

# **PIMS Pennsylvania State Reporting Supplemental Guide**

**PowerSchool Student Information System**



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This edition applies to Release 5.2.0.5 of the PowerSchool software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

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# Introduction

This document explains the following for the Course, Student and Staff PIMS extracts.

- Template elements
- Codes for elements
- Running the extracts
- Importing staff assignments

## Course Templates

This section includes the following templates:

- Course Template
- Course Instructor Template

### Course Template

This extract collects all the courses information for the PA Information Management System.

The Course Template is used to generate the Course Template Extract file.

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
1	DISTRICT CODE	[Prefs]PA_districtAUN	District Information	12 digit AUN number
2	LOCATION CODE	[Schools]PA_Location_Code Or [Students]SchoolID	Edit School	The extract will look to the PIMS Location Code first; if that is not filled in the school Id will be extracted.
3	SCHOOL YEAR DATE	[Terms]LastDay	Schools — Years and Terms	Calculated and extracted based on the current term that is set.
4	FIELD 4	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
5	COURSE NAME	[Courses]Course_Name	Edit Course District Information	30-character course name
6	FIELD 6	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
7	FIELD 7	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
8	FIELD 8	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
9	FIELD 9	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
10	FIELD 10	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
11	HONORS INDICATOR	[Courses]PA_Honors_Ind	Edit Course District Information	Y indicates the course is an honors course
12	FIELD 12	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
13	FIELD 13	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
14	FIELD 14	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
15	FIELD 15	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
16	FIELD 16	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
17	FIELD 17	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
18	FIELD 18	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
19	FIELD 19	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
20	FIELD 20	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
21	FIELD 21	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
22	FIELD 22	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
23	FIELD 23	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
24	FIELD 24	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
25	FIELD 25	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
26	SEMESTER	[Courses]PA_Semester	Edit Course District Information	The code that identifies the semester that this course is taught
27	COURSE CODE LONG	[Courses]Course_Number	Edit Course District Information	12-character course code
28	FIELD 28	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
29	ALTERNATE COURSE CODE	[Courses]PA_alt_Course_Cd	Edit Course District Information	12-character course code provided by the state
30	REQUIREMENTS INDICATOR CODE	[Courses]PA_Require_Ind	Edit Course District Information	Y indicates that this course is required for graduation
31	FIELD 31	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
32	DUAL CREDIT	[Courses]PA_Dual_Credit	Edit Course District Information	Y indicates that this is a dual-credit course
33	ADVANCED PLACEMENT INDICATOR	[Courses]PA_AP_Ind	Edit Course District Information	Y indicates that this is an advanced placement course
34	CAREER AND TECHNICAL INDICATOR	[Courses]Vocational	Edit Course District Information	Y indicates that this is a career and vocational course
35	GIFTED INDICATOR	[Courses]PA_Gifted_Ind	Edit Course District Information	Y indicates that this is a gifted course
36	FIELD 36	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
37	FIELD 37	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
38	FIELD 38	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
39	FIELD 39	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
40	INTERNATIONAL BACCALAUREATE INDICATOR	[Courses]PA_Inter_Bacc_Ind	Edit Course District Information	Y indicates that this course is part of the International Baccalaureate program
41	FIELD 41	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
42	FIELD 42	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
43	FIELD 43	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
44	FIELD 44	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
45	FIELD 45	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
46	FIELD 46	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED

## Codes for Course Template Elements

### Semester Code

You must select one of the following semester codes for each course.

Code	Description
S1	Course offered in Semester 1 only
S2	Course offered in Semester 2 only

<b>Code</b>	<b>Description</b>
FY	Full Year Course
B	Course offered in both Semester 1 and Semester 2
Q1	Course offered in Marking Period 1
Q2	Course offered in Marking Period 2
Q3	Course offered in Marking Period 3
Q4	Course offered in Marking Period 4
FQ	Course offered in all four marking period quarters
S	Summer School Course
T1	Course offered in Trimester 1
T2	Course offered in Trimester 2
T3	Course offered in Trimester 3
T4	Course offered in all three trimesters

## Running the Course Template

This extract collects all the courses information for the PA Information Management System.

To exclude a course from the Course Template Extract, select Yes for the Exclude from PIMS? Indicator on the Edit Course District Information page.

## Report Input

Each of the available run options and required and optional data fields for the report are described below.

Field	Description
Use	<p>Use the pull-down menu to select one of the following options:</p> <ul style="list-style-type: none"> <li>• Current School Only — the report generates information for the select school only.</li> <li>• District Wide — the report generates information for all schools district wide.</li> </ul> <p>The default option is District Wide.</p>
Processing Options	The default option is In Background Now. The option to override is available for this report.
Specific Date/Time	If "On Specific Time" is chosen for the Processing Options, enter date and time you want the system to generate the report.
Trace (Internal Option)	Use the pull-down menu to select <b>Yes</b> if you would like to run a trace on the report.
<b>Data to be Filled</b>	
Select a Report Start and End Date to Run	Select the start and end date the course data you want to include on the report. The start and end date are specifically looking at the terms that are in session or started in between the start and end date range. Terms meaning, S1, S2 Quarter 1 etc. To report all of the courses for the entire school year,

Field	Description
	enter the first day of school for the start date and the last day of school for the end date. This will pull all of the terms for all of the schools when running at district level.
Field Delimiter	Select the field delimiter for the extract file. Your choices are Tab, Comma, or Pipe.
Show Column Field Headings	Select Yes to include column headings in the extract file.
Run from the Extract Viewer	Select Yes to create an extract file from the records in the Extract Viewer. The default option is No.  If No is selected, the records that currently exist in the Extract Viewer are replaced.

