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PIMS October Submission 1 Overview

October 2022

➢ **Collection 1 - October – C1 OCT Student Submission Required Templates**
- Student
- Student Snapshot (10/01/xxxx)
- School Enrollment
- Programs Fact – only for tracking Homeless
- Student – Career Standards Benchmarks – Student Fact Template (Collection 6 – Open All Year 06/23/xxxx)

IF YOUR SITE USES CLASSMATE TO REPORT STAFF PLEASE ACCESS OUR STAFF SUBMISSION DOCUMENTATION ON OUR WEBSITE FOR INSTRUCTIONS TO UPDATE/EXPORT THE BELOW TEMPLATES
- Staff
- Staff Snapshot (10/01/xxxx)
- Staff Assignment
- District Fact

➢ **Modules Required:**
- **PIMS Management > Student PASecureID Information**
  - Click Edit > Insert Student Information to insert all newly enrolled students; this should be run each time you process Student PASecureIDs
  - 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.
- **Student Enrollment > Student Master**
  Address Tab: Address 1, City, State, Zip
  Student Information Tab: Grade Level, Gender, Birth Date, Military Guardian, Race/Multi-Racial
  Career Objective Tab: Military Branch (i.e. army, navy, air forces, etc), Home Room (Optional)
  - Enter data; print PDE-408 Career Objective Form, official report with signatures, and file
- **Student Information > Student Contacts**
  Student must have, on file, a Primary Resident Contact with a Language selected.
- **Student Enrollment > Student Scheduling**
  District Updates tab: Resident District, Resident School - For students who attend non-public schools, the Resident District/School is the public school they would attend if not attending a non-public school.
  *if Student is enrolled in multiple CTE Programs you can only report one CTE enrollment, you can use the Year End Status - Omit From State Reporting to identify the enrollment NOT to export for PIMS templates
  Non-Resident Updates tab: Responsible/Funding District and Non Resident Detail

- o **Special Populations > Student Special Populations**
  Review/Update T/F - Disadvantaged, Disables, Alternative Ed, 504 Plan, At Risk, Non-Traditional and if Disabled identify Primary Disability along with any additional Special Population assignments.
  Also identify: Single Parent, Gifted, EL/LIEP Status, Out of Workforce Individual
- o **PIMS Management > Student PIMS Information**
  - ▪ Review data in this module as it pulls data from other modules.
  - ▪ If you click the **Omit from State Reporting** this will remove the student Entirely from all PIMS template exports
  - ▪ Run Edit > Insert Student Information for each location each time you open this module to insert all newly enrolled students. This information remains on the system for multiple years until the student leaves.
    The data contained in this module will override all other data when creating exports for PIMS templates; therefore, it is important each year to review the data and make any necessary corrections.
- o **PIMS Management > PIMS Export Manger - 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
  - ▪ For School Enrollment Deletions, see Helpful Validations/Reports Section below

➢ Student template:
- o **Field association:**
  - ▪ **#4 PASECUREID**: populated with PaSecureID from Student Master
  - ▪ **#10 GRADE:** populated from Student Master > Student Information - current grade
    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.
  - ▪ **#13 Home Room**:(optional field) populated from Student Master > Career Objective tab – Home Room
    - • **Automation**: An automated schedule job runs each night and populates the Homeroom field with the Vocational/Other classroom/Bldg for current students and Withdrawn students who currently have a blank Homeroom.
  - o **Student Master > Student information tab the following fields are populated:**

