

# **PIMS OCTOBER SUBMISSION** *Student, Program and District*

October 2020

STUDENT INFORMATION | FINANCIAL MANAGEMENT | SCHOOL NUTRITION

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- No Occupational Enrollment Report
- No Show Reporting
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- Student Contact Information Data Entry
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- Student Special Pop Management Data Entry
- Student PIMS Information Data Entry
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- ClassMate-PIMS Verification Report
- ClassMate PIMS Reports
- School Enrollment Deletion





### **Overview of PIMS October Submission**

# The collection window, snapshot date, edit/review window, and correction windows may be viewed on the PDE website.

https://www.education.pa.gov/DataAndReporting/PIMS/Pages/default.aspx

The following templates are required for the PIMS October Collection Submission:

- Student
- Student Snapshot (10/01/xxxx)
- School Enrollment
- Programs Fact only for tracking Homeless

•Student – Careers Standards Benchmarks – Student Fact Template (Collection 6 – Open All Year 06/23/xxxx)

For client sites using ClassMate to submit PIMS Staff templates please access our PIMS Staff documentation on our website for details on completing Classmate data to export

### **PIMS Collections, Templates, & Reporting Dates**

To obtain the remaining PIMS reporting dates, templates & ACS Due Dates visit the PDE website > select Manuals and Calendar to access/download the PIMS Elementary/Secondary Collection Calendar.

ClassMate recommends you check the PIMS website often as PIMS often updates this calendar through out the year.

# the year.

### **Insert PASecureID's**

### **Getting Started:**

Double click > My Modules > Double Click PIMS Management > Click Student PASecureID Information

- Click Edit located along the top of screen
- Click on Insert Student information.

This process will insert newly enrolled students into the module.

- \* Create Export File will generate a file for upload to PDE to obtain PASecureID's
- \* Import PASecureID will import the file with the new PDE PASecureIDs
- \* Update Live Database PASecureID will update ClassMate tables that currently hold the PASecureID with the PASecureIDs in this module.

**Note:** Each time you open the **Student PASecureID** module you should always perform the Insert Student Information process to bring in any new students who enrolled since the last insert.

For documentation on PASecureID's please visit our Documentation website: <u>http://www.classmate.net/</u> to download the Introduction: PASecureID documentation











#### **Run the No Occupational Enrollment Report**

Location: Reports > Student Enrollment > No Occupational Enrollment Report

Review this report and resolve any students listed on the report.

 Students should be either scheduled in courses/classes for the current School year using Modules > Student Enrollment > Student Scheduling

#### OR

 Students who are not returning to the CTC for this school year should be deleted using Modules > Student Enrollment > Remove/Return Student

If student was reported in PIMS Prior Year please reference No Show instructions to properly report in October Submission

**NO** Students should remain on this report as it will affect your PIMS Submissions.



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#### **PIMS No Show Reporting Procedure**

#### Location: Student Enrollment Options > Student Dropout Management module

#### Create Student, School Enrollment templates in PIMS Export Management then:

- Enter prior year for Archive Calendar Year in field as 6-digit (ex 201819)
- Select Student
- Select PA Dropouts tab
- Click Green Arrow for Next Num
- Enter the Grade Level the student would be in for the current year (if 13, 14, 15, 16 select Grade Level 12)
- Select the Mobility Code from drop down and Save.
- The Graduation Status Code will automatically default when selecting Mobility A or B.
- Repeat for all No Show students
- When done, click Edit Export No Shows from top of module
- Once complete, click Edit > Append Student Export files to export newly appended Student and School Enrollment templates to use to upload to PIMS which will include the No Show students w/mobility codes
- Upload the Student and School Enrollment templates that are created in your M:\classmate\pims folders.
- This data will be appended to the Student and School Enrollment files and then recreate the Student and School Enrollment templates current student data for uploading to PIMS.
- After exporting No Show data will remain until PIMS template information is purged
- Confirmed with PIMS HelpDesk that No Show data can be uploaded separately at any time and will append to the PIMS Data Warehouse for Student and School Enrollment

This data will be appended to your current student data when uploading to PIMS.

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### **Performing Student Master Information Data Entry**

### Location: Modules > Student Enrollment > Student Master Information Module

Data Entry to be performed or reviewed in this module:

- Address Tab
  - Address 1, City, State, Zip Code
- Student Information Tab
  - Current Grade Level

**Reminder:** You can no longer report SUG as a grade level for Special Education students. Refer to student's IEP to determine the student's grade level.

- Gender
- Birth Date
- Military Guardian If Yes remains Yes ENTIRE School Year if no longer active in Military then at the beginning of a NEW School Year you can change to No
- Race If Multi-Racial, provide the Primary and check the Multi-Racial checkbox
   If not self-identified by student and/or parent, observer must identify.





## Performing Student Race/Ethnicity Data Entry

#### **Student Master > Student Information tab**

Data Entry to be performed or reviewed in this module:

- Hispanic:
  - If the student is Hispanic, click yes.
  - No multi racial selection can be made.
  - If student is not Hispanic, multi racial selections can be made.
- If a student only has one Ethnicity select that in Student Master Information Module and that data will be exported when PIMS data is exported.
- For all multi-racial students, click all ethnicities that apply to the student on the Student 3 tab, including the ethnicity that you select in Student Master information. This primary ethnicity will show on the Student 3 tab as primary
- A Primary ethnicity still must be selected in the Student Master Information module. Verify in Student Master, multi-racial check box has been checked.