## Course Instructor Template

This extract collects all the courses information for the PA Information Management System.

The Course Instructor Template is used to generate the Course Instructor Template Extract file.

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
1	DISTRICT CODE	[Prefs]PA_districtAUN	District Information	12 digit AUN number
2	LOCATION CODE	[Schools]PA_Location_Code Or [Students]SchoolID	Edit School	The extract will look to the PIMS Location Code first; if that is not filled in the school Id will be extracted.
3	SCHOOL YEAR DATE	[Terms]LastDay	Schools — Years and Terms	Calculated and extracted based on the current term that is set.
4	FIELD 4	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
5	FIELD 5	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
6	FIELD 6	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
7	FIELD 7	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
8	PRIMARY INSTRUCTOR ID	[Sections]PA_Prim_Teacher Or [Sections]Teacher	Schools – Sections	The Primary Instructor ID field is checked first; if this field is blank, the Teacher field is extracted.  You only select the primary teacher for a course if the teacher entered in the Teacher field is not the long term teacher.
9	FIELD 9	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
10	FIELD 10	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
11	FIELD 11	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
12	FIELD 12	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
13	FIELD 13	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
14	FIELD 14	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
15	FIELD 15	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
16	FIELD 16	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
17	SEMESTER	[Sections]PA_Semester Or [Courses]PA_Semester	Schools – Sections Or Edit Course District	The Semester field on the Edit Sections page is checked first; if this field is blank, the Semester field from the Edit Course District Information field is

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
			Information	extracted.
18	FIELD 18	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
19	COURSE CODE LONG	[Sections]Course_Number	Schools – Sections	12-character course code
20	PRIMARY INSTRUCTION LANGUAGE CODE	[Sections]PA_Prim_Instr_Lang	Schools – Sections	16-character field provided by the state
21	FIELD 21	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
22	SECTION CODE LONG	[Sections]Section_Number	Schools – Sections	25-character course section code

## Running the Course Instructor Template

This extract collects all the staff course information for the PA Information Management System.

To exclude a course from the Course Template Extract, select Yes for the Exclude from PIMS? Indicator on the Edit Course District Information page.

### Report Input

Each of the available run options and required and optional data fields for the report are described below.

Field	Description
Use	<p>Use the pull-down menu to select one of the following options:</p> <ul style="list-style-type: none"> <li>• Current School Only — the report generates information for the select school only.</li> <li>• District Wide — the report generates information for all schools district wide.</li> </ul> <p>The default option is District Wide.</p>
Processing Options	The default option is In Background Now. The option to override is available for this report.
Specific Date/Time	If "On Specific Time" is chosen for the Processing Options, enter date and time you want the system to generate the report.
Trace (Internal Option)	Use the pull-down menu to select <b>Yes</b> if you would like to run a trace on the report.
<b>Data to be Filled</b>	
Select a Report Start and End Date to Run	Select the start and end date the course data you want to include on the report. The start and end date are specifically looking at the terms that are in session or started in between the start and end date range. Terms meaning, S1, S2 Quarter 1 etc. To report all of the courses for the entire school year,

Field	Description
	enter the first day of school for the start date and the last day of school for the end date. This will pull all of the terms for all of the schools when running at district level.
Field Delimiter	Select the field delimiter for the extract file. Your choices are Tab, Comma, or Pipe.
Show Column Field Headings	Select Yes to include column headings in the extract file.
Run from the Extract Viewer	Select Yes to create an extract file from the records in the Extract Viewer. The default option is No.  If No is selected, the records that currently exist in the Extract Viewer are replaced.

## Student Course Enrollment Template

This extract collects all the student course enrollment information for the PA Information Management System.

The Student Course Enrollment Template is used to generate the Student Course Enrollment Template Extract file.

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
1	DISTRICT CODE	[Prefs]PA_districtAUN	District Information	12 digit AUN number
2	LOCATION CODE	[Schools]PA_Location_Code Or [Students]SchoolID	Edit School	The extract will look to the PIMS Location Code first; if that is not filled in the school Id will be extracted.
3	SCHOOL YEAR DATE	[Terms]LastDay	Schools — Years and Terms	Calculated and extracted based on the current term that is set.
4	ENROLLMENT	Coded to default to 001	Not viewable	001 will be extracted.

