

Student Domain

The LEAs are required to submit the following templates in the Student Domain:

Student

Student Snapshot

This domain only applies to the following organizational types:

School Districts

Intermediate Units

Career and Technology Centers

Charter Schools

State Juvenile Correctional Institutions

Private Residential Rehabilitation Institutions (PRRI)

Approved Private School (APS)

Student Template (217 Fields, 58 Collected)

Target Table: STUDENT

Template Description

The Student Template contains one LEA record for each student for each school year. The Student template can be submitted at all reporting periods other than end of year in either a point-in-time fashion (only including active students) or in a cumulative fashion (all students enrolled in the LEA for the school year).

The end of year Student template submission must be a cumulative submission. All students, regardless of whether or not they were active on a PDE reporting date, must be included in the end of year submission.

Note that not all fields are required at each submission period.

Grain: One record per LEA / School Year / Student

Please note that only the **Fields highlighted** will be collected for Pennsylvania Department of Education. Remember that all fields may not be mandatory; however, all fields within a template **MUST BE** accounted for in order to transmit data.

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	9	DISTRICT CODE	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education		Example: 123456789 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
2	4	LOCATION CODE	R	U, M	The PDE-defined, 4-digit code identifying the school. All public schools have a 4-digit school code that is other than 0000 or 9999 NOTE: IUs, PRRISs and APSs use location code 0000. If a student is at a location that does not have a designated school code, use 9999 as the location code. For Special Ed Reporting – the Special Education Reporting LEA uses 9999 for students educated in other LEAs		Example: 1234 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
3	10	SCHOOL YEAR DATE	R	K, M	A single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2014-2015 school year would be indicated by 2015-06-30.	All dates must be entered in ISO format: YYYY-MM-DD.	Example: 2015-06-30
4	10	STUDENT ID	R	K, M	The unique, 10-digit PAsecureID assigned to the student		Example: 1000000009
5	Not collected						
6	Not collected						
7	Not collected						

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
8	Not collected						
9	Not collected						
10	N/A	CURRENT GRADE LEVEL	R	U, R	Indication of the student's grade level	Special Ed students must be coded with an actual grade level.	See Appendix K in Volume 2 of the PIMS User Manual for a complete list of valid values.
11	Not collected						
12	Not collected						
13	20	HOME ROOM	R	U	Provide the homeroom number for the student for the given year. This field is used for determining class size in the elementary school grades and in off-site preschool programs.	LEAs with registered Adult Affidavit Programs (AAPs) may code all AAP grade-level students as AAPHR.	Example: 206A
14	10	BIRTH DATE	R	U, R	Provide the birth date of the student.	All dates must be entered in ISO format: YYYY-MM-DD.	Example: 1991-07-15
15	N/A	GENDER CODE	R	U, R	Provide a code that represents the gender of the student.		Valid Values: <ul style="list-style-type: none"> • M – male • F - female
16	40	ADDRESS 1	CR	U	Provide the street name and number of the student's mailing address.	Address information is needed for CTE secondary students and Perkins funded CTE adult affidavit program students.	Example: 222 Main St.
17	40	ADDRESS 2	CR	U	Provide additional information concerning the street address of the student's mailing address, such as apartment number.	Address information is needed for CTE secondary students and Perkins funded CTE adult affidavit program students.	Example: Apt. 107

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
18	30	CITY	CR	U	Provide the city of the student's mailing address.	Address information is needed for CTE secondary students and Perkins funded CTE adult affidavit program students.	Example: York
19	N/A	STATE CODE	CR	U	Provide the official 2-character US Postal Service abbreviation for the student's mailing address.	Address information is needed for CTE secondary students and Perkins funded CTE adult affidavit program students.	Example: PA See Appendix D of Volume 2 of the PIMS User Manual for the full list of state abbreviations.
20	10	FULL ZIP CODE	CR	U	Provide the official US Postal Code for the student's home address.	Address information is needed for CTE secondary students and Perkins funded CTE adult affidavit program students. If this field is populated, the values should be in the format NNNNN or NNNNN-NNNN	Example: 17401 or 17401-1234
21	Not collected						
22	Not collected						
23	N/A	GUARDIAN RELATIONSHIP	R	U	A person's status in relation to legal adulthood, as specified by state law See Valid Values.	LEAs with registered Adult Affidavit Programs (AAP) may code all AAP grade-level students as A.	Valid Values: <ul style="list-style-type: none"> • M – minor (for the purposes of PIMS, a student is considered a minor until the age of 21) • A – adult • E – emancipated minor
24	Not collected						
25	Not collected						
26	Not collected						

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
27	N/A	RACE OR ETHNICITY CODE	R	U, R	A single code indicating the race and ethnicity of the student; see Valid Values.	<p>Required if known</p> <p>Refer to “Race/Ethnicity: Federal Race and Ethnicity Standards” in this volume of the manual for an explanation of the federal race and ethnicity codes.</p>	<p>Valid Values:</p> <ul style="list-style-type: none"> • 1 – American Indian/Alaskan Native (not Hispanic) • 3 – Black or African American (not Hispanic) • 4 – Hispanic (any race) • 5 – White (not Hispanic) • 6 – Multi-Racial (not Hispanic) • 9 – Asian (not Hispanic) • 10 – Native Hawaiian or other Pacific Islander (not Hispanic)
28	Not collected						
29	Not collected						
30	Not collected						
31	Not collected						
32	Not collected						
33	N/A	ECONOMIC STATUS (FOOD PROGRAM PARTICIPANT)	R	U, R	<p>Use this field to indicate if a student participates in free or reduced lunch program.</p> <p>See Valid Values.</p>	<p>LEAs with registered Adult Affidavit Programs (AAPs) should code all AAP grade-level students as N.</p>	<p>Valid Values:</p> <ul style="list-style-type: none"> • F – free • R – reduced price • N – neither
34	N/A	CHALLENGE TYPE	CR	U	<p>Student’s primary Challenge Type</p> <p>This often is referred to as Disability throughout PDE.</p> <p>NOTE: This MUST match Field 11 (PRIMARY DISABILITY) of the Special Education Snapshot template.</p>	<p>This field is required only if Field 38 (SPECIAL EDUCATION) is Y or E.</p>	<p>See Appendix H in Volume 2 of the PIMS User Manual for a complete list of valid values.</p>

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
35	Not collected						
36	Not collected						
37	Not collected						
38	N/A	SPECIAL EDUCATION	R	U, R	Provide an indication of whether the student is a special education student. This field is used for tracking presence of IEP for Precode. See Valid Values.	LEAs with registered Adult Affidavit Programs (AAPs) should code all AAP grade-level students as N.	Valid Values: <ul style="list-style-type: none"> • Y – has IEP • E – exited IEP < 2 years • N – no IEP or exited IEP > 2 years
39	Not collected						
40	Not collected						
41	N/A	LEP/ELL STATUS	R	U	This field indicates whether the student: <ul style="list-style-type: none"> • is currently identified as an ELL; • was formerly ELL, has exited, and is being monitored; • was formerly ELL, has exited, and no longer is being monitored, or; • was never identified as ELL. 	Code Adult Affidavit Program (AAP) grade-level students as 01 when student has limited ability in speaking, reading, writing or understanding English language and whose native language is other than English or lives in environment in which a language other than English is dominant. Otherwise, code AAP students as 99.	Valid Values: <ul style="list-style-type: none"> • 01 – current ELL • 03 – former ELL, exited, and in 1st year of monitoring • 04 – former ELL, exited, and in 2nd year of monitoring • 05 – former ELL, exited, and no longer monitored • 99 – never ELL
42	Not collected						
43	Not collected						
44	Not collected						
45	Not collected						

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
46	N/A	REPEATING LAST YEAR	R	U	Y or N to indicate student is repeating current grade level during the school year	LEAs with registered Adult Affidavit Programs (AAPs) may code all AAP grade-level students as N.	Valid Value: Y or N
47	Not collected						
48	Not collected						
49	Not collected						
50	Not collected						
51	Not collected						
52	Not collected						
53	4	EXPECTED GRADUATION TIMEFRAME	CR	U	<p>The expected timeframe for the student to graduate, in the form MMY, where MM is a 2-digit number representing the expected month of graduation, and Y is the last 2 digits of the expected year of graduation.</p> <p>As an example, June 2015 would be represented 0615.</p> <p>If the exact month is unknown, use June (06) as the graduation month.</p>	<p>This field can be left as null for elementary and middle school students but must be populated for all students who have entered grade 9.</p> <p>This field should be left blank for Adult Affidavit Program (AAP) students.</p>	Example: 0614
54	Not collected						
55	Not collected						
56	Not collected						
57	Not collected						
58	Not collected						
59	Not collected						

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
60	Not collected						
61	Not collected						
62	Not collected						
63	Not collected						
64	Not collected						
65	N/A	GRADUATION STATUS CODE <i>(continued on next page)</i>	CR	U	Indication of whether a student graduates, drops out, or transfers	<p>This field pertains to graduation status <i>and</i> dropout status, as well as transfers.</p> <p>Use appropriate code for students grades 7 through 12 for whom one of the situations in the Valid Values list applies.</p> <p>This field does not apply to Adult Affidavit Program (AAP) students.</p>	<p>Valid Values:</p> <ul style="list-style-type: none"> • A – dropped out: academic problems • B – dropped out: behavior problems • C – dropped out: child, married, or pregnant • D – dropped out: disliked school • E – exceeded maximum school age and did not complete a state or district-approved educational program • F – exceeded maximum school age and completed a state or district-approved educational program • G – graduation with regular diploma or GED NOTE: If G is selected, Fields 91 (DIPLOMA TYPE) and 66 (EXPECTED POST-GRADUATE ACTIVITY) must be populated • H – enrolled but did not show • I – retired PAsecureID (PDE use only) • L – left PA public school system but didn't drop out (e.g., transferred out of PA, transferred to private school, died, etc.) • O – dropped out: other reason

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
65	N/A	GRADUATION STATUS CODE <i>(continued from previous page)</i>					<ul style="list-style-type: none"> • R – dropped out: runaway or expelled • S – ONLY for students reported as exiting special education if they were reported as graduates in the previous year's Student template • T – transferred to another LEA in PA • W – dropped out; wanted to work • X – transferred to another school in same LEA I - retired PAsecureID (PDE USE ONLY)
66	N/A	EXPECTED POST-GRADUATE ACTIVITY	CR	U	Indication of the type of activity the student plans for after graduation or after dropping out	<p>Value 998 is valid for dropouts only.</p> <p>Values 010 – 100 are valid for graduates only.</p> <p>Value 997 is valid for special education students with an IEP only.</p> <p>Required for dropouts and high school graduates only.</p>	See Appendix M in Volume 2 of the PIMS User Manual for a complete list of valid values.
67	N/A	STUDENT STATUS	CR	U, R	Indication of the current status of the student	Required for students that fall into one of the situations described in the value list. If a student is court placed, use court placed for the code value.	See Appendix L in Volume 2 of the PIMS User Manual for a complete list of valid values.

