred to other LEA for education
 - Only district of residence may report 'Y'

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Student and Student Snapshot templates

Clarification of use: Poverty Data

- Field 88 – Economically Disadvantaged Status Code (Y/N)
 - Indicates economically disadvantaged status of a student and used to provide economically disadvantaged disaggregation
 - The **ONE** field used for all LEAs to indicate if a student is economically disadvantaged
 - To determine if a student is economically disadvantaged, consult Poverty data sources:
 - Temporary Assistance for Needy Families cases
 - Census poor
 - Children supported in foster homes
 - Children living in institutions for the neglected or delinquent
 - Medicaid

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School Enrollment

- Must be submitted with student template
- Student must have a school enrollment record either in the uploading template or in PIMS for the student to be uploaded
- New entry and withdrawal codes for the 2014-15 school year
- Retirement of the 2013-14 school year codes listed in the PIMS manual, Volume 2, Appendix E

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School Enrollment – New Codes 2014-15 Entry and Withdrawal Codes

14-15 Code	14-15 Description
E01	Entry: Student enrolled in this local education agency (LEA) or re-enters the LEA
WD01	Student left school without transferring or dropped out
WD02	Student transferred to another public LEA
WD03	Student transferred to a private or nonpublic school or out of the state, or out of the United States
WD04	Student fulfilled graduation requirements (W9A). Received some other recognized credential, such as a certificate of attendance or GED.
WD05	Student changes schools (W2) or grade level (W20) within the local education agency (LEA).
WD06	Student deceased (W10)
WD07	Student exited due to maximum age and completed (Special Education student)
WD08	Student exited due to maximum age and did not complete (Special Education student)
WD09	Student enrolled but did not show

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School Enrollment Template - Exceptions

- Exceptions – When not to send school enrollment information
 - If the grade (Field 10) has a code of 'AAP'
 - If the graduation 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 special education referral indicator (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.
 - If district of enrollment (Field 217) is not equal to the district code (Field 1). This situation indicates that the district reporting employs the staff teaching a non-enrolled student.

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School Enrollment Template - Corrections

- School Enrollment Template - Record to be corrected
 - All information on the enrollment record to be deleted must match the erroneous record in PIMS
 - Field #8 – Comment should contain “DELETE”
 - All capital letters
 - No spaces or punctuation
 - Upon upload this will:
 - Delete the erroneous record from school enrollment
 - Copy the erroneous record to an audit table within PIMS

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Student Fact Template: Special Education for the Act 16 report

- Prior-year data 2013-14
- Collected at the student level
- Reported on Student Fact Template
- Reported by district of residence
- Actual costs of special education services per participating student
- Collected during Collection Window 1

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Student Fact Template: Special Education for the Act 16 report (Cont'd)

- Ranges to be reported

ACT 16 FUNDS A	\$0 - \$9,999.99
ACT 16 FUNDS B	\$10,000.00 - \$19,999.99
ACT 16 FUNDS C	\$20,000.00 - \$24,999.99
ACT 16 FUNDS D	\$25,000.00 - \$29,999.99
ACT 16 FUNDS E	\$30,000.00 - \$34,999.99
ACT 16 FUNDS F	\$35,000.00 - \$39,999.99
ACT 16 FUNDS G	\$40,000.00 - \$44,999.99
ACT 16 FUNDS H	\$45,000.00 - \$49,999.99
ACT 16 FUNDS I	\$50,000.00 - \$54,999.99
ACT 16 FUNDS J	\$55,000.00 - \$59,999.99
ACT 16 FUNDS K	\$60,000.00 - \$64,999.99
ACT 16 FUNDS L	\$65,000.00 - \$69,999.99
ACT 16 FUNDS M	\$70,000.00 - \$74,999.99
ACT 16 FUNDS N	\$75,000.00 - \$99,999.99
ACT 16 FUNDS O	\$100,000.00 AND OVER

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Special Education Snapshot Template

- Discontinue
 - Field 46 Service Provider
 - Field 41 Neighborhood School
 - Field 23 Planned Participation in PASA
 - Field 39 Residency
 - Field 16 Service Provider Location

- New Fields
 - Field 70 Service Provider
 - If a 9 digit number – validated against EdNA
 - Can also be the name

