PIMS OCTOBER SUBMISSION
Student,Program and District

October 2020

PIMS Collection – October Submission

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- Overview of PIMS October Submission
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PIMS Collection – October Submission

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.

PIMS Collection – October Submission

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:

http://www.classmate.net/ to download the Introduction: PASecureID documentation
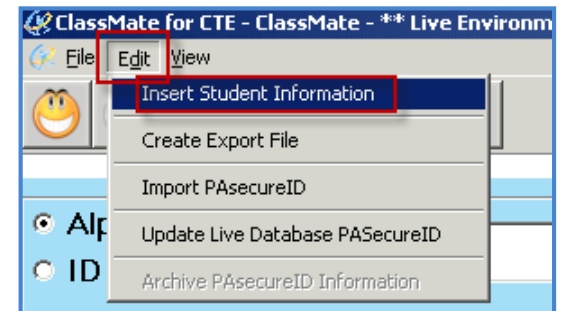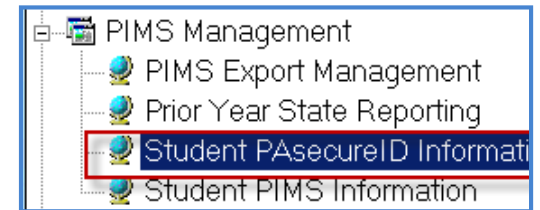
PIMS Collection – October Submission

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

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

PIMS Collection – October Submission

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.

PIMS Collection – October Submission

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.

PIMS Collection – October Submission

HARRIS School Solutions

Performing Student Race/Ethnicity Data Entry

Student Master > Student Information tab

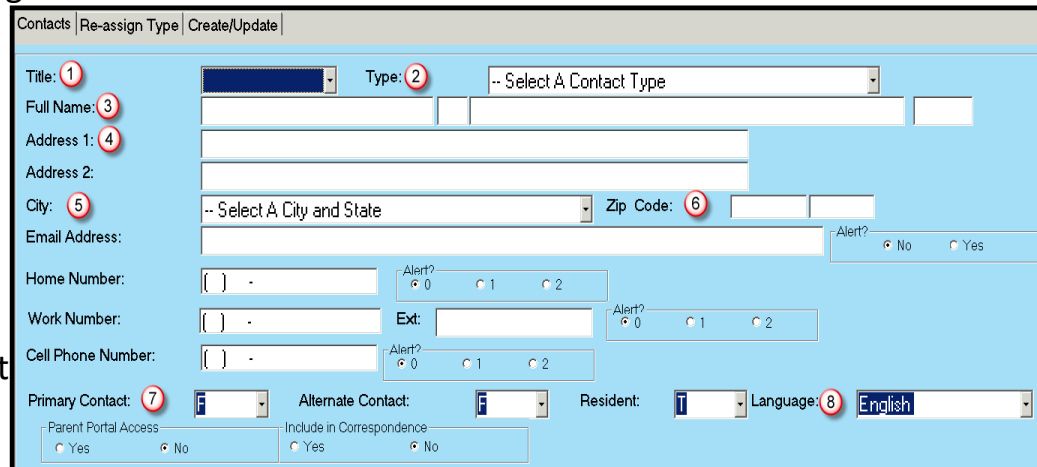# PIMS Collection – October Submission

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

PIMS Collection – October Submission

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
  7) Be Flagged as Primary Contact
  8) Language selected