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
68	4	DATE FIRST ENROLLED IN AN ESL or BILINGUAL EDUCATION PROGRAM (CORE)	CR	U	The date, in ISO format, when the student was first enrolled in an ESL or bilingual education (core) program since first enrollment in a US school.	All dates must be entered in ISO format: YYYY-MM-DD. This field does not apply to Adult Affidavit Program (AAP) students that are coded as "Current ELL" in Field 41 (LEP/ELL STATUS).	Example: 2008-09-01
69	Not collected						
70	N/A	ADA STATUS INDICATOR	R	U	Field identifies students who: (1) have a current Section 504 service agreement plane in place AND (2) are considered disabled and eligible for protection under the Americans with Disabilities Act (ADA) of 1990, as amended by the ADA Amendments Act of 2008. ADA (as amended) defines "disability" as (1) a physical or mental impairment that substantially limits a major life activity; (2) a record of such an impairment; or (3) being regarded as having such an impairment.	Populate this data element, as appropriate, for all students. Consult appropriate LEA Section 504/ADA compliance officer(s) to determine those students with a current Section 504 service agreement plan in place. NOTE: Populate this field (70) with N for students recorded as having a current/active IEP in Field 38 (SPECIAL EDUCATION) of this template.	Valid Values: <ul style="list-style-type: none"> Y – Student has a current Section 504 service agreement plan in place and is considered disabled per ADA. N – Student does not have a current Section 504 service agreement plan in place.
71	Not collected						
72	Not collected						
73	N/A	FOREIGN EXCHANGE STUDENT	R	U	An indication of whether the student has entered the country on a student visa (usually 2-year) and is not intending to remain here permanently	LEAs with registered Adult Affidavit Programs (AAPs) may code all AAP grade-level students as N.	Valid Value: Y or N

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
74	Not collected						
75	Not collected						
76	Not collected						
77	Not collected						
78	Not collected						
79	Not collected						
80	N/A	GIFTED AND TALENTED	R	U	Indicates the student's gifted status and participation in a Gifted and Talented program. See Valid Values.	LEAs with registered Adult Affidavit Programs (AAPs) may code all AAP grade-level students as N.	Valid Values: <ul style="list-style-type: none"> • GY – Gifted, has GIEP • GN – Gifted, does not have GIEP • N – Not applicable
81	Not collected						
82	Not collected						
83	Not collected						
84	Not collected						
85	Not collected						
86	Not collected						
87	Not collected						
88	N/A	ECONOMIC DISADVANTAGED STATUS CODE <i>(continued on next page)</i>	R	U	This field indicates the economically disadvantaged status of a student, and is used to provide the economically disadvantaged disaggregation. This will be the one field used for all LEAs to indicate if a student is economically disadvantaged.	For most LEAs, this field will populate with Y if the student meets the requirements for "Eligibility to participate in a free or reduced lunch program" in the current school year.	Valid Values: <ul style="list-style-type: none"> • Y – Yes • N – No

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
88		ECONOMIC DISADVANTAGED STATUS CODE <i>(continued from previous page)</i>			<p>To determine if a student is economically disadvantaged, poverty data sources such as Temporary Assistance for Needy Families cases, census poor, Medicaid, children living in institutions for the neglected or delinquent, or those supported in foster homes may be used.</p> <p>If such data are not available, use the most recent reliable data available at the time of determination, such as free and reduced price lunch eligibility.</p>	<p>Provision II Districts and Community Eligibility schools should not use “base year” Free and Reduced Eligibility data for reporting individual student poverty code data in “non-base years.”</p> <p>In addition to using other poverty source data indicators, LEAs with Adult Affidavit Program (AAP) CTE enrollees should populate with Y if AAP student is in receipt of Pell grant or comparable state need-based financial assistance.</p>	
89	Not collected						
90	Not collected						
91	N/A	DIPLOMA TYPE CODE	CR	U	<p>The type of diploma/credential that is awarded to a student in recognition of his/her completion of the curricular requirements</p> <p>See Valid Values.</p>	<p>This field is required for students that have graduated.</p>	<p>Valid Values:</p> <ul style="list-style-type: none"> • 806 – Regular diploma • 816 –General Education Development (GED) credential
92	Not collected						
93	25	ALTERNATE STUDENT ID	R	U	A Student ID that is different than the primary identifier associated such as a local student identifier		
94	Not collected						

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
95	3	LEP/ELL ELIGIBILITY	CR	U	A Title III Indicator to identify which ELL students are Title III served	This field is conditionally required for ELLs with a Valid Value of 01 in Field 41 (LEP/ELL STATUS). See Valid Values.	Valid Values: <ul style="list-style-type: none"> • Y – Title III served • N – Not Title III served
96	Not collected						
97	10	GRADE 09 ENTRY DATE	CR	U	The school year in which the student entered 9th grade for the first time The school year is represented by a single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2014-2015 school year would be indicated by 2015-06-30.	This field is required for any student enrolled in grades 9 – 12 All dates must be entered in ISO format: YYYY-MM-DD.	Valid Value: If a student enters 9th grade for the first time in the 2014-2015 school year, submit 2015-06-30 as the grade 09 entry date
98	10	DISTRICT ENTRY DATE	R	U	The most recent date that the student entered the LEA	For new students in their first year at an LEA only, this should be the current school year. LEAs with registered Adult Affidavit Programs (AAP) may code all AAP grade-level students with a July 1 reporting year date (2014-07-01).	Example: 2009-09-01

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
99	10	SCHOOL ENTRY DATE	R	U	The most recent date that the student entered the school	<p>For new students in their first year at an LEA only, this should be the current school year.</p> <p>LEAs with registered Adult Affidavit Programs (AAP) may code all AAP grade-level students with a July 1 reporting year date (2014-07-01).</p>	Example: 2010-09-01
100	Not collected						
101	Not collected						
102	Not collected						
103	Not collected						
104	Not collected						
105	Not collected						
106	Not collected						
107	Not collected						
108	Not collected						
109	10	STATE ENTRY DATE	R	U	The most recent date that the student entered Pennsylvania; if that is not known, the most recent date enrolled in a school in PA	<p>This field must be populated with the actual date.</p> <p>LEAs with registered Adult Affidavit Programs (AAP) may code all AAP grade-level students with a July 1 reporting year date (2014-07-01).</p>	Example: 1997-08-01

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
110	10	DATE FIRST ENROLLED IN A US SCHOOL	CR	U	<p>The date, in ISO format, that the student first enrolled in a US school.</p> <p>For this purpose, enrollment in a school in Puerto Rico does not count as enrollment in a US school.</p> <p>Use best information available on prior enrollments.</p>	<p>This data is needed for ELL students only.</p> <p>All dates must be entered in ISO format: YYYY-MM-DD.</p> <p>This field does not apply to Adult Affidavit Program (AAP) students that are coded as "Current ELL" in Field 41 (LEP/ELL STATUS).</p>	<p>Example: 2003-08-01</p>
111	Not collected						
112	Not collected						
113	Not collected						
114	Not collected						
115	Not collected						
116	Not collected						
117	9	DISTRICT CODE OF RESIDENCE	R	U	<p>The school district code where the parent/legal guardian resides</p>	<p>LEAs with registered Adult Affidavit Programs (AAP) may code all grade-level students as 999999999.</p>	<p>Example: 123456789</p> <p>All LEA and school codes can be found at http://www.edna.ed.state.pa.us/</p> <p>Refer to Appendix N in Volume 2 of the PIMS User Manual for a complete list of valid values.</p>
118	Not collected						
119	Not collected						

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
120	N/A	STUDENT IS A SINGLE PARENT	CR	U	<p>Specifies whether the student is a single parent. A single parent is any individual who is unmarried or legally separated from a spouse and who has a minor child or children for which the parent has either custody or joint custody, or is pregnant.</p> <p>This is an element required for secondary and adult affidavit program CTE students only.</p>		Valid Value: Y or N
121	Not collected						
122	Not collected						
123	N/A	HOME LANGUAGE CODE	CR	U	<p>The NCES Code for the specific language or dialect used to communicate in the student's home.</p> <p>Conditionally required if language is not US English.</p>	LEAs with registered Adult Affidavit Programs (AAP) may leave this field blank for all AAP grade-level students.	<p>See Appendix J in Volume 2 of the PIMS User Manual for a complete list of valid NCES country and language codes.</p> <p>If US English, leave blank.</p>
124	Not collected						
125	4	YEARS IN US SCHOOLS <i>(continued on next page)</i>	CR	U	<p>An integer value (1, 2 or 3) that indicates the years that a student meets the Title III immigrant definition for federal funding purposes, as follows:</p> <ul style="list-style-type: none"> • is age 3 – 21, and • was not born in any state, and • has not been attending one or more schools in any one or more states for more than three full academic years 	<p>If student has been in US schools:</p> <ul style="list-style-type: none"> • 0 – 12 months = 1 year • 13 – 24 months = 2 years • 25 – 36 months = 3 years 	Valid Values: 1, 2, or 3 as defined in the Business Rules

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
125	4	YEARS IN US SCHOOLS <i>(continued from previous page)</i>	CR	U	NOTE: Students from Puerto Rico are not considered immigrant students.	<p>In the case of re-entry into US schools, the calculation for YEARS IN US SCHOOLS is cumulative.</p> <p>Calculation of number of months is from date of enrollment to October 1 of the current school year.</p> <p>Use best information available.</p>	
126	10	NAME SUFFIX	O	U	An appendage, if any, used to denote an individual's generation in his family (e.g., Jr., Sr., III); see Valid Values.	<p>Suffix should be split out from last name, both here and in PAsecureID.</p> <p>If student previously submitted into PAsecureID with suffix in last name field, please resubmit into PAsecureID with the suffix split out.</p> <p>NOTE: DO NOT create a new PAsecureID; edit the existing one. See FAQ 5 for further information.</p>	<p>Valid Values:</p> <p>Jr., Sr., II, III, IV, V, Esq., etc.</p>
127	Not collected						
128	Not collected						
129	Not collected						