#### STUDENT INFORMATION | FINANCIAL MANAGEMENT | SCHOOL NUTRITION



### Performing Student Race/Ethnicity Data Entry

#### Student Master > Student Information tab

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ClassMate for CTE - Class	Mate - ** Live Environment ** - [Stu	dent Master Information (SMASTI	R_M)]				
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### **Performing Student Master Information Data Entry**

### Location: Modules > Student Enrollment > Student Master Information Module

Data Entry to be performed or reviewed in this module:

- Career Objective Tab
  - Military Branch
    - Must enter Army, National Guard, Navy, Air Force, Marines, Coast Guard, etc.
  - Home Room (Optional Field)
    - Should be populated automatically for each student.
    - If not auto populated, then go to Modules > System Administrator > ClassMate Master
       Control > State Reporting Tab > #2 Enrollment Activity > Click True > Click Save.
      - This may be a step that you need to contact your System Administrator to perform





### **Performing Student Contact Information Data Entry**

### **Location:** Modules > Student Enrollment > **Student Contact Information Module**

Data Entry to be performed or reviewed in this module:

- Student must have a contact who is marked Primary Contact is T (True)
- This contact must have the following:
  - 1) A title
  - 2) Contact type
  - 3) Full Name
  - 4) Address
  - 5) City & State
  - 6) Zip Code

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- 7) Be Flagged as Primary Contact
- 8) Language selected

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	Contacts Re-assign Type C	Create/Update	
	Title: 1	Type: 2 Select A Contact Type -	
	Full Name: 3		
	Address 1: 4		
	Address 2:		
	City: 5	Select A City and State Zip Code: 6	
	Email Address:	Alert? • No • Yes	
	Home Number:	Alert?           G 0         C 1         C 2	
	Work Number:	Ext: Alert?	
۰t	Cell Phone Number:		
	Primary Contact: 🕖	Alternate Contact:	<b>x</b> +
	Parent Portal Access C Yes C No	Include in Correspondence	<b>8</b> –

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# Performing Student Scheduling Data Entry

### Location: Modules > Student Enrollment > Student Scheduling Module

History Change Existing Create New Withdraw Student District Updates Non-Resident Updates Attendance History Program # Yr End Status: 10=Continuing in CTC at this school Course: cosmetology Attending District: Nazareth Area School District Attending School: School Schedule Nazareth Area Senior High School Program Status: Grade Currently Enrolled Resident District: Vazareth Area School District Resident School: Nazareth Area Senior High School Entry Status

Data Entry to be performed in this module:

#### **District Updates Tab**

- Resident District
- Resident School
- The Resident District & School MUST be selected for ALL CTE programs that the student is enrolled in for the current school year.
- For the majority of the students the attending district/school & resident district/school will be the same except when the student is attending a non public school (ie: private school, catholic school, etc) or when student is a 1305/1306, etc.
- Since PIMS does not recognize the non public schools in the Resident School box select the Public High School for the Resident District that the student would attend if not at the non public school.



### **Performing Student Scheduling Data Entry**

### **Location:** Modules > Student Enrollment > Student Scheduling Module

Data Entry to be performed in this module:	History Change Existing C	reate New   Withdraw Student   District Updates   Non	-Resident Updates Attendance Histo	yry
, ,	Program #:			
	Course:			
	Resident District:			
	Resident School:			
	Begin Date: 01	/01/1900	End Date:	01/01/1900
	Funding District:	Select A Funding District - (1)		-
	-Non Resident Detail-(	2		
	<ul> <li>Not Applicable</li> </ul>	C 1306 Non-Resident Acknowledged	O District Tuition Paid	
	Out of State	C 1306 Institutionalized Ward	C Tuition Waiver	
	C 1305 Non-Res.	🔘 1306 Instit Detention Facility	C Parent/Tuition Paid	
New Desident Undeter Tek	Non Resident Code:		Resident Code:	
Non-Resident Updates lab	Previous Hours:		% Complete:	·

#### Non-Resid

1) Non Resident Detail – select as applicable 1305 Non-Res, 1306 Non-Resident Acknowledged, etc.

#### 2) Funding District

Typically the Funding District is the same district as the Resident District EXCEPT in the case of some 1305/1306 students – Refer to PIMS Manual Volume 2, Appendix N - Residency Status and **District Codes** 



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### **Enrollment Code and Special Education designation**

- R11/R12 will not be used by part-time CTC's per PDE
- How to use the new CTC codes:
  - E05\_00 will be used each time you enroll a non-academic Regular ED student.
     E98\_00 will be used each time you enroll a non-academic Special Ed student.
     E06\_00 will be used if you are providing the academics for a Regular ED student.
     E99\_00 will be used if you are providing the academics for a Special Ed student.
- W19\_00 will be used to withdrawal a Special Ed student with an E98/E99 enrollment when the student is being moved to Regular Ed enrollment E05/E06.
- Likewise, it should be used when withdrawing a Regular Ed student with an E05/E06 enrollment who is moving to a Special Ed Enrollment E98/E99.

There are no "R" codes any longer you need to use an "E" code for any enrollment/returns

• **Reminder:** When a student switches campuses you need to use Student Scheduling to WITHDRAW the student from their OLD campus using a W02\_00 Student transferred to another public school in the same LEA and then create a NEW ENROLLMENT for them in their new campus using the re-entry code R2.

This is required for the State because they see the campuses as separate LEA's and is how they need for reporting purposes



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# **Performing Student Special Pop Management Data Entry**

### Location: Modules > Special Populations > Student Special Pop Management Module

Data Entry to be performed or reviewed in this module:

- All students who are Disadvantaged, Disabled, Alternative Ed, 504 Plan, At Risk, and/or Non-Traditional are flagged as T (True)
   \*AUTOMATION: changes here also update Student Master
- All Special Population students have their necessary Special Population Programs assigned and Primary Disability selected.

\*AUTOMATION: Make selection from right side grid Select a Primary Disability which will autopopulate left side grid with selection made (as well as Student PIMS Information Primary) then if student has Multiple Disabilities make additional selections from left side grid to complete.

• Students who receive Free or Reduced price lunch make sure to assign either Free Lunch or Reduced Price Lunch Assignment

#### \*\* Free or Reduced Price Lunch Special Note

Even if your site does not serve lunch to students you will still need to contact your sending schools to obtain the Free or Reduced Price lunch information as PDE & PIMS requires **ALL** CTC's to submit this data as a required data element.