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
	PERIOD NUMBER			
5	EFFECTIVE DATE	[CC]DateEnrolled [CC]DateLeft	Modify Schedule – Enrollments	Date format is YYYY-MM-DD; this is the date the enrollment or withdrawal is effective
6	ENROLLMENT CODE	[CC]TermID	N/A	Calculated and extracted based on the current term
7	STUDENT ID	[Students]State_StudentNumber	PAsecureID Data Fields	12-digit PA Secure ID provided from the state.
8	FIELD 8	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
9	FIELD 9	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
10	REQUEST SEQUENCE	[CC]PA_Reqest_Seq	Edit Enrollment Record	3-digit request number
11	FIELD 11	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
12	FIELD 12	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
13	SEMESTER	[Sections]PA_Semester Or [Courses]PA_Semester	Schools – Sections Or Edit Course District Information	The Semester field on the Edit Sections page is checked first; if this field is blank, the Semester field from the Edit Course District Information field is extracted.
14	COURSE CODE LONG	[Sections]Course_Number	Schools – Sections	12-chacter course code; required
15	COURSE DELIVERY MODEL CODE	[CC]PA_Course_Del_Mod_Cd	Edit Enrollment Record	4-character course delivery model code

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
16	FIELD 16	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
17	FIELD 17	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
18	FIELD 18	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
19	FIELD 19	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
20	SECTION CODE LONG	[Sections]Section_Number	Schools – Sections	25-character course section code

## Running the Student Course Enrollment Template

This extract collects all the student course enrollment records for the PA Information Management System.

To exclude a course from the Student Course Enrollment extract, select Yes for the Exclude from PIMS? Indicator on the Edit Course District Information page.

## Report Input

Each of the available run options and required and optional data fields for the report are described below.

Field	Description
Use	<p>Use the pull-down menu to select one of the following options:</p> <ul style="list-style-type: none"> <li>• Current School Only — the report generates information for the select school only.</li> <li>• District Wide — the report generates information for all schools district wide.</li> </ul> <p>The default option is District Wide.</p>
Processing Options	The default option is In Background Now. The option to override is available

Field	Description
	for this report.
Trace (Internal Option)	Use the pull-down menu to select <b>Yes</b> if you would like to run a trace on the report.
<b>Data to be Filled</b>	
Select a Report Start and End Date to Run	Select the start and end date the course data you want to include on the report. The start and end date are specifically looking at the terms that are in session or started in between the start and end date range. Terms meaning, S1, S2 Quarter 1 etc. To report all of the courses for the entire school year, enter the first day of school for the start date and the last day of school for the end date. This will pull all of the terms for all of the schools when running at district level.
Field Delimiter	Select the field delimiter for the extract file. Your choices are Tab, Comma, or Pipe.
Show Column field Headers	Select Yes to include column headings in the extract file. The default option is No.
Run from the Extract Viewer	<p>Select Yes to create an extract file from the records in the Extract Viewer. The default option is No.</p> <p>If No is selected, the records that currently exist in the Extract Viewer are replaced.</p>

## CTE Student Templates

This section includes the following templates

- CTE Student Fact Template
- CTE Student Industry Credential Template

### CTE Student Fact Template Elements

The CTE Student Fact Template contains the primary details of a student’s participation in the Career & Technical Education programs.

The Pennsylvania Information Management System (PIMS) is a collaborative effort of the Pennsylvania Department of Education (PDE) and the Local Education Agencies (LEAs) across the Commonwealth.

PIMS is a statewide longitudinal data system that efficiently and accurately manages, analyzes, disaggregates, and uses individual student data for each student served by Pennsylvania's Pre-K through Grade 12 public education system.

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
1	DISTRICT CODE	[Prefs]PA_districtAUN	District Information	12-digit AUN number
2	SCHOOL YEAR DATE	[Terms]LastDay	Schools — Years and Terms	Calculated and extracted based on the current term that is set.
3	STUDENT ID	[Students]State_StudentNumber	PAsecureID Data Fields	12-digit PA Secure ID provided from the state.
4	CIP LOCATION CODE	[Schools]PA_Location_Code [Students]SchoolID		
5	STUDENT LOCATION CODE	[Schools]PA_Location_Code Or [Schools]School_Number	Edit School	The extract will look to the PIMS Location Code first; if that is not filled in the school Id will be extracted.

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
6	CIP CODE	[Students]PA_CTE_CIP_Cd	PIMS CTE Student Data Fields	12-character CIP code provided by the state to identify the Career & Technical Program in which the student participates
7	DELIVERY METHOD CODE	[Students]PA_CTE_Deliv_Meth_Cd	PIMS CTE Student Data Fields	
8	REPORTING DATE	N/A	CTE Student Fact Extract Report	Contains the Report Term End Date selected for the report. Format: YYYY-MM-DD
9	REPORTING DATE PERIOD LEVEL	CALCULATED	CALCULATED	This field always defaults to Year.
10	CTE STATUS TYPE CODE	[Students]PA_CTE_Stat_Type	PIMS CTE Student Data Fields	
11	CTE PROGRAM COMPLETION PLAN CODES	CALCULATED	CALCULATED	This field always defaults to N/A.
12	REGISTERED APPRENTICE INDICATOR	[Students]PA_CTE_Reg_App	PIMS CTE Student Data Fields	Stored values are: <ul style="list-style-type: none"> <li>• Blank = No</li> <li>• 1 = Yes</li> </ul> Reported values are: <ul style="list-style-type: none"> <li>• N = No (default)</li> <li>• Y = Yes</li> </ul>
13	INTERNSHIP INDICATOR	[Students]PA_CTE_Intern_Ind	PIMS CTE Student Data Fields	Stored values are: <ul style="list-style-type: none"> <li>• Blank = No</li> <li>• 1 = Yes</li> </ul>