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
130	Not collected						
131	N/A	FOOD PROGRAM ELIGIBILITY	R	U	The student's eligibility to participate in the free/reduced lunch program; see Valid Values.	LEAs with registered Adult Affidavit Programs (AAP) may code all AAP grade-level students as N.	Valid Values: F – Free R – Reduced price N – Neither
132	Not collected						
133	60	LAST NAME LONG	R	U	The legal last name (surname) of the student	See FAQ 1 for new guideline regarding hyphenated last names.	Example: Harley
134	60	FIRST NAME LONG	R	U	The legal first name of the student		Example: George
135	Not collected						
136	Not collected						
137	Not collected						
138	Not collected						
139	Not collected						
140	Not collected						
141	Not collected						
142	60	MIDDLE NAME	O	U	The middle name of the student. NOTE: Whenever possible, this is to be the FULL middle name, not just the middle initial.		Example: Howard
143	Not collected						
144	Not collected						
145	Not collected						

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
146	Not collected						
147	Not collected						
148	Not collected						
149	Not collected						
150	Not collected						
151	Not collected						
152	Not collected						
153	Not collected						
154	40	ADDRESS 3	O	U	Additional information concerning the street address of the student's mailing address, such as a building or site number.	Address information is needed for CTE secondary students and Perkins funded CTE adult affidavit program students.	
155	Not collected						
156	Not collected						
157	Not collected						
158	Not collected						
159	Not collected						
160	Not collected						
161	Not collected						
162	Not collected						
163	Not collected						
164	Not collected						

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
165	4	LOCATION CODE OF RESIDENCE <i>(continued on next page)</i>	R	U	<p>The school number of the public school that the student would attend, based on (1) his/her grade level <u>and</u> (2) home address of the parents/legal guardian</p> <p>This must be a school number related to the reported DISTRICT CODE OF RESIDENCE (Field 117).</p>	<p>If the district code of residence is the PA State Code 999999999 use location code 9999.</p> <p>If the district code of residence is out of state (88888888) use 9999.</p> <p>If the district of residence does not have a school with the appropriate grade level for the student (a 12th grade student whose district of residence does not have a high school), use 0000.</p> <p>For charter school students use the location code of the school the student would attend in the district of residence if not in the charter school.</p> <p>For students reported as being educated in a <u>magnet school located within the student's district of residence</u> use the magnet school's location code, not the school the student would attend based on their home address.</p>	<p>All LEA and school codes can be found at http://www.edna.ed.state.pa.us/</p>

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
165	4	LOCATION CODE OF RESIDENCE <i>(continued from previous page)</i>				LEAs with registered Adult Affidavit Programs (AAP) may code all AAP grade-level students as 9999.	All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
166	N/A	DISPLACED HOMEMAKER	CR	U	An indication of whether the student is considered a displaced homemaker. The term 'displaced homemaker' means an individual who, "(A)(i) has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills; "(ii) has been dependent on the income of another family member but is no longer supported by that income; or "(iii) is a parent whose youngest dependent child will become ineligible to receive assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) not later than 2 years after the date on which the parent applies for assistance under such title; and "(B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.	This field is needed for secondary and adult affidavit CTE students only.	Valid Value: Y or N

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
167	4	SPECIAL EDUCATION REFERRAL	R	U	Special Education student that is referred to another LEA for education	<p>Must be a Special Education student</p> <p>Valid Value in Field 38 (SPECIAL EDUCATION) must be "Y" or "E" to value this field with a "Y."</p> <p>District of Residence is the only entity allowed to have "Y" in this field.</p>	Valid Value: Y or N
168	Not collected						
169	Not collected						
170	Not collected						
171	Not collected						
172	Not collected						
173	Not collected						
174	Not collected						
175	Not collected						
176	Not collected						
177	Not collected						
178	Not collected						
179	Not collected						
180	Not collected						
181	Not collected						
182	N/A	HOME ADDRESS STATE COUNTY CODE	O	U	The 2-digit county code of the student's mailing address; counties in PA are numbered 01 – 67 in alphabetical order.		See Appendix D in Volume 2 of the PIMS User Manual for the full list of state abbreviations.

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
183	Not collected						
184	Not collected						
185	Not collected						
186	Not collected						
187	Not collected						
188	Not collected						
189	9	FUNDING DISTRICT CODE	R	U	The district code that applies to the school district financially responsible for the student. In most cases, this will be the same district as reported under the district code of residence EXCEPT in the case of non-resident foster children.	<p>This must be one of 500 Pennsylvania school districts.</p> <p>Refer to section “Students to be Reported in PIMS” in Volume 1 of the PIMS User Manual.</p> <p>LEAs with registered Adult Affidavit Programs (AAP) may code all AAP grade-level students with the AUN of the school district where the CTE AAP education entity is located.</p>	<p>Example: 123456789</p> <p>All LEA and school codes can be found at http://www.edna.ed.state.pa.us/</p> <p>Refer to Appendix N in Volume 2 of the PIMS User Manual for a full list of valid values.</p>

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
190	3	CTE INDICATOR	R	U	<p>This field is only required for students educated by LEA schools classified as either “occupational” or “comprehensive” Career and Technical Centers (CTCs).</p> <p>This field indicates whether or not a normal full complement of “primary academics” is administered and provided to this student by the reported CTC school identified in LOCATION CODE (Field 2 of this template).</p> <p>For the purpose of this data element, “primary academics” include English, Reading/Language Arts, Mathematics, Sciences, and Social Studies (history, economics, geography, and civics and government).</p> <p>FOR YOUR REFERENCE: A list of all the schools classified as either “occupational” or “comprehensive” Career and Technical Centers (CTCs) for this reporting year are included in Appendix XXXX of the PIMS Volume 2 User Manual.</p>	Only CTEs will provide the information.	Valid Value: Y or N
191	Not collected						
192	Not collected						
193	Not collected						
194	Not collected						
195	Not collected						

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
196	Not collected						
197	Not collected						
198	Not collected						
199	Not collected						
200	Not collected						
201	Not collected						
202	Not collected						
203	Not collected						
204	Not collected						
205	Not collected						
206	Not collected						
207	Not collected						
208	Not collected						
209	Not collected						
210	Not collected						
211	Not collected						
212	20	ASSESSMENT PARTICIPATION CODE <i>(continued on next page)</i>	R	U	Identifies the associated assessment(s) in which a student participates throughout the given school year. This field will facilitate PDE parsing data for LEAs administering the test and support the creation of pre-code labels by various testing vendors. Follow these rules for applying the assessment participation code: <ul style="list-style-type: none"> LEAs not administering an assessment to a student is to use Code I 		Valid Values: <ul style="list-style-type: none"> A – PASA B – PSSA I – Not participating in any of these assessments J – NIMS and NOCTI K – NIMS L – NOCTI

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
212	20	ASSESSMENT PARTICIPATION CODE <i>(continued from previous page)</i>			<ul style="list-style-type: none"> LEAs administering an assessment indicate the appropriate code. <p>NOTE: adherence to these rules will reduce the need for hand-bubbling of test booklets.</p>		
213	Not collected						
214	20	ASSESSMENT PARTICIPATION CODE 2 (Keystone Winter Assessment)	R	U	<p>Identifies the associated assessment(s) in which a student participates throughout the given school year. This field will facilitate PDE parsing data for LEAs administering the test and support the creation of pre-code labels by various testing vendors. Follow these rules for applying the assessment participation code:</p> <ul style="list-style-type: none"> LEAs not administering an assessment to a student is to use Code Z LEAs administering an assessment indicate the appropriate code <p>NOTE: adherence to these rules will reduce the need for hand-bubbling of test booklets.</p>		<p>Valid Values:</p> <ul style="list-style-type: none"> 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

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
215	20	ASSESSMENT PARTICIPATION CODE 3 (Keystone Spring Assessment)	R	U	<p>Identifies the associated assessment(s) in which a student participates throughout the given school year. This field will facilitate PDE parsing data for LEAs administering the test and support the creation of pre-code labels by various testing vendors. Follow these rules for applying the assessment participation code:</p> <ul style="list-style-type: none"> LEAs not administering an assessment to a student is to use Code Z LEAs administering an assessment indicate the appropriate code <p>NOTE: adherence to these rules will reduce the need for hand-bubbling of test booklets.</p>		<p>Valid Values:</p> <ul style="list-style-type: none"> 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
216	20	ASSESSMENT PARTICIPATION CODE 4 (Keystone Summer Assessment) <i>(continued on next page)</i>	R	U	<p>Identifies the associated assessment(s) in which a student participates throughout the given school year. This field will facilitate PDE parsing data for LEAs administering the test and support the creation of pre-code labels by various testing vendors. Follow these rules for applying the assessment participation code:</p> <ul style="list-style-type: none"> LEAs not administering an assessment to a student is to use Code Z. 		<p>Valid Values:</p> <ul style="list-style-type: none"> 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

PIMS Student Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
216	20	ASSESSMENT PARTICIPATION CODE 4 (Keystone Summer Assessment) <i>(continued from previous page)</i>			<ul style="list-style-type: none"> LEAs administering an assessment indicate the appropriate code <p>NOTE: adherence to these rules will reduce the need for hand-bubbling of test booklets</p>		
217	20	DISTRICT OF ENROLLMENT CODE	R	U	Identifies the district where the non-resident student is enrolled	Must contain a district code.	<p>Example: 123456789</p> <p>All LEA and school codes can be found at http://www.edna.ed.state.pa.us/</p>

Rules:

1. SCHOOL YEAR DATE is the date of the last day of the school year in is format: YYYY-06-30.
 2. Date fields (field name ends in DATE) must be in the ISO format: YYYY-MM-DD.
 3. STUDENT IDs must be unique within an LEA.
 4. Only a single instance of a student is to be supplied in source file.
 5. Phone numbers should be in the format 555-555-5555.
 6. Zip code information for home address can be supplied by component (BASE ZIP CODE and ZIP CODE +4) or as a single FULL ZIP CODE.
 7. If components only are supplied, a FULL ZIP CODE will be generated by combining BASE ZIP CODE, '-', and ZIP CODE +4.
 8. Grade point averages may be between 0.00000 and 999.99999.
 9. Code Column: OBS - GROUP NAME and GROUP REMOVAL DATE are obsolete; use STUDENT GROUP FACT TEMPLATE for memberships.
 10. BIRTH DATE must be within set range set by client; the default range is 1971-01-01 to current date.
 11. If populated, EXPECTED GRADUATION TIMEFRAME must be in the form YYYY or MMY and begin with 19, 20 or 01-12. If not, a warning is generated.
 12. The non-null values in ETHNIC CODE SHORT and RACE CODE 2 through RACE CODE 5 must be unique; if not, the record is rejected.
 13. When a record is updated and LAST NAME, BIRTH DATE, and CURRENT GRADE LEVEL are all different than the existing Table record, a warning is generated.
 14. SNAPSHOT DATE is reserved for compatibility with the STUD_SNAPSHOT Table.
 15. Field 167 (SPECIAL EDUCATION REFERRAL) can only be valued if the student is identified as "Y" or "E" in Field 38 (SPECIAL EDUCATION).
 16. Field 190 (CTE INDICATOR) should only be valued by valid CTCs that are providing all CORE academics to the student.
 17. The columns identified with an NCES code are recommended to follow the NCES Non-Fiscal Data Handbook V4.0.
 18. Only delimited files are accepted.
-

Load Sequence/Dependencies

No dependencies

FAQs

Please note that FAQs in this section pertain to the Student Template and other related templates in the Student Domain.

1. How do I enter a student's last name that is hyphenated?

- In all cases of entering a student's name, whether hyphenated or not, the **legal** names (first and last) are to be used. If a student's name changes, legal documentation should be requested for verification.

2. What students should be included when submitting the Student and Student Snapshot templates?

- The Student template should be submitted by LEAs in a cumulative fashion (all students enrolled in the school on a year-to-date basis).
 - **NOTE:** The end of year Student template submission must be a cumulative submission including all students enrolled throughout the entire school year.
- The June 30 CTE Student Snapshot must (at a minimum) include a comprehensive list of students enrolled (at any point during the reporting year) in PDE-approved, reimbursable CTE secondary programs or registered adult affidavit programs held (owned) and operated by the LEA. LEAs that do not hold (own) and operate PDE-approved, reimbursable secondary CTE programs or registered adult affidavit programs do not need to submit June 30 Student Snapshot data.
- **For the Special Education Collection ONLY** – The **Special Education Snapshot** template should be submitted by the school district of residence, **NOT** by educating LEA, IU, APS, County Prison, CTC, or other entity. Exceptions:
 - Students enrolled in a charter school are reported by the charter school.
 - 1305 (Foster Home) – these students are reported by the school district in which the student resides with the foster parents.
 - Students educated in state adult and state juvenile correctional facilities are reported by the PA Department of Corrections Education.
 - Students designated as Wards of State in county prisons are reported by the school district in which the prison is located.
 - Gifted students are not included in the Special Education submissions.
 - PIMS will limit the AUNs to those LEAs permitted to upload to the Special Education collection. This AUN should be identical to the AUN in Field 1 (DISTRICT CODE) of the Special Education template.
 - **NOTE:** A corresponding Student template record must exist for each student record in the Special Education Snapshot. The DQE will determine if a student record has been uploaded by the Special Education Reporting LEA for the current school year. If no student record exists, an error report will be generated. The student records on the error report must be uploaded in the Student template before the corresponding Special Education Snapshot records will be accepted.

- **December Special Education submission (Student template and Special Education Snapshot)** – include all special education students with a valid IEP as of 12/1 of the current school year. Field 38 (SPECIAL EDUCATION) should be populated with Y – has IEP.
- **July Special Ed submission (Student template and Special Education Snapshot)** – include all students that received special education services from July 1 through June 30 who exited at any time during the current school year. Report the status of the student as of June 30. (See FAQ 4 in the Special Education domain for required fields.)
- **NOTE:** Field 38 (SPECIAL EDUCATION) must equal “Y – has IEP.” The only exceptions are those students who transferred from Special Education to Regular Education. In these instances Field 38 must equal “E – Exited IEP < 2 Years.” Field 52 (REASON FOR EXITING SPECIAL EDUCATION) must equal “05 – Returned to Regular Ed.” Field 38 must be changed to “N” two years from the actual date the student exited special education.

3. If data for a student on some particular element is missing, or if that element doesn't apply, what should be done?

- Rules for loading records:
 - All key fields (those marked with a "K" in the templates) must have a value or the record will fail to load.
- All mandatory fields (those marked with an "M") must have a value if the record is new. If the record is an update of an existing record, mandatory fields need not have a value.
- Rules for record validation after records are loaded:
 - Required fields without a value will be listed on the validation report.
 - Conditionally required fields need to have a value only if they apply.
 - If the field is not required no value needs to be submitted.
 - **NOTE:** Make sure the delimiter (e.g., tab, comma) is submitted in the template file as a placeholder for fields with no value.

4. There are multiple first and last name fields within these templates. Which of these fields should LEAs use?

- LEAs must populate the First Name Long and Last Name Long.

5. 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:
 - from Menu on the PAsecureID home page, select “Enter Individual Student;” this will bring up a screen with blank fields
 - fill in all the fields with the appropriate data, making sure to enter the existing PAsecureID number in the “State ID” field; failure to populate this field will result in the creation of a new (duplicate) ID number for the student
 - click the “Assign State ID” button
 - if/when presented with a near match message, resolve the near match as for any other transaction.

6. Can an LEA decide to populate the Snapshot Date in the Student template so that the format of this template is consistent with the Student Snapshot template?

- Yes, LEAs can populate this field. It will be ignored in the Student template.

7. How should students participating in off-site preschool programs be entered in PIMS?

- Each school district and charter school should submit enrollment data for students at any of the LEA offsite programs. A generic offsite location will be created with a generic Location ID of “9999.” Students participating in off-site programs should be associated with this location. The specific class of the student should be entered in the Homeroom field (Field 13) on the Student template.

8. Who is considered a CTE (Career and Technical Education) student?

- CTE students are those enrolled either in a PDE-approved, reimbursable, occupational CTE program or a registered adult affidavit program. Secondary CTE students complete and sign “Annual Educational and Occupational Objectives for Students Enrolled in a PDE Approved CTE Program” form (PDE-408) or a similar locally developed form, and take courses in the reporting year that are part of the approved reimbursable CTE program.
- Reporting of CTE students is to be completed by the school entity (school district, charter school, intermediate unit or career and technical center) that holds the PDE reimbursable secondary CTE program. For example, if the district holds (owns) the reimbursable CTE PDE program approval or the adult affidavit program registration, then the district submits the student data. If the career and technical center holds the reimbursable CTE PDE program approval or adult affidavit program registration, then the CTC submits the student data.
- **NOTE:** CTE students are reported by the district of residence for Special Education templates.

9. Who is considered an LEP/ELL student?

- A 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 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; and
- 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.

10. What Location Code of Residence (Field 165) do I use for a foreign exchange student?

- Foreign exchange students, with a foreign exchange company and using a J-1 visa, are considered residents of the district where they are living.

11. Who is considered an immigrant student?

- A student who meets the following criteria:
 - is age 3 through 21;
 - was not born in any state; and
 - has not been attending one or more schools in any one or more states for more than 3 full academic years.
- **NOTE:** Students from Puerto Rico are NOT considered immigrants.

12. How do we submit the graduate and dropout reports in PIMS?

- Report graduates in each school district, comprehensive CTC, and charter school with a senior high school program.
- Report dropouts in grades 7 through 12 in the following entities: school district, comprehensive CTC, charter school, and special program jointure.
 - A. Prepare Template
 1. The Student template is used for reporting graduates and dropouts.
 2. Use the Student template for the most recently completed school year.
 3. Graduates and dropouts must have valid codes for Location Code of Residence and District Code of Residence.
 4. Upload the updated Student template containing your dropouts and graduates into PIMS, being sure to choose the school year which has just been completed.
 5. Field 65 contains the graduate code, the various dropout codes, and other codes.
 6. Field 66, for post-high school activity, is required for dropouts and for graduates. The valid three-digit codes are listed in Appendix M of Volume 2 of the PIMS User Manual. Since these codes must be three-digits, be sure the uploaded file has the preceding zeros where indicated in the code.

For the **Graduates**, update the Student template during the summer after the students have graduated.

- An additional update and upload of the Student template will be required after September 30 for students who graduated over the summer.
- If Field 65 is populated with “G” for graduate, in addition to Field 66, Field 91 (Diploma Type Code) must also be populated. **(NOTE: Field 91 is used for graduates only.)**
- If none of the codes for Field 65 applies to a particular 12th grade student, which can occur if a student is going to be retained, carry that student over to the new school year. If nothing is indicated in Field 65 for that 12th grade student, it is expected he/she will appear as retained on the new school year report in Field 46 (Repeating Last Year).

For the **Dropouts**, update the Student template as occurrences happen throughout the school year.

- Dropouts are to be reported for students who were enrolled in grades 7-12 at some time during the school year and dropped out some time during that same school year. For example, a student who was enrolled on Oct. 1 of 2014 and drops out in March 2014 is to be recorded as a dropout in the 2014-2015 Student template.
- An additional update of the Student template and uploads will be required after September 30 for students whom you recorded as dropouts but who *actually returned* by September 30 (were enrolled on October 1) of the new school year. For example, a student who enrolled on Oct. 1 of 2014, drops out in March 2015, and re-enrolls by September 30, 2015 needs to have the dropout indicators removed in the 2014-2015 Student template since the student is no longer considered a 2014-2015 dropout. In order to remove the dropout indicators, simply upload a corrected student record with the dropout indicator fields blank.

- Students who enrolled in the new school year but dropped out before October 1 of that same school year are reported as dropouts for the grade and the school year in which they dropped out, i.e. the new school year. For example, a student who was enrolled in early September of 2014 and drops out before Oct.1, 2014 is to be recorded as a dropout in the 2014-2015 Student template.
- **Summer Dropouts** are students who were not dropouts at the close of the previous school year but who failed to enroll by October 1 of the current school year.