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### **Performing Student Special Pop Management Data Entry**

Location: Modules > Special Populations > Student Special Pop Management Module

ClassMate for CTE - ClassMate - ** Live Environment ** - [Student	Special Population Information (SPLPOP	M)]				
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Harris Career and Technical Center	▼ Ptudent ID_2		PPN N			
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Apria	Name ->	Alexa	M Anderson			
Red Font = Withdrawn	State SecureID →	4444382559				•
Blue Font = Disabled/IEP	Special Pop Work Ethios	Knowledge Skill Referrals	MR Grades Demographics LIEE	Dogumente		
Green Font - Disadvantaged	opecial top work Ethics	INTOWING PORT	MF Glades   Demographics   IEr	- Documents		
Harris Career and Technical Center	Disadvantaged:		Disabled/IEP:	Т	Alternative Ed:	F
🔮 Anderson, Alyssa R 000012485	504 Plan:	F	At Risk:	F	Non-Traditional:	F 💌
Anderson, Anthony UUUU12209 Anderson, Bianca L 000012515						
Anderson, Brenda L 000012522	Behavior Support Plan O	1 File		504 Re	rceived Date: 01/01/19	300
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Anderson, Ermi G 000011684	IFP Meeting Date:	01/01/1000		IEP Expiration Date:	01/01/10	00
🖉 Anderson, Glenn A 000012351	ILF Meeting Date.	01/01/1900		IEP Expiration Date.		U
🖉 Anderson, Hector D 000012589				- Select A	Primany Dicability	
Anderson, Isaiah 000012550	O View All	<ul> <li>View As</li> </ul>	signed Special Populations	SelectA	Timury Disubility	
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Anderson, James & 000012145	Othonedic impairment	Disabled Disabled			IC/AUISIT	
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Anderson, Jordan A 000012041	E readed File	Cononica	ny biodara kagoa	🛛 🗹 Heari	ng impairment incl	
Anderson, Justin T 000011501				🗖 Intelle	ctual disability	
Anderson Lillian & 000012350					1 1 1 1 1 1 1	

#### Automation:

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\*If Disadvantaged, Disabled, etc. Fields flagged in Student Master will update Special Pops and visa versa

\* When a student enrolls in a Non-Traditional Program CIP for their gender, the Student Master Non-Traditional flag will automatically be updated to True. Otherwise, it will be updated to False. For students who are in dual vocational programs, you will have to verify the status of the Non-Traditional flag and possibly update it manually if one of the programs is non-traditional.



#### **Performing Student Special Pop Management Data Entry**

#### Location: Modules > Special Populations > Student Special Pop Management Module

– EL/LIEP Status:

Valid Values:

- 01 current EL, not LIFE
- 06 current EL, LIFE (Limited or interrupted formal education)
- 98 (01) Current ELL, ESL or Bilingual Instruction provided by another LEA (RETIRED)
- 99 never ELL

\*\*NOTE - If a student was currently an EL and is no longer an EL, selecting 99 – never EL will not reset Student PIMS. Student PIMS will need to be reset manually to the appropriate EL option for exporting. \*\*

#### - LIEP Program Type (Language Instruction Education Program) selected using > Student PIMS Information Module

Valid Values :

- 21-Mixed Bilingual
- 22-EL Bilingual
- 23-EL Specific Transitional Instruction
- 24-Mixed Classes with Native Language Support
- 25-EL Specific English-only
- 26-Mixed Classes with English-only Support
- 27-Parental refusal-mixed classes with English-only support
- 98-No official program-services provided by another entity
- CTC's will now be required to report their EL Students using 01 or 06. will be required if selection of 01 or 06 in Field 41





### Performing Student Special Pop Management Data Entry

### Location: Modules > Special Populations > Student Special Pop Management Module

Data Entry to be performed or reviewed in this module:

- Students who are Single Parents need to have a Single Parent Assignment
- Gifted no longer references Special Education. It has no connection with an IEP for Disabilities. It is a separate reporting that reports the following:

GY: Student has a GIEPGS: Gifted, receives gifted services through IEPGX: Gifted, does not receive gifted servicesN: Not identified as Gifted

- For the student who has no IEP disability, needs to identify whether or not the student has a GIEP if so assign the student to the GY: gifted special pop category and leave the disable/IEP flag as False.
   Otherwise, if the student is Gifted, but does not have a GIEP, the Special Pop assignment would be GS, receives gifted services through IEP or GX, Gifted, does not receive gifted services.
- From Reports > Special Populations > Student Special Aid Report (Spa\_003)
   Select to include Gifted Only. Verify all gifted student data is now correctly associated to GY: Gifted with GIEP or GS or GX: Gifted without a GIEP.

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### **Performing Student Special Pop Management Data Entry**

**Location:** Modules > Special Populations > **Student Special Pop Management Module** Data Entry to be performed or reviewed in this module:

- Students who are Out of Workforce Indiviudal (previously: Displaced Homemaker) they need to have a Out of Workforce Individual Assignment
- Enter all student disabilities in the Student Special Pop Management Module. The CTC <u>must</u> indicate a Primary Disability for all students.

\*ClassMate will auto-populate the Primary Disability for all Special Populations students for the October submission, however, the CTC should verify this information in Student PIMS Information.

CTC's are required to populate the Primary Disability in Student Special Populations Management for any student(s) enrolled after the October Collection. \*\*



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### **Performing Student PIMS Information Data Entry**

### Location: Modules > PIMS Management > Student PIMS Information Module

Upon opening the module go to Edit > Insert Student Information.

• This will update the students that appear in this module.

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- Perform this step each time you come into the Student PIMS Information Module.
- If your site has multiple locations you must perform this step for each location.
- The information in this module stays with the student from year to year, it does not purge so if a students status changes please review and adjust if necessary.