- ▪ #14 Birthdate
- ▪ #15 Gender > **Legal Gender**
- ▪ #16 Address 1
- ▪ #17 Address 2
- ▪ #18 City – provide the mailing address city
- ▪ #19 State -– provide the mailing address State
- o **#20 Zip:** changed to required. ClassMate will export what is entered
- o **#27 Race / Ethnicity:** populated with Student Master > Student Information tab –race
  - ▪ For Multi-Racial, provide the primary in Race and check the Multi-Racial checkbox
  - ▪ If not self-identified by student/parent, observer must identify
- o **#33 Food PGM Participation Code:** is populated based on the following entries in the Student Special Populations for Economically Disadvantaged Program:
  - ▪ ** Free lunch populates "F"
  - ▪ ** Reduced Lunch populates an "R"
  - ▪ Students who do not have one of these reserved entries in Special Populations will populate with "N" Neither.
    ***CEP Sites –Functionality*:**
    Added new field to Sending School District tab > CEP Site Y/N
    If = "Y" added condition to PIMS export to check new District CEP flag to auto update
    Field #131 = "F" will not populate from Student Special Pops Selection
- o **#34 Challenge Type:** is populated from Student PIMS > Student 1 tab > Challenge Type.
  - • **Automation:** In Special Populations, when selecting a Primary Disability
    1) the student PIMS Challenge Type is populated with the student's primary disability;
    2) The Student Master Disabled flag is set to True.
- o **#38 Special Education:** populated from Student PIMS > Student 1 tab > Special Education. The default value is "N" no IEP.
  - ▪ **Automation:** If Student Master > Student Information tab – Disabled flag = True, Special Education is populated with "Y".
- o **#41 EL Status:** formerly named LEP/ELL Status is populated from Student PIMS > Student 1 tab > EL Status (formerly named LEP Participation)
  If 01-Current EL, not LIFE or 06-Current EL, LIFE selected Field 221 REQUIRED
  - ▪ **Changes:**
    - • Special Populations Category > LEP Tracking-Instruction by another LEA will be inactivated. All Student data associated with this category will be updated to the 01 Current EL, not Life
    - • Special Populations Category > Limited English Proficiency (LEP) is being renamed to 01 Current EL, not Life
  - ▪ **Automation:** Assigning Limited English 01 Current EL to a student in Special Populations will populate the Student PIMS EL Status to 01 Current EL when student PIMS EL Status =99 never an EL.
  - ▪ All other updates to EL Status will need to be handled in Student PIMS > EL Status
- o **#45 LIEP Type:** new field populated from Student PIMS > Student 1 tab – Language Instruction Program (LIEP).
  - ▪ Required when field #41 EL Status is not a 99 – never EL.

- **Automation:** When assigning Limited English 01 Current EL to a student in Special Populations, Student PIMS LIEP will be populate with a "98" LIEP provided by another entity– English only support provided at this entity
  - Default value will be blank
- **#50 BID School Number:** populated from Student Master > Address tab –Best Interest Determination District/School
- **#51 BID AUN:** populated from Student Master > Address tab –Best Interest Determination District/School
- **#65 Grad Status:** populated from Student PIMS > Student 1 tab – Graduation Status.
  - **Automation:** Per PDE, for 1718 new DQE rule requires all withdrawn students to have a Graduation Status code. If a student has a withdrawn student status in Student Master, the student will automatically export with a Graduation Status Code = "T" Transfer when no manual entry has been entered in Student PIMS graduation status.
- **#66 Expected Post-Graduate Activity:** not collected
- **#67 Student Status:**
  - Only A, O, and R are collected for CTC
  - See Appendix AL in Volume 2 for complete list of valid values
  - Values populated from Student PIMS:
    - Student 1 Tab – Student Status
  - Combined Court (B) and Agency Placed (R)into one Code R
  - Values populated from Student Master and Enrollment
    - Student Master attending District/School with a School Category for Home Schooled populates "A" with Location Code of Residence =9999
    - Current Student Vocational Enrollment in Attending NON-public District/school populates "O" with Location Code of Residence =9999
- **#68 Date First Enrolled in an EL or Bilingual:** is populated from Student PIMS > Student 1 tab – EL Start date when start date is not "01/01/1900"
- **#70 504 Plan:** populated to Yes when Student Master > Student Information tab - 504 Plan is true.
- **#73 Foreign Exchange Student:** populated from Student PIMS > Student 2 tab – Foreign Student
- **#80 Gifted:** populated from Student PIMS > Student 1 tab – Gifted
  - **Automation:** When assigning a student, a Special Populations Gifted option for Gifted with GIEP or Gifted without GIEP, Student PIMS > Student 1 tab -Gifted is updated
  - **#88 Economic Disadvantaged Status Code:** populated with "Y" when a Student has been assigned any Economic Disadvantaged Category 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
- **#90 Mobility Code:** This field is blank unless student meets either condition below:
  - **A:** No Show/Drop Out. Never attended in the reporting SY
  - **B:** Summer Transfer. Never attended in the reporting SY
  - **C:** Special Ed = Y, but never educated at this LEA during the reporting SY but stil enrolled at this LEA (ie: Special Ed referral student not being educated by your LEA, Special Ed student referred to an outside placement that does not report to PIMS)