PIMS Collection – October Submission

Performing Student Scheduling Data Entry

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

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.
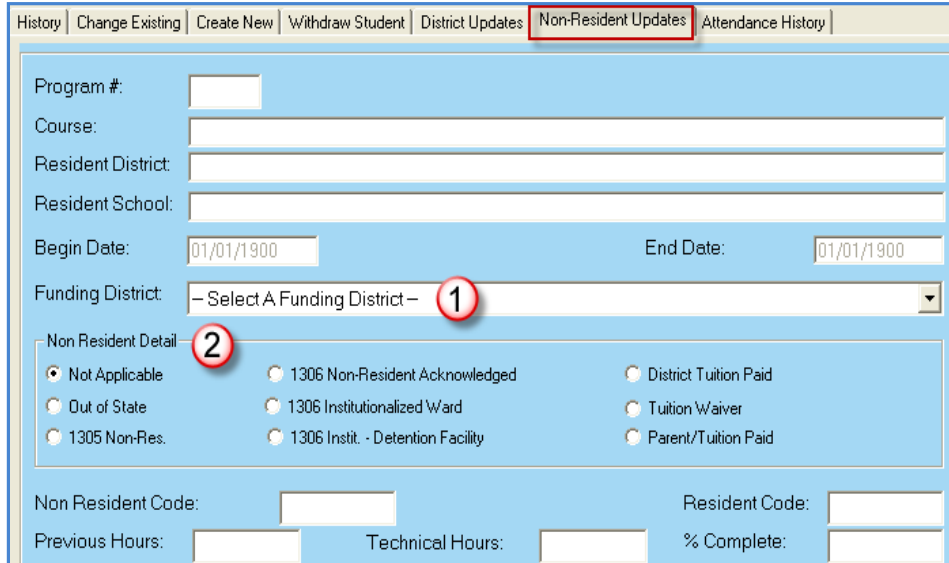
PIMS Collection 1 – October 1 Submission

Performing Student Scheduling Data Entry

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

Data Entry to be performed in this module:

- **Non-Resident Updates Tab**

  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

PIMS Collection – October Submission

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

PIMS Collection – October Submission

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 auto-populate 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

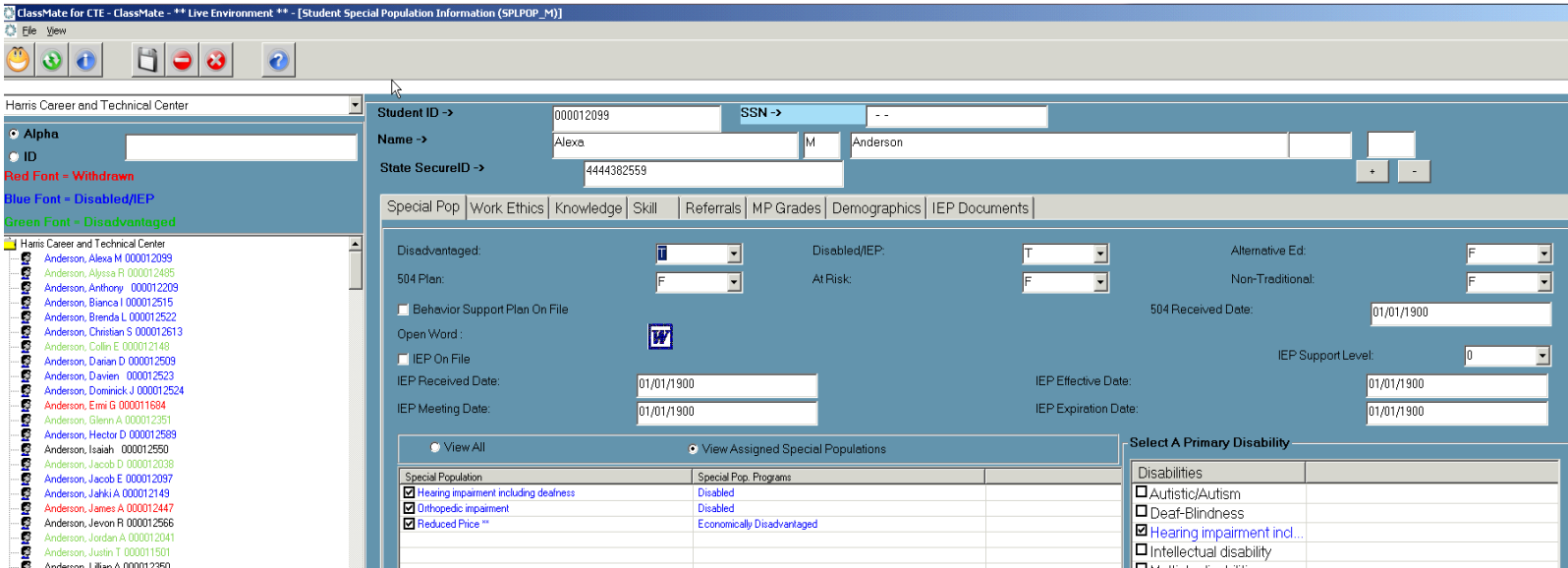**** Free or Reduced Price Lunch Special Note**

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.