	ClassMate AWS - DEMO_ClassMate - ** Live Environment ** - [Student PIMS Information (STPIMS_M)]	
Control         Control <t< th=""><th></th><th></th></t<>		
Harris - North Campus 🗾 Name:	Anderson, Aaliyah D	
• Alpha Student ID:	020211008 State SecureID: 4444059913 + - No Show	
SecureID     Student 1 Student 1	dent 2	
🔮 Good Morning Mr. Warren 📃 📃		

**Omit from State Reporting** – checking this box will remove the student ENTIRELY from all PIMS template exports



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### **Performing Student PIMS Information Data Entry**

#### Location: Modules > PIMS Management > Student PIMS Information Module

Student 1 Tab - Data Entry to be performed or reviewed in this module:

• Special Education:

Update the special education data for IEP students where applicable.

• Challenge Type (IEP Primary Disability):

Enter the primary disability for all IEP students – this is automated, however, if in ClassMate a student has multiple disabilities you need to select a Primary in Student PIMS as PIMS only accepts one disability.

Home Language:

Update the home language field where applicable when English is not the language spoken in the home.

• Gifted:

Update the Gifted field for Gifted students where applicable.

EL Status:

Default value inserted is a code 99 - Never EL

Assigning 01 Current EL or 06 Current EL, Life from Spec Pops automates EL Status = 99

All other EL options 03-08 will need to be manually updated in Student PIMS Information module

**\*\***NOTE - If a student was currently an EL and is no longer an EL, selecting 99 – never EL will not reset Student PIMS. Student PIMS will need to be reset manually to the appropriate EL option for exporting. **\*\*** 

LIEP Type:

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Enter the LIEP Type where applicable



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Access for ELLs Assessment / ELA Assessment Exemption Indicator and LIEP Type identification

Location: Modules > PIMS Management > Student PIMS Information

#### Access for ELLS Assessment - REOUIRED if student has 01-Current EL, not LIFE or 06-Current EL, LIFE identified in Field 41 – EL Status Code selection: E – ACCESS for ELLs precode label 1 2 3 2 0 30 A – Alternate ACCESS for ELLs precode label rris - East Campus O – Other LEA requesting precode label Omit from State Reporting Student ID State Secure • • No Show Student 1 Student 2 ELA Assessment Exemption Indicator - (1st Year EL Exemption – 14332374 conditionally required for Field 41: 01/06 current EL students) 14348051 1945898 03372 Defaults - No ..... Select Yes if Exempt loecial Educati Select Special Educatio :28586 4682975 Chellenge Type: Select IEP Primary Disabili 468149 LIEP Program Type (Language Instruction Education Program) 357623 Graduation Statu Select Graduation Statu: 27089 selected using 746451 Student Status Select Student Status 54453 Select Gifted Valid Values: 15121 Select Language 4448158 Diploma Code Select Diploma Code 238291 21-Mixed Bilingual 70740 El Status Current EL, not LIFE 501451 22-EL Bilingual El Start Data EL End Date 264 169759 7981 Other LEA requesting precode label 23-EL Specific Transitional Instruction 871 17476 24-Mixed Classes with Native Language Support 3273 Select a Language Instruction Pragram Type 290 10692 25-EL Specific English-only 16741 State of Birth: 07412 Specific Transitional Instruction Country of Birth 26-Mixed Classes with English-only Support 10267 575 ed classes with English-only Support Address 3 18433 d Classes with Native Lancuage Support 27-Parental refusal-mixed classes with English-only support 187 ram- contrac non-idad hu anothar an 8871 98-No official program-services provided by another entity 19807 858 3293 8B3 3250 Vente Detel Create User 50 375918 34318

CTC's will now be required to report their EL Students using 01 or 06. Will be required if selection of 01 or 06 in Field 41

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### **Performing Student PIMS Information Data Entry**

#### Location: Modules > PIMS Management > Student PIMS Information Module

Student 2 Tab - Data Entry to be performed or reviewed in this module:

- Grade 9 Entry Date: (required by full comprehensive CTC's only OR if had previously submitted)
- School/District/State Entry: Populated with Student Schedule Begin Date
- Automated Default Dates:

Prior to exporting you must run the Resequence process in ClassMate Data Validations to default the School/District/State Entry Date to use the student first day of enrollment.

• **ELL Bilingual Start Date:** Enter the date the student started the ELL Program.





Homeless – if student is homeless this can be identified at bottom of Student 2 tab, along with Start and End Dates

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### **Performing Student PIMS Information Data Entry**

### Location: Modules > PIMS Management > Student PIMS Information Module

### Student 2 Tab

#### **Assessment Participation**

#### Winter/Spring/Summer

- If you are administering any of the Keystones during the above timeframes; select Yes /No
- Select from drop down PASA / PSSA
- Use Instructional Course Offerings to select the Test Identifier on the Class level

Report Card Grade	Extra Credit O Yes O No	Core Content	Credit Recovery Ves ONo
Allow 'E' Attendance	Utilize Cert Hours -	lo	
Keystone Winter Test Identifier:	Select Keystone Winter Test ID		
Keystone Spring Test Identifier:	Select Keystone Spring Test ID		
Keystone Summer Test Identifier:	Select Keystone Summer Test ID		

#### **CTE Indicator**

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- If you are providing all the primary academics for the student, then mark this as Yes; otherwise will default to No.
- Usually applies to comprehensive CTC's only.