Please report Summer Dropouts in the Student template for the grade and the school year for which they failed to report. For example, a student who completes the 10th grade in 2013-2014 but who is not re-enrolled on October 1, 2014 is reported as a dropout for 11th grade in the 2014-2015 Student template.

- **NOTE:** Do not submit records in the School Enrollment template for summer dropouts because they actually did not attend in the current school year; no “membership days” will be created. The School Enrollment template is not used for gathering data for this dropout data collection.

B. Upload Template and Validate

- Be sure the batch with the updated student template is submitted successfully. Be aware that the checkmarks appearing in PIMS mean that a few main codes have past scrutiny, but they do not reflect the quality of the records in the entire template. To check on the quality of records, check the various *validation reports* in PIMS Reports to identify any further corrections needed.
- To view the **graduate** validation reports:
 1. Go to: Public Folders > eScholar Framework for Cognos - Verify > Validation Reports > Conditionally Required Fields > Student and Student Snapshot
 - Be sure to check the report Post-Graduate Activity and Post-Dropout Activity for any listed records that need correction.
 - All graduates indicated by “G” in Graduation Status must also have a Planned Post Graduate Activity Code (Field 66).
 - Codes for planned post graduate activities are applicable for graduates only; codes of post-dropout activities are applicable for dropouts only.
 - If a student is neither a graduate nor a dropout, there should not be a post-activity code in the field.
 - Only special education students with an IEP can have 997 for Independent Living.
 - Be sure to check the report “Diploma Type Code” for any listed record that violates any of the conditional requirements for the template. For any student who has not yet graduated, the diploma type code (Field 91) should be left blank.
 2. Go to: Public Folders > eScholar Framework for Cognos - Production > Graduate and Dropout Reports > Graduate Validation Report
 - Records are listed on this report for double-checking in case entries for actual graduates have been missed.

- If any graduates have an ethnic code of 1, verify that the person is indeed American Indian/Alaskan Native and that the correct code was used.
- Make the correction(s) and upload the corrected template. Then check the validation reports again to be sure all records are complete and correct.
- To view the **dropout** verification reports:
 1. Go to: Public Folders > eScholar Framework for Cognos - Production > Graduation and Dropout Reports.
 2. Run the verification reports in the Dropout Reports folder and verify the data before submitting the Accuracy Certification Statement (ACS).

C. View and print the Accuracy Certification Statement (ACS) and profile:

- Go to: Public Folders > eScholar Framework for Cognos - Production > Graduation and Dropout Reports.
- Choose the PDF format option. Be sure to print out the entire ACS.
- Review the Accuracy Certification Statement. If the data is correct, have the ACS signed and fax the entire ACS to the number at the top of the ACS.

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

- This data will be used for calculating the cohort graduation rate. If a student is not accurately identified as participating in the PASA, the student will be incorrectly included in the cohort graduation rate. The Bureau of Assessment and Accountability will use counts derived from this data for planning and budgeting purposes.

PIMS FAQ related to Migrant Status

- Official Migrant data is sourced into PIMS from MIS2000, the official source. Therefore, submission of migrant data in the template is optional.



Student Snapshot Template (217 Fields, 59 Collected)

Target Table: STUD_SNAPSHOT

Template Description

The Student Snapshot template contains the same information as the Student Template, with the addition of a snapshot date. Each Student Snapshot template is used for a different purpose and the criteria of the students included may be different from other Student Snapshots. Some Student Snapshots are not true Snapshots in time. Please refer to the FAQs section for exceptions.

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

Please note that only the **Fields highlighted** will be collected for Pennsylvania Department of Education. Remember that all fields may not be mandatory; however, all fields within a template **MUST BE** accounted for in order to transmit data.

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
1	9	DISTRICT CODE	R	K, M	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education		Example: 123456789 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
2	4	LOCATION CODE	R	U, M	The PDE-defined, 4-digit code identifying the school. All public schools have a 4-digit school code that is other than 0000 or 9999. NOTE: IUs, PRRIs, and APSs use LOCATION CODE 0000. If a student is at a location that does not have a designated school code, use 9999 as the LOCATION CODE. For Special Ed Reporting – the Special Education Reporting LEA uses 9999 for students educated in other LEAs.		Example: 1234 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
3	10	SCHOOL YEAR DATE	R	K, M	A single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2014-2015 school year would be indicated by 2015-06-30.	All dates must be entered in ISO format: YYYY-MM-DD.	Example: 2015-06-30
4	10	STUDENT ID	R	K, M	The unique, 10-digit PAsecureID assigned to the student		Example: 1000000009
5	Not collected						
6	Not collected						
7	Not collected						

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
8	Not collected						
9	Not collected						
10	N/A	CURRENT GRADE LEVEL	R	U, R	Indication of the student's grade level	Special Ed students must be coded with an actual grade level.	See Appendix K in Volume 2 of the PIMS User Manual for a complete list of valid values.
11	Not collected						
12	Not collected						
13	20	HOME ROOM	R	U	Provide the homeroom number for the student for the given year. This field is used for determining class size in the elementary school grades and in off-site preschool programs.	LEAs with registered Adult Affidavit Programs (AAPs) may code all AAP grade-level students as AAPHR.	Example: 206A
14	10	BIRTH DATE	R	U, R	Provide the birth date of the student.	All dates must be entered in ISO format: YYYY-MM-DD.	Example: 1991-07-15
15	N/A	GENDER CODE	R	U, R	Provide a code that represents the gender of the student.		Valid Values: <ul style="list-style-type: none"> • M – male • F – female
16	40	ADDRESS 1	CR	U	Provide the street name and number of the student's mailing address.	Address information is needed for CTE secondary students and Perkins funded CTE adult affidavit program students.	Example: 222 Main St.
17	40	ADDRESS 2	CR	U	Provide additional information concerning the street address of the student's mailing address, such as apartment number.	Address information is needed for CTE secondary students and Perkins funded CTE adult affidavit program students.	Example: Apt. 107

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
18	30	CITY	CR	U	Provide the city of the student's mailing address.	Address information is needed for CTE secondary students and Perkins funded CTE adult affidavit program students.	Example: York
19	N/A	STATE CODE	CR	U	Provide the official 2-character US Postal Service abbreviation for the student's mailing address.	Address information is needed for CTE secondary students and Perkins funded CTE adult affidavit program students.	Example: PA See Appendix D of Volume 2 of the PIMS User Manual for the full list of state abbreviations.
20	10	FULL ZIP CODE	CR	U	Provide the official US Postal Code for the student's home address.	Address information is needed for CTE secondary students and Perkins funded CTE adult affidavit program students. If this field is populated, the values should be in the format NNNNN or NNNNN-NNNN	Example: 17401 or 17401-1234
21	Not collected						
22	Not collected						
23	N/A	GUARDIAN RELATIONSHIP	R	U	A person's status in relation to legal adulthood, as specified by state law See Valid Values.	LEAs with registered Adult Affidavit Programs (AAP) may code all AAP grade-level students as A.	Valid Values: <ul style="list-style-type: none"> • M – minor (for the purposes of PIMS, a student is considered a minor until the age of 21) • A – adult • E – emancipated minor
24	Not collected						
25	Not collected						
26	Not collected						

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
27	N/A	RACE OR ETHNICITY CODE	R	U, R	A single code indicating the race and ethnicity of the student See Valid Values.	Required if known Refer to "Race/Ethnicity Federal Race and Ethnicity Standards" in this volume of the manual for an explanation of the federal race and ethnicity codes.	Valid Values: <ul style="list-style-type: none"> • 1 – American Indian/Alaskan Native (not Hispanic) • 3 – Black or African American (not Hispanic) • 4 – Hispanic (any race) • 5 – White (not Hispanic) • 6 – Multi-Racial (not Hispanic) • 9 – Asian (not Hispanic) • 10 – Native Hawaiian or other Pacific Islander (not Hispanic)
28	Not collected						
29	Not collected						
30	Not collected						
31	Not collected						
32	Not collected						
33	N/A	ECONOMIC STATUS (FOOD PROGRAM PARTICIPANT)	R	U, R	Use this field to indicate if a student participates in free or reduced lunch program. See Valid Values.	LEAs with registered Adult Affidavit Programs (AAP) should code all AAP grade-level students as N.	Valid Values: <ul style="list-style-type: none"> • F – free • R – reduced price • N – neither
34	N/A	CHALLENGE TYPE	CR	U	Student's primary CHALLENGE TYPE This often is referred to as Disability throughout PDE. NOTE: This MUST match Field 11 (PRIMARY DISABILITY) of the Special Education Snapshot template.	This field is required only if the Field 38 (SPECIAL EDUCATION) is Y or E.	See Appendix H in Volume 2 of the PIMS User Manual for a complete list of valid values.