PIMS Collection – October Submission

Performing Student Special Pop Management Data Entry

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

Automation:

*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.

PIMS Collection – October Submission

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

PIMS Collection – October Submission

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 GIEP**
  > **GS: Gifted, receives gifted services through IEP**
  >
  > **GX: Gifted, does not receive gifted services**
  > **N: 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.

PIMS Collection – October Submission

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 **must** 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. **
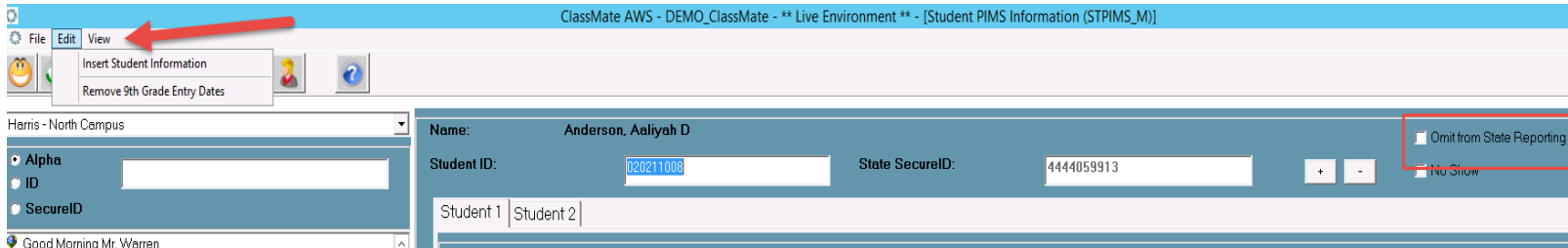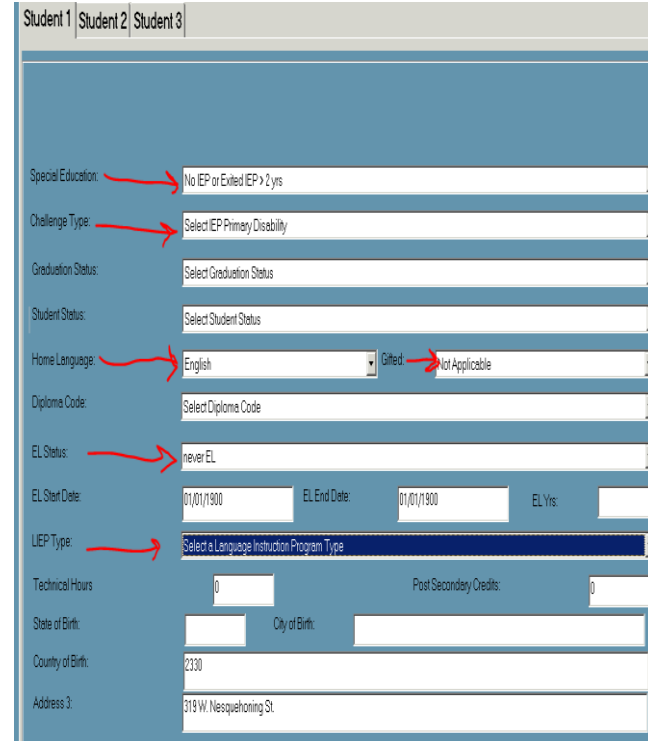
PIMS Collection – October Submission

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.
- 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.