Years In US Schools:		Grade 9 Entry Date:	11	-	
District Entry Date:	11	School Entry Date:	11	-	
State Entry Date:	11	Initial US Entry Date:	11	-	
ELL Bilingual Start Date:		Inoculation Date:	11		
Natural/Adoptive Parent Resident Di	strict Sel	ect Resident District			
Natural Parent Resident School :				•	
-RepeatLastYr	- Foreign Exchange	Immigrant	Academic Instruction		
C Yes C No	C Yes C No	C Yes C No	Yes No		
r Title I	Title III	Court Placed	Home Schooled		
O Yes O No	O Yes O No	C Yes C No	🔿 Yes 🔿 No		
FHSTW-	- School Choice Provision	Dual Enrollment	Agency Placed	Econ. Disadv. Status	
C Yes O No	O Yes O No	O Yes 🔿 No	O Yes 🔿 No	O Yes O No O N	
LEP/ELL Eligibility			CTE Indicator	POS Completion Indicator	
🛾 Yes 🔍 No	🛛 Yes 🔍 No	🔿 Yes 🔅 No	🛛 Yes 🔿 No	© Yes © No © N¢	A
Winter Assessment	Spring Assessment	Summer Assessment	$\overline{}$		
O Yes O No	O Yes O No	O Yes O No			
Expected Post Graduate Activity:					
Homeless:	Select Homeless Status			•	
Homeless Start Date:	11	Homeless End Date:	11		
Assessment Participation:	Assessment	·			

#### **STUDENT INFORMATION** | FINANCIAL MANAGEMENT | SCHOOL NUTRITION



#### **Student PIMS Information Module Note**

- The data contained in the Student PIMS Information Module stays with the student for the students entire time at the CTC.
- Each year clients need to verify the data within Student PIMS Information module for accuracy and update as necessary.
- For export purposes, all information contained in Student PIMS information overrides ClassMate.
  - Example: If John Doe in 201314 was flagged in Student PIMS as Has IEP for Special Education, but in 201415
     John no longer has an IEP then in Student PIMS the Special Education information needs to be updated to reflect the change.
  - Additional example: another common occurrence is when foster students who were previously reported with Natural Adoptive district school information in PIMS are adopted by their Foster Parents. In this situation, the Natural Adoptive school information needs to be removed in the year they were adopted.

Student 1 Student 2 Student 3		Student 1 Student 2 Student 3		
		Years In US Schools:		Grade 9 Entry D
	<b>9</b>	District Entry Date:	01/01/1900	School Entry De
		State Entry Date:	01/01/1900	Initial US Entry [
Special Education:	Has IEP	ELL Bilingual Start Date:	01/01/1900	Inoculation Date
Challenge Type:	Select Special Education Exited IEP <2 yrs Has IFP	Natural/Adoptive Parent Resident Distri	ct	– Select Resident District
Graduation Status: No IEP or Exited IEP > 2 yrs		Natural Parent Resident School :		– Select A Resident School

#### STUDENT INFORMATION | FINANCIAL MANAGEMENT | SCHOOL NUTRITION



### **ClassMate Data Automation**

- Based off data that clients enter into ClassMate, the software auto populates the following fields in the PIMS templates
  - Home School Student attending School identified in Sending School Management with a Home School Category and a School AUN of 000009999.
  - Court Placed Student identified in Student PIMS module as Court Placed (Y)es.
  - Agency Placed Student identified in Student PIMS Module as agency placed (Y)es.
  - Special Ed student identified in Student Master as Handicapped (T)rue and attending a School identified in Sending School Management as school type Public with an E98 Enrollment Code
  - Alternative ED Student identified in Student Master as Handicapped (F)alse and Alternative Ed (T)rue.
  - Special ED Alternative ED Student identified in Student Master as Handicapped (T)rue and Alternative Ed (T)rue.
  - IU Student attending a School identified in Sending School Management with an IU Category.
  - State Entry Date default date student's schedule begin date.
  - District Entry Date default date student's schedule begin date.
  - School Entry Date default date student's schedule begin date.

\*\*NOTE: if entry dates export blank, run Classmate Data Validations > Resequence Enrollment > True

#### **STUDENT INFORMATION** | FINANCIAL MANAGEMENT | SCHOOL NUTRITION



### **ClassMate Data Automation**

- Based off data that clients enter into ClassMate, the software auto populates the following fields in the PIMS templates
  - Special Education defaults based on Handicapped in Student Master.
  - 504 Plan student has a 504 Plan indicator set to (T)rue in Student Master.
  - Gifted Challenge type student has a Gifted Special Population assignment.
  - Single Parent: student has a Single Parent Special Populations assignment.
  - Displaced Homemaker: student has a Displaced Homemaker Special Populations Assignment.
  - Economic Status: (F) if a Free Lunch Special Population assignment exists for a student.
     (R) if a Reduced Lunch Special Population assignment exists for a student.
  - Food Program Eligibility student has a Free Lunch or Reduced Lunch assignment in Special Populations.
    - If using Spec Pops for Cafeteria purposes ONLY and student not truly Econ Disadvantage use Student 2 tab in Student PIMS Information to override to "N" for exporting PIMS field #88

### **CEP Sites**

Sending School Management > District > CEP set to "Y" will export all students PIMS field #131 Food Program Eligibility automatically for EVERY Student District as "F" Does not auto-populate any information in Student Special Pops



### **ClassMate Data Automation**

- Based off data that clients enter into ClassMate, the software auto populates the following fields in the PIMS templates
  - EL Status: student has a EL-Special Populations assignment.
    - \* Default value inserted is a code 99 Never EL
    - \* Assigning 01 Current EL or 06 Current EL, Life from Spec Pops automates EL Status = 99
    - \* All other EL options 03-08 will need to be manually updated in Students PIMS

\*\*NOTE - If a student was currently an EL and is no longer an EL, selecting 99 – never EL will not reset Student PIMS. Student PIMS will need to be reset manually to the appropriate EL option for exporting. \*\*