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
				Reported values are: <ul style="list-style-type: none"> <li>• N = No (default)</li> <li>• Y = Yes</li> </ul>
14	COOPERATIVE WORK INDICATOR	[Students]PA_CTE_Coop_Work	PIMS CTE Student Data Fields	Stored values are: <ul style="list-style-type: none"> <li>• Blank = No</li> <li>• 1 = Yes</li> </ul> Reported values are: <ul style="list-style-type: none"> <li>• N = No (default)</li> <li>• Y = Yes</li> </ul>
15	JOB EXPLORATION INDICATOR	[Students]PA_CTE_Job_Explor	PIMS CTE Student Data Fields	Stored values are: <ul style="list-style-type: none"> <li>• Blank = No</li> <li>• 1 = Yes</li> </ul> Reported values are: <ul style="list-style-type: none"> <li>• N = No (default)</li> <li>• Y = Yes</li> </ul>
16	AGRICULTURE EXPERIENCE INDICATOR	[Students]PA_CTE_Agr_Exper	PIMS CTE Student Data Fields	Stored values are: <ul style="list-style-type: none"> <li>• Blank = No</li> <li>• 1 = Yes</li> </ul> Reported values are: <ul style="list-style-type: none"> <li>• N = No (default)</li> <li>• Y = Yes</li> </ul>
17	SCHOOL SPONSORED ENTERPRISE	[Students]PA_CTE_Sch_Spon_Ent	PIMS CTE Student Data Fields	Stored values are: <ul style="list-style-type: none"> <li>• Blank = No</li> </ul>

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
	INDICATOR			<ul style="list-style-type: none"> <li>• 1 = Yes</li> </ul> Reported values are: <ul style="list-style-type: none"> <li>• N = No (default)</li> <li>• Y = Yes</li> </ul>
18	NUMBER OF PROGRAM HOURS COMPLETED	[Students]PA_CTE_Num_Prog_Hour	PIMS CTE Student Data Fields	Up to 8 characters. Format: 9999.99
19	PERCENTAGE OF PROGRAM COMPLETED	[Students]PA_CTE_Per_Prog	PIMS CTE Student Data Fields	Up to 7 characters. Format: 0.00 – 1.00
20	CUMULATIVE POSTSECONDARY CREDITS EARNED	[Stored Grades] EarnedCrHrs or [Students]PA_CTE_Cum_Post_Cred	PIMS CTE Student Data Fields	Up to 7 characters. If the Cumulative Postsecondary Credits earned field is blank, the Stored Grades table is used to calculate the credits earned. Format: 999.99
21	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
22	WORK BASED EXPERIENCE INDICATOR	[Students]PA_CTE_Work_Base_Exp	PIMS CTE Student Data Fields	Stored values are: <ul style="list-style-type: none"> <li>• Blank = No</li> <li>• 1 = Yes</li> </ul> Reported values are: <ul style="list-style-type: none"> <li>• N = No (default)</li> <li>• Y = Yes</li> </ul>

## Codes for CTE Student Fact Template Elements

### CTE Status Type Code

Define the following CTE status type codes.

Code	Description
10	Continued or will continue CTE at this school
22	Transferred or will transfer to a different school
28	Transferred or will transfer to non-CTE program at same school
30	Completed CTE program and did not graduate
40	Completed CTE program and graduated
60	Graduated and did not complete CTE program
71	Dropped out of school
80	Deceased

### Delivery Method Codes

Define the following delivery method codes.

Code	Description
50	Occupation
60	Tech Prep

## Running the CTE Student Fact Template

The CTE Student Fact Template contains the primary details of students' participation in the Career & Technical Education programs.

### Report Input

Each of the available run options and required and optional data fields for the report are described below.

Field	Description
Use	<p>Use the pull-down menu to select one of the following options:</p> <ul style="list-style-type: none"> <li>• Current School Only — the report generates information for the select school only.</li> <li>• District Wide — the report generates information for all schools district wide.</li> </ul> <p>The default option is District Wide.</p>
Students to Include	<p>The default option is All students</p> <p>Use this option to filter the extract by student. If you click <b>The selected students only</b> option, a Student Selection page appears. Use this page to identify the student records you want to include in the extract.</p>
Processing Options	<p>The default option is In Background Now. The option to override is available for this report.</p>
Specific Date/Time	<p>If "On Specific Time" is chosen for the Processing Options, enter date and time you want the system to generate the report.</p>
<b>Data to be Filled</b>	
Report Term Start Date	<p>Enter the beginning date for the terms you want to include on the report.</p>
Report Term End Date	<p>Enter the ending date for the terms you want to include on the report.</p>
Field Delimiter	<p>Select the field delimiter for the extract file. Your choices are Tab, Comma, or</p>

Field	Description
	Pipe.
Show Column Field Headers	Select Yes to include column headings in the extract file. The default is No.
Run from the Extract Viewer	Select Yes to create an extract file from the records in the Extract Viewer. The default option is No.  If No is selected, the records that currently exist in the Extract Viewer are replaced.

## CTE Student Industry Credential Template Elements

The CTE Student Fact Template contains the industry credentials earned by students in the Career & Technical Education programs.