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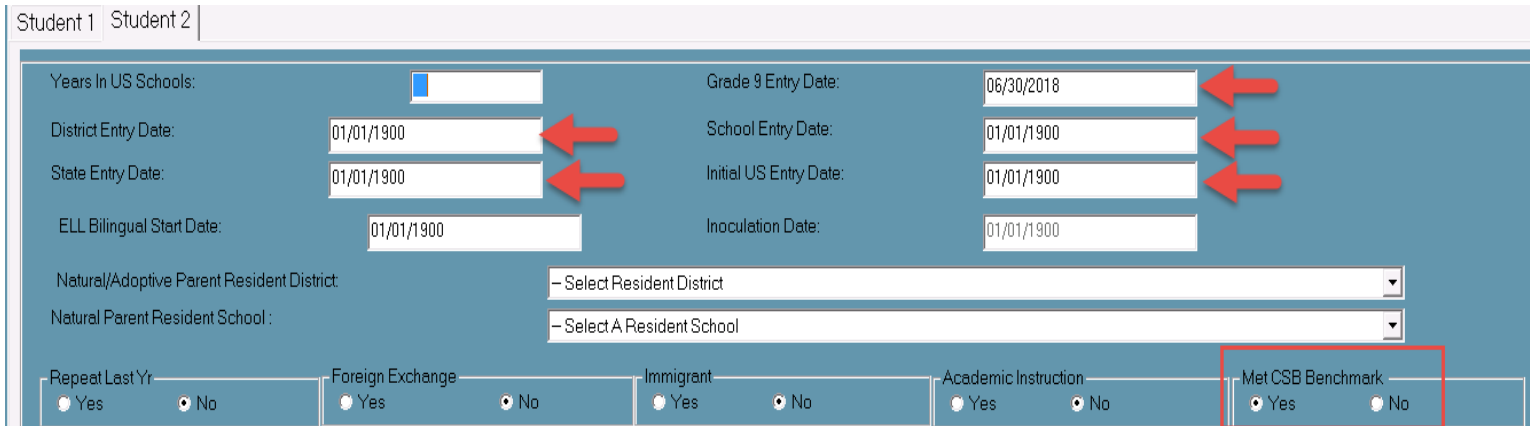
PIMS Collection – October Submission

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:**
  Enter the LIEP Type where applicable

PIMS Collection – October Submission

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

Location: Modules > PIMS Management > **Student PIMS Information**

Access for ELLS Assessment - REQUIRED 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
A – Alternate ACCESS for ELLs precode label
O – Other LEA requesting precode label

ELA Assessment Exemption Indicator - (1st Year EL Exemption –
conditionally required for Field 41: 01/06 current EL students)
Defaults – No ….. Select Yes if Exempt

> **LIEP Program Type (Language Instruction Education Program)
> selected using**
> 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

PIMS Collection – October Submission

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.
- ***NEW* Field – Met CSB Benchmark** – Y/N

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

PIMS Collection – October Submission

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

CTE Indicator

- 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.

PIMS Collection – October Submission

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.

PIMS Collection – October Submission

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

PIMS Collection – October Submission

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
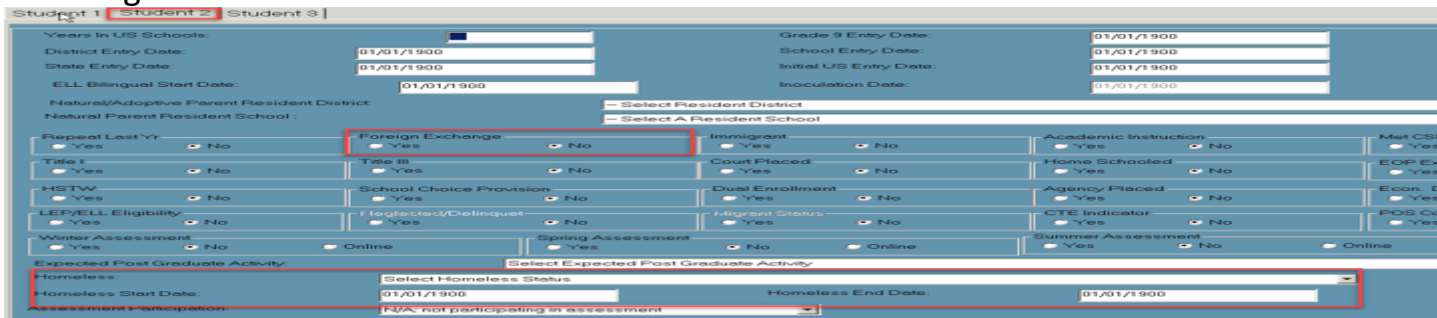
CEP Sites