- Econ Disadvan Status = Poverty Student: OVERRIDE USE ONLY If using Student Special Pops
   Free/Reduced Lunch for Cafeteria purposes and student not truly Econonic Disadvantaged select "N"o to override
- Homeless Student: student has been identified as Homeless in Student PIMS Information. Enter Start/End Dates
- Foreign Exchange Student: student has been identified in Student PIMS Information as a Foreign Exchange Student

tudent 2 Student 3	1				
Years In US Schools:			Grade 9 Entry Date:	01/01/1900	
District Entry Date:	01/01/1900		School Entry Date:	01/01/1900	
State Entry Date:	01/01/1900		Initial US Entry Date:	01/01/1900	
ELL Billingual Start Date:	01/01/1900		Inoculation Date:	01/01/1900	
Natural/Adoptive Parent Resident I	District	- Sele	ct Resident District		
Natural Parent Resident School :		- Sele	ct A Resident School		
Repeat Last Yr C Yes C No	Foreign Exchange	e No	Immigrant Ves • No	C Yes © No	Met CSB
Title I Yes INo	Title III C Yes	• No	Court Placed Yes No	Home Schooled	EOP Exe O Yes
Ves No	School Choice Pr	ovision No	Dual Enrollment	Agency Placed	Econ. D O Yes
C Yes C No	Fleglested/Delins	e No	Migrant Status	CTE Indicator Ves No	POS Cor O Yes
Ves No	Online	Spring Assessr C Yes	nent • No Online	Summer Assessment Ves • No	C Online
Expected Post Graduate Activity:		Select Expected Po	ost Graduate Activity		
Homeless:	Select Homel	ess Status			-
Homeless Start Date: 01/01/1900			Homeless End Date: 01/01/18		
Assessment Participation:	N/A: not partici	ipating in assessmen			



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PIMS Submission Dates

# PIMS Collection – October Submission

### **PIMS Export Management-NEW – Adding a Submission Date**

### Location: Modules > PIMS Management > PIMS Export Management - NEW (\*\*NEW MODULE\*\*)

NEW module added 2021SY – please assign using User Module Management if you currently do not have & remove former PIMS Export Management module as this will no longer be updated.

Before exporting your templates for each submission you need to first add the Snapshot/Submission Date.

- Also If you receive the error, "Invalid submission date for template" when processing update the submission date as follows:
- 1. Click Edit > Add Collection Submission Dates from top of module
- 2. Click the dropdown and select the desired Submission date.
- 3. Check the desired (required) Collection, Domain or individual templates for the submission.
- 4. Click Save to update.

Note: We recommend

actual valid PIMS Submission Dates should be entered.



File



### **PIMS Export Management-NEW**

### Location: Modules > PIMS Management > PIMS Export Management-NEW

- 1. Select the correct location from the top dropdown.
- Select the correct submission date. If the correct submission date does not appear in the dropdown, or if you receive an error, "Invalid submission date for template" when you click Save in Step 5 below, review the previous slides for PIMS Export Management Adding a Submission Date.

#### 3. Check the boxes for the Collection, Domain or Individual templates that are due:

Student Student Snapshot School Enrollment Program Fact (if applicable for your site.) \* if submitting C6 Career Standards - Student Fact CSB

- 4. If you want the file headers included on your export files check the Include Header box. If you export your files with the headers included, on the PIMS Site when you upload the files you will need to check the boxes for each file stating that your files include headers.
- 5. To export the files click Save (floppy disk icon)

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#### **STUDENT INFORMATION** | FINANCIAL MANAGEMENT | SCHOOL NUTRITION



#### **PIMS Export Management-NEW**

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Location: Modules > PIMS Management > PIMS Export Management - NEW

#### \*\* Multi Location sites – click to select the radio button for Combined Locations \*\*

D c	assMate AWS - DEMO_ClassMate - ** Live Environmer	nt ** - [PIMS Export Management Module (PIMSEXP1_M)]
File Edit Reports		
<u> </u>		
Harris - North Campus		
Submission Date:	<ul> <li>Single Location</li> <li>Combined</li> </ul>	ined Locations
File Path: M:\Classmate\PIMS\		Browse
File Delimiter: , 📝 Include Header		C Do not clear Student Deletions
CTC Collections Individual Exports School Enrollment Deletion		
□ PIMS Collections and Associated Templates		
Collection 1 - October		
□ Staff Domain		
Staff 113363807_Staff_		
Staff_Snapshot 11336380/_Staff_Snapshot_		
□ Staπ_Assignment 113363807_Staπ_Assignment_		
District_ract rissosou/_District_ract_		
Student Domain		
Student 11300300/_Student_		
Programs Eact 113363807 Programs Eact		
□ Stud Snapshot 113363807 Stud Snapshot		
CTE Student Fact 113363807 CTE Student Fact		
CTE Student Credential 113363807 CTE Student (	redential	
□ □ Collection 5 - Summer	-	
□ Child Accounting Domain		
PIMS_School_Calendar 113363807_PIMS_School_Ca	lendar_	
PIMS_Student_Calendar_Fact 113363807_PIMS_Stud	ent_Calendar_Fact_	
Collection 6 - All Year		
🛱 🖂 🗋 Career Standards Domain		
Student_Fact 113363807_Student_Fact_		
StudentFact_CSB 113363807_StudentFact_CSB_		



#### **Multi-Location Clients: Special Instructions**

After you export your files for the first location, and have completed validations including re-

#### exporting as needed and are ready to submit to PDE:

- Go to PIMS & upload the files for that location.
- Once files for that location are successfully uploaded, move those out of the M:\ClassMate\PIMS folder.
- It is recommended that you move the export files to a special folder\subfolder you create, such as "M:\PIMS October Submission (date)\Location One" for future reference.
- Click the drop down next to the location name.
- Select the next site.
- Then check the template boxes again.
- If you want the file headers included on check the "Include Header" box.
- Click Save icon. Repeat steps for each location.



### **ClassMate Data Validations**

### Location: Modules > Student Enrollment > ClassMate Data Validations

Continue to run ClassMate Data Validations on a regular basis and right before a PIMS submission.

