

# Introduction to: Collection 4 June 30 Submission

\* C4 CTE

updated 2021



# PIMS CTE Submission

- Overview of PIMS CTE Submission– including Remining PIMS Reporting Dates, Templates & ACS Due Dates
- Modules required for PIMS CTE Submission
- Adult Affidavit Program Students Note
- Insert PAMSecureID's
- Setting Pathway Minimum Grade
- Instructional Course Offerings
  - Delivery & Technical Hours Setup
  - EOP Exam Setup
- Career Objective & Pathway Data Entry
- Student Year End Status District Updates
- Industry Certification Setup & Data Entry



# PIMS CTE Submission

- Work Based Learning Data Entry
- Student Special Pop Management Data Entry
- Student PIMS Information Entry
  - Student 1 tab
  - Student 2 Tab
- ClassMate Data Validations
- PIMS Export Management - NEW
- State Reporting Validations
- PIMS Reports



# PIMS CTE Submission

## Overview of PIMS CTE Submission

The following templates are required for the PIMS CTE Submission (COLLECTION 4):

- CTE Student Fact
- CTE Student Industry Credentials
- Student Snapshot CTE Student Only (06/30) – a yearlong complied snapshot
- Student (not required, but necessary to update all student changes and prevent DQE errors)
- School Enrollment (not required, but required for Student dependency)

•All ClassMate PIMS Documentation can be found on our ClassMate Documentation Website  
<https://www.classmate.net/classmate-user-state-documentation/>

## 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 CTE Submission

## Modules Required for PIMS CTE Submission

The following modules must be assigned to the staff completing the PIMS CTE data entry.

### Curriculum Management

- Instructional Course Offerings

### Curriculum Options

- Course Certification Management
- Course Cert. Student Completion
- Course Certs by Class

### Student Assessment

- State/Industry Assessment

### PIMS Management

- Student PIMS Information
- **PIMS Export Management – NEW** (Necessary for PIMS Administrators to export templates)

### Student Enrollment

- ClassMate Data Validations
- Student Master Information
- Student Scheduling

### Special Populations

- Student Special Pop Management

### State Reporting

- State Reporting Validations



**If you do not have the above listed modules, please contact the ClassMate System Administrator for your site so that they can be assigned to you.**

## PIMS CTE Submission

### Adult Affidavit Program Student Note

If your site has Adult Affidavit Program Students and is required to submit these students to PIMS and your site does not have ClassMate's Adult Education Application, please e-mail Heather Stern at [hstern@harriscomputer.com](mailto:hstern@harriscomputer.com) for a price quote.

Adult Affidavit Program Students will not be reported/submitted to PIMS via ClassMate. Adult Affidavit Program Students are currently tracked and reported separately in **ClassMate's Adult Education** application.



# PIMS CTESubmission

## If you have PAsecureID changes

### Getting Started:

Double click > My Modules > Double Click PIMS Management > Click **Student PAsecureID Information**

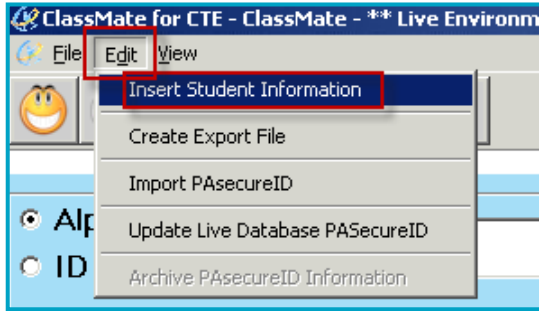
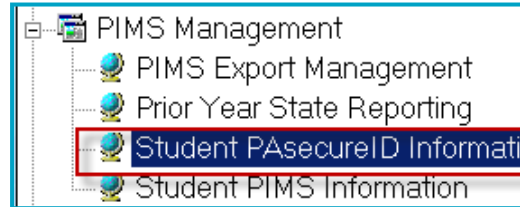
- Click **Edit** located along the top of screen
- Click on **Insert Student information.**

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 CTE Submission



## Setting Pathway Minimum Grade

### Getting Started:

My Modules > System Administrator > ClassMate Custom Control

When the Module Opens

- Click the Misc Tab
- Enter a numeric value in the Pathway Minimum Grade field
  - This value must be a value within your Task Range which you can check on the Grading Tab.
- Click Save

The screenshot shows the 'Misc' tab in the ClassMate Custom Control interface. The 'Pathway Minimum Grade' field is highlighted in green and contains the value '7'. Other fields include 'Skill Curve Base' (50), 'PGR Grade Minimum Overwrite' (50), and 'SP Evaluation Attempts' (10). A 'Show' button is visible on the right side of the form.

This grade will be used to as part of the ClassMate Business Rule to populate the POS Task List Completion Indicator field in the CTE Student Fact Template.

### Business Rules:

- ClassMate will auto populate Task List Completion Indicator= Y For Seniors ONLY:  
Delivery Method – **70 Program Of Study** - All tasks marked as **POS=True** (Curriculum Management) and received a task grade  $\geq$  to the Pathway minimum set in Custom Control.  
Delivery Method – **75 Career & Technical** - All tasks marked as **REQ=True** (Curriculum Management) and received a task grade  $\geq$  to the Pathway minimum set in Custom Control.  
OTHERWISE, Task List Completion Indicator= N: If a senior has any ungraded tasks marked as POS/REQ= true or a Senior has completed any POS/REQ tasks with a task grade  $<$  the Pathway minimum in Custom Control.
- This field only pertains to 12<sup>TH</sup> graders -- all underclassman will export with a value of N/A per the PIMS Manual.





# PIMS CTE Submission

## Technical Hours Data Entry

### Important Notes:

- Program Length & Technical Hours also appear on the Program & Course tabs however for PIMS reporting ClassMate **ONLY** pulls from the Classes Tab (see overview on next slide)
- These 2 fields are used to calculate the amount of technical hours credit awarded each MP to each student with a passing grade.
  - A student receives technical hour credit (class technical hours / # of marking periods) for each MP the student passed in the appropriate CIP code during the current school year
  - A student receives archive technical hour credit (class technical hours / # of marking periods) for each MP the student passed in the appropriate CIP code during previous school years. This data is pulled from archive
- Sites who are in their 2<sup>nd</sup>+ years of using ClassMate should review the information for all their classes and ensure the data is accurate and has not changed.
- Additional Technical Hour credit can be entered in Student PIMS Information module for all technical hour credit that is not currently maintained in ClassMate & Archive.
  - **ClassMate schools who are in their first year utilizing ClassMate must enter all previous Technical Hours earned before their first year utilizing ClassMate into the >Student PIMS Information module. (see next slide for details)**
- Program Length & Technical Hour information can be obtained from the person at your site who handles Program Approval in the PDE Program Approval Site.



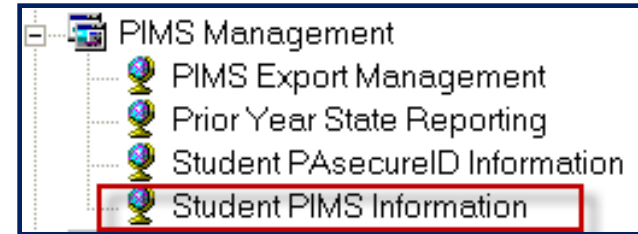
# PIMS CTE Submission

## Technical Hours Data Entry

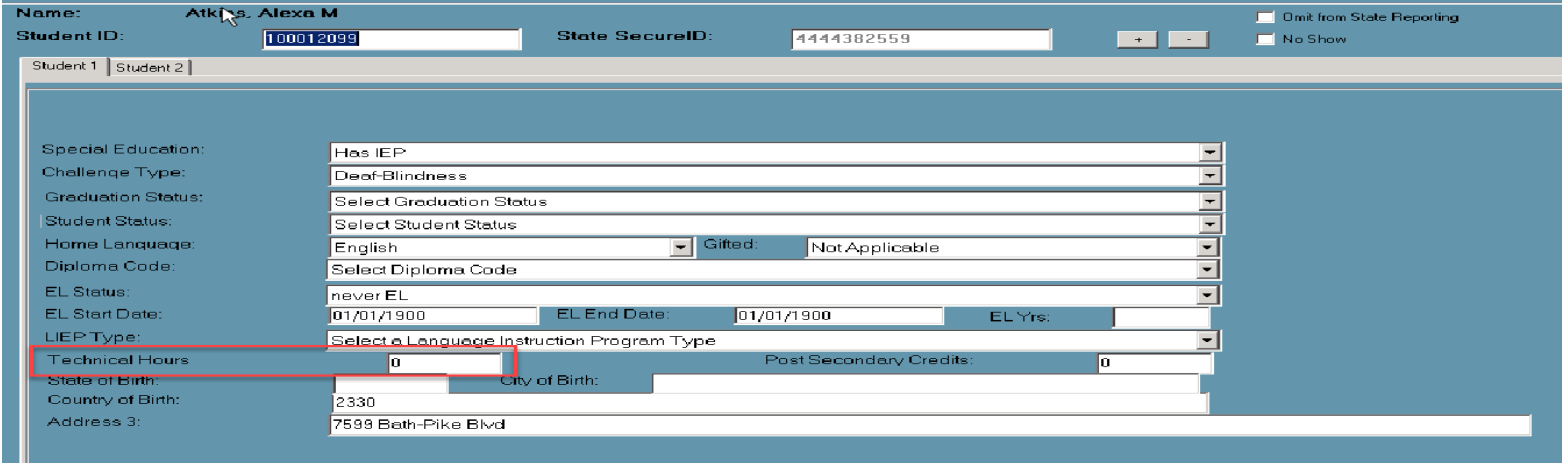
**ONLY Do these steps if this is your First year of Classmate**

### Getting Started:

Modules > PIMS Management > Student PIMS Information > Student 1 tab



1. Click on a Student name
2. Enter Technical Program hours that are not currently in ClassMate and Archive
  - ClassMate schools who are in their **FIRST** year utilizing ClassMate **MUST** enter all previous Technical Hours earned before the schools first year with ClassMate into this field.