The Pennsylvania Information Management System (PIMS) is a collaborative effort of the Pennsylvania Department of Education (PDE) and the Local Education Agencies (LEAs) across the Commonwealth.

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Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
1	DISTRICT CODE	[Prefs]PA_districtAUN	District Information	12-digit AUN number
2	SCHOOL YEAR DATE	[Terms]LastDay	Schools — Years and Terms	Calculated and extracted based on the current term that is set.
3	STUDENT ID	[Students]State_StudentNumber	PAsecureID Data Fields	12-digit PA Secure ID provided from the state.
4	CIP LOCATION CODE	[Schools]PA_Location_Code [Students]SchoolID	Edit School	The extract will look to the PIMS Location Code first; if that is not filled in the school Id will be extracted.

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
5	CIP CODE	[Students]PA_CTE_CIP_Cd	PIMS CTE Student Data Fields	12-character CIP code provided by the state to identify the Career & Technical Program in which the student participates
6	DELIVERY METHOD CODE	[Students]PA_CTE_Deliv_Meth_Cd	PIMS CTE Student Data Fields	
7	INDUSTRY CREDENTIAL CODE	[Students]PA_CTE_Ind_Cred	PIMS CTE Student Data Fields	Three character CIP code provided by the state to identify the industry credentials. More than one code can be selected in this field.
8	CREDENTIAL EARNED DATE	[Students]PA_CTE_Cred_Date	PIMS CTE Student Data Fields	Up to 10-character field Stored format: MM/DD/YYYY Reported format: YYYY-MM-DD If the Credential Earned Date field is blank, the School Year date is extracted.
9	CREDENTIAL EARNED PERIOD LEVEL	CALCULATED	CALCULATED	This field always defaults to Year.

## Student Templates

This section includes the following templates:

- Student Template
- Student Snapshot Template
- Student Summary Attendance Template

## Student Template Elements

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PIMS is a statewide longitudinal data system that efficiently and accurately manages, analyzes, disaggregates, and uses individual student data for each student served by Pennsylvania's Pre-K through Grade 12 public education system.

The Student Template is used to generate the:

- Student Template Extract file
- Student Template Special Graduation Rate Data Request Extract file

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
1	DISTRICT CODE	[Prefs]PA_districtAUN	District Information	12 digit AUN number
2	LOCATION CODE	[Schools]PA_Location_Code [Students]SchoolID	Edit School	The extract will look to the PIMS Location Code first; if that is not filled in the school Id will be extracted.
3	SCHOOL YEAR DATE	[Terms]LastDay	Schools — Years and Terms	Calculated and extracted based on the current term that is set.
4	STUDENT ID	[Students]State_StudentNumber	PAsecureID Data Fields	12-digit PA Secure ID provided from the state.

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
5	SOCIAL SECURITY NUMBER	[Students]SSN	General Demographics	Optional but will be extracted if entered for the student
6	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
7	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
8	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
9	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
10	CURRENT GRADE LEVEL	[Students]Grade_Level [Reenrollments]Grade_Level	Edit [Current/Previous] Enrollment	Grade levels will be converted to the three digit state code.  Kindergarten and unspecified grade level students need a value selected in the Grade Code field on the Edit Current Enrollment screen.
11	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
12	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
13	HOME ROOM	[Students]Home_Room	General Demographics	20 character max
14	BIRTH DATE	[Students]DOB	General Demographics	Format will be converted to ISO format YYYY-MM-DD.
15	GENDER CODE	[Students]Gender	General Demographics	
16	ADDRESS 1	[Students]Mailing_Street	General Demographics	30 character max
17	ADDRESS 2	[Students]PA_Address_2	PIMS Student Template Data	

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
			Fields	
18	CITY	[Students]Mailing_City	General Demographics	
19	STATE	[Students]Mailing_State	General Demographics	
20	FULL ZIP CODE	[Students]Mailing_Zip	General Demographics	
21	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
22	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
23	GUARDIAN RELATIONSHIP	[Students]PA_Guard_Relation	PIMS Student Template Data Fields	
24	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
25	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
26	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
27	ETHNIC CODE SHORT	[Students]Ethnicity	General Demographics	Ethnic codes can be setup at the district level with 1 or I for American Indian or Alaskan Native, 2 or A for Asian or Pacific Islander, 3 or B for Black (Non-Hispanic), 4 or H for (Hispanic) , 5 or W for White (Non-Hispanic), 6 or M for Multi-Racial/Ethnic and 7 for Unknown. If using the alpha codes, PIMS will convert the code to the numeric code required by PIMS.