- 1. Resequence Enrollment
- 2. Duplicate Student ID's
- 3. Demographics
- 4. Birth Dates
- 5. Primary Contacts
- 6. Special Pop Flags
- 7. Missing Career Pathway

Can now select to run Validations by location or selecting to run by multiple locations.

Enrollment /	Enrollment/Scheduling	Resequence Enrollment	Withdrawals	Enrollment Dates	ID LocationName	
ojection	• True • False	O Irue O False	C True • False	Irue • False	000001 Harris Career and T	
	True • False	O True • False	True • False	© True • False	000002 Harris Special Ed L 0000003 Harris 3rd location	
Attendance	Missing Attendance	Duplicate Attendance	Primary Contacts	Medical © True © False		
àrading	Curriculum True • False	Knowledge Activities • True • False	Multiple Mid-Terms True • False	Missing RPT Grades		
liscipline	Suspensions True • False	Referrals • True • False				
pecial Populations	• Spec. Pop. Flaqs • True • False	Non-Traditional True • False	 ]			
CAD / CATS	CAD Information/Status	District Information • True • False	Coop Validation True • False	]		E
	Missing Career Objective     True     False	Missing Career Pathway True • False				
alendar	Snow Days					
ase Data	Base Data True • False					
fiscellaneous	Rotation Validation	Missing Student Forms				
					_	



### **State Reporting Data Validations**

### Location: Modules > State Reporting > State Reporting Validations

In most cases, for these validations to have meaning, you need to first use PIMS Export Management -NEW to export your templates, so there is data for the validations to process. In some cases, such as Duplicate PASecure ID, that is not necessary. If you are getting error messages when trying to create an export, run these validations to check for missing/incorrect or duplicate data.

#### • Student Validations

- <u>Missing Students:</u> For current year validations, export your PIMS student data prior to performing the validation. Displays students not included in your export. One possible reason students might be excluded is because they enrolled after the October snapshot date.
- <u>No PASecureID</u>: Displays students who have no PASecureID in Student Master or if select the projected year calendar to validate student's who have no PASecureID for the projected year in Registration.
- <u>Duplicate PASecureID</u>: Displays students who have duplicated PASecureID's in Student Master or if select the projected year calendar to validate student's who have duplicated PASecureID's for the projected year in Registration.
- <u>Blank Entry Dates:</u> For current year validations, export your PIMS student data prior to performing the validation. Displays student's who have blank Entry Dates.



### **State Reporting Data Validations**

### Location: Modules > State Reporting > State Reporting Validations

- School Enrollment
  - <u>Resident Status</u>: Displays the student's Resident Status after automation process has been performed (see PIMS Manual for listing of retired statuses)
  - <u>Enrollment Deletions</u>: Identifies all students with enrollment changes.
  - <u>Mulit-Location Changes:</u> Identifies Enrollment/Schedule Location Mis-Match and Student missing School Enrollment Location Withdrawal
- Programs Fact:
  - <u>Homeless: D</u>isplays a report listing of the current year Homeless students.
- Special Populations:
  - IEP Primary/Spec. Ed.:
    - Displays current students who are marked as handicapped True in Student Master, but do not have an IEP primary in Student PIMS or who have an IEP Primary in Student PIMS, but are marked as handicapped False in Student Master.
  - Gifted: Displays students who are marked as Gifted
  - <u>Student PIMS SpecPop:</u> Verifies LEP/Spec Ed/Gifted information that was recorded for the Prior
     Yr. confirm information is accurate for the New School Year and make any necessary changes.





### **State Reporting Data Validations**

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### Location: Modules > State Reporting > State Reporting Validations

201718	Date 09/18/2018 8:18:28 AM		Harris Career and Technical Center			Validate
Student/Student Snapshot	Nissing Students True 0 False No PAsecureID/Len 10	Missing Snapshot	Blank, Districts True False 9939 Resident LEA	Blank 09 Entry Date		
Staff	Blank Salary O True O False	No State PPID O True O False	No Assignment O True O False	Duplicate PPID/SSN O True O False		
School Enrollment	Resident Status O True O False	Retired Entry/Withdrawal	Enrollment Deletions © True © False	Multi-Location Changes		
Program Facts	Homeless True • False					
Course	C True • False	CIP Code Information	Technical Hours	Delivery	-	
	O True     False     Post Secondary Credit     O True     False	© True © False	C True O False	True C False		
Calendar/Student Calendar	Days In Session/FTP	Invalid/No Sch Schedule		No Calendar	-	
	True False	CAD/PIMS ADM Difference	Missing Students C True C False		-	
Special Pop	C True • False	True • False	Student PIMS SpecPop True © False			

#### **STUDENT INFORMATION** | FINANCIAL MANAGEMENT | SCHOOL NUTRITION



### **Running ClassMate-PIMS Verification Report**

#### Location: Reports > PIMS Management > ClassMate-PIMS Verification Report

If you do not see the report, please ask your System Administrator to assign it to you.

The ClassMate- PIMS Verification Report will give you the following parameter options:

Enter Parameter Values	×			
Parameter <u>F</u> ields:	<u>R</u> eset	Parameter Values		
Data Included Verifications Location Enter the School Branch Code		<b>School Branch Code:</b> This is the last 4 digits of your AUN #.		
		Data: Select ClassMate Data Verification		
Discrete Value 1234		Included Verifications: Select Student Verifications		
		<b>Location:</b> Select the Location, Multi- Locations will run this report for each location		
OK Cancel				



### **Running ClassMate-PIMS Verification Report**

Location: Reports > PIMS Management > ClassMate-PIMS Verification Report

The ClassMate Data Verification Report contains the following:

- 1. Free Lunch
- 2. Reduced Price Lunch
- 3. Single Parent
- 4. Out of WorkForce Individual (previously Displaced Homemaker)
- 5. Gifted If seeing Not Assigned then go to Student PIMS Information Module > Gifted Field
- 6. Home Language Default, Non-English Speaking Primary Resident
- 7. Home Language Default, Primary Contact Not Resident
- 8. No Homeroom
- 9. Homebound

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- 10. LEP Participation
- 11. IEP Students / Primary Disability
- 12. Program Technical Hours
- 13. Classmate Staff Verifications:
  - a. Elementary Secondary Professional Personnel Employees (ESPP)
  - b. Employee Assignments



#### STUDENT INFORMATION | FINANCIAL MANAGEMENT | SCHOOL NUTRITION



### **Running ClassMate-PIMS Verification Report**

#### Location: Reports > PIMS Management > ClassMate-PIMS Verification Report

If you do not see the report, please ask your System Administrator to assign it to you.