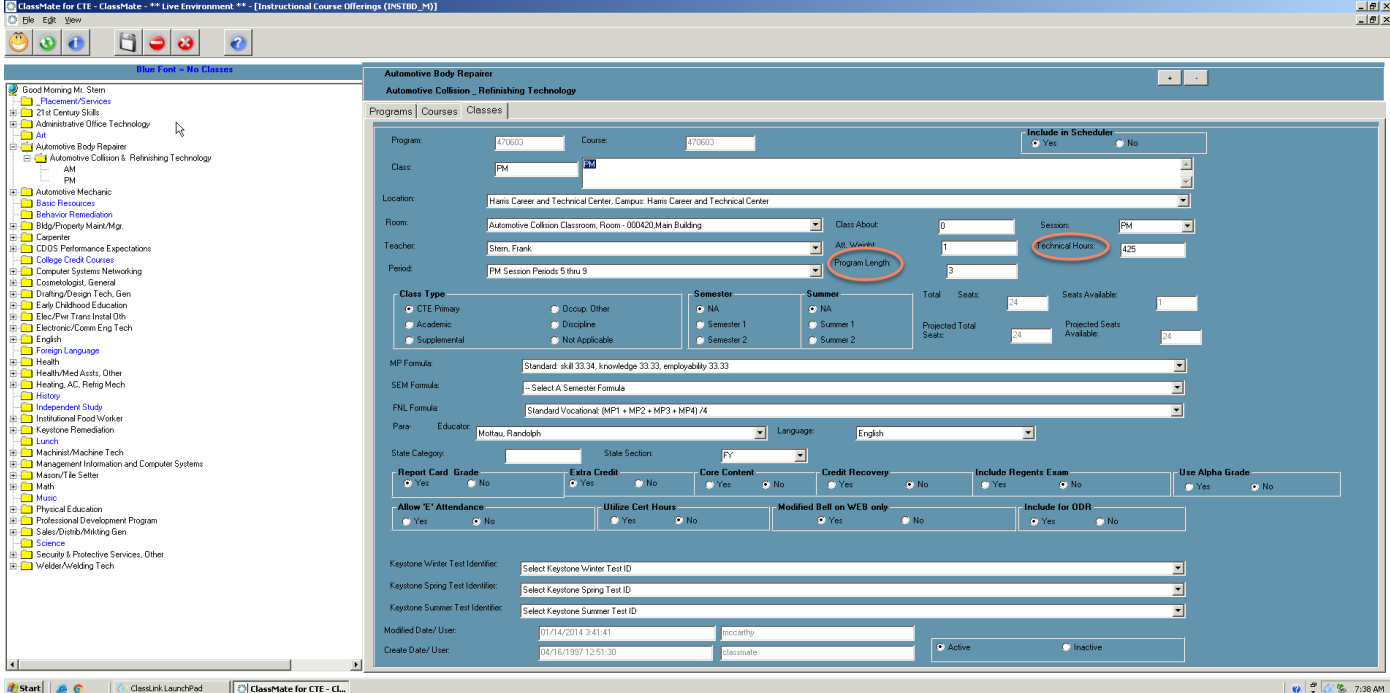
A screenshot of the PIMS Management form for Student 1. The form displays various fields for student information. The 'Technical Hours' field is highlighted with a red rectangular box. The form includes fields for Name, Student ID, State SecureID, Special Education, Challenge Type, Graduation Status, Student Status, Home Language, Diploma Code, EL Status, EL Start Date, EL End Date, LIEP Type, Technical Hours, Post Secondary Credits, State of Birth, City of Birth, Country of Birth, and Address 3.



# PIMS CTE Submission

## Instructional Course Offerings Entry Review

1. Double Click on a Program Name
2. Double Click on a Course Name
3. Click on a Class
4. Enter in the Program Length
5. Enter in the Technical Hours
6. Click Save



**ClassMate for CTE - ClassMate - \*\* Live Environment \*\* - [Instructional Course Offerings (INSTBD\_M)]**

Blue Food - No Classes

Automotive Body Repairer  
Automotive Collision\_ Refinishing Technology

Programs | Courses | Classes

Program: 476203 Course: 476203  Include in Scheduler  Yes  No

Class: PM

Location: Harris Career and Technical Center, Campus: Harris Career and Technical Center

Room: Automotive Collision Classroom, Room-000420 Main Building Class About: 0 Session: PM

Teacher: Stern, Frank. Att. Weeks: 1 **Technical Hours: 4.25**

Period: PM Session Periods 5 thru 9 Program Length: 3

**Class Type**  
 CTE Primary  Occupational  Other  NA  
 Academic  Discipline  Summer 1  Summer 2  
 Supplemental  Not Applicable

Total Seats: 24 Seats Available: 1  
 Projected Total Seats: 24 Projected Seats Available: 24

MP Formula: Standard skill 33.34, knowledge 33.33, employability 33.33

SEM Formula: -- Select A Semester Formula

FNL Formula: Standard Vocational (MP1 + MP2 + MP3 + MP4) /4

Pate: Educator: Motta, Randolph Language: English

State Category: State Section: FY

Report Card Grade:  Yes  No Extra Credit:  Yes  No Core Content:  Yes  No Credit Recovery:  Yes  No Include Regents Exam:  Yes  No Use Alpha Grade:  Yes  No

Allow 'E' Attendance:  Yes  No Utilize Cert Hours:  Yes  No Modified Bell on WEB only:  Yes  No Include for DDR:  Yes  No

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

Modified Date/ User: 01/14/2014 3:41:41 mccathy

Create Date/ User: 04/16/1997 12:51:30 glasmate  Active  Inactive

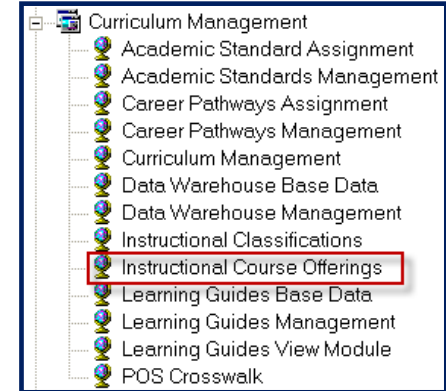


# PIMS CTE Submission

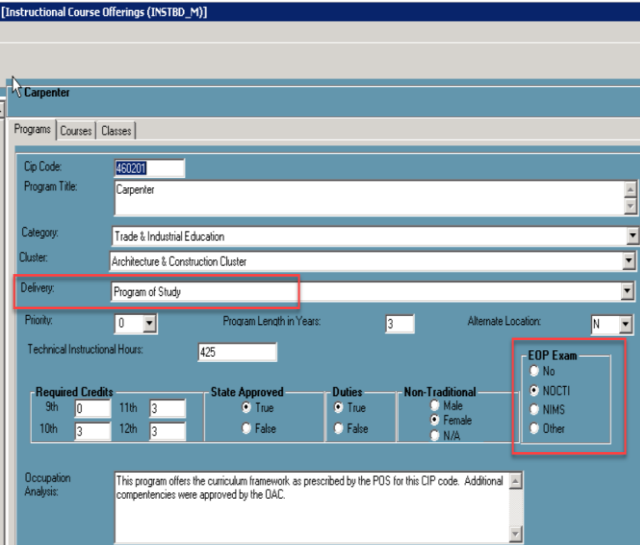
## Instructional Course Offerings Entry Review

### Getting Started:

Double click > Modules > Double Click Curriculum Management > Click Instructional Course Offerings



1. Click on a Program Name
2. Review the Delivery information that is set for this Program
3. Ensure that the Delivery that shows is the PDE Program Approval for your current school year
  - **Example:** If your current year Program Approval shows your approved Delivery is Program of Study then Program of Study should be selected in ClassMate
4. If the proper Delivery is not selected, click the drop-down arrow and select the proper Delivery
5. Click Save if any data changes are made
6. End of Program Exam (EOP Exam) No / NOCTI / NIMS / Other identified by CIP referencing PDE Student Test Crosswalk
  - **Details for set up on next slide**



**[Instructional Course Offerings (INSTBD\_M)]**

**Carpenter**

Programs | Courses | Classes

Cip Code: 45201  
 Program Title: Carpenter  
 Category: Trade & Industrial Education  
 Cluster: Architecture & Construction Cluster  
 Delivery: Program of Study  
 Priority: 0 Program Length in Years: 3 Alternate Location: N  
 Technical Instructional Hours: 425

**Required Credits**

9th	0	11th	3
10th	3	12th	3

**State Approved**  True  False

**Duties**  True  False

**Non-Traditional**  Male  Female  N/A

**EOP Exam**

No  
 NOCTI  
 NIMS  
 Other

Occupation Analysis: This program offers the curriculum framework as prescribed by the POS for this CIP code. Additional competencies were approved by the DAC.



## • EOP Exam setup instructions:

For those CIPs that have an End Of Program exam (NOCTI or NIMS)  
 Instructional Course Offerings > Programs tab > EOP Exam

- \* No if CIP is listed with TEST # = na / TEST TITLE = Test Exemption
- \* NOCTI if CIP End of Program Assessment is NOCTI Test
- \* NIMS if CIP End of Program Assessment is NIMS Test
- \* OTHER – NOT of PA use (added for GA customers)

### PDE Student Test Crosswalk

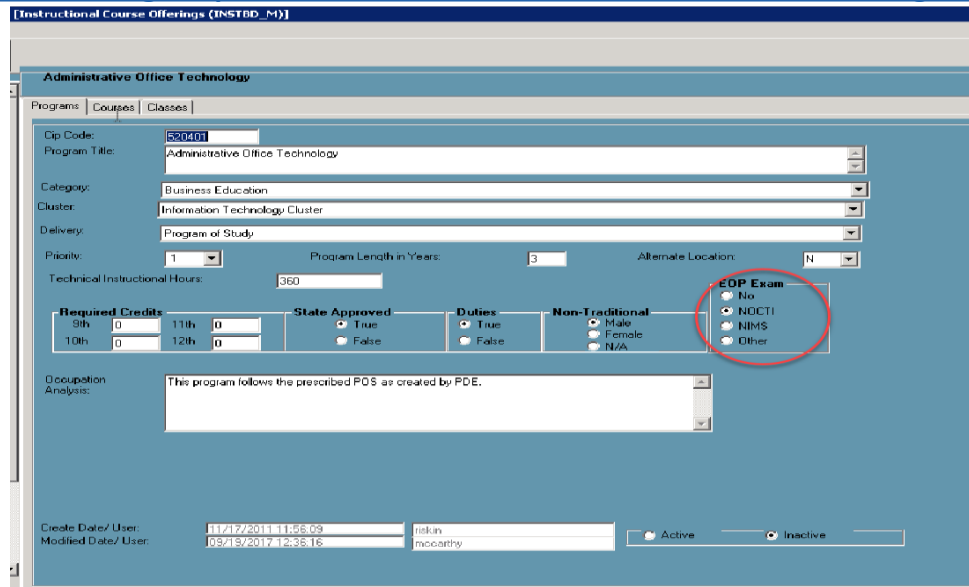
<http://www.careertechpa.org/Portals/0/docs/StudentTesting/Required%20Forms%20and%20Tools%20for%20Ordering/Crosswalk%2017-18.pdf?ver=2017-08-30-095421-020>