- o **#91 Diploma Type Code:** is populated from Student PIMS > Student 1 tab – Diploma Type
  - NEWLY ADDED 826 – Keystone Diploma – Student PIMS Information module > Student I tab > Diploma Code drop down
- o **#93 Alternate Student ID:** populated with the Student Master local Student ID
- o **#95 Title III EL Eligibility:** populated from Student PIMS > Student 2 tab – Title III Yes/No
- o **#96 Title 1 Part A:** populated from Student PIMS > Student 2 tab – Title I Yes/No. This should be updated thru out the school year and reported to PIMS if it changes.
- o **#97 Grade 09 Entry Date:** not required by a CTC unless you have previously submitted it. It is populated from Student PIMS > Student 2 tab – Grade 9 entry Date
- o **#98 LEA Entry Date** , **#99 School Entry Date** , and **#109 State Entry Date:** are populated with the first Student Schedule Begin date
- o If these fields export blank, in Student Enrollment --- ClassMate Data Validations, Run the Re-sequence Enrollment process, then Re-export.
- o **#110 Date First Enrolled in a US School:** populated from Student PIMS > Student 2 tab – Initial US entry date
- o **#117 District of Residence AUN:** populated based on the following conditions in Student Scheduling > Non-resident Tab:
  - Out of state
    - District COR=88888888
  - 1305 Non – resident or 1305 Resident
    - District COR = Student PIMS > Student 2 tab – Natural/Adoptive Parent Resident District
  - 1306 Non-resident Acknowledged
    - District COR = Student PIMS > Student 2 tab – Natural/Adoptive Parent Resident District
  - 1306 Institutionalized Ward or 1306 Detention Facility
    - District COR = 999999999
  - District Tuition Paid
    - District COR = Student PIMS > Student 2 tab – Natural/Adoptive Parent Resident District

  - Tuition Waiver or Parent/Adult Tuition Paid
    - District COR= Student PIMS > Student 2 tab – Natural/Adoptive Parent Resident District
  - Resident Students
    - District COR= Student Scheduling > District Updates - Resident District
- o **#120 Student is a Single Parent:** populated with "Y" when a student is assigned in Student Special Populations to a Single Parent Program.
- o **#123 Home Language Code:** populated with the Language for the Primary Resident Contact. For English it is blank.
- o **#125 Years in US Schools:** exports Blank
- o **#126 Name Suffix:** populated with Student Master Suffix (new dropdown added for selecting to eliminate invalid value entries)

- o **#131 Food Program Eligibility:** populated based on the following entries in the Student Special Populations for Economically Disadvantaged Program:
  - ▪ ** Free lunch populates "F"
  - ▪ ** Reduced Lunch populates an "R"
    CEP Sites – New Functionality
    Added new field to Sending School District tab > CEP Site Y/N
    If = "Y" added condition to PIMS export to check new District CEP flag to auto update
    Field #131 = "F" will not populate from Student Special Pops Selection
- o **#133 Last Name:** populated with Student Master Last Name
- o **#134 First Name:** populated with Student Master First Name
- o **#142 Middle Name:** populated with Student Master Middle Name
- o **#154 Address 3:** populated from Student PIMS > Student 1 tab – Address 3
- o **#165 School Number of Residence:** populated based on the following conditions in Student Scheduling > Non-resident Tab:
  - ▪ Out of state
    - • District COR=88888888
    - • Location COR= 9999
  - ▪ 1305 Non – Resident or 1305 Resident
    - • District COR = Student PIMS Natural/Adoptive Parent Resident District
    - • Location COR= Student PIMS > Student 2 tab Natural Parent Resident School
  - ▪ 1306 Non-resident Acknowledged
    - • District COR = Student PIMS Natural/Adoptive Parent Resident District
    - • Location COR = Student PIMS > Student 2 tab Natural Parent Resident School
  - ▪ 1306 Institutionalized Ward or 1306 Detention Facility
    - • District COR = 999999999
    - • Location COR= 9999
  - ▪ District Tuition Paid
    - • District COR = Student PIMS Natural/Adoptive Parent Resident District
    - • Location COR= Student PIMS > Student 2 tab Natural Parent Resident School
  - ▪ Tuition Waiver or Parent/Adult Tuition Paid
    - • District COR= Student PIMS Natural/Adoptive Parent Resident District
    - • Location COR= Student PIMS > Student 2 tab Natural Parent Resident School