Run The ClassMate- PIMS Verification Report will give you the following parameter options:

Enter Parameter Values	Parameter Values		
Parameter Fields: Reset Data Included Verifications			
Location	Data: Select PIMS Data Verification		
Select to run validations for (C)lassMate or (P) IMS	Included Verification: Select Student Verifications		
Discrete Value C - ClassMate Data Verifications C - ClassMate Data Verifications P - PIMS Data Verifications	<b>Location:</b> Select the Location, Multi-Locations will run this report for each location		
	The PIMS Data Verification Report contains the following info:		
OK Cancel	Income Information for October •Single Parent		



### **ClassMate PIMS Reports**

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#### Location: Reports > PIMS Management

# Before submitting PIMS templates to PDE we highly recommend that clients run and review the data on the following reports:

- Alpha PIMS Student Details (PIMS\_001)
- Alpha PIMS Snapshot Details (PIMS\_002)
- Alpha PIMS School Enrollment (PIMS\_003)
- PIMS Program Fact Report (PIMS\_004) if reporting Homeless
- ClassMate-PIMS Verification Report (PIMSVAL\_2)
- Alpha Student PIMS Report (StuPIMS\_R Found in the **State Reporting** reports category)

Any data inaccuracies should be fixed, then re-export templates, and re-run validations & reports.

If you do not see these reports, please contact your System Administrator to request that they be assigned to you.

**ClassMate Best Practice tip:** Once you have confirmed the data on the reports is correct, you should also export the report to .PDF and store in a folder on your M: drive, such as "M:\PIMS October 20xx" along with the actual .csv export files, for future reference.

#### STUDENT INFORMATION | FINANCIAL MANAGEMENT | SCHOOL NUTRITION



# **School Enrollment Deletion**

- All deletions must be submitted in the same file as the current enrollment records or they will not be accepted.
- Each deletion record must match EXACTLY to the enrollment record in the PIMS Warehouse or it will not be accepted.
- PDE has an Enrollment COGNOS report that will display all of the school enrollment data in the warehouse. This will help identify which enrollment records need to be deleted. Also the Enrollment error that you receive will contain both the new export date and the, formerly reported, warehouse date that needs to be removed.
- You should run the **State Reporting Validations** -> **Enrollment Deletions Validation**. This report will display all student enrollment data that has changed between submissions that might require a school enrollment deletion performed for the changes.
- School enrollment changes will automatically be tracked each time the School Enrollment template is exported. You now have the option to view Active / Inactive / All enrollment changes on the School Enrollment Deletion tab.



#### STUDENT INFORMATION | FINANCIAL MANAGEMENT | SCHOOL NUTRITION



### **Processing Deletions**

- Prior to exporting your next School Enrollment Data, you must perform the following:
  - Export your Student and School Enrollment Templates
  - Run the State Validation> School Enrollment> Enrollment Deletion Validation to identify all students with enrollment changes

hool Enrollment	Resident Status © True	<ul> <li>False</li> </ul>	- <b>Retired Entr</b> ○ True	v/Withdrawal	Enrollment I	Oeletions © False
EDEL PIMS School Enrol INSTRUCTIONS: in the School Enrol Export Managemen	<u>ment Deletions</u> The following student Iment export. Print tl t.	t enrollment informa he report and proces	ation in the Schoo s the School Enry	ol Enrollment Audit is ollment Deletions in tl	no longer he PIMS	
Jillian Akian	Studer	nt ID: 876550950		PASecureID: 44441	179739	
Location Code	Enrollment Code	Enrollment Date	Activity Date	Enrollment Grade	Resident	
6304	E01	2014-08-25	2013-02-	011	А	
Daniela Akian	Studer	nt ID: 876551780		PASecureID: 44445	504896	
Location Code	Enrollment Code	Enrollment Date	Activity Date	Enrollment Grade	Resident	
6304	E01	2014-08-25	2013-02-	011	Α	
Leah Burson	Studer	nt ID: 876550403		PASecureID: 44442	287110	
Location Code	Enrollment Code	Enrollment Date	Activity Date	Enrollment Grade	Resident	
7068	E01	2014-08-25	2011-08-	012	А	



### **Processing Deletions**

# Go to PIMS Management> PIMS Export Management-NEW and click the School Enrollment Deletion Tab

Click to select a student from the list

C	TC Collections	CTC Collectio	ons   Indi	vidual Exports	School Enrollme	nt Deletion
	Last	First	Mid	ID	StateID	La 1. Afte
	☑ Akian	Alecia	A	0003103	4444429259	0 2. For

- Click to view all changes
- Click to select the School Enrollment Record for deletion

PASecureIDDeleteFlgLocationCodeEnrollmentDate☑ 4444429259T52862014-08-25

- Repeat these steps for all Student School Enrollment Deletions
- Then click Create Export Files to append data to the School Enrollment file



#### STUDENT INFORMATION | FINANCIAL MANAGEMENT | SCHOOL NUTRITION



ClassMate 1660 Valley Central Parkway Suite 500 Bethlehem, PA 18017

Questions? Contact us! *ClassMate HelpDesk* 855-984-1228 support.classmate.net

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