This flag will be referenced to identify Senior Completers as identified below:

If senior's CIP has an EOP = Yes and senior has taken EOP either as

- 1) Student has a NOCTI Certification for the current year in Student Course Cert Completion or
- 2) Student has a NOCTI import score for current year.
- 3) CIP with NIMS EOP – Student received NIMS Industry Certification

\*\*During Program Approval you will need to identify if an EOP is offered for that CIP so you can identify in Instructional Course Offerings  
 (Automation defaults \*Yes)



The screenshot shows the 'Administrative Office Technology' form. The 'EOP Exam' section is circled in red and contains the following options:

- No
- NOCTI
- NIMS
- Other



**Program Report (pgm\_001) found under Reports > Curriculum Management has been updated to include EOP Exam: Yes/No**

# PIMS CTE Submission

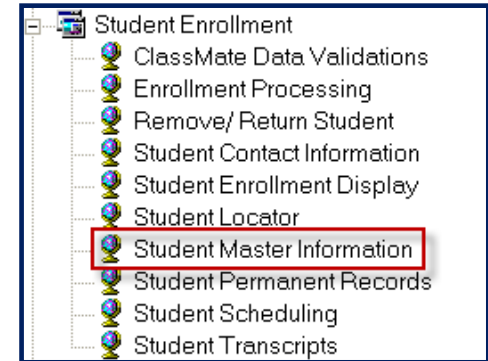
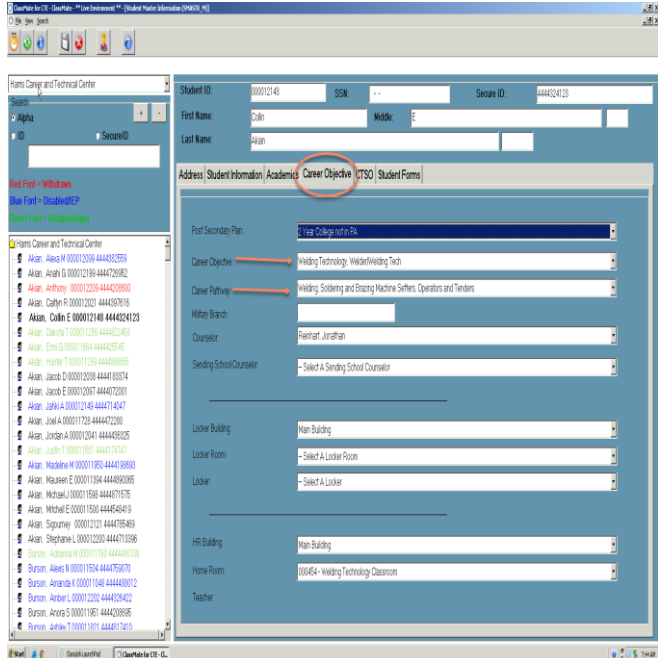
## Student Master Review - Career Objective & Pathway Data Entry

### Getting Started:

Double click > Modules > Double Click Student Enrollment >

Click Student Master information

1. Click on a Student name
2. Click on the Career Objective Tab
3. Ensure **ALL** students have updated Career Objectives & Pathways on file.
4. Verify that all students that may have changed programs have also had the Career Objectives and Pathways updated to reflect the new program.
5. Click Save if any data changes were made.

Harris Career and Technical Center

Student ID: 00012148 SSN: - - - Secure ID: 444024123

First Name: Colin Middle: Last Name: Alan

Address (Student Information) Academics **Career Objective** (CTSO) Student Forms

Post Secondary Plan: Year College in PA

Career Objective: Welding Technology, Welding/Tech

Career Pathway: Welding, Soldering and Sizing Machine Setters, Operators and Tenders

Military Branch:

Counselor: Penland, Jonathan

Sending School/Counselor: - Select A Sending School/Counselor

Locker Building: Main Building

Locker Room: - Select A Locker Room

Locker: - Select A Locker

HR Building: Main Building

Home Room: 10104 - Welding Technology Classroom

Teacher:

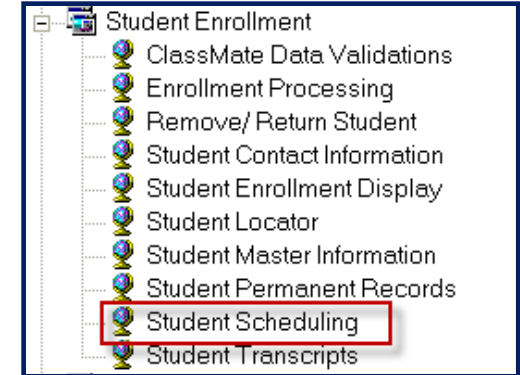


# PIMS CTE Submission

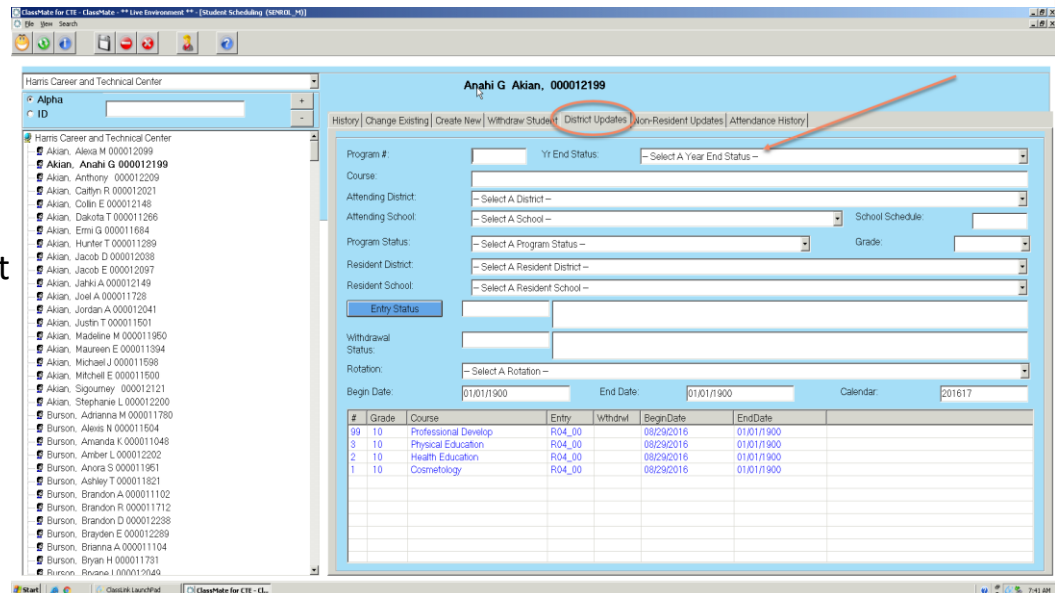
## Student Scheduling - Year End Status Data Entry

### Getting Started:

Double click > Modules > Double Click Student Enrollment >  
Click Student Scheduling



1. Click on a Student name
2. Click on the District Updates Tab
3. Click on the **active/current** Career & Tech Course
4. For Yr End Status click the drop-down arrow & select the status that applies.  
See follow slides for detail (example: 22 = Transfer to different school)
5. Click Save



#	Grade	Course	Entry	Withdnd	BegnDate	EndDate
99	10	Professional Devlop	R04_00		08/29/2016	01/01/1900
3	10	Physical Education	R04_00		08/29/2016	01/01/1900
2	10	Health Education	R04_00		08/29/2016	01/01/1900
1	10	Cosmetology	R04_00		08/29/2016	01/01/1900



# PIMS CTE Submission

## Student Year End Status Data Entry

### Overview:

- All students who will **NOT** be continuing or completing the program need to have a year end status identified. **Students who are continuing or seniors who have completed do not need updates.** All others are considered exceptions and need to be manually updated.
  - Example Student Exception:
    - John Doe is an a 11<sup>th</sup> grader who is not returning to the CTC/AVTS next year. John Doe would need a year end status selected.
- Students who withdrawal from the CTC/AVTS and return to their sending schools or relocate should be identified with a **“22”** code
- If the student is an underclassman & returning to the CTC/AVTS then do nothing with their year end status. ClassMate will default to a **“10”**.

A code of **“30”** would be used for a secondary CTE student who has (1) completed all secondary-level competencies **on their program’s task list** (or met appropriate related IEP objectives) and (2) completed a PDE approved occupational end-of-program assessment (or completed a program which has an assessment waiver); however, DID NOT attain a high school diploma or equivalent.





# PIMS CTE Submission



## Student Year End Status Data Entry

### Overview:

- If the student is a senior, will be receiving a diploma, **NOT** returning to the CTC/AVTS, and has taken the PDE approved end-of program assessment (NOCTI) ClassMate will default to a **"40"** code (completed program & graduated) if the below criteria is met in ClassMate.
  - Grade Level = 12
  - Year End Status = 10
  - Student Type = HS
  - Student has NOT been projected
  - A Career Pathway **MUST** be on file in ClassMate for the default to function. That is, students that **DO NOT HAVE** Career Pathways on file in ClassMate will not automatically default.
  - Completed all competencies on their program's task list or met appropriate related IEP objectives
  - Student Program CIP has EOP = NOCTI/NIMS and Senior is indicated as "taking" EOP as outlined below:
    1. Student has a NOCTI Certification for current year in Student Course Cert Completion
    2. Student has a NOCTI import score for the current year
    3. CIP with NIMS EOP – if student enrolled in Program flagged EOP Exam = NIMS – the process will count how many NIMS Certifications the student has TAKEN (not completed, just taken). If the student has taken 3 or more, the student will be considered a completer and export as **"40"**  
(if CIP = No – EOP waived)
- If the student did not take the PDE approved end-of program assessment (NOCTI) the Year End Status **"60"**, Graduated and did not complete CTE program, should be assigned to all Seniors who:
  - Use for a secondary CTE student who attained a high school diploma or equivalent; however, EITHER (1) DID NOT complete all appropriate secondary-level competencies on their program's task list or met appropriate related IEP objectives OR (2) DID NOT complete a PDE approved occupational end-of-program assessment (or did not complete a program which has an assessment waiver).