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
35	Not collected						
36	Not collected						
37	Not collected						
38	N/A	SPECIAL EDUCATION	R	U, R	Provide an indication of whether the student is a special education student. This field is used for tracking presence of IEP for Precode. See Valid Values.	LEAs with registered Adult Affidavit Programs (AAP) should code all AAP grade-level students as N.	Valid Values: <ul style="list-style-type: none"> Y – has IEP E – exited IEP < 2 years N – no IEP or exited IEP > 2 years
39	Not collected						
40	Not collected						
41	N/A	LEP/ELL STATUS	R	U	This field indicates whether the student: <ul style="list-style-type: none"> is currently identified as an ELL; was formerly ELL, has exited, and is being monitored; was formerly ELL, has exited, and no longer is being monitored; was never identified as ELL. 	Code Adult Affidavit Program (AAP) grade-level students as 01 when student has limited ability in speaking, reading, writing or understanding English language and whose native language is other than English or lives in environment in which a language other than English is dominant. Otherwise, code AAP students as 99.	Valid Values: <ul style="list-style-type: none"> 01 – current ELL 03 – former ELL, exited, and in 1st year of monitoring 04 – former ELL, exited, and in 2nd year of monitoring 05 – former ELL, exited, and no longer monitored 99 – never ELL
42	Not collected						
43	Not collected						
44	Not collected						
45	Not collected						

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
46	N/A	REPEATING LAST YEAR	R	U	Y or N indicating student is repeating current grade level during the school year	LEAs with registered Adult Affidavit Programs (AAPS) may code all AAP grade-level students as N.	Valid Value: Y or N
47	Not collected						
48	Not collected						
49	Not collected						
50	Not collected						
51	Not collected						
52	Not collected						
53	4	EXPECTED GRADUATION TIMEFRAME	CR	U	<p>The expected timeframe for the student to graduate, in the form MMY, where MM is a 2-digit number representing the expected month of graduation, and Y is the last 2 digits of the expected year of graduation.</p> <p>As an example, June 2015 would be represented 0615.</p> <p>If the exact month is unknown, use June (06) as the graduation month.</p>	<p>This field can be left as null for elementary and middle school students but must be populated for all students who have entered grade 9.</p> <p>This field should be left blank for Adult Affidavit Program (AAP) students.</p>	Example: 0613
54	Not collected						
55	Not collected						
56	Not collected						
57	Not collected						
58	Not collected						

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
59	Not collected						
60	Not collected						
61	Not collected						
62	Not collected						
63	Not collected						
64	Not collected						
65	N/A	GRADUATION STATUS CODE <i>(continued on next page)</i>	CR	U	Indication of whether a student graduates, drops out, or transfers	<p>This field pertains to graduation status <i>and</i> dropout status, as well as transfers.</p> <p>Use appropriate code for students grades 7 through 12 for whom one of the situations in the Valid Values list applies.</p> <p>This field does not apply to Adult Affidavit Program (AAP) students.</p>	<p>Valid Values:</p> <ul style="list-style-type: none"> • A – dropped out: academic problems • B – dropped out: behavior problems • C – dropped out: child, married, or pregnant • D – dropped out: disliked school • E – exceeded maximum school age and did not complete a state or district-approved educational program • F – exceeded maximum school age and completed a state or district-approved educational program • G – graduation with regular diploma or GED NOTE: If G is selected, Fields 91 (DIPLOMA TYPE) and 66 (EXPECTED POST-GRADUATE ACTIVITY) must be populated • H – enrolled but did not show • I – retired PAscoreID (PDE use only)

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
65	N/A	GRADUATION STATUS CODE <i>(continued from previous page)</i>					<ul style="list-style-type: none"> • L – left PA public school system but didn't drop out (e.g., transferred out of PA, transferred to private school, died, etc.) • O – dropped out: other reason • R – dropped out; runaway or expelled • S – ONLY for students reported as exiting special education if they were reported as graduates in the previous year's Student template • T – transferred to another LEA in PA • W – dropped out; wanted to work • X – transferred to another school in same LEA
66	N/A	EXPECTED POST-GRADUATE ACTIVITY	CR	U	Indication of the type of activity the student plans for after graduation or after dropping out	<p>Value 998 is valid for dropouts only.</p> <p>Values 010 – 100 are valid for graduates only.</p> <p>Value 997 is valid for special education students with an IEP only.</p> <p>Required for dropouts and high school graduates only.</p>	See Appendix M in Volume 2 of the PIMS User Manual for a complete list of valid values.
67	N/A	STUDENT STATUS	CR	U, R	Indication of the current status of the student	Required for students that fall into one of the situations described in the value list. If a student is court placed, use court placed for the code value.	See Appendix L in Volume 2 of the PIMS User Manual for a complete list of valid values.

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
68	4	DATE FIRST ENROLLED IN AN ESL or BILINGUAL EDUCATION PROGRAM (CORE)	CR	U	The date, in ISO format, when the student was first enrolled in an ESL or Bilingual education (core) program since first enrollment in a US school.	All dates must be entered in ISO format: YYYY-MM-DD. This field does not apply to Adult Affidavit Program (AAP) students that are coded as "Current ELL" in Field 41.	Example: 2008-09-01
69	Not collected						
70	N/A	ADA STATUS INDICATOR	R	U	Field identifies students who: (1) have a current Section 504 service agreement plan in place AND (2) are considered "disabled" and eligible for protection under the Americans with Disabilities Act (ADA) of 1990, as amended by the ADA Amendments Act of 2008. ADA (as amended) defines "disability" as (1) a physical or mental impairment that substantially limits a major life activity; (2) a record of such an impairment; or (3) being regarded as having such an impairment.	Populate this data element, as appropriate, for all students. Consult appropriate LEA Section 504/ADA compliance officer(s) to determine those students with a current Section 504 service agreement plan in place. NOTE: Populate this field (70) with N for students recorded as having a current/active IEP in field 38 (SPECIAL EDUCATION) of this template.	Valid Values: <ul style="list-style-type: none"> Y – Student has a current Section 504 service agreement plan in place and is considered disabled per ADA. N – Student does not have a current Section 504 service agreement plan in place.
71	Not collected						
72	Not collected						
73	N/A	FOREIGN EXCHANGE STUDENT	R	U	An indication of whether the student has entered the country on a student visa (usually 2-year) and is not intending to remain here permanently	LEAs with registered Adult Affidavit Programs (AAP) may code all AAP grade-level students as N.	Valid Value: Y or N

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
74	Not collected						
75	Not collected						
76	Not collected						
77	Not collected						
78	Not collected						
79	Not collected						
80	N/A	GIFTED AND TALENTED	R	U	Indicates the student's gifted status and participation in a Gifted and Talented program. See Valid Values.	LEAs with registered Adult Affidavit Programs (AAP) may code all AAP grade-level students as N.	Valid Values: <ul style="list-style-type: none"> • GY – Gifted, has GIEP • GN – Gifted, does not have GIEP • N – Not applicable
81	Not collected						
82	Not collected						
83	10	SNAPSHOT DATE	R	N/A	One of the standard reporting dates defined by PDE	All dates must be entered in ISO format: YYYY-MM-DD.	Example: 2014-12-01
84	Not collected						
85	Not collected						
86	Not collected						
87	Not collected						
88	N/A	ECONOMIC DISADVANTAGED STATUS CODE <i>(continued on next page)</i>	R	U	This field indicates the economically disadvantaged status of a student, and is used to provide the economically disadvantaged disaggregation. This will be the one field used for all LEAs to indicate if a student is economically disadvantaged.	This data must be entered in the October 1 and June 30 Student Snapshot. For most LEAs, this field will populate with Y if the student meets the requirements for "Eligibility to participate in a free or reduced lunch program" in the current school year.	Valid Values: <ul style="list-style-type: none"> • Y – Yes • N – No

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
88	N/A	ECONOMIC DISADVANTAGED STATUS CODE <i>(continued from previous page)</i>	R	U	<p>To determine if a student is economically disadvantaged, poverty data sources such as Temporary Assistance for Needy Families cases, census poor, Medicaid, children living in institutions for the neglected or delinquent, or those supported in foster homes may be used.</p> <p>If such data are not available, use the most recent reliable data available at the time of determination, such as free and reduced price lunch eligibility.</p>	<p>Provision II Districts and Community Eligibility schools should not use “base year” Free and Reduced Eligibility data for reporting individual student poverty code data in “non-base years.”</p> <p>In addition to using other poverty source data indicators, LEAs with Adult Affidavit Program (AAP) CTE enrollees should populate with Y if AAP student is in receipt of Pell grant or comparable state need-based financial assistance.</p>	<p>Valid Values:</p> <ul style="list-style-type: none"> • Y – Yes • N – No
89	Not collected						
90	Not collected						
91	N/A	DIPLOMA TYPE CODE	CR	U	<p>The type of diploma/credential that is awarded to a student in recognition of his/her completion of the curricular requirements</p> <p>See Valid Values.</p>	<p>This field is required for students that have graduated.</p>	<p>Valid Values:</p> <ul style="list-style-type: none"> • 806 – Regular diploma • 816 –General Education Development (GED) credential
92	Not collected						
93	25	ALTERNATE STUDENT ID	R	U	A Student ID that is different than the primary identifier associated such as a local student identifier		

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
94	Not collected						
95	3	LEP/ELL ELIGIBILITY	CR	U	A Title III Indicator to identify which ELL students are Title III served.	This field is conditionally required for ELLs with a Valid Value of 01 in Field 41 (LEP/ELL STATUS). See Valid Values.	Valid Values: <ul style="list-style-type: none"> • Y – Title III served • N – Not Title III served
96	Not collected						
97	10	GRADE 09 ENTRY DATE	CR	U	The school year in which the student entered 9th grade for the first time The school year is represented by a single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2014-2015 school year would be indicated by 2015-06-30.	This field is required for any student enrolled in grades 9 – 12 All dates must be entered in ISO format: YYYY-MM-DD.	Valid Value: If a student enters 9th grade for the first time in the 2014-2015 school year, submit 2015-06-30 as the grade 09 entry date
98	10	DISTRICT ENTRY DATE	R	U	The most recent date that the student entered the LEA	For new students in their first year at an LEA only, this should be the current school year. LEAs with registered Adult Affidavit Programs (AAP) may code all AAP grade-level students with a July 1 reporting year date (2014-07-01).	Example: 2007-09-01

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
99	10	SCHOOL ENTRY DATE	R	U	The most recent date that the student entered the school	<p>For new students in their first year at an LEA only, this should be the current school year.</p> <p>LEAs with registered Adult Affidavit Programs (AAP) may code all AAP grade-level students with a July 1 reporting year date (2014-07-01).</p>	Example: 2005-09-01
100	Not collected						
101	Not collected						
102	Not collected						
103	Not collected						
104	Not collected						
105	Not collected						
106	Not collected						
107	Not collected						
108	Not collected						
109	10	STATE ENTRY DATE	R	U	The most recent date that the student entered Pennsylvania; if that is not known, the most recent date enrolled in a school in PA	<p>This field must be populated with the actual date.</p> <p>LEAs with registered Adult Affidavit Programs (AAP) may code all AAP grade-level students with a July 1 reporting year date (2014-07-01).</p>	Example: 1997-08-01