 - Field 71 Building Name
 - If a 4 digit number – validated against EdNA
 - Can also be the name
 - Cannot be 0000 or 9999

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Course/Highly Qualified Teacher

- New valid value for Course Delivery Model
 - 1111 – Blended learning
- Staff Student Subtest - New Template
- Student Course Enrollment - Reinstated
- Existing/Continued
 - Course
 - Course Instructor
- Staff Student Course - Retired

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Student Calendar Fact

- Special Education Indicator (Key Field)
 - Calculates special education average daily membership (ADM) for each educating LEA
 - Valid Values
 - Y – has IEP
 - E – exited IEP < 2 years
 - N – no IEP or exited IEP > 2 years

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Limited English Proficiency (LEP)/English Language Learners (ELL) Program

- The following program codes will be retired
 - 019 – Title III (Supplemental LEP)
 - 031 – ESL or Bi-Lingual Education Program (Code)
- Data can be derived by existing indicators currently collected in student
- Student Template – Home language code (Field 123) description now reads “Conditionally required if native language is not US English.”
- District Fact Template – user friendly format developed to facilitate template creation

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English Language Instruction Educational Programs

- Additional assessments in the District Fact Template for LEP
 - Measure of academic progress
 - AIMSWEB
 - LEAD21
 - Study Island

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Meeting PIMS Calendar Deadlines

- **Now More Important Than Ever**

- Shortened deadline from collection to reporting reduces the number of data submissions needed
- Overrides and extended collection windows will negatively impact the system
- Sandbox environment allows you to test your uploads before the collection opens which will reduce the need for overrides, extensions and deletions
 - “Measure twice, cut once”

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Meeting PIMS Calendar Deadlines (Cont'd)

- Critical for Internal Snapshot Data
 - LEAs review and correct **PRIOR** to the Internal Snapshot
 - **No** correction window after Internal Snapshot
 - LEAs can upload until 11:59 p.m. on the date of the Internal Snapshot
 - Accuracy of Internal Snapshot data
 - Depends on complete and accurate current LEA Student and School Enrollment data

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Collection Window 1

Collection 10/1 to 10/17	Follow-Up, Review & Editing 10/20 to 10/31	Correction 11/3 to 11/14	
Data Set	Templates	Required/Updates	Comments
Prior Year Collection (2013-14)			
SES/School Choice (Prior Year Data)	District Fact	Required	
	Location Fact	Required	
Title I Staff & Student Participation (Prior Year Data)	District Fact	Required	
School Year Graduates continued (2013-14)	Student*	Required	*One Student Template can be submitted for multiple Data Sets
School Year Dropouts continued (2013-14)	Student*	Required	
Cohort Graduation Rate (2013-14)...4, 5 & 6 years	Student*	Required	
Interscholastic Athletic Opportunities (2013-14)	Location Fact	Required	For all schools with any of the grades 7 - 12
LEP Professional Survey (2013-14)	District Fact	Required	
Special Education Act 16 -- Services cost per student	Student Fact	Required	Submitted by District of Residence for all special education students being educated at district or off site
	Student	Updates	
14-15 Year Collection			
Student (October 1)	Student*	Required	
	Student Snapshot (October 1, 2014)	Required	
	School Enrollment	Required	
Programs Professional Personnel	Programs Fact	Required	For all schools with any of the tracked programs
	Staff	Required	
	Staff Snapshot (October 1, 2014) Staff Assignment	Required Required	

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Collection Window 2

Collection 12/1 to 12/14	Follow-Up, Review & Editing 12/15 to 1/3	Correction 1/4 to 1/31	
Data Set	Templates	Required/Updates	Comments
Special Education 12/1 Count	Special Education Snapshot	Required	Submitted by District of Residence for all special education students being educated at district or off site
	Student*	Updates	
	School Enrollment	Updates	
PATI	Survey Participant Response	Required	

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Collection Window 3

Collection 3/1 to 3/14	Follow-Up, Review & Editing 3/15 to 3/28	Correction 3/31 to 4/11	
Data Set	Templates	Required/Updates	Comments
Student (March 1)	Student*	Updates	
	Student Snapshot (March 1)	Required	
	School Enrollment	Updates	
Child Accounting SD & IU Preliminary JIF Counts	Student Calendar Fact	Required	
	School Calendar	Required	