# PIMS CTE Submission

## Student Year End Status Data Entry

### Overview:

- **Status Code “40” special note:** Per PIMS, Students with IEPs who participate in (take) the Pennsylvania Alternate System of Assessment (PASA) in lieu of an approved state academic assessment are granted a waiver on the PDE approved end-of-program technical skills assessment, as long as the PASA being required for the student is documented in the student’s IEP. Therefore, IEP students participating in PASA can be considered as “completing the CTE program” as long as appropriate student IEP CTE program-related objectives are met.
  - If your site has students that meet this criteria you will need to manually flag those students with a Year End Status Code of a “40”.
- A code of **“99”** (Omit from State Reporting). Students who are enrolled in 2 CTE programs at the same location can only be reported in 1. The CTC must choose which program to submit to PIMS, the other program must be flagged with a **“99”** year end status. If a student is attending 2 CTE courses at different locations, both can be submitted to PIMS.
- Additional information concerning Student Status Codes can be found in the PIMS Manual, Volume 2, Appendix P.
- If you have student scenarios that you are unsure which Student Status Codes to use please contact: PDE PIMS HelpDesk 800-661-2423 and explain the scenario.



# PIMS CTE Submission

## Industry Certification Data Entry

### Important Notes

- Please note that per PDE if a certification does not appear in **Appendix Q** of the PIMS Vol 2 Manual then it cannot be submitted for the current school year.
- If your site offers an industry certification that is not in **Appendix Q** of the PIMS manual, volume 2 you will need to contact the PIMS Helpdesk at 1-800-661-2423 and work with them to have the certification added to PIMS. Once you are informed that the certification has been added then contact ClassMate at 1-855-984-1228 and request that the certification be added to ClassMate for selection & submission to PIMS.



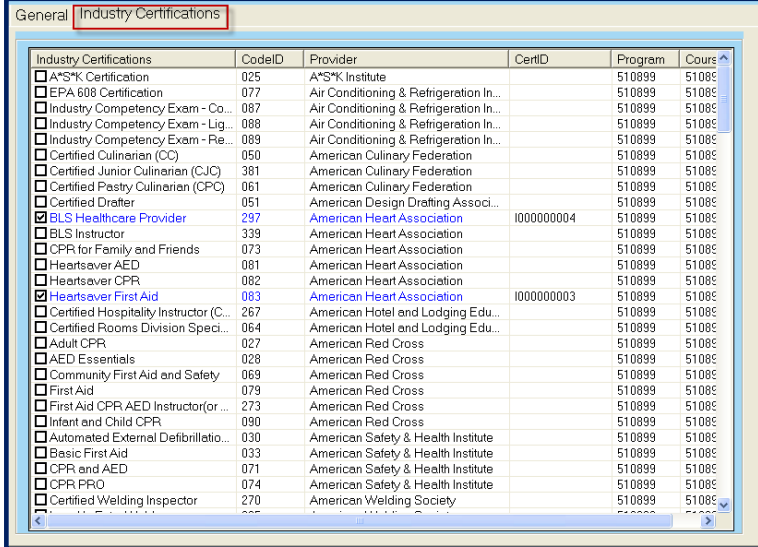
# PIMS CTE Submission

## Industry Certification Data Entry

### Getting Started:

Modules > Curriculum Options > Course Certification Management

1. Double click on a Program name and then click on the Course name
2. Click the Industry Certifications Tab
3. Click in the checkboxes for the certifications that your site is approved to offer for that course
  - Please note that per PDE if a certification does not appear in Appendix Q of the PIMS Vol 2 Manual then it cannot be submitted for the current school year.
4. Perform these steps for all courses that offer certifications
5. Remember ONLY 1 Certification should be flagged Primary for each Program – this displays on the Career Objective



Industry Certifications	CodeID	Provider	CertID	Program	Course
<input type="checkbox"/> A*S*K Certification	025	A*S*K Institute		510899	510899
<input type="checkbox"/> EPA 608 Certification	077	Air Conditioning & Refrigeration In...		510899	510899
<input type="checkbox"/> Industry Competency Exam - Co...	087	Air Conditioning & Refrigeration In...		510899	510899
<input type="checkbox"/> Industry Competency Exam - Lig...	088	Air Conditioning & Refrigeration In...		510899	510899
<input type="checkbox"/> Industry Competency Exam - Re...	089	Air Conditioning & Refrigeration In...		510899	510899
<input type="checkbox"/> Certified Culinarian (CC)	050	American Culinary Federation		510899	510899
<input type="checkbox"/> Certified Junior Culinarian (CJC)	381	American Culinary Federation		510899	510899
<input type="checkbox"/> Certified Pastry Culinarian (CPC)	061	American Culinary Federation		510899	510899
<input type="checkbox"/> Certified Drafter	051	American Design Drafting Associ...		510899	510899
<input checked="" type="checkbox"/> BLS Healthcare Provider	297	American Heart Association	1000000004	510899	510899
<input type="checkbox"/> BLS Instructor	339	American Heart Association		510899	510899
<input type="checkbox"/> CPR for Family and Friends	073	American Heart Association		510899	510899
<input type="checkbox"/> Heartsaver AED	081	American Heart Association		510899	510899
<input type="checkbox"/> Heartsaver CPR	082	American Heart Association		510899	510899
<input checked="" type="checkbox"/> Heartsaver First Aid	083	American Heart Association	1000000003	510899	510899
<input type="checkbox"/> Certified Hospitality Instructor (C...	267	American Hotel and Lodging Edu...		510899	510899
<input type="checkbox"/> Certified Rooms Division Speci...	064	American Hotel and Lodging Edu...		510899	510899
<input type="checkbox"/> Adult CPR	027	American Red Cross		510899	510899
<input type="checkbox"/> AED Essentials	028	American Red Cross		510899	510899
<input type="checkbox"/> Community First Aid and Safety	069	American Red Cross		510899	510899
<input type="checkbox"/> First Aid	079	American Red Cross		510899	510899
<input type="checkbox"/> First Aid CPR AED Instructor(or ...	273	American Red Cross		510899	510899
<input type="checkbox"/> Infant and Child CPR	090	American Red Cross		510899	510899
<input type="checkbox"/> Automated External Defibrillatio...	030	American Safety & Health Institute		510899	510899
<input type="checkbox"/> Basic First Aid	033	American Safety & Health Institute		510899	510899
<input type="checkbox"/> CPR and AED	071	American Safety & Health Institute		510899	510899
<input type="checkbox"/> CPR PRO	074	American Safety & Health Institute		510899	510899
<input type="checkbox"/> Certified Welding Inspector	270	American Welding Society		510899	510899

**\*\*Note:** When selecting certifications for each course PLEASE make sure to verify all certifications are correct based off your sites PDE Program Approval for the School Year being reported.



# PIMS CTE Submission

## Industry Certification Data Entry

### Getting Started:

There are two module options available for flagging Student Certifications as Passed Y (Yes) or N (NO).

### Module Option 1

[Modules](#) > [Curriculum Options](#) > [Course Cert. Student Completion](#) This module displays all students organized alphabetically and will allow updates to students **Inactive** Courses if necessary (however, only certifications earned in CURRENT Year will be reported to PIMS)

### Module Option 2

#### Course Certs by Class–

This module display allows you to select a course, then a class and see all students within the selected Class.

\*\* There is also a Teacher module to allow data entry \*\* **Teacher Course Certification Student Status**

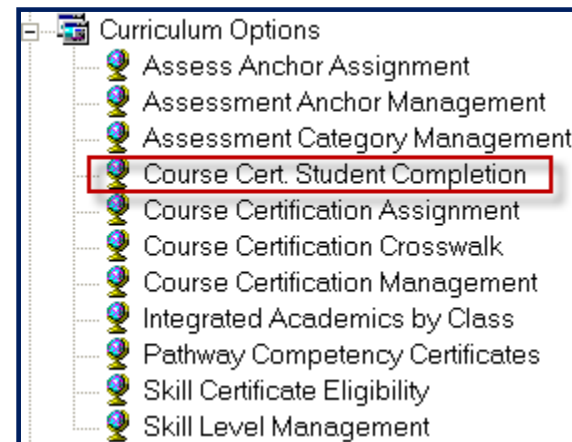


# PIMS CTE Submission

## Industry Certification Data Entry

### Module: Course Cert. Student Completion

1. Click on a Student name
2. Select Active/Inactive or Both Courses
3. Under Passed – select Y (Yes) or N (No) for the Certification taken
4. The Date Taken will auto default to the date that you select the Passed status. You can change the date by entering the new date in the MM/DD/YYYY format (example: 06/17/YYYY).



Repeat this process for all students who obtained certifications

[Course Certifications Student Status (SCERTA\_M)]

000012845     Atkins, Archie R

Active Courses    
  Inactive Courses    
  Both Courses    
  Prior Year Courses

Student Courses			
CourseTitle	Program	Course	Status
Computer Networ	110901	110901	A

Student Certifications				
CertID	Certification	CourseTitle	Passed	DateTaken
8148	NOCTI Computer Systems Networking PA	Computer Networking	Y	05/16/2019
1000000002	A+	Computer Networking		//
1000000003	Network+	Computer Networking	N	05/16/2019
1000000006	CareerSafe	Computer Networking		//
1000000007	NetworkPro	Computer Networking		//
1000000008	PC-Pro	Computer Networking		//

### To Delete:

Select the Certification you want to remove data for and click Red Minus at top of module to remove