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

PIMS Collection – October Submission

PIMS Export Management-NEW – Adding a Submission Date

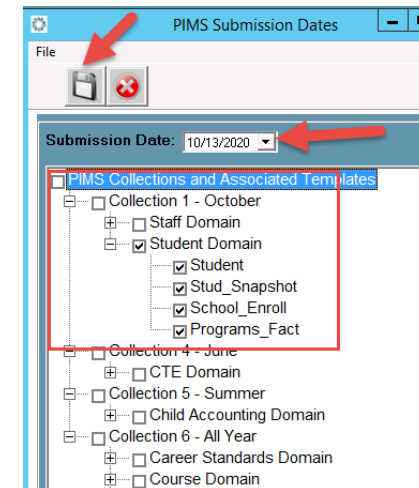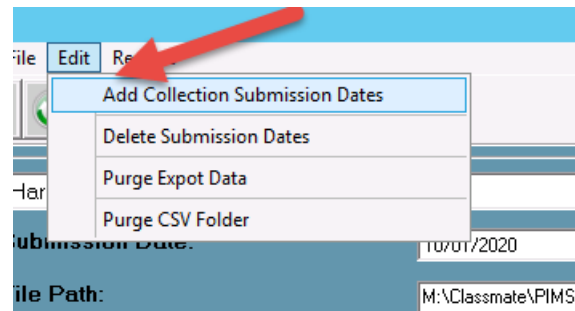**Location:** Modules > PIMS Management > **PIMS Export Management – NEW (**NEW MODULE**)**

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.

PIMS Collection – October Submission

PIMS Export Management-NEW

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

1. Select the correct location from the top dropdown.

2. 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.

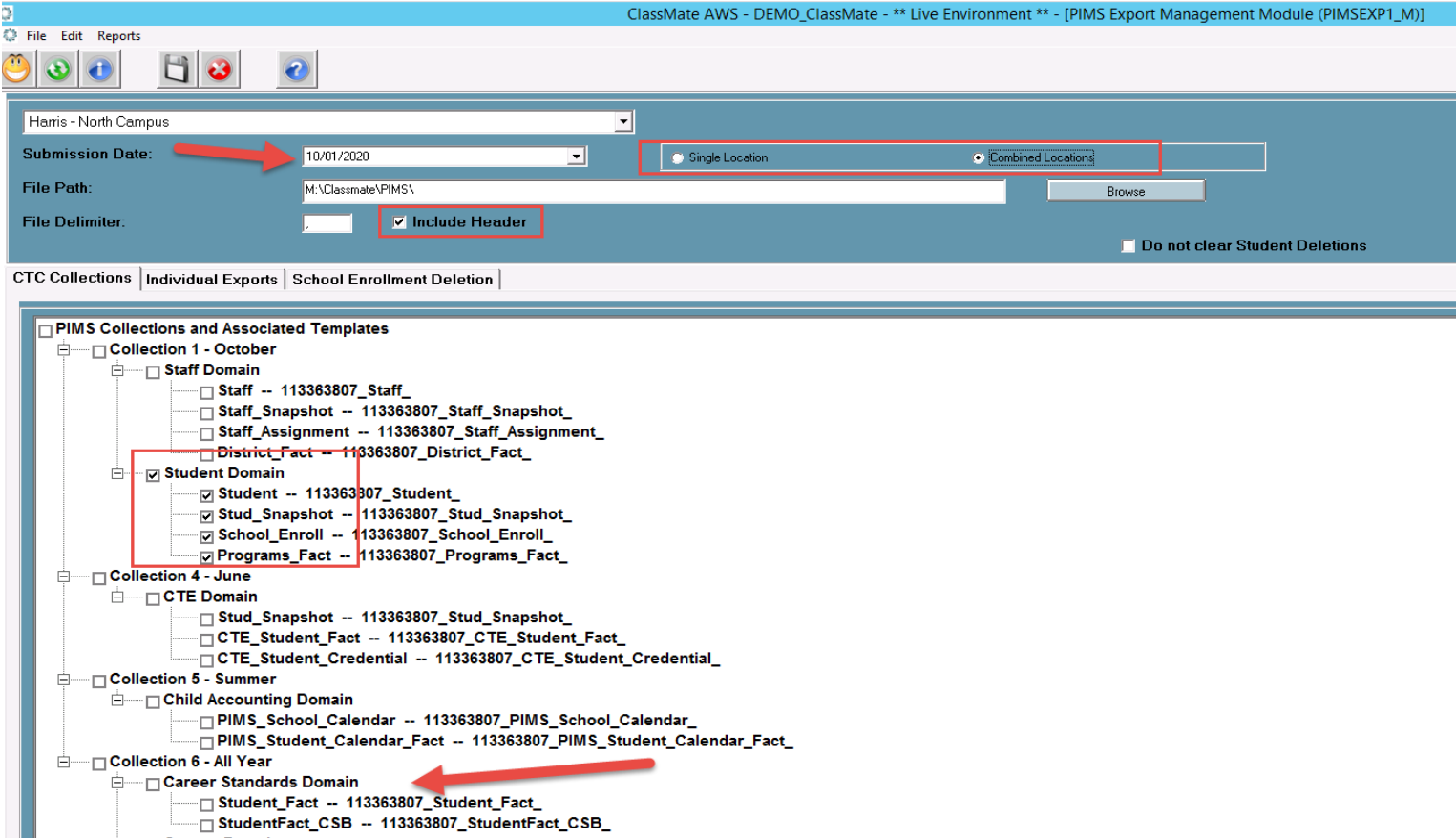5. To export the files click Save (floppy disk icon)

