

PIMS Submission 5 Overview School Calendar/Student Calendar Fact

- **Templates required:**
 - Student:
 - School Enrollment: (required for Student submission)
 - School Calendar:
 - Student Calendar Fact:
- **Modules Required:**
 - Base Data: Sending School Management
 - District Billing: Instructional Time Summary
 - Curriculum Management: Instructional Course Offerings
 - Student Enrollment: Student Scheduling
 - PIMS Management: PIMS Export Management
 - State Reporting: State Reporting Validations
- **Instructional Course Offerings:** Assign All Course Name Abbreviations
- **Sending School Management:** Assign All District/School Abbreviations
- **Sending School Management - Sending School Schedules:**
 - It is not a requirement to purge or re-create school schedules; during rollover, they are automatically updated to the new school year.
 - School schedules need to be verified and modified accordingly
 - Purging:
 - By District: If a District will be participating in different school schedules for the school year
 - By School : If a School will be participating in different school schedules for the school year
 - All: If you would like to start over completely and setup new school schedules
 - Creating New:
 - We recommend you work with your largest District to create all school schedules for which the district students will participate
 - Then From your largest District to each District copy those school schedules for which the District students will participate
 - For Semester About LEAs, unique FD schedules can now be created and flagged for Semester 1 or Semester 2.
 - Instructional Time: Enter hours and minutes
 - Held: Click each day “True” that the School Schedule will be offered
 - Start/End Times: enter the starting and ending time for each school schedule.
 - Editing Existing Schedules:
 - Run the Sending School Time Schedules Report and mark which school schedule time blocks need to be adjusted.
 - Make all necessary Semester About changes.
 - Make all necessary adjustments in Sending School Management

- Run the School Schedules report to verify all School Schedules
 - Make all necessary adjustments to the days the School schedule is being Held.
 - Make all necessary adjustments to start and end times per day.
 - Multiple School Schedule Sessions
 - If you have multiple time blocks for a specific session, create a school schedule for the most common time block first. This will be the default association for all students for that session.
 - i.e There are 2 AM sessions: 1 session is the standard time block for 2 hrs and 45 minutes. An alternate time block is in session for 2 hrs and 15 minutes with only a few students participating.
 - The standard 2 hr & 45 min session will be entered 1st, then the alternate. Students who participate in the alternate time block will need to be manually associated to the alternate school schedule individually.
 - Verifying Time Summary linkage: the Instructional Time Summary Dropdown
 - After you have successfully inserted your Instructional Time Summaries, the Instructional Time Summary dropdown should now display the Instructional Time Summary for which it has been linked.
 - School Schedules without an Instructional Time Summary link will not export and may not display on reports.
 - Select an instructional time summary from the dropdown for all school schedules with a blank time summary and save.
 - School Schedule Changes:
 - School Schedule tab: Flag the school schedule as “ Did Schedule Change” Yes
 - School Schedules that change within the school year, need to be reported with an hour/ minute average.
 - On School Schedule Changes Tab:
 - For each date range during the school year, enter the hour and minute intervals for the selected School schedule that changed.
 - Recalc Average: Click to calculate the Average hours/Minutes
 - The Average Hours and minutes will be reported not the original Instructional Hours/Minutes
- **Student School Schedule Assignment:**
- Clear existing School Schedule Assignments in Instructional Time Summary – Procedures tab #1. (see Running Time Summary Procedures below)
 - This should be done once prior to starting all assignments for the new school year, afterwards it should be run only if there were major adjustments needed and you need to start over.
 - Multi-locations will need to run this option for each location once.

- Reset existing School Schedule Assignments in Instructional Time Summary – Procedures tab #2. (see Running Time Summary Procedures below)
 - Automated Assignment Business Rule. The first Sending School - School Schedule Session which meets the student’s criteria below will be assigned.
 - Multiple School Schedule Sessions
 - If multiple school schedules exist for a session, all student who meet the criteria will be associated to the first school schedule
 - Student Assignment Criteria:
 - Attending District/School: data from Scheduling – District Updates tab
 - Enrollment location/Calendar : data from Scheduling – District Updates tab
 - Scheduled class session: Scheduling – Change existing tab.
 - Students in a special school schedule will need to be associated manually in scheduling – district Updates – school schedule field
 - Semester About students will be associated based on the class session and semester indicator following the same rule for Automated Assignment Business Rule
- Manual Assignment/Corrections:
 - Scheduling – District Updates tab – School schedule field
 - Enter the school schedule # that matches the School Schedule from the Sending School Management – School Schedules tab for the student’s attending district/school.
- **Validating School Schedules**
 - State Reporting: State Reporting Validations – Calendar/Student Calendar
 - Invalid/No Sch Schedule:
 - **No School Schedule:**
 - Student has a 0 in their enrollment school schedule field. Using the Student Assignment Criteria previously defined, identify the proper School Schedule #, enter it in the field, and save.
 - **Invalid School Schedule:**
 - Student has a # entered in the school schedule field; however, that # does not exist in Sending School Management- School Schedules tab for the student assignment criteria.
- **Inserting Time Summaries:**
 - Time Summary requirements:
 - All School Schedules have been entered and validated
 - The school Calendar has been verified for the following:
 - all snow days/other days have been entered
 - all make up days have been properly flagged