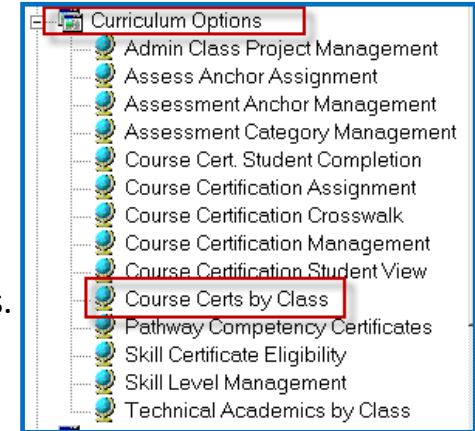
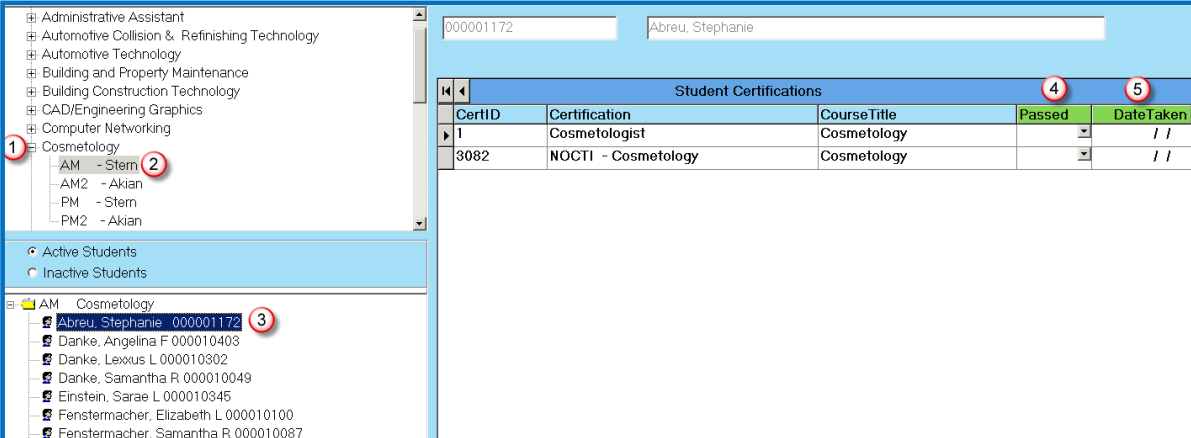


## Industry Certification Data Entry

### Module: Course Certs by Class

1. Click + next to Course to expand and click on Class
2. Click to select Student name
3. Under Passed – select Y (Yes) or N (No) for the Certification taken
4. The Date Taken will auto default to the date that you select the Passed status. You can change the date by entering the new date in the MM/DD/YYYY format (example: 06/17/YYYY).

Repeat this process for all students who obtained certifications

A screenshot of the 'Student Certifications' data entry screen. The interface includes a left sidebar with a course tree, a top header with a CertID field (000001172) and a student name field (Abreu, Stephanie), and a main table. The table has columns for CertID, Certification, CourseTitle, Passed, and DateTaken. The first row shows CertID 1 for 'Cosmetologist' in 'Cosmetology' with 'Passed' set to 'Y' and 'DateTaken' as '//'.

CertID	Certification	CourseTitle	Passed	DateTaken
1	Cosmetologist	Cosmetology	Y	//
3082	NOCTI - Cosmetology	Cosmetology	Y	//

Numbered callouts in the image: 1 points to the 'Cosmetology' course in the sidebar; 2 points to the 'AM - Stern' class; 3 points to the student 'Abreu, Stephanie' in the list; 4 points to the 'Passed' column header; 5 points to the 'DateTaken' column header.

### To Delete:

Select the Certification you want to remove data for and click Red Minus at top of module to remove

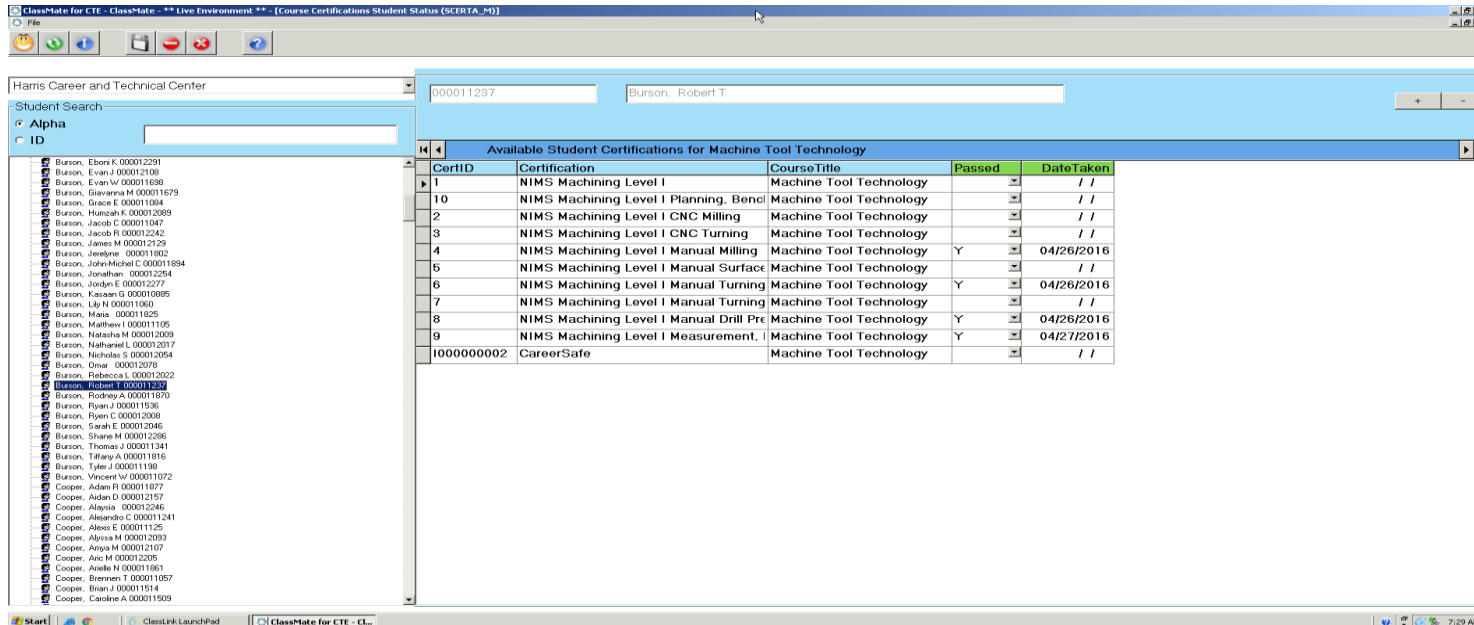


# PIMS CTE Submission

## Industry Certification Data Entry

### Important Note

- Certifications that students earned in previous years that were flagged will show in the Course Cert. Student Completion and/or Course Certs by Class module.
- However only those certifications earned in the current school year will be submitted to PIMS when the submission is performed.
- See below example:



The screenshot shows the ClassMate for CTE interface. The top window displays 'Harris Career and Technical Center' and a search for '000011237' for 'Burson, Robert T'. Below this, a list of students is visible. The main window displays a table titled 'Available Student Certifications for Machine Tool Technology'.

CertID	Certification	CourseTitle	Passed	DateTaken
1	NIMS Machining Level I	Machine Tool Technology		/ /
10	NIMS Machining Level I Planning, Benc	Machine Tool Technology		/ /
2	NIMS Machining Level I CNC Milling	Machine Tool Technology		/ /
3	NIMS Machining Level I CNC Turning	Machine Tool Technology		/ /
4	NIMS Machining Level I Manual Milling	Machine Tool Technology	Y	04/26/2016
5	NIMS Machining Level I Manual Surface	Machine Tool Technology		/ /
6	NIMS Machining Level I Manual Turning	Machine Tool Technology	Y	04/26/2016
7	NIMS Machining Level I Manual Turning	Machine Tool Technology		/ /
8	NIMS Machining Level I Manual Drill Prc	Machine Tool Technology	Y	04/26/2016
9	NIMS Machining Level I Measurement,	Machine Tool Technology		04/27/2016
1000000002	CareerSafe	Machine Tool Technology		/ /





# PIMS CTE Submission

## Work Base Learning (ex: Co-op) Data Entry



### Important Notes

- Students who are **flagged as Co-op True** in the > Student Master Information Module will be Auto Populated with Cooperative Work Experience in the State/Industry Assessment Module.
  - If the student participated in a different Work Base Learning experience (example: Internship) you must manually update the students record in the State/Industry Assessment module
- For customers who have our **Coop Education Paid Add-on** option functionality: If you have student Job Types flagged in the Student Employment module, those Job Types will be auto populated with Cooperative Work Experience in the State/Industry Assessment Module.
  - For Example: John Doe has a job type of Paid Internship in the Student Employment Module, in the State/Industry Assessment module for John Doe you will see he automatically has Internship showing.
- **NOTE:** *ClassMate does recommend that clients review student data for Co-op students in the State/Industry Assessment module for data accuracy.*

### To REMOVE Indicator due to Automation in place:

\*\* If you **UNMARK** the coop indicator in the State/Industry Assessment” module, it does NOT unmark the Master file and does not save the **UNMARK** in the S/I Assessment module.

To **DELETE** the coop indicator, you must first change the Master file to Coop=F, and then change the State/Industry Assessment #040 to uncheck it. That is the only way that both modules will save the F.

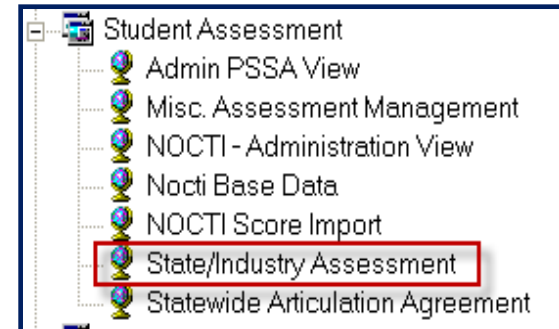


# PIMS CTE Submission

## Work Base Learning (ex: Co-op) Data Entry

**Getting Started:** Modules > Student Assessment > State/Industry Assessment

1. Click on a Student name
2. Click on the Work Based Learning Tab
3. Click in the checkbox(es) for the Work Based Learning options the student participated in
4. Repeat these steps for all students who participated in Work Based Learning



Student ID: 000007654      SSN: --      SecureID: 4444048926

Name: Daniel S Akian

History | State/Industry Assessment | Miscellaneous Assessments | Diplomas | **Work Based Learning**

ID	Work-Based Learning	Student
<input type="checkbox"/> 000039	Community/Job Exploration Experience	
<input checked="" type="checkbox"/> 000040	<a href="#">Cooperative Work Experience</a>	000007654
<input type="checkbox"/> 000041	Internship	
<input type="checkbox"/> 000042	Registered Apprenticeship	
<input type="checkbox"/> 000043	School Sponsored Enterprise	
<input type="checkbox"/> 000044	Supervised Agriculture Experience	
<input type="checkbox"/> 000045	Work Based	



# PIMS CTE Submission

## Performing Student Special Pop Management Data Entry

**Getting Started:** Modules > Special Populations > Student Special Pop Management

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)
- All Special Population students have their necessary Special Population Programs assigned
- If student is flagged with Multiple Disabilities, confirm, Primary Disability is selected. (**Automation – if select from right side - Primary Disability first – it will auto-populate on left side grid**)
- Students who receive Free or Reduced-price lunch make sure to assign either Free Lunch or Reduced-Price Lunch Assignment
- Students who are Single Parents they need to have a Single Parent Assignment
- Students who are Gifted with or without Disability they need to have a Gifted with GIEP or Gifted without GIEP Assignment  
–If a Student is Gifted with a Disability make sure to select Disabled/IEP as 'T' and also to select their other disability. Then make sure to go to Student PIMS Information Module and select the other disability as their Primary Disability in the Challenge Type Field. For example: Jane Doe is Gifted with a Disability & is Specific Learning Disability - I would flag both and also flag Disabled/IEP as 'T'. Then in Student PIMS Information Module for Challenge Type for Jane Doe I would flag Specific Learning Disability as her Primary Disability.  
–If a Student is Gifted without Disability you would not select Disabled/IEP as 'T' you would leave that 'F'
- Students who are Out of Workforce Individual need to have a Out of Workforce Individual Assignment



# PIMS CTE Submission

## Performing Student Special Pop Management Data Entry

[Student Special Population Information (SPLPOP\_M)]

Student ID -> 000012845    SSN -> ...