PIMS Collection – October Submission

PIMS Export Management-NEW

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

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

PIMS Collection – October Submission

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.

PIMS Collection – October Submission

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.

PIMS Collection – October Submission

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**
  - Missing Students: 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.
  - No PASecureID: 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.
  - Duplicate PASecureID: 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.
  - Blank Entry Dates: For current year validations, export your PIMS student data prior to performing the validation. Displays student's who have blank Entry Dates.

PIMS Collection – October Submission

State Reporting Data Validations

Location: Modules > State Reporting > **State Reporting Validations**

- **School Enrollment**
  - Resident Status: Displays the student's Resident Status after automation process has been performed (see PIMS Manual for listing of retired statuses)
  - Enrollment Deletions: Identifies all students with enrollment changes.
  - Mulit-Location Changes: Identifies Enrollment/Schedule Location Mis-Match and Student missing School Enrollment Location Withdrawal
- **Programs Fact:**
  - Homeless: Displays 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
  - Student PIMS SpecPop: 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.

PIMS Collection – October Submission

State Reporting Data Validations

Location: Modules > State Reporting > **State Reporting Validations**

PIMS Collection – October Submission

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 Fields:	Reset
School Branch Code	
Data	
Included Verifications	
Location	
Enter the School Branch Code	
Discrete Value	1234
	OK Cancel