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
28	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
29	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
30	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
31	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
32	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
33	ECONOMIC STATUS (FOOD PGM PARTICIPATION)	[Students]LunchStatus	Lunch	The Economic Status Food Participation field at the bottom of the lunch page must be filled out for this field.
34	CHALLENGE TYPE	[Students]PA_Challenge_Type	> PIMS Student Template Data Fields	
35	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
36	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
37	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
38	SPECIAL EDUCATION	[Students]PA_SpecialEd or PA_Special_Ed	Edit [Current/Previous] Enrollment or PIMS Student Template Data Fields	PIMS will first look to the student flag for special education on the Edit Current Enrollment screen. If that is not checked it will look to the field on the PIMS Student Template screen.
39	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
40	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
41	LEP	[Students]PA_LEP_Part	PIMS Student Template Data	

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
	PARTICIPATION		Fields	
42	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
43	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
44	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
45	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
46	REPEATING LAST YEAR	[Students]PA_Repeat_LY	PIMS Student Template Data Fields	
47	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
48	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
49	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
50	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
51	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
52	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
53	EXPECTED GRADUATION TIMEFRAME	[Students]PA_Expected_Grad_Time	PIMS Student Template Data Fields	
54	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
55	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
56	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
57	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
58	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
59	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
60	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
61	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
62	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
63	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
64	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
65	GRADUATION STATUS CODE	[Students]PA_Grad_Stat	PIMS Student Template Data Fields	
66	EXPECTED POST GRADUATE ACTIVITY	[Students]PA_PostSecondaryPlans	Pennsylvania State Information	
67	STUDENT STATUS	[Students]Student_Status	PIMS Student Template Data Fields	
68	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
69	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
70	PLAN 504 INDICATOR	[Students]PA_504 [Reenrollments]PA_504	Edit [Current/Previous] Enrollment	
71	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
72	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
73	FOREIGN EXCHANGE STUDENT	[Students]PA_Foreign_Exch	PIMS Student Template Data Fields	
74	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
75	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
76	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
77	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
78	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
79	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
80	GIFTED AND TALENTED	[Students]PA_Gifted [Students]PA_No_GIEP	Edit [Current/Previous] Enrollment	If the student is Gifted and GIEP, the check box on the Edit Current Enrollment screen must be checked. If the student is Gifted and No GIEP the dropdown for Gifted and Talented on the PIMS Student Template screen must be set to Yes.
81	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
82	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
83	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
84	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
85	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
86	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
87	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
88	POVERTY CODE	[Students]LunchStatus	Lunch	If the students lunch status is F, R or FDC, the Poverty code will extract as a Y.
89	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
90	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
91	DIPLOMA TYPE CODE	[Students]PA_Dip_Type	PIMS Student Template Data Fields	
92	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
93	ALTERNATE STUDENT ID	[Students]Student_Number	General Demographics	
94	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
95	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
96	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
97	GRADE 09 ENTRY	[Students]PA_Grade_Entry	PIMS Student Template Data Fields	
98	DISTRICT ENTRY DATE	[Students]DistrictEntryDate	Modify Information	
99	SCHOOL ENTRY DATE	[Students]SchoolEntryDate	Modify Information	
100	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
101	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
102	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
103	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
104	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
105	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
106	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
107	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
108	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
109	STATE ENTRY DATE	[Students]PA_State_Entry	PIMS Student Template Data Fields	
110	INITIAL US ENTRY DATE	[Students]PA_Initial_US_Entry	PIMS Student Template Data Fields	
111	HOMELESS	[Students]PA_Homeless	PIMS Student Template Data Fields	
112	MIGRANT STATUS	[Students]PA_Migrant	Edit [Current/Previous] Enrollment	
113	ENGLISH PROFICIENCY	[Students]PA_Eng_Prof	PIMS Student Template Data Fields	
114	LANGUAGE	[Students]PA_Race_Ethn	PIMS Student Template Data	

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
	BREAKDOWN		Fields	
115	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
116	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
117	DISTRICT CODE OF RESIDENCE	[Students]DistrictOfResidence or [Prefs]PA_districtAUN	Edit [Current/Previous] Enrollment	If the District of Residence is blank, the 12 digit PIMS district code is extracted.
118	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
119	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
120	STUDENT AS A SINGLE PARENT	[Students]PA_Sing_Parent	PIMS Student Template Data Fields	
121	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
122	EDUCATIONALLY DISADVANTAGED	[Students]PA_Edu_Dis	PIMS Student Template Data Fields	
123	HOME LANGUAGE CODE	[Students]PA_Home_Lang_Code [Students]primarylanguage or	Other Information	If the Home Language field is not filled in on the PIMS Student Template Data field's page it will report the value entered in the Primary Language code on the Other Information page.
124	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
125	YEARS IN US SCHOOLS	[Students]Years_US_Schools	PIMS Student Template Data Fields	