Name -> Archie R    Atkins


State SecureID -> 4444871895

Special Pop | Work Ethics | Knowledge | Skill | Referrals | MP Grades | PDP | Demographics | IEP Documents

Disadvantaged: T    Disabled/IEP: T    Alternative Ed: F

504 Plan: F    At Risk: F    Non-Traditional: F

Behavior Support Plan On File

Open Word: 

IEP On File

504 Received Date: 01/01/1900

IEP Received Date: 11/14/2017    IEP Effective Date: 01/01/1900

IEP Meeting Date: 01/01/1900    IEP Expiration Date: 03/04/2019

IEP Support Level: 0

View All     View Assigned Special Populations

**click to view ALL available options**

Special Population	Special Pop. Programs
<input type="checkbox"/> Autistic/Autism	Disabled
<input type="checkbox"/> Deaf-Blindness	Disabled
<input type="checkbox"/> Hearing impairment including deafness	Disabled
<input type="checkbox"/> Intellectual disability	Disabled
<input type="checkbox"/> Multiple disabilities	Disabled
<input type="checkbox"/> Orthopedic impairment	Disabled
<input type="checkbox"/> Specific learning disability	Disabled
<input type="checkbox"/> Speech or language impairment	Disabled
<input type="checkbox"/> Traumatic brain injury	Disabled
<input type="checkbox"/> Visual impairment including blindness	Disabled
<input checked="" type="checkbox"/> Other health impairment	Disabled
<input type="checkbox"/> Emotional disturbance	Disabled
<input type="checkbox"/> Developmental delay	Disabled
<input type="checkbox"/> Infants and Toddlers with Disabilities	Disabled
<input type="checkbox"/> 01 Current EL, not LIFE	Limited English Proficiency Defined
<input type="checkbox"/> Environments with Other Languages	Limited English Proficiency Defined

**Select A Primary Disability**

Disabilities
<input type="checkbox"/> Autistic/Autism
<input type="checkbox"/> Deaf-Blindness
<input type="checkbox"/> Hearing impairment including deafness...
<input type="checkbox"/> Intellectual disability
<input type="checkbox"/> Multiple disabilities
<input type="checkbox"/> Orthopedic impairment
<input type="checkbox"/> Specific learning disability
<input type="checkbox"/> Speech or language impairment
<input type="checkbox"/> Traumatic brain injury
<input type="checkbox"/> Visual impairment including blindness
<input checked="" type="checkbox"/> Other health impairment
<input type="checkbox"/> Emotional disturbance
<input type="checkbox"/> Developmental delay
<input type="checkbox"/> Infants and Toddlers with Disabilities

**make selection here & it will auto-populate in left-side grid**



# PIMS CTE 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
- All information contained in Student PIMS information overrides ClassMate
  - Example: If John Doe last school year was flagged in Student PIMS as “Has IEP for Special Education,” then in the current school year John no longer has an IEP, in Student PIMS the Special Education information needs to be updated to reflect the change.

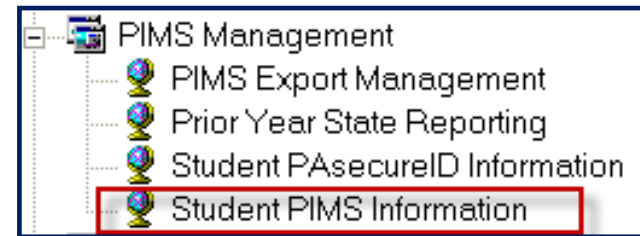


# PIMS CTE Submission

## Post Secondary Credit Data Entry

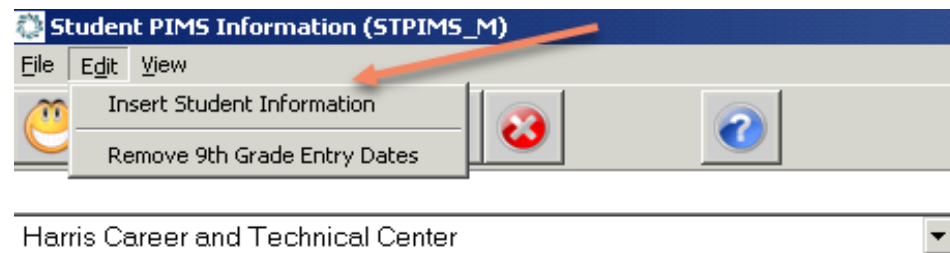
### Getting Started:

Modules > PIMS Management > Student PIMS Information



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 you are a multi-location site, this function will process the insert for ALL locations, regardless of which location you have selected.



# PIMS CTE Submission



## Student 1 Tab Information to review

- 1. Special Education:** Update the special education data for IEP students where applicable.
- 2. IEP Primary Disability:** Primary challenge type for all IEP students will populate from selection in Student Special Pop Management. PIMS only accepts one challenge for students with multiple disabilities.
- 3. LEP Participation (EL Status, EL Start Date, EL End Date, EL Yrs):** Update the Limited English Proficiency data for EL students where applicable.
- 4. Post Secondary Credits:** Enter Credits earned in the box  
**Please Note:** Post secondary credits are cumulative. If the student earned credits in a previous year then you need to increment/add the credits to this year. A total number of credits earned should be shown.  
**Example:** If John Doe in year 1 earned 3 credits, in year 2 he earned 3 more, and then in year 3 he earned 3 more, in the Post Secondary Credits box a total of 9 credits should be shown.



# PIMS CTE Submission

Name: **Atkins, Alexa M**

Student ID:  State SecureID:   Omit from State Reporting  
No Show

Student 1 | Student 2

Special Education:

Challenge Type:

Graduation Status:

Student Status:

Home Language:  Gifted:

Diploma Code:

EL Status:

EL Start Date:  EL End Date:  EL Yrs:

IEP Type:

Technical Hours:  Post Secondary Credits:

State of Birth:  City of Birth:

Country of Birth:

Address 3:

Create Date/Create User:

Modified Date/Modified User:

**Check box to  
Omit Student  
from exporting  
on PIMS  
templates**





# PIMS CTE Submission

## Student 2 Tab Information to review

### 1. Grade 9 Entry Date:

- Comprehensive CTC's MUST Enter the date the student first entered grade 9. Must be entered in the MM/DD/YYYY format
- Half Time CTC's per PDE this field is not yet required for collection, you may leave this blank.

### 2. School/District Entry: (if known)

- Enter the date the student entered the school and district.
- If left blank ClassMate will default to enrollment date in the export files.

### 3. State Entry Date: (if known)

- Enter the date the student entered the state or was first enrolled in PA school.
- If left blank ClassMate will default to enrollment date in the export files.

### 4. ELL Bilingual Start Date:

- Enter the date the student started the ELL Program if the student is an ELL student

### 5. Assessment Participation:

- Comprehensive CTC's will need to select which Assessment the student took (ie: Keystones Only, etc)

### 6. Academic Instruction (Yes/No)

- A YES/NO indicator for secondary CTE students that specifies whether or not ALL of the student's CTE program's academic instructional component is administered and provided by the reported educating CTE school (CIP LOCATION CODE reported in Field 4). The academic component instruction for the approved secondary program the student is reported as enrolled (CIP Code, Field 6 of this template) is documented within the Career and Technical Education Information System (CATS).
- ClassMate will default all students to (N)o for the Academic Instruction field for all clients except our Full Comprehensive site. For our Full Comprehensive site we will set the default to (Y)es.

### 7. **\*NEW\* EOP Exam Exempt (Yes/No) – Indicate ONLY if student is Exempt from taking End of Program Assessment**



# PIMS CTE Submission



## Student 2 Tab Information to review

- 8. **POS Completion Indicator: Override for Field 28 CTE Student Fact**
- 9. **CTE Indicator: Override for Field 31 CTE Student Fact**
- 10. **Simulated Work Environment: Override for Field 33 CTE Student Fact**
- 11. **Certificate of Apprenticeship: Override for Field 34 CTE Student Fact**
- 12. **Degree Awarded: Override for Field 35 CTE Student Fact**

Name: Anderson, Adrianna C

Student ID: 020211166 State SecureID: 4444063518

Student: Student 2

Years In US Schools:  Grade 9 Entry Date: 08/20/2017

District Entry Date: 01/01/1900 School Entry Date: 01/01/1900

State Entry Date: 07/01/2008 Initial US Entry Date: 01/01/1900

ELL Bilingual Start Date: 01/01/1900 Inoculation Date: 01/01/1900

Natural/Adoptive Parent Resident District: -- Select Resident District

Natural Parent Resident School: -- Select A Resident School

Repeat Last Yr:  Yes  No Foreign Exchange:  Yes  No Immigrant:  Yes  No Academic Instruction:  Yes  No Met CSB Benchmark:  Yes  No

Title I:  Yes  No Title III:  Yes  No Court Placed:  Yes  No Home Schooled:  Yes  No EOP Exam Exempt:  Yes  No

HSTW:  Yes  No School Choice Provision:  Yes  No Agency Placed:  Yes  No Econ. Disadv. Status:  Yes  No  NA