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Collection Window 4

Collection 6/15 to 7/21	Follow-Up, Review & Editing 7/22 to 7/31	Correction 8/1 to 8/14	
Data Set	Templates	Required/Updates	Comments
Special Education Exit (Only those Special Ed Students who exited)	Special Education Snapshot	Required	Only those Special Ed Students who Exited. *One Student Template can be submitted for multiple Data Sets
	Student*	Updates	
	School Enrollment	Updates	
English Language Learners (End of Year Count/SES Provider)	District Fact	Required	*One Student Template can be submitted for multiple Data Sets
School Year Graduates continued (2014-15)	Student*	Updates	
School Year Dropouts continued (2014-15)	Student*	Updates	
Cohort Graduation Rate (2014-15)...4, 5 & 6 years Student (Year End)	Student*	Updates	
	Student*	Updates	Snapshot Date 6/15/2015; data must reflect student population at year end, even if last day of school is after June 15
Programs	Student Snapshot (Year End)	Required	
		School Enrollment	Updates
	Programs Fact	Updates	

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Collection Window 5

Collection 7/15 to 8/31	Follow-Up, Review & Editing 9/1 to 9/14	Correction 9/15 to 9/29	
Data Set	Templates	Required/Updates	Comments
Student	Student	Updates	
	School Enrollment	Updates	
Child Accounting	Student Calendar Fact	Required	
	School Calendar	Required	
Career & Technical Education	CTE Student Fact	Required	
	CTE Industry Credential	Required	
	Student Snapshot CTE Students Only (6/30) - A year long compiled snapshot.	Required	Snapshot Date 6/30/2015; data must reflect all CTE students in 2014-15

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Collection Window 6 Open All Year

Data Set	Templates	Required/Updates	Comments
Student Updates & Internal Snapshot	Student*	Updates	Update for Internal Snapshot
	School Enrollment	Updates	Update for Internal Snapshot
Programs	Programs Fact	Updates	
Course (HQT and CDT)	Course	Updates	HQT Collection Closes 6/30/2015
	Course Instructor	Updates	
	Student Course Enrollment	Updates	
PVAAS	Staff Student Subtest	Updates	Collection Closes 4/1/2015
Staff	Staff	Updates	
Safe Schools	<i>District Fact</i>	Required	Collection Closes 7/31/2015
	Incident	Required	
	Incident Offender	Required	
	Incident Offender Disciplinary Action	Required	
	Incident Offender Infraction	Required	
	Incident Offender Parent Involvement	Required	
	Incident Victim	Required	
	<i>Location Fact</i>	Required	
	Staff (School Security Personnel Only)	Required	
	Staff Assignment (9998 Only)	Required	
Staff Development Fact	Required		



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Collection Window 6 Internal Snapshot Schedule

Internal Snapshots	Required/Updates	PIMS generated Internal Student Snapshot	LEA updates completed by 11:59 PM on	PIMS Internal Student Snapshot Dated
Pre-codes Winter Keystone	Required	Must be updated by 11:59 pm on Sept 29 to be included in the Internal snapshot	9/29/2014	9/29/2014
Pre-Codes PSSA	Required	Must be updated by 11:59 pm on Nov 13 to be included in the Internal Snapshot	11/13/2014	11/13/2014
Updates for Winter Keystone **	Required if school has students taking Keystones	Included in the Nov 13 Internal Snapshot **		
Access for ELL Precode	Required	Must be updated by 11:59 pm on Dec 1 to be included in the Internal Snapshot	12/1/2014	12/1/2014
Special Education	Required for Special Ed Snapshot Demographics	For special education student demographics	1/31/2015	1/31/2015
Precode for Spring Keystone	Required if school has students taking Keystones	Must be updated by 11:59 pm on March 02 to be included in the Internal Snapshot	3/2/2015	3/2/2015
PSSA Student Demographic Refresh	Required for schools any of the grades 3 - 8	ELA Snapshot - Must be updated by 11:59 pm on April 17 to be included in the Internal Snapshot	4/17/2015	4/17/2015
PSSA Student Demographic Refresh	Required for schools any of the grades 3 - 8	Math Snapshot - Must be updated by 11:59 pm on April 24 to be included in the Internal Snapshot	4/24/2015	4/24/2015
PSSA Student Demographic Refresh	Required for schools any of the grades 3 - 8	Science Snapshot - Must be updated by 11:59 pm on May 1 to be included in the Internal Snapshot	5/1/2015	5/1/2015
Continued on next slide				

