

PIMS C5 Child Acct EOY

Updated December 2020

PIMS Submission 5 Overview School Calendar/Student Calendar Fact

➤ **Templates required:**

- School Calendar:
- Student Calendar Fact:
- **Student** **** ONLY**** if updates are necessary for data dependencies (not required for C4 CTE submission but necessary for updating student changes & prevent DQE errors)
- **School Enrollment** (not required for C4 CTE submission but necessary for updating student changes & prevent DQE errors)

➤ **Modules Required:**

- Base Data:
 - Sending School Management
- District Billing:
 - Instructional Time Summary
- Curriculum Management:
 - Instructional Course Offerings
- Student Enrollment:
 - Student Scheduling
- PIMS Management:
 - PIMS Export Management – NEW (**new module added 2021 SY – please assign using User Module Management if you currently do not have & remove the former PIMS Export Management module as this will no longer be updated**)
 - Adding Snapshot Dates:
 - For each Collection, enter Template Submission dates, usually it will be the collection date.
 - Click Edit – Add Collection Submission Dates
 - Select the appropriate Collection Submission date
 - Click all templates due for that Collection and Save.
 - To include Headers in the export file, click “Include Headers” prior to exporting.
 - For Multi Locations, click the Combined Locations prior to exporting selected templates to combine all locations into one upload file or select each location to process individually. For some files, you cannot upload as individual locations and must export only as combined.
 - Prior to exporting, always select the appropriate Submission date for that specific Collection
 - Select the appropriate Collection, Domain and/or Templates, and Save to process export

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- You must re-export your PIMS templates each time changes have been made in ClassMate in order for the changes to be included in the export file. Each time a template is processed, the data is first purged and then re-inserted and a new file is created in the PIMS folder with a new time stamp.
- **State Reporting:**
 - State Reporting Validations > Calendar/Student Calendar
 - Invalid/No Sch Schedule
 - Always export PIMS templates first to populate temporary PIMS tables
 - Select Missing Courses > if necessary, fix any issues, re-export all templates & regenerate validation to ensure correction
 - If encountering errors, generating and reviewing Student, School Enrollment and/or Staff validations might assist in identifying issues.
- **ClassMate PIMS Reports:**
 - Alpha Student Calendar Fact (*must export templates prior to generating report)
 - Current Yr-School Calendar Report (*must export templates prior to generating report)
 - Instructional Time Summary
 - PIMS ADM Summary (*must export templates prior to generating report)
 - PMS School Calendar (*must export templates prior to generating report)
 - PIMS Student Calendar Fact Summary (*must export templates prior to generating report)
 - School Calendar List
 - Student School Schedules
 - Time Summary Assignment

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➤ **School Calendar Template Crosswalk:**

- **Field 1 Submitting AUN:** populated with 9-digit CTE District code; 1st 9 digits of Campus AUN
- **Field 2 School Year Date:** populate with default value of June 30 for spring year; format XXXX-06-30
- **Field 3 Calendar ID:** populated with Current School Year Calendar (example xxxx-06-30)
- **Field 4 Calendar Description:** populates from School Calendar
- **Field 5:** NOT COLLECTED
- **Field 6:** NOT COLLECTED
- **Field 7 Rotation Pattern Code:** populated from Sending School Management > School Schedules / Instructional Time Summary > Time Summary
- **Field 8 Calendar Programs Code:** populated from Sending School Management > School Schedules / Instructional Time Summary > Time Summary
- **Field 9 Calendar Start Date:** populated from Sending School Management > School Schedules / Instructional Time Summary > Time Summary
- **Field 10 Calendar End Date:** populated from Sending School Management > School Schedules / Instructional Time Summary > Time Summary
- **Field 11 Instruction Start Date:** populated from Sending School Management > School Schedules / Instructional Time Summary > Time Summary
- **Field 12 Instruction End Date:** populated from Sending School Management > School Schedules / Instructional Time Summary > Time Summary
- **Field 13 Graduation Ceremony Date:** populated from Sending School Management > School Schedules / Instructional Time Summary > Time Summary
- **Field 14 Number of Scheduled School Days:** populated from School Calendar
- **Field 15 Instructional Minutes in Standard Day:** populated from Sending School Management > School Schedules / Instructional Time Hours & Minutes (does not use the Sun/Sat start & end times)
- **Field 16 Total Days in Session Lost Due to Strike:** populated from School Calendar
- **Field 17 Total Days in Session Lost Due to Act 80:** populated from School Calendar
- **Field 18 Total Days in Session Lost Due to Other Reasons:** populated from School Calendar
- **Field 19 Total Make-Up Days:** populated from School Calendar
- **Field 20 Total Instructional Minutes Lost to Planned Shortened Days and PDE Emergency Waiver:** Instructional Time Summary > Time Summary tab > Total Lost Hours/Total Lost Minutes
- **Field 21 Act 80 Group:** Update manually after all Time Summary information has been inserted for final time and all school calendar information is correct. Instructional Time Summary > Time Summary tab

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➤ **Student Calendar Fact Template Crosswalk:**

- **Field 1 Submitting AUN:** populated with 9-digit CTE District code; 1st 9 digits of Campus AUN
- **Field 2 School Year Date:** populate with default value of June 30 for spring year; format XXXX-06-30
- **Field 3 Calendar ID:** populated with Current School Year Calendar (example xxxx-06-30)
- **Field 4 PASecureID:** populated with Student Master PASecureID
- **Field 5 District Code of Residence AUN:** populates from Student Scheduling > District Updates tab > Resident District
OVERRIDE Student PIMS > Student 2 tab > Natural Adoptive Parent Resident District
- **Field 6 Funding District AUN:** populates from Student Scheduling > Non-Resident Updates tab > Funding District
- **Field 7 Residence Status Code:** populates from Student Scheduling > Non-Resident Updates tab > Non-Resident Code/Non-Resident Indicator/Resident Code
OVERRIDE Student PIMS > Student 2 tab > Natural Adoptive Parent Resident District
- **Field 8 Days Enrolled:** School Day count for Student Enrollment Membership based on Begin Date/End Date range.
- **Field 9 Days Present:** Days Enrolled minus Absences Summary
- **Field 10 Percentage of Time Enrolled for Calendar:** Student Scheduling > FTP
- **Field 11 Grade:** populated from Student Scheduling > District Updates tab > Grade Level
*Automation – change in Scheduling to update Student Master (not vice versa)
- **Field 12 NOT COLLECTED**
- **Field 13 Sending Charter School-School Number:** populates last 4-digits of Attending School from Student Scheduling > District Updates tab > Attending School Charter School identified in Sending School Management > Sending School tab > Flag – Charter School
- **Field 14 Sending Charter School AUN:** populated from Sending School Management > Sending School tab > Flag – Charter School
- **Field 15 Special Education Indicator:** populated from Student Scheduling > District Updates tab > Enrollment Status > E05 = N E98 = Y when tracking Special Ed use the W19 for Withdrawals
- **Field 16 Days Absent - Unexcused:** Field 16 plus Field 9 must be less than or equal to Field 8