LEP/ELL Eligibility:  Yes  No Neglected/Delinquent:  Yes  No Migrant Status:  Yes  No CTE Indicator:  Yes  No POS Completion Indicator:  Yes  No  N/A

Winter Assessment:  Yes  No  Online Spring Assessment:  Yes  No  Online Summer Assessment:  Yes  No  Online

Pathway Task Completion:  Yes  No  NA Simulated Work Environment:  Yes  No Certificate of Apprenticeship:  APP  PRE  None

Dual Enrollment:  Yes  No Degree Awarded:  Associate  Baccalaureate  None

Expected Post Graduate Activity: Select Expected Post Graduate Activity

Homeless: Select Homeless Status

Homeless Start Date: 01/01/1900 Homeless End Date: 01/01/1900

Assessment Participation: N/A; not participating in assessment



# PIMS CTE Submission

## ClassMate Data Validations

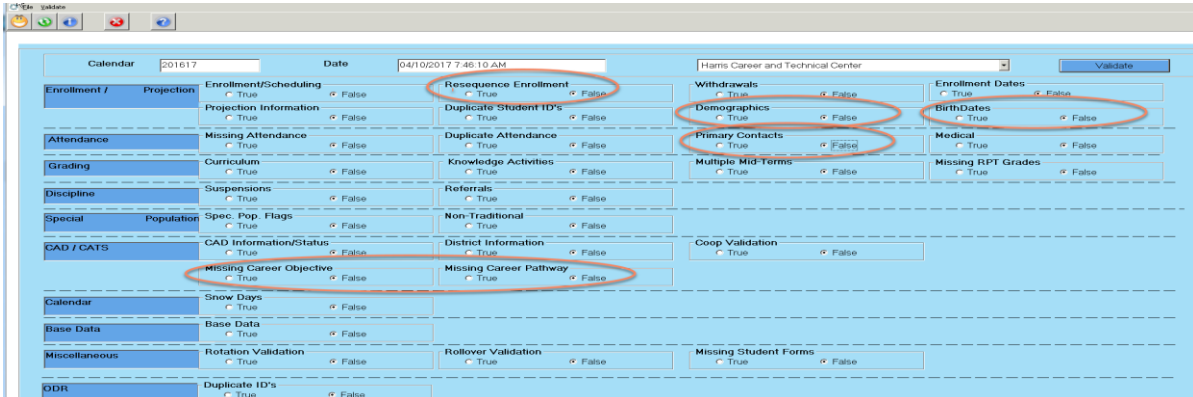
### Getting Started:

Modules > Student Enrollment > ClassMate Data Validations

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

### ClassMate Data Validations (6)

1. Resequence Enrollment (necessary for School/District/State Entry Dates not exporting blank)
2. Demographics
3. Birth Dates
4. Primary Contacts (Validation P02: No Student Primary Contacts Assigned is the one that must be corrected for PIMS)
5. Missing Career Objective
6. Missing Career Pathway



Calendar	201617	Date	04/10/2017 7:46:10 AM	Harris Career and Technical Center	Validate			
Enrollment / Projection	Enrollment/Scheduling	<input type="checkbox"/> True <input type="checkbox"/> False	Resequence Enrollment	<input type="checkbox"/> True <input type="checkbox"/> False	Withdrawals	<input type="checkbox"/> True <input type="checkbox"/> False	Enrollment Dates	<input type="checkbox"/> True <input type="checkbox"/> False
	Projection Information	<input type="checkbox"/> True <input type="checkbox"/> False	Duplicate Student ID's	<input type="checkbox"/> True <input type="checkbox"/> False	Demographics	<input type="checkbox"/> True <input type="checkbox"/> False	Birth Dates	<input type="checkbox"/> True <input type="checkbox"/> False
Attendance	Missing Attendance	<input type="checkbox"/> True <input type="checkbox"/> False	Duplicate Attendance	<input type="checkbox"/> True <input type="checkbox"/> False	Primary Contacts	<input type="checkbox"/> True <input type="checkbox"/> False	Medical	<input type="checkbox"/> True <input type="checkbox"/> False
Grading	Curriculum	<input type="checkbox"/> True <input type="checkbox"/> False	Knowledge Activities	<input type="checkbox"/> True <input type="checkbox"/> False	Multiple Mid-Terms	<input type="checkbox"/> True <input type="checkbox"/> False	Missing RPT Grades	<input type="checkbox"/> True <input type="checkbox"/> False
Discipline	Suspensions	<input type="checkbox"/> True <input type="checkbox"/> False	Referrals	<input type="checkbox"/> True <input type="checkbox"/> False				
Special	Population	Spec. Pop. Flags	<input type="checkbox"/> True <input type="checkbox"/> False	Non-Traditional	<input type="checkbox"/> True <input type="checkbox"/> False			
CAD / CATS	CAD Information/Status	<input type="checkbox"/> True <input type="checkbox"/> False	District Information	<input type="checkbox"/> True <input type="checkbox"/> False	Coop Validation	<input type="checkbox"/> True <input type="checkbox"/> False		
	Missing Career Objective	<input type="checkbox"/> True <input type="checkbox"/> False	Missing Career Pathway	<input type="checkbox"/> True <input type="checkbox"/> False				
Calendar	Snow Days	<input type="checkbox"/> True <input type="checkbox"/> False						
Base Data	Base Data	<input type="checkbox"/> True <input type="checkbox"/> False						
Miscellaneous	Rotation Validation	<input type="checkbox"/> True <input type="checkbox"/> False	Rollover Validation	<input type="checkbox"/> True <input type="checkbox"/> False	Missing Student Forms	<input type="checkbox"/> True <input type="checkbox"/> False		
ODR	Duplicate ID's	<input type="checkbox"/> True <input type="checkbox"/> False						



# PIMS CTE Submission

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

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

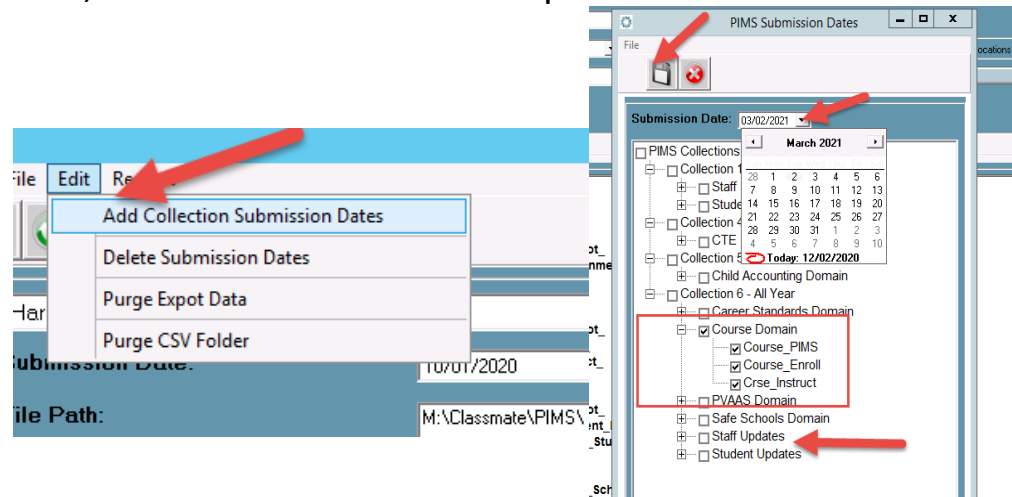
NEW module added 2021SY – please assign using User Module Management if you currently do not have & remove former PIMS Export Management module as this will no longer be updated.

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 CTE 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:  
**Stud\_Snapshot**  
**CTE\_Student\_Fact**  
**CTE\_Student\_Credential**  
\* Include Student and School Enrollment to satisfy template dependencies
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)

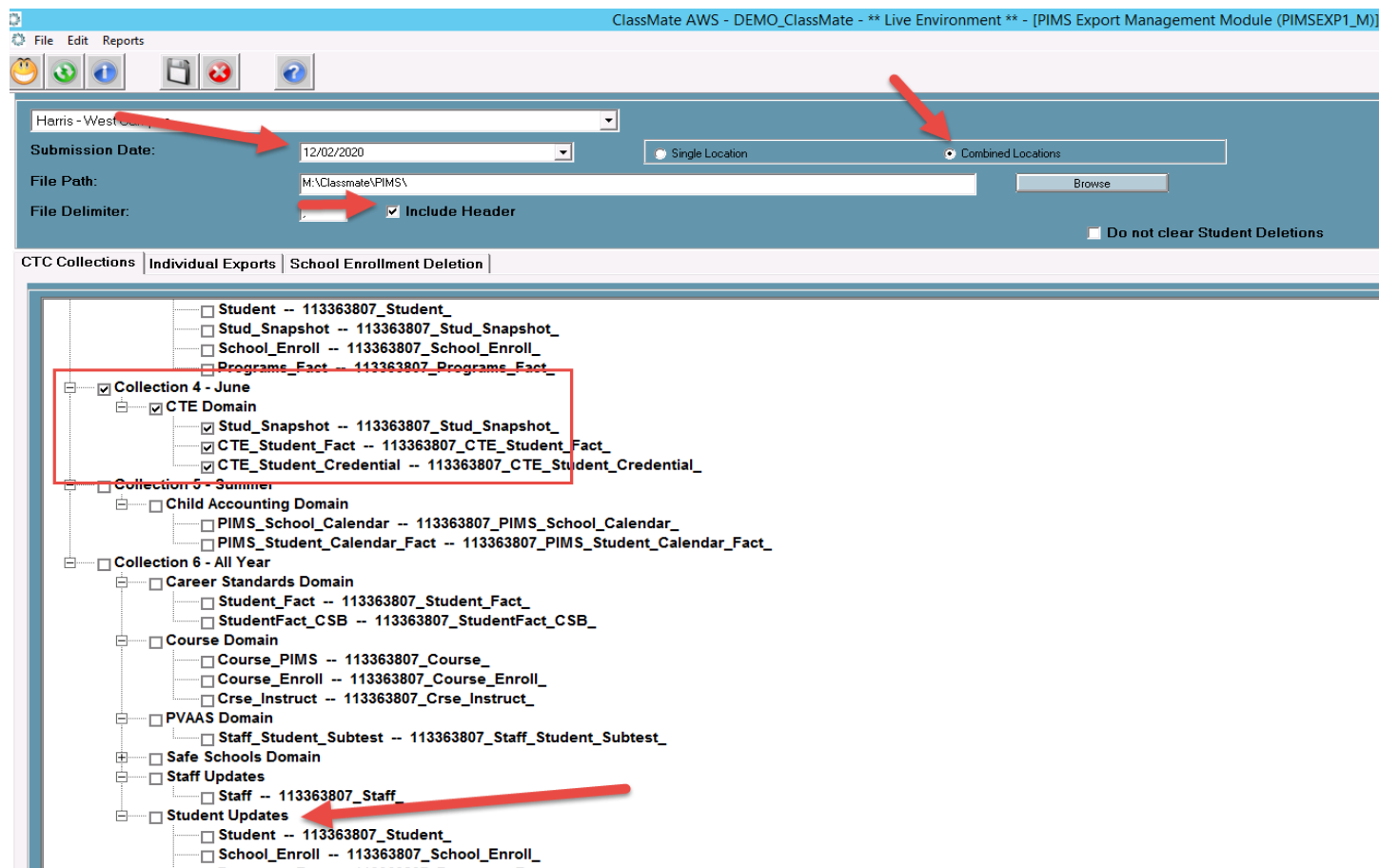


# PIMS CTE Submission

## PIMS Export Management-NEW

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

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



ClassMate AWS - DEMO\_ClassMate - \*\* Live Environment \*\* - [PIMS Export Management Module (PIMSEXP1\_M)]