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
110	10	DATE FIRST ENROLLED IN A US SCHOOL	CR	U	<p>The date, in ISO format, that the student first enrolled in a US school.</p> <p>For this purpose, enrollment in a school in Puerto Rico does not count as enrollment in a US school.</p> <p>Use best information available on prior enrollments.</p>	<p>This data is needed for ELL students only.</p> <p>All dates must be entered in ISO format: YYYY-MM-DD.</p> <p>This field does not apply to Adult Affidavit Program (AAP) students that are coded as "Current ELL" in Field 41 (LEP/ELL STATUS).</p>	Example: 2003-08-01
111	Not collected						
112	Not collected						
113	Not collected						
114	Not collected						
115	Not collected						
116	Not collected						
117	9	DISTRICT CODE OF RESIDENCE	R	U	The school district code where the parent/legal guardian resides	<p>LEAs with registered Adult Affidavit Programs (AAP) may code all grade-level students as 999999999.</p>	<p>Example: 123456789</p> <p>All LEA and school codes can be found at http://www.edna.ed.state.pa.us/</p> <p>Refer to Appendix N in Volume 2 of the PIMS User Manual for a complete list of valid values.</p>
118	Not collected						
119	Not collected						

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
120	N/A	STUDENT IS A SINGLE PARENT	CR	U	<p>Specifies whether the student is a single parent. A single parent is any individual who is unmarried or legally separated from a spouse and who has a minor child or children for which the parent has either custody or joint custody, or is pregnant.</p> <p>This is an element required for secondary and adult affidavit program CTE students only.</p>		Valid Value: Y or N
121	Not collected						
122	Not collected						
123	N/A	HOME LANGUAGE CODE	CR	U	<p>The NCES Code for the specific language or dialect used to communicate in the student's home</p> <p>Conditionally required if the language is not US English.</p>	LEAs with registered Adult Affidavit Programs (AAP) may leave this field blank for all AAP grade-level students.	<p>See Appendix J in Volume 2 of the PIMS User Manual for a complete list of valid NCES country and language codes.</p> <p>If US English, leave blank.</p>
124	Not collected						
125	4	YEARS IN US SCHOOLS <i>(continued on next page)</i>	CR	U	<p>An integer value (1, 2, or 3) that indicates the years that a student meets the Title III immigrant definition for federal funding purposes, as follows:</p> <ul style="list-style-type: none"> • is age 3 – 21, and • was not born in any state, and • has not been attending one or more schools in any one or more states for more than three full academic years 	<p>If student has been in US schools:</p> <ul style="list-style-type: none"> • 0 – 12 months = 1 year • 13 – 24 months = 2 years • 25 – 36 months = 3 years 	Valid Values: 1, 2, or 3 as defined in the Business Rules

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
125	4	YEARS IN US SCHOOLS <i>(continued from previous page)</i>	CR	U	NOTE: Students from Puerto Rico are not considered immigrant students.	<p>In the case of re-entry into US schools, the calculation for YEARS IN US SCHOOLS is cumulative.</p> <p>Calculation of number of months is from date of enrollment to October 1 of the current school year.</p> <p>Use best information available.</p>	Valid Values: 1, 2, or 3 as defined in the Business Rules
126	10	NAME SUFFIX	O	U	<p>An appendage, if any, used to denote an individual's generation in his family (e.g., Jr., Sr., III)</p> <p>See Valid Values.</p>	<p>Suffix should be separated from last name, both here and in PAsecureID.</p> <p>If student previously submitted into PAsecureID with suffix in last name field, please resubmit into PAsecureID with the suffix entered in the Suffix field.</p> <p>NOTE: DO NOT create a new PAsecureID; edit the existing one. See FAQ 4 for further information.</p>	Valid Values: Jr., Sr., II, III, IV, V, Esq., etc.
127	Not collected						
128	Not collected						
129	Not collected						
130	Not collected						

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
131	N/A	FOOD PROGRAM ELIGIBILITY	R	U	The student's eligibility to participate in the free/reduced lunch program See Valid Values.	LEAs with registered Adult Affidavit Programs (AAP) may code all AAP grade-level students as N.	Valid Values: <ul style="list-style-type: none"> • F – Free • R – Reduced price • N – Neither
132	Not collected						
133	60	LAST NAME LONG	R	U	The legal last name (surname) of the student	See FAQ 1 for guideline regarding hyphenated last names.	Example: Harley
134	60	FIRST NAME LONG	R	U	The legal first name of the student		Example: George
135	Not collected						
136	Not collected						
137	Not collected						
138	Not collected						
139	Not collected						
140	Not collected						
141	Not collected						
142	60	MIDDLE NAME	O	U	The middle name of the student. NOTE: Whenever possible, this is to be the FULL middle name, not just the middle initial.		Example: Howard
143	Not collected						
144	Not collected						
145	Not collected						
146	Not collected						
147	Not collected						

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
148	Not collected						
149	Not collected						
150	Not collected						
151	Not collected						
152	Not collected						
153	Not collected						
154	40	ADDRESS 3	O	U	Additional information concerning the street address of the student's mailing address, such as a building or site number.	Address information is needed for CTE secondary students and Perkins funded CTE adult affidavit program students.	
155	Not collected						
156	Not collected						
157	Not collected						
158	Not collected						
159	Not collected						
160	Not collected						
161	Not collected						
162	Not collected						
163	Not collected						
164	Not collected						

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
165	4	LOCATION CODE OF RESIDENCE <i>(continued on next page)</i>	R	U	<p>The school number of the primary school that the student would attend, based on his/her grade level and home address of the parents/legal guardian</p> <p>This must be a school number related to the reported DISTRICT CODE OF RESIDENCE (Field 117).</p>	<p>If the DISTRICT CODE OF RESIDENCE is the PA State Code 999999999 use location code 9999.</p> <p>If the DISTRICT CODE OF RESIDENCE is out of state (88888888) use 9999.</p> <p>If the district of residence does not have a school with the appropriate grade level for the student (a 12th grade student whose district of residence does not have a high school), use 0000.</p> <p>For charter school students use the location code of the school the student would attend in the district of residence if not in the charter school.</p> <p>For students reported as being educated in a <u>magnet school located within the student's district of residence</u> use the magnet school's location code, not the school the student would attend based on his/her home address.</p>	<p>All LEA and school codes can be found at http://www.edna.ed.state.pa.us/</p>

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
165	4	LOCATION CODE OF RESIDENCE <i>(continued from previous page)</i>				LEAs with registered Adult Affidavit Programs (AAP) may code all AAP grade-level students as 9999.	All LEA and school codes can be found at http://www.edna.ed.state.pa.us/
166	N/A	DISPLACED HOMEMAKER	CR	U	An indication of whether the student is considered a displaced homemaker. The term 'displaced homemaker' means an individual who, "(A)(i) has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills; "(ii) has been dependent on the income of another family member but is no longer supported by that income; or "(iii) is a parent whose youngest dependent child will become ineligible to receive assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) not later than 2 years after the date on which the parent applies for assistance under such title; and "(B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.	This field is needed for secondary and adult affidavit CTE students only.	Valid Value: Y or N

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
167	4	SPECIAL EDUCATION REFERRAL	R	U	Special Education student that is referred to another LEA for education	<p>Must be a Special Education student</p> <p>Valid Value in Field 38 (SPECIAL EDUCATION) must be "Y" or "E" to value this field with a "Y."</p> <p>District of Residence is the only entity allowed to have "Y" in this field.</p>	Valid Value: Y or N
167	Not collected						
168	Not collected						
169	Not collected						
170	Not collected						
171	Not collected						
172	Not collected						
173	Not collected						
174	Not collected						
175	Not collected						
176	Not collected						
177	Not collected						
178	Not collected						
179	Not collected						
180	Not collected						
181	Not collected						

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
182	N/A	HOME ADDRESS STATE COUNTY CODE	O	U	The 2-digit county code of the student's mailing address; counties in PA are numbered 01 – 67 in alphabetical order.		See Appendix D in Volume 2 of the PIMS User Manual for the full list of state abbreviations.
183	Not collected						
184	Not collected						
185	Not collected						
186	Not collected						
187	Not collected						
188	Not collected						
189	9	FUNDING DISTRICT CODE	R	U	The district code that applies to the school district financially responsible for the student. In most cases, this will be the same district as reported under the district code of residence EXCEPT in the case of non-resident foster children.	<p>This must be one of 500 Pennsylvania school districts.</p> <p>Refer to section “Students to be Reported in PIMS” in Volume 1 of the PIMS User Manual.</p> <p>LEAs with registered Adult Affidavit Programs (AAP) may code all AAP grade-level students with the AUN of the school district where the CTE AAP education entity is located.</p>	<p>Example: 123456789</p> <p>All LEA and school codes can be found at http://www.edna.ed.state.pa.us/</p> <p>Refer to Appendix N in Volume 2 of the PIMS User Manual.</p>

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
190	3	CTE INDICATOR	R	U	<p>This field is only required for students educated by LEA schools classified as either “occupational” or “comprehensive” Career and Technical Centers (CTCs).</p> <p>This field indicates whether or not a normal full complement of “primary academics” is administered and provided to this student by the reported CTC school identified in LOCATION CODE (Field 2 of this template).</p> <p>For the purpose of this data element, “primary academics” include English, Reading/Language Arts, Mathematics, Sciences, and Social Studies (history, economics, geography, and civics and government).</p> <p>FOR YOUR REFERENCE: A list of all the schools classified as either “occupational” or “comprehensive” Career and Technical Centers (CTCs) for this reporting year are included in Appendix XXXX of the PIMS Volume 2 User Manual.</p>	Only CTEs will provide the information	Valid Value: Y or N
191	Not collected						
192	Not collected						
193	Not collected						
194	Not collected						
195	Not collected						

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
196	Not collected						
197	Not collected						
198	Not collected						
199	Not collected						
200	Not collected						
201	Not collected						
202	Not collected						
203	Not collected						
204	Not collected						
205	Not collected						
206	Not collected						
207	Not collected						
208	Not collected						
209	Not collected						
210	Not collected						
211	Not collected						
212	20	ASSESSMENT PARTICIPATION CODE	R	U	<p>Identifies the associated assessment(s) in which a student participates throughout the given school year. This field will facilitate PDE parsing data for LEAs and support the creation of pre-code labels by various testing vendors.</p> <p>LEAs administering an assessment should indicate the appropriate code.</p> <p>NOTE: adherence to these rules will reduce the need for hand-bubbling of test booklets.</p>		<p>Valid Values:</p> <ul style="list-style-type: none"> • A – PASA • B – PSSA • I – Not participating in any of these assessments • J – NIMS and NOCTI • K – NIMS • L – NOCTI
213	Not collected						