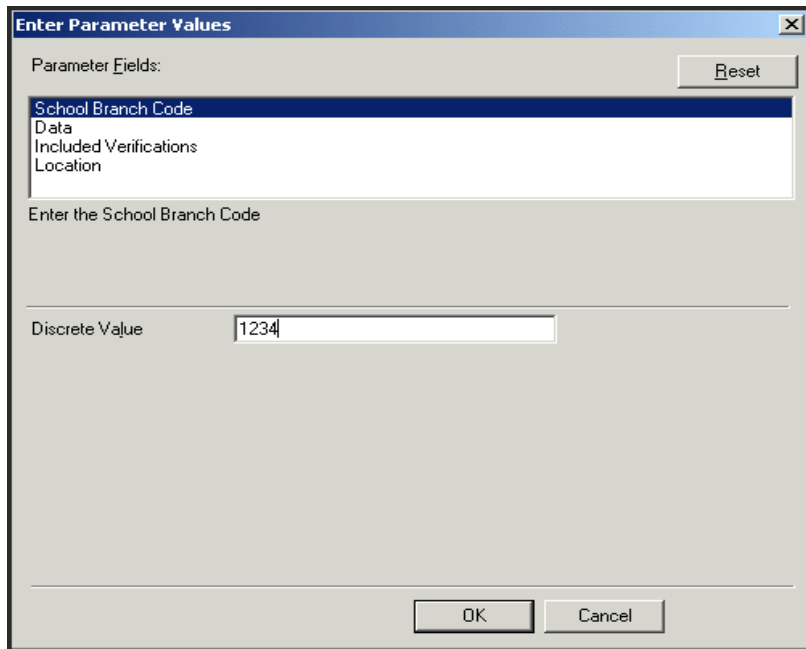| **Parameter Values** |
|---|
| **School Branch Code:** This is the last 4 digits of your AUN #. |
| **Data:** Select **ClassMate Data Verification** |
| **Included Verifications:** Select **Student Verifications** |
| **Location:** Select the Location, Multi-Locations will run this report for each location |

PIMS Collection – October Submission

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. <mark>Out of WorkForce Individual (previously Displaced Homemaker)</mark>
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
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
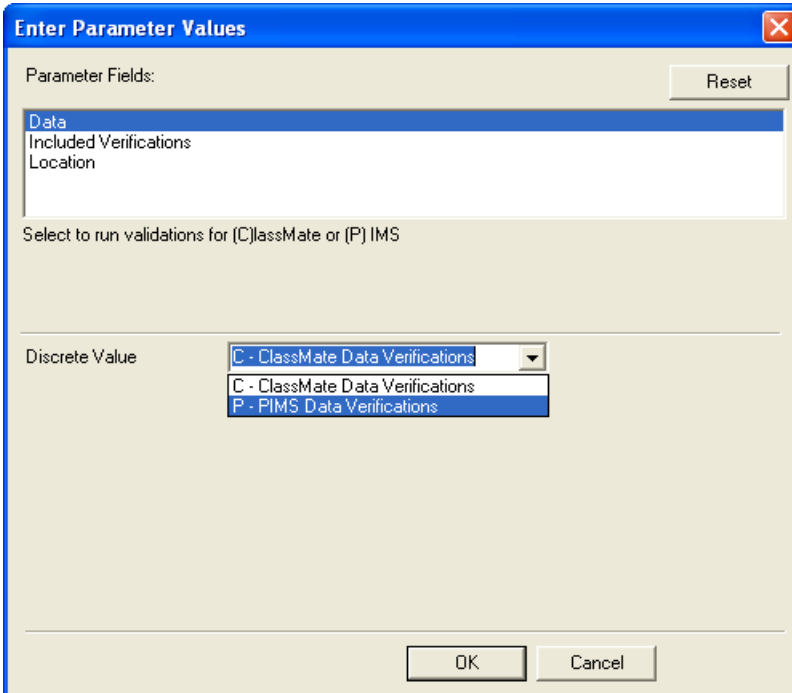
PIMS Collection – October Submission

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:

Parameter Values
Data: Select PIMS Data Verification
Included Verification: Select Student Verifications
Location: Select the Location, Multi-Locations will run this report for each location

The PIMS Data Verification Report contains the following info:
•**Poverty – used by PDE to generate Low Income Information for October**
•Single Parent

PIMS Collection – October Submission

ClassMate PIMS Reports

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.

PIMS Collection – October Submission

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.

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

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PIMS Collection – October Submission

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

CTC Collections	CTC Collections	Individual Exports	School Enrollment Deletion		
Last	First	Mid	ID	StateID	L⊄
☑ Akian	Alecia	A	0003103...	4444429259	00

1. Afte
2. For

- Click to view all changes

- Click to select the School Enrollment Record for deletion

PASecureID	DeleteFlg	LocationCode	EnrollmentDate
☑ 4444429259	T	5286	2014-08-25

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

Create Export Files

Note: Click "Clear Deletion Flag for All Students" to remove

Selected Student School Enrollment Deletions

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Questions? Contact us!

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