File Edit Reports

Harris - West Valley

Submission Date: 12/02/2020

File Path: M:\classmate\PIMS\

File Delimiter: ,

Single Location Combined Locations

Browse

Include Header

Do not clear Student Deletions

CTC Collections | Individual Exports | School Enrollment Deletion

- Collection 4 - June
  - CTE Domain
    - Stud\_Snapshot -- 113363807\_Stud\_Snapshot\_
    - CTE\_Student\_Fact -- 113363807\_CTE\_Student\_Fact\_
    - CTE\_Student\_Credential -- 113363807\_CTE\_Student\_Credential\_
- Collection 5 - Summer
  - Child Accounting Domain
    - PIMS\_School\_Calendar -- 113363807\_PIMS\_School\_Calendar\_
    - PIMS\_Student\_Calendar\_Fact -- 113363807\_PIMS\_Student\_Calendar\_Fact\_
- Collection 6 - All Year
  - Career Standards Domain
    - Student\_Fact -- 113363807\_Student\_Fact\_
    - StudentFact\_CSB -- 113363807\_StudentFact\_CSB\_
  - Course Domain
    - Course\_PIMS -- 113363807\_Course\_
    - Course\_Enroll -- 113363807\_Course\_Enroll\_
    - Crse\_Instruct -- 113363807\_Crse\_Instruct\_
  - PVAAS Domain
    - Staff\_Student\_Subtest -- 113363807\_Staff\_Student\_Subtest\_
  - Safe Schools Domain
  - Staff Updates
    - Staff -- 113363807\_Staff\_
    - Student Updates
      - Student -- 113363807\_Student\_
      - School\_Enroll -- 113363807\_School\_Enroll\_
      - Programs\_Fact -- 113363807\_Programs\_Fact\_



# PIMS CTE 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 Course Instructor 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 CTE Submission

## State Reporting Data Validations

### Getting Started:

Modules > State Reporting > State Reporting Validations

**Before running these validations, you must EXPORT your templates using the PIMS Export**

### Management Module

1. Zeros Hours/Percent – This validation will display information concerning students who have zero Technical Hours, zero percent of program completion, and percent of program completed that is greater than 100.
2. CIP Code Information – This validation will display students who have a different CIP Code compared to last years state reporting.
3. Technical Hours – This validation will display information on students who have additional Technical Hours assigned in the Student PIMS Information module.
4. Delivery – This validation will display information concerning students who have a blank or zero delivery method.
5. Post Secondary Credit – This validation lists students who have post secondary credits assigned in archive or in Student PIMS; however, they do not have post secondary credit in the CTE Student Fact Template. Also lists students who have been assigned post secondary credit in the CTE Student Fact template; however, they do not have post secondary credit assigned in Student PIMS or archive.



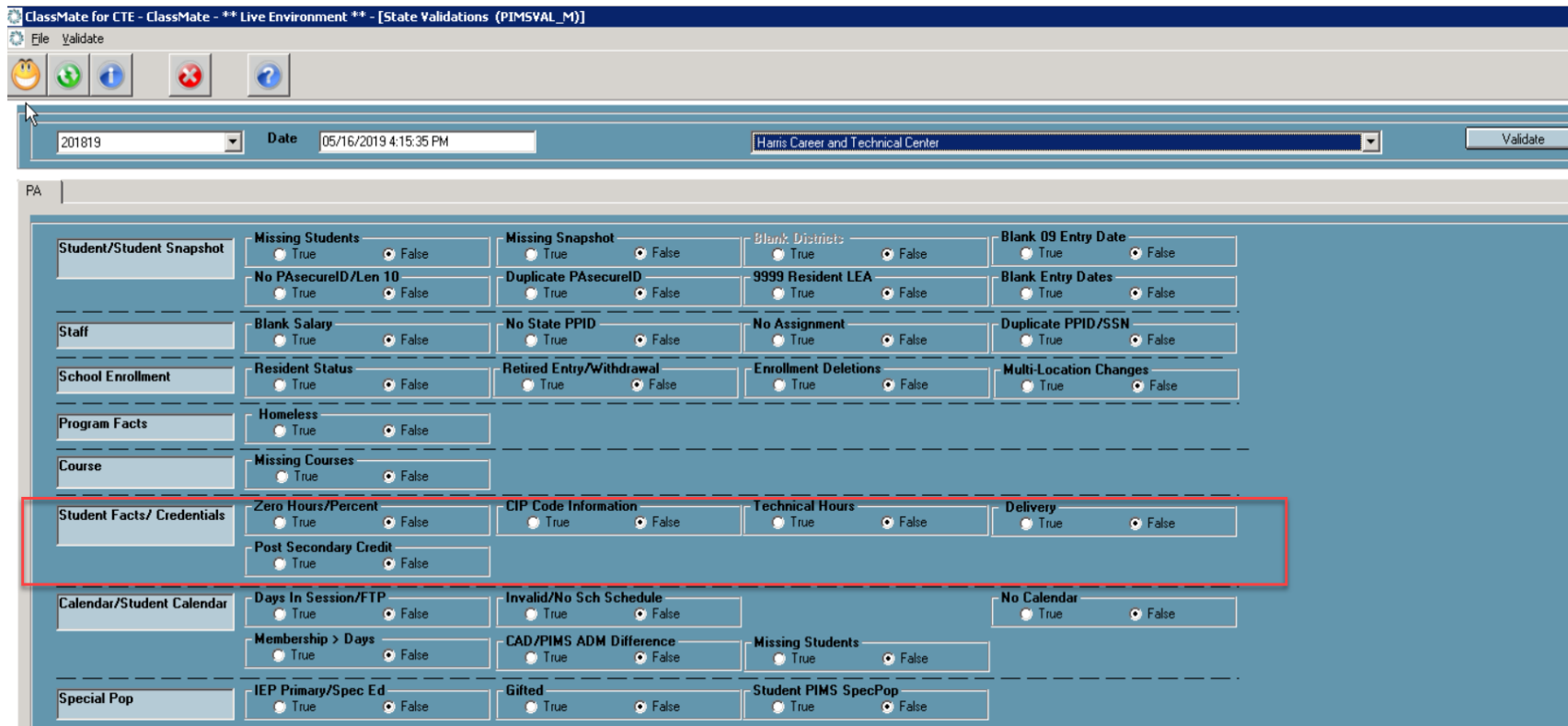


# PIMS CTE Submission

## State Reporting Data Validations

### Getting Started:

Double click > Modules > Double Click State Reporting > Click State Reporting Validations



The screenshot shows the 'ClassMate for CTE' software interface. The title bar reads 'ClassMate for CTE - ClassMate - \*\* Live Environment \*\* - [State Validations (PIMSVAL\_M)]'. The interface includes a menu bar with 'File' and 'Validate', a toolbar with icons for help, refresh, and search, and a main content area with various validation checkboxes. The 'Student Facts/ Credentials' section is highlighted with a red box.

201819 Date 05/16/2019 4:15:35 PM Harris Career and Technical Center Validate

Category	Validation Item	True	False
Student/Student Snapshot	Missing Students	<input type="radio"/>	<input type="radio"/>
	No PAsecureID/Len 10	<input type="radio"/>	<input type="radio"/>
Staff	Blank Salary	<input type="radio"/>	<input type="radio"/>
	Resident Status	<input type="radio"/>	<input type="radio"/>
School Enrollment	Retired Entry/Withdrawal	<input type="radio"/>	<input type="radio"/>
	Enrollment Deletions	<input type="radio"/>	<input type="radio"/>
Program Facts	Homeless	<input type="radio"/>	<input type="radio"/>
	Missing Courses	<input type="radio"/>	<input type="radio"/>
Course	Zero Hours/Percent	<input type="radio"/>	<input type="radio"/>
	Post Secondary Credit	<input type="radio"/>	<input type="radio"/>
Student Facts/ Credentials	CIP Code Information	<input type="radio"/>	<input type="radio"/>
	Technical Hours	<input type="radio"/>	<input type="radio"/>
Calendar/Student Calendar	Delivery	<input type="radio"/>	<input type="radio"/>
	Days In Session/FTP	<input type="radio"/>	<input type="radio"/>
Special Pop	Invalid/No Sch Schedule	<input type="radio"/>	<input type="radio"/>
	No Calendar	<input type="radio"/>	<input type="radio"/>
	Membership > Days	<input type="radio"/>	<input type="radio"/>
	CAD/PIMS ADM Difference	<input type="radio"/>	<input type="radio"/>
	Missing Students	<input type="radio"/>	<input type="radio"/>
	IEP Primary/Spec Ed	<input type="radio"/>	<input type="radio"/>
	Gifted	<input type="radio"/>	<input type="radio"/>
	Student PIMS SpecPop	<input type="radio"/>	<input type="radio"/>



## ClassMate PIMS Reports

**Getting Started:** Reports > PIMS Management

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

- Alpha CTE Student Fact – Current Yr
- Current Yr CTE Student Credentials
- Student Technical Hours Report
- 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

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Questions? Contact us!

*ClassMate HelpDesk*

*855-984-1228*

*[support.classmate.net](http://support.classmate.net)*