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Collection Window 6 Internal Snapshot Schedule (Cont'd)

Internal Snapshots	Required/Updates	PIMS generated Internal Student Snapshot	LEA updates completed by 11:59 PM on	PIMS Internal Student Snapshot Dated
Pre code for Summer Keystone Exams	Required if school has students taking Keystones	Must be updated by 11:59 pm on May 11 to be included in the Internal Snapshot	5/11/2015	5/11/2015
ELL Accountability	Required	Must be updated by 11:59 pm on May 14 to be included in the Internal Snapshot	5/14/2015	5/14/2015
Winter & Spring Keystone Exam Update (Accountability Reporting)	Required if school has students taking Keystones	Must be updated by 11:59 pm on May 26 to be included in the Internal Snapshot	5/26/2015	5/26/2015
Special Education		For special education student demographics	8/14/2015	8/14/2015
ELL Year end		Must be updated by 11:59 pm on Aug 21 to be included in the Internal Snapshot	8/21/2015	8/21/2015

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Frequently Asked Questions

Q: Student Template: Should the Planned Assessment Type be changed to reflect if a student did not take a test if a student withdraws prior to the assessment window? Or should the assessment indicator reflect the assessment the student should take at that grade level?

A: It should reflect the assessment the student should take at the LEA for that grade level.

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Frequently Asked Questions

Q: Student: Assessment Participation Code – What should be reported by entities who are not educating the student for all assessments? For instance, an elementary or middle level special education student in an Intermediate Unit class who attends a district class for math but received language arts instruction from the IU teacher. The district teacher would administer the math assessment (PSSA), but the Intermediate Unit teacher would administer the reading/English Language Arts (ELA) assessments. Currently, the Intermediate Unit is reporting the student in the pre-code.

A: Only one LEA can report a student for PSSA testing and receive a pre-code label.

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Frequently Asked Questions

Q: Data Collection Consolidation: With these big collections, do all templates need to be submitted together? Will the DQE reject them if not submitted together?

A: Only templates that are dependent on one another must be submitted together. The PIMS Manual, published on the PIMS web portal, identifies the dependent templates and load sequence.

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Frequently Asked Questions

Q: Data Collection Consolidation: Which templates will be 'tied' together through the DQE? Will the DQE require that ALL of the templates, which will now be able to be submitted in every collection, be submitted at the same time? Due to the size of our template submissions, it would be extremely difficult for us to coordinate ALL of the templates to be ready on the same day and time. In addition, PDE may have difficulties processing ALL of our files at the same time, as well.

A: The PIMS manual identifies templates that must be submitted at the same time.

2014-15 Annual PIMS Updates

Frequently Asked Questions

Q: Data Collection Consolidation: Are the new collection names: Collection 1 – October 1; Collection 2 – December 1; etc. like it says on the calendar or will collections like Safe School and Course/HQT still be collected?

A: PIMS collections are identified by number for 2014-15 school year. The specific 'purpose or department' is incorporated within the new collections.

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Frequently Asked Questions

Q: Safe Schools: Why is Safe Schools a year long access? This is something that I look at throughout the year, internally but will not upload until the end of the school year because the police department only wants to look at the data once a year and sign off. I do not want to upload incorrect data and then have to request a delete if a key field is changed because the police want it coded something different due to charges being filed.

A: The Safe Schools data set is open all year in order to allow for updating of incidents throughout the year. It is not mandatory to upload this information more than one time.

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Frequently Asked Questions

Q: Sandbox: How will deletions be processed in the Sandbox/Staging Environment?

A: The Staging Environment is the PDE Development environment. The Sandbox is the LEA testing environment. Delete Utility will be made available to all users in the PIMS Sandbox environment. PDE will not process any deletes in the Sandbox.

For more information on the 2014-15 PIMS Annual Updates please visit PDE's website at www.education.state.pa.us

The mission of the department is to academically prepare children and adults to succeed as productive citizens. The department seeks to ensure that the technical support, resources and opportunities are in place for all students, whether children or adults, to receive a high quality education.