  - ▪ Resident Students
    - • District COR= Student Scheduling > District Updates - Resident District
    - • Location COR= Student Scheduling > District Updates - Resident School
- o **#166 Displaced Homemaker:** populated with "Y" when assigning a Displaced Homemaker Special Population Program to the student.
- o **#167 Special Education Referral:** defaults to "N". No CTC options
- o **#182 Home Address State County:** Optional field currently not tracked in ClassMate
- o **#189 Funding District AUN:** is populated based on the following conditions in Student Scheduling > Non-resident tab:
  - ▪ **Funding District = Student Scheduling > Non-Resident tab - enrollment Funding District**

- Out of state
- 1305 Non – Resident or 1305 Resident
- 1306 Non-resident Acknowledged
- 1306 Institutionalized Ward or 1306 Detention Facility
- Tuition Waiver or Parent/Adult Tuition Paid
- Resident Students
  - **Funding District = Student PIMS > Student 2 tab – Natural/Adoptive Parent Resident District**
    - District Tuition Paid
- **#190 CTE Indicator:** populated from Student PIMS > Student 2 tab – CTE indicator Yes/No
  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
- **#207 Military Family Code:** new field populated from Student Master > Student Information tab – Military Guardian
  If Yes remains Yes for entire year, even if left active Military during the School Year; however, if no longer active in Military, then for the New School Year reset to No
- **#212 PSSA/PASA Assessment:** populated from Student PIMS > Student 2 tab – Assessment Participation. No longer collecting NIMS and NOCTI
  A: PASA, no PSSA precode label
  B: PSSA, receive precode label
  I: Not participating in any of these assessments
  ~~REMOVED - M: PASA Online testing, no label required~~
  N: PSSA Online testing, no label required
  Use Instructional Course Offerings to select the Test Identifier on the Class level
- **#214 Keystone Winter Assessment:** populated from Student PIMS > Student 2 tab – Winter Assessment now a Yes/NO (O: Online Tester identifies for Keystones without precode labels.)
- **#215 Keystone Spring Assessment:** populated from Student PIMS > Student 2 tab – Spring Assessment now a Yes/NO (O: Online Tester identifies for Keystones without precode labels.)
- **#216 Keystone Summer Assessment:** populated from Student PIMS > Student 2 tab – Summer Assessment now a Yes/NO (O: Online Tester identifies for Keystones without precode labels.)
- **#217 AUN of Enrollment:** If the Student Master Attending District is Out of State or PA State District Code this field will populate with the CTC District Code; otherwise, it populates with the Student Master Attending District AUN for the district providing the academics.
- **#221 Access for ELLs Assessment:** (this field REQUIRED for any student with 01-Current EL, not LIFE or 06-Current EL, LIFE in FIELD #41: EL Status)
  - E – ACCESS for ELLs precode label
  - A – Alternate ACCESS for ELLs precode label
  - O – Other LEA requesting precode label
- **#222 ELA Assessment Exemption Indicator:** 1st Year EL Exemption – conditionally required for FIELD 41: 01/06 current EL students
  - Yes / No (defaults No)
- **#223 AUN of Sending Charter School :** 9-digit AUN of the charter school that contracted with the educating LEA to educate a charter school student.
  - All LEA and School Numbers can be found on the EDNA website

- o **#224 Sending Charter School Number :** PDE defined 4-digit AUN of the charter school that contracted with the educating LEA to educate a charter school student.
  - o All LEA and School Numbers can be found on the EDNA website
- o **#225 Gender Identity:** Identifies a student's personal conception of oneself – for state and local use.
  - o X – Gender Non-binary or Not Listed (identify exclusively as neither male or female).
- o **#226 PASA Testing Agency AUN:** populated from Student PIMS > Student 2 tab > PASA Testing Agency dropdown

➢ <u>**Student Snapshot:**</u> After exporting the Student template, the Student Snapshot Template can be exported making sure to use the Snapshot Date as the Submission date. All Student data from the Student template is copied to the ***Student Snapshot template for only those students who were actively enrolled as of the Snapshot date.***
  - o **#83 Snapshot Date**: populated from PIMS Export Management, submission date