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
214	20	ASSESSMENT PARTICIPATION CODE 2 (Keystone Winter Assessment)	R	U	Identifies the student taking a Keystone assessment in the Winter Keystone Assessment window. This field will facilitate PDE parsing data for LEAs and support the creation of pre-code labels by various testing vendors.		Valid Values: <ul style="list-style-type: none"> • 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
215	20	ASSESSMENT PARTICIPATION CODE 3 (Keystone Spring Assessment)	R	U	Identifies the student taking a Keystone assessment in the Spring Keystone Assessment window. This field will facilitate PDE parsing data for LEAs and support the creation of pre-code labels by various testing vendors.		Valid Values: <ul style="list-style-type: none"> • 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

PIMS Student Snapshot Template Specifications

Field No.	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Sample / Valid Value
216	20	ASSESSMENT PARTICIPATION CODE 4 (Keystone Summer Assessment)	R	U	Identifies the student taking a Keystone assessment in the Summer Keystone Assessment window. This field will facilitate PDE parsing data for LEAs and support the creation of pre-code labels by various testing vendors.		Valid Values: <ul style="list-style-type: none"> • 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
217	20	DISTRICT OF ENROLLMENT CODE	R	U	Identifies the district where the non-resident student is enrolled	Must contain a district code.	Example: 123456789 All LEA and school codes can be found at http://www.edna.ed.state.pa.us/

Rules:

1. SCHOOL YEAR DATE is the date of the last day of the school year in is format: YYYY-06-30.
 2. Date fields (field name ends in DATE) must be in the ISO format: YYYY-MM-DD.
 3. STUDENT IDs must be unique within a LEA.
 4. Only a single instance of a student is to be supplied in source file.
 5. Phone numbers should be in the format 555-555-5555.
 6. Zip code information for home address can be supplied by component (BASE ZIP CODE and ZIP CODE +4) or as a single FULL ZIP CODE.
 7. If components only are supplied, a FULL ZIP CODE will be generated by combining BASE ZIP CODE, '-', and ZIP CODE +4.
 8. Grade point averages may be between 0.00000 and 999.99999.
 9. Code Column: OBS – GROUP NAME and GROUP REMOVAL DATE are obsolete; use STUDENT GROUP FACT TEMPLATE for memberships.
 10. BIRTH DATE must be within set range set by client; default range 1971-01-01 to current date.
 11. If populated, EXPECTED GRADUATION TIMEFRAME must be in the form YYYY or MMY and begin with 19, 20 or 01-12. If not, a warning is generated.
 12. The non-null values in ETHNIC CODE SHORT and RACE CODE 2 through RACE CODE 5 must be unique; if not, the record is rejected.
 13. When a record is updated and LAST NAME, BIRTH DATE, and CURRENT GRADE LEVEL are all different than the existing Table record, a warning is generated.
 14. SNAPSHOT DATE is reserved for compatibility with the STUD_SNAPSHOT Table.
 15. Field 167 (SPECIAL EDUCATION REFERRAL) can only be valued if the student is identified as “Y” or “E” in Field 38 (SPECIAL EDUCATION).
 16. Field 190 (CTE INDICATOR) should only be valued by valid CTCs that are providing all CORE academics to the student.
 17. The columns identified with an NCES code are recommended to follow the NCES Non-Fiscal Data Handbook V4.0.
 18. Code Column: K – component of primary key; U – value is updatable if row exists; M – a value must be supplied; R – recommended.
 19. Code Column: When enclosed within parentheses – e.g. (K,M) – the value is assigned by eScholar.
 20. Only delimited files are supported.
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Load Sequence/Dependencies

Load Sequence/Dependency

STUDENT

FAQs

Please note that FAQs in this section pertain to the Student Template and other related templates in the Student Domain.

1. How do I enter a student's last name that is hyphenated?

- In all cases of entering a student's name, whether hyphenated or not, the **legal** names (first and last) are to be used. If a student's name changes, legal documentation should be requested for verification.

2. What students should be included when submitting the Student and Student Snapshot templates?

- The Student template should be submitted by LEAs in a cumulative fashion (all students enrolled in the school on a year-to-date basis).
- NOTE: The end of year Student template submission must be a cumulative submission including all students enrolled throughout the entire school year.
- The Student Snapshot template contains the same information as the Student Template, with the addition of a snapshot date. Each Student Snapshot template is used for a different purpose, and the criteria of the students included may be different from other Student Snapshots. (Following are some of the exceptions to this rule.) Some Student Snapshots are not true Snapshots in time.
- The **October 1 Student Snapshot** should include only students being educated by the LEA (students being served either directly, in person, via an LEA virtual instruction program, or placed in a program by the LEA).
- The **June 30 CTE Student Snapshot** must (at a minimum) include a comprehensive list of students enrolled (at any point during the reporting year) in PDE-approved, reimbursable CTE secondary programs or registered adult affidavit programs held (owned) and operated by the LEA. LEAs that do not hold (own) and operate PDE-approved, reimbursable secondary CTE programs or registered adult affidavit programs do not need to submit June 30 Student Snapshot data.
- **For the Special Education Collection ONLY** – The **Special Education Snapshot** template should be submitted by the School District of Residence, **NOT** by educating LEA, IU, APS, County Prison, CTC, or other entity). Exceptions:
 - Students enrolled in a charter school are reported by the charter school.
 - 1305 (Foster Home) – these students are reported by the school district in which the student resides with the foster parents.
 - Students educated in state adult and state juvenile correctional facilities are reported by the PA Department of Corrections Education.

- Students designated as Wards of State in county prisons are reported by the school district in which the prison is located.
- Gifted students are not included in the Special Education submissions.
- PIMS will limit the AUNs to those LEAs permitted to upload to the Special Education collection. This AUN should be identical to the AUN in Field 1 (DISTRICT CODE) of the Special Education template.
- **NOTE:** A corresponding Student template record must exist for each student record in the Special Education Snapshot. The DQE will determine if a student record has been uploaded by the Special Education Reporting LEA for the current school year. If no student record exists, an error report will be generated. The student records on the error report must be uploaded in the Student template before the corresponding Special Education Snapshot records will be accepted.
- **December Special Education submission (Student template and Special Education Snapshot)** – include all special education students with a valid IEP as of 12/1 of the current school year. Field 38 (SPECIAL EDUCATION) should be populated with Y – has IEP.
- **July Special Ed submission (Student template and Special Education Snapshot)** – include all students that received special education services from July 1 through June 30 who exited at any time during the current school year. Report the status of the student as of June 30. (See FAQ 4 in the Special Education domain for required fields.)
- **NOTE:** Field 38 (SPECIAL EDUCATION) must equal “Y – has IEP.” The only exceptions are those students who transferred from Special Education to Regular Education. In these instances Field 38 must equal “E – Exited IEP < 2 Years.” Field 52 (REASON FOR EXITING SPECIAL EDUCATION) must equal “05 – Returned to Regular Ed.” Field 38 must be changed to “N” two years from the actual date the student exited special education.

3. If data for a student on some particular element is missing, or if that element doesn't apply, what should be done?

- Rules for loading records:
 - All key fields (those marked with a "K" in the templates) must have a value or the record will fail to load.
 - All mandatory fields (those marked with an "M") must have a value if the record is new. If the record is an update of an existing record, mandatory fields need not have a value.
- Rules for record validation after records are loaded:
 - Required fields without a value will be listed on the validation report.
 - Conditionally required fields need to have a value only if they apply.
 - If the field is not required no value needs to be submitted.
 - **NOTE:** Make sure the delimiter (e.g., tab, comma) is submitted in the template file as a placeholder for fields with no value.

4. 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:
 - From Menu on the PAsecureID home page, select “Enter Individual Student;” this will bring up a screen with blank fields.
 - Fill in all the fields with the appropriate data, making sure to enter the existing PAsecureID number in the “State ID” field; failure to populate this field will result in the creation of a new (duplicate) ID number for the student.
 - Click the “Assign State ID” button.

- If/when presented with a near match message, resolve the near match as for any other transaction.
5. **Can an LEA decide to populate the Snapshot Date in the Student template so that the format of this template is consistent with the Student Snapshot template?**
- Yes, LEAs can populate this field. It will be ignored in the Student template.
6. **How should students participating in off-site preschool programs be entered in PIMS?**
- Each school district and charter school should submit enrollment data for students at any of the LEA offsite programs. A generic offsite location will be created with a generic Location ID of “9999.” Students participating in off-site programs should be associated with this location. The specific class of the student should be entered in the Homeroom field (Field 13) on the Student template.
7. **Who is considered a CTE (Career and Technical Education) student?**
- CTE students are enrolled either in a PDE-approved, reimbursable, occupational secondary CTE program or a registered adult affidavit program. Secondary CTE students complete and sign “Annual Educational and Occupational Objectives for Students Enrolled in a PDE Approved CTE Program” form (PDE-408) or a similar locally developed form, and take courses in the reporting year that are part of the approved reimbursable CTE program.
 - Reporting of CTE students is to be completed by the school entity (school district, charter school, intermediate unit or career and technical center) that holds the PDE reimbursable secondary CTE program approval or the formal adult affidavit program registration. For example, if the district holds (owns) the reimbursable CTE PDE program approval or the adult affidavit program registration, then the district submits the student data. If the career and technical center (CTC) holds the reimbursable CTE PDE program approval or the adult affidavit program registration, then the CTC submits the student data.
8. **Who is considered an LEP/ELL student?**
- A 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; and
 - 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.
9. **Who is considered an immigrant student?**
- A student who meets the following criteria:
 - is age 3 through 21; was not born in any state; and
 - has not been attending one or more schools in any one or more states for more than 3 full academic years.
 - **NOTE:** Students from Puerto Rico are NOT considered immigrants.

10. What Location Code of Residence (Field 165) do I use for a foreign exchange student?

- Foreign exchange students, with a foreign exchange company and using a J-1 visa, are considered residents of the district where they are living.

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

- This data will be used for calculating the cohort graduation rate. If a student is not accurately identified as participating in the PASA, the student will be incorrectly included in the cohort graduation rate. The Bureau of Assessment and Accountability will use counts derived from this data for planning and budgeting purposes.

PIMS FAQ, related to Migrant Status

- Official Migrant data will be sourced into PIMS from MIS2000, the official source. Therefore, submission of migrant data in the template is optional beginning in 2009-10.
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