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
126	NAME SUFFIX	[Students]Name_Suffix	General Demographics	
127	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
128	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
129	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
130	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
131	FOOD PROGRAM ELIGIBILITY	[Students]LunchStatus	Lunch	This pulls from the lunch field on the of the lunch page. FDC will extract as F.
132	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
133	LAST NAME LONG	[Students]PA_Last_Long	PIMS Student Template Data Fields	
134	FIRST NAME LONG	[Students]PA_First_Long	PIMS Student Template Data Fields	
135	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
136	COUNTRY OF BIRTH CODE	[Students]PA_Country_Birth	PIMS Student Template Data Fields	
137	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
138	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
139	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
140	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
141	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
142	MIDDLE NAME	[Students]Middle_Name	General Demographics	
143	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
144	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
145	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
146	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
147	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
148	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
149	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
150	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
151	BIRTH DATE VERIFICATION CODE	[Students]PA_Birth_Date_Ver	PIMS Student Template Data Fields	
152	IMMIGRANT INDICATOR	[Students]PA_Imm_Ind	PIMS Student Template Data Fields	
153	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
154	ADDRESS 3	[Students]PA_Address_3	PIMS Student Template Data Fields	
155	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
156	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
157	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
158	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
159	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
160	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
161	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
162	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
163	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
164	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
165	LOCATION CODE OF RESIDENCE	[Students]PA_Loc_Res	PIMS Student Template Data Fields	If the Location Code of Residence field is blank on the PIMS Student Template page, it will report the PIMS Location Code on the School Info page, if that is blank the School number is extracted.
166	DISPLACED HOMEMAKER	[Students]PA_Dis_Homemaker	PIMS Student Template Data Fields	
167	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
168	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
169	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
170	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
171	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
172	CITY OF BIRTH	[Students]PA_CoB	PIMS Student Template Data Fields	
173	STATE OF BIRTH CODE	[Students]PA_SoB	PIMS Student Template Data Fields	
174	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
175	COURSE OF STUDY	[Students]PA_EnrollmentProgram	Pennsylvania State Information	This is extracted from the Program field on the Pennsylvania State Information page.
176	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
177	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
178	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
179	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
180	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
181	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
182	HOME ADDRESS STATE COUNTY CODE	[Students]PA_Home_Add_State	PIMS Student Template Data Fields	
183	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
184	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
185	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
186	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED

<b>Element Number</b>	<b>Template Field Name</b>	<b>PowerSchool Source Field Mapping</b>	<b>PowerSchool Screen</b>	<b>PowerSchool Rules</b>
187	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
188	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
189	FUNDING DISTRICT CODE	[Students]PA_Fund_Dis or [Prefs]PA_districtAUN	PIMS Student Template Data Fields	If the Funding District Code on the PIMS Student Template page is blank the Administrative Unit Number on the District Info page is extracted.

## Student Snapshot Template Elements

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Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
1	DISTRICT CODE	[Prefs]PA_districtAUN	District Information	12 digit AUN number
2	LOCATION CODE	[Schools]PA_Location_Code [Students]SchoolID	Edit School	The extract will look to the PIMS Location Code first; if that is not filled in the school Id will be extracted.
3	SCHOOL YEAR DATE	[Terms]LastDay	Schools — Years and Terms	Calculated and extracted based on the current term that is set.
4	STUDENT ID	[Students]State_StudentNumber	PAsecureID Data Fields	12-digit PA Secure ID provided from the state.
5	SOCIAL SECURITY NUMBER	[Students]SSN	General Demographics	Optional but will be extracted if entered for the student
6	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
7	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
8	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
9	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
10	CURRENT GRADE LEVEL	[Students]Grade_Level [Reenrollments]Grade_Level	Edit [Current/Previous] Enrollment	Grade levels will be converted to the three digit state code. Kindergarten and unspecified grade level students need a value

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
				selected in the Grade Code field on the Edit Current Enrollment screen.
11	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
12	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
13	HOME ROOM	[Students]Home_Room	General Demographics	20 character max
14	BIRTH DATE	[Students]DOB	General Demographics	Format will be converted to ISO format YYYY-MM-DD.
15	GENDER CODE	[Students]Gender	General Demographics	
16	ADDRESS 1	[Students]Mailing_Street	General Demographics	30 character max
17	ADDRESS 2	[Students]PA_Address_2	PIMS Student Template Data Fields	
18	CITY	[Students]Mailing_City	General Demographics	
19	STATE	[Students]Mailing_State	General Demographics	
20	FULL ZIP CODE	[Students]Mailing_Zip	General Demographics	
21	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
22	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
23	GUARDIAN RELATIONSHIP	[Students]PA_Guard_Relation	PIMS Student Template Data Fields	
24	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
25	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
26	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
27	ETHNIC CODE SHORT	[Students]Ethnicity	General Demographics	Ethnic codes can be setup at the district level with 1 or I for American Indian or Alaskan Native, 2 or A for Asian or Pacific Islander, 3 or B for Black (Non-Hispanic), 4 or H for (Hispanic), 5 or W for White (Non-Hispanic), 6 or M for Multi-Racial/Ethnic and 7 for Unknown. If using the Alpha codes, PIMS will convert the code to the numeric code required by PIMS.
28	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
29	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
30	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
31	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
32	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
33	ECONOMIC STATUS (FOOD PGM PARTICIPATION)	[Students]LunchStatus	Lunch	The Economic Status Food Participation field at the bottom of the lunch page must be filled out for this field.

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
34	CHALLENGE TYPE	[Students]PA_Challenge_Type	> PIMS Student Template Data Fields	
35	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
36	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
37	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
38	SPECIAL EDUCATION	[Students]PA_SpecialEd or PA_Special_Ed	Edit [Current/Previous] Enrollment or PIMS Student Template Data Fields	PIMS will first look to the student flag for special education on the Edit Current Enrollment screen. If that is not checked it will look to the field on the PIMS Student Template screen.
39	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
40	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
41	LEP PARTICIPATION	[Students]PA_LEP_Part	PIMS Student Template Data Fields	
42	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
43	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
44	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
45	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
46	REPEATING LAST YEAR	[Students]PA_Repeat_LY	PIMS Student Template Data Fields	

<b>Element Number</b>	<b>Template Field Name</b>	<b>PowerSchool Source Field Mapping</b>	<b>PowerSchool Screen</b>	<b>PowerSchool Rules</b>
47	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
48	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
49	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
50	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
51	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
52	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
53	EXPECTED GRADUATION TIMEFRAME	[Students]PA_Expected_Grad_Time	PIMS Student Template Data Fields	
54	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
55	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
56	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
57	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
58	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
59	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
60	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
61	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
62	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
63	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
64	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
65	GRADUATION STATUS CODE	[Students]PA_Grad_Stat	PIMS Student Template Data Fields	
66	EXPECTED POST GRADUATE ACTIVITY	[Students]PA_PostSecondaryPlans	Pennsylvania State Information	
67	STUDENT STATUS	[Students]Student_Status	PIMS Student Template Data Fields	
68	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
69	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
70	PLAN 504 INDICATOR	[Students]PA_504 [Reenrollments]PA_504	Edit [Current/Previous] Enrollment	
71	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
72	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
73	FOREIGN EXCHANGE STUDENT	[Students]PA_Foreign_Exch	PIMS Student Template Data Fields	
74	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
75	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
76	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
77	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
78	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
79	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
80	GIFTED AND TALENTED	[Students]PA_Gifted [Students]PA_No_GIEP	Edit [Current/Previous] Enrollment	If the student is Gifted and GIEP, the check box on the Edit Current Enrollment screen must be checked. If the student is Gifted and No GIEP the dropdown for Gifted and Talented on the PIMS Student Template screen must be set to Yes.
81	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
82	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
83	SNAPSHOT DATE	N/A	Student Template Report Interface	The snapshot date will extract the report end date that is entered on the report interface. The "Run Snapshot Extract" has to be set to Yes for the snapshot date to be extracted.
84	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
85	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
86	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
87	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
88	POVERTY CODE	[Students]LunchStatus	Lunch	If the students lunch status is F, R or FDC, the Poverty code will extract as a Y.
89	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
90	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
91	DIPLOMA TYPE CODE	[Students]PA_Dip_Type	PIMS Student Template Data Fields	
92	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
93	ALTERNATE STUDENT ID	[Students]Student_Number	General Demographics	
94	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
95	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
96	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
97	GRADE 09 ENTRY	[Students]PA_Grade_Entry	PIMS Student Template Data Fields	
98	DISTRICT ENTRY DATE	[Students]DistrictEntryDate	Modify Information	
99	SCHOOL ENTRY DATE	[Students]SchoolEntryDate	Modify Information	
100	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
101	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
102	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
103	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
104	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
105	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
106	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
107	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
108	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
109	STATE ENTRY DATE	[Students]PA_State_Entry	PIMS Student Template Data Fields	
110	INITIAL US ENTRY DATE	[Students]PA_Initial_US_Entry	PIMS Student Template Data Fields	
111	HOMELESS	[Students]PA_Homeless	PIMS Student Template Data Fields	
112	MIGRANT STATUS	[Students]PA_Migrant	Edit [Current/Previous] Enrollment	
113	ENGLISH PROFICIENCY	[Students]PA_Eng_Prof	PIMS Student Template Data Fields	
114	LANGUAGE BREAKDOWN	[Students]PA_Race_Ethn	PIMS Student Template Data Fields	
115	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
116	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
117	DISTRICT CODE OF RESIDENCE	[Students]DistrictOfResidence or [Prefs]PA_districtAUN	Edit [Current/Previous] Enrollment	If the District of Residence is blank, the 12 digit PIMS district code is extracted.
118	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
119	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
120	STUDENT AS A SINGLE PARENT	[Students]PA_Sing_Parent	PIMS Student Template Data Fields	
121	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
122	EDUCATIONALLY DISADVANTAGED	[Students]PA_Edu_Dis	PIMS Student Template Data Fields	
123	HOME LANGUAGE CODE	[Students]PA_Home_Lang_Code [Students]primarylanguage or	Other Information	If the Home Language field is not filled in on the PIMS Student Template Data field's page it will report the value entered in the Primary Language code on the Other Information page.
124	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
125	YEARS IN US SCHOOLS	[Students]Years_US_Schools	PIMS Student Template Data Fields	
126	NAME SUFFIX	[Students]Name_Suffix	General Demographics	
127	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
128	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
129	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
130	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
131	FOOD PROGRAM	[Students]LunchStatus	Lunch	This pulls from the lunch field on the of the lunch page. FDC will

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
	ELIGIBILITY			extract as F.
132	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
133	LAST NAME LONG	[Students]PA_Last_Long	PIMS Student Template Data Fields	
134	FIRST NAME LONG	[Students]PA_First_Long	PIMS Student Template Data Fields	
135	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
136	COUNTRY OF BIRTH CODE	[Students]PA_Country_Birth	PIMS Student Template Data Fields	
137	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
138	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
139	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
140	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
141	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
142	MIDDLE NAME	[Students]Middle_Name	General Demographics	
143	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
144	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
145	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
146	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
147	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
148	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
149	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
150	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
151	BIRTH DATE VERIFICATION CODE	[Students]PA_Birth_Date_Ver	PIMS Student Template Data Fields	
152	IMMIGRANT INDICATOR	[Students]PA_Imm_Ind	PIMS Student Template Data Fields	
153	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
154	ADDRESS 3	[Students]PA_Address_3	