- all holidays have been entered
- all teacher In-service days have been entered
- all Act 80 days have been entered
- all strike days have been entered
- all days added have been properly flagged
- ***** VERY IMPORTANT: the student last day is correctly displaying the # of days in session
 - i.e if the last student day is June 12, 2017 and the LEA is in session 180 days. When clicking on June 12, 2017 the day in session should display 180.
 - If the # displayed is not 180, do not proceed until the calendar has been corrected and the days in session displays 180.
- Now you can insert Time Summaries:
 - In District Billing: Instructional Time Summary, under Edit, click Insert Time Summaries.
 - The school schedule information and the school calendar information will be imported to create unique time blocks.
- Act 80 Group:
 - Manually enter the Act 80 Group which is the 12 digit unique identifier that was used on the PDE Portal when submitting Act 80 days for approval
- Verify your Time summary Information:
 - Calendar Program: Verify a non-reimbursable entry exists for non-state approved time summaries. Populated based on the time summary session:
 - AM/PM; Semester About; A1,A2...,P1,P2, ...= CTE-PT
 - FD= CTE-FD
 - FT= CTE-FT
 - Rotation Pattern: Required for Half time & semester; otherwise, leave blank. Populated based on the time summary session:
 - FD and Semester About= S
 - AM/PM; Semester About; A1,A2...,P1,P2, ...=H
 - FD/FT=blank
 - Instructional Hours/Minutes: this information will be populated from your School Schedule Instructional Time Hours/minutes.
 - Full Time Percentage: The percentage is populated based on the time summary Session:
 - AM/PM session = 50%
 - A1,A2,A3...,P1,P2,P3...=25%
 - FD/FT=100%
 - Total Lost Minutes: Manually enter all lost minutes

- Total Lost Hours: Manually enter all lost hours.
 - Save any changes you might have made.
- Special Time Summaries:
 - Time Summaries labeled as Special are School Schedules that are marked as not being offered Monday thru Friday and are processed as special Time Summaries – Time blocks.
- Purging Time Summaries:
 - When to purge? If you have made changes to your school calendar, purge all time summaries and re-insert so that the updated school calendar information is properly populated in your time summaries.
 - Each time you purge you will need to re-enter the following data:
 - Act 80 Group information
 - Total lost Minutes/Hours
 - Any prior changes made to the time summaries
 - *** Important: If you are a multi-location site, verify which locations may or may not require time summary purging, re-inserting and updating.
- Automatic linking for Time Summaries and School Schedules:
 - During the insert time summary process the school schedules are linked to the unique time summary just created. However, it is best practice to verify all school schedules have properly been linked to a time summary in Base Data: Sending School Management: School Schedule tab – Instructional Time Summary dropdown.
- **Recommended Time Summary Reporting:**
 - School Calendar List
 - Instructional Time Summary
 - Time Summary Assignment
 - PIMS School Calendar – must export prior to generating report
 - Current Yr- School Calendar Report-- must export prior to generating report
- **Recommended Student Reporting**
 - Student School Schedules
 - Alpha Student Calendar Fact- must export prior to generating report
 - PIMS ADM Summary- must export prior to generating report
 - PIMS Student Calendar Fact Summary- must export prior to generating report
- **Running Time Summary Procedures:**
 - District Billing: Instructional Time Summary- Procedure Tab:
 - #1 Creating Student School Schedules:
 - Clears the student school schedules that have been assigned to the student's enrollment record in Scheduling- District Updates tab – school schedule field.
 - #2 Reset Student Schedules:

- Re-assigns student enrollment school schedule with the appropriate school schedule # based on the criteria previously identified.
 - #3 Reset School Schedule Summary Information:
 - Re-assigns school schedules to the appropriate Time summary.
 - #4 Purge School Schedules:
 - #5 Purge Time Summaries:
 - School/Student Association:
 - Displays the school schedules for selection. When selected, lists the students currently associated with that school schedule
 - Student/School Association:
 - Displays listing of students and their school schedule association.
 - Students displayed in red have a 0 school schedule and have not been associated.
 - Students displayed in black have been associated to the school schedule in the Time schedule column
 - Clicking on a student displayed in red will display to the right those school schedules available for that student based on the defined criteria. Checking the check box will update the student's enrollment with the selected school schedule #.
- **PIMS Submission Date:**
- 06/30/ XXXX of Spring Calendar Year i.e 201617 would be 06/30/2017
 - In PIMS Management, Edit – Add Snapshot/Submission dates
 - add a 06/30/ XXXX PIMS Submission Date for all required templates.
- **Exporting Required Template Information:**
- In PIMS Management: PIMS Export management- CTC Collections tab, check each required template, and save.
 - All export files can now be accessed in the M:\ClassMate\PIMS folder.
 - Upload to PIMS.
 - Each time a template is processed, the data is first purged and then re-inserted. A new file is created in the PIMS folder with a new time stamp.
 - ***** Important: PIMS does not require multi-locations to submit combined location files; however, if your site has students who move from one Location to the other location thru out the school year, we highly recommend you submit your files as a combined location file. In the past, we found that submitting individual location files in some situations resulted in DQE errors on students who moved from one location to another and had to be submitted as a combined location file to pass DQE.**
 - You must re-export your PIMS templates each time changes have been made in ClassMate in order for the changes to be included in the export file.
- **Special Circumstances:**

- School Schedule changes during school year:
 - If a school schedule changes during the school year, PDE requests a school schedule average be reported.
 - i.e Road construction resulting in a bus diversion for weeks , months.
 - See section **Sending School Management - Sending School Schedules** - School Schedule Changes
- Students who drive to school:
 - Students with a substantial time difference for arriving and/or departure, should have their own school schedule time block setup and then manually assigned to each student.