➢ <u>**School Enrollment:**</u>
  - ▪ **Activity Date:** Student Scheduling > District Updates tab – Modified date
  - ▪ **Enrollment Date:** Student Scheduling > District Updates tab – Begin date
  - ▪ **Enrollment Code:** Student Scheduling > District Updates tab – Entry Status
  - ▪ **Enrollment Comment:** populates DELETE for a deletion and blank otherwise
  - ▪ **Enrollment Grade Level:** Student Scheduling > District Upgrade tab – grade level
  - ▪ **Residence Status Code:** populated from Student Scheduling > Non-Resident tab Non-resident details and resident information based on the following:
    - • A = Resident Students
    - • B = no longer used for CTC; replaced by C
    - • C = Foster Resident and Non-Resident 1305 Students
    - • D = 1306 Institutionalized Ward with matching resident & funding districts
    - • L = 1306 Institutionalized Ward with different resident & funding districts
    - • E = 1306 Institutionalized - Detention Facility
    - • M = 1306 Non-Resident Acknowledged (replaced F)
    - • G = Tuition Paid
    - • H = Parent Paid Tuition
    - • I = Tuition Waiver
    - • J = Out of State
  - o **How to report using 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.
    - ▪ All other WD Withdrawal codes will be used according to Student's withdrawal scenario.

o The new codes R11/R12 will not be used by part-time CTC's per PDE

➤ Programs Fact:

o **Retired programs:** No longer offered in ClassMate:
  - 009 21st Century Tutoring - Reading ; no longer being tracked in Programs Fact
  - 010 21st Century Tutoring - Math; no longer being tracked in Programs Fact

o **Current Programs:** Offered in ClasMate based on below instructions. Once adjustments made > export your Programs Fact and upload to PIMS
  - 055 Homeless Unaccompanied:
    - In Student PIMS > Student 2 tab , enter an Unaccompanied Homeless Status, Start date, and End date for all homeless students who are not accompanied with an adult
  - 056 Homeless Accompanied
    - In Student PIMS > Student 2 tab , enter an Accompanied Homeless Status, Start date, and End date for all homeless students who are accompanied with an adult
  - 057 21st Century Community Learning Centers
    - In Student Scheduling > Change Existing tab > select Class from grid > click Instruction Delivery dropdown to make selection > Save
  - 060 Mode of Instruction - Hybrid
    - In Student Scheduling > Change Existing tab > select Class from grid > click Instruction Delivery dropdown to make selection > Save
  - 061 Mode of Instruction – Full Time Virtual/Remote
    - In Student Scheduling > Change Existing tab > select Class from grid > click Instruction Delivery dropdown to make selection > Save

➤ Helpful Validations/Reports

o **Validations:** Run on a regular basis and clean up all issues; especially before a PIMS Submission
  - **ClassMate Data Validations:**
    - Resequence Enrollment – Run when having issues with District , School, and State Entry dates exporting blank
    - Duplicate Student ID's
    - Demographics
    - BitrthDates
    - Primary Contacts
    - Special Populations Flags
    - Missing Career Pathways

  - **State Reporting > State Validations:**
    Prior to running the validations, you must export your templates. When correcting errors,

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always remember to re-export templates after you have made changes and before running validations or reports.

- **Student:**
    - Missing Students:
    - Blank Entry Dates
    - No PASecureID/Len 10
    - Duplicate PASecureID

- **School Enrollment:**
    - Resident Status:
    - Enrollment Deletions: Each time you export the school enrollment. A student entry is entered in to the school ernollment audit. This validation compares the school enrollment audit with your recent School enrollment export and generates a report displaying "potential" Enrollment Deletions.
- **Programs Fact**:
    - Homeless
- **Special Populations**:
    - IEP Primary/Spec Ed: verify data is correct, make necessary changes
    - Gifted: verify student data is correct; make necessary changes
    - Student PIMS SpecPop: compares data from prior yr to current yr
- **Reports:**
    - **Student Enrollment** > **No Occupational Enrollment Report**: Students displayed on this report should either be scheduled in a Course/Class in Student Scheduling OR If the student is not returning for the new year, delete the student using Student Enrollment --- ClassMate Master Control --- Delete/Return Student
    - **Special Populations > Student Special Aid Report**: run this report to verify all Special Populations have been assigned to students correctly. (Single Parents, Displaced Homemakers, Gifted, Disabilities, etc)
    - **PIMS Management:**
    most of these reports require you to export your files prior to generating the reports
        - **ClassMate –PIMS Verification Report**:
            - School Branch Code = the last 4 digits of your Campus AUN or for Multi locations, the last 4 digits of your location ID.
            - The report sections displays data that is to be verified and/or corrected as necessary
        - **ClassMate PIMS Validations**
        - **Alpha PIMS School Enrollment**
        - **Alpha PIMS Snapshot Details**
        - **Alpha PIMS Student Details**
        - **PIMS Programs Fact Report – if Reporting Homeless**
        - **Alpha Student PIMS Report (found under State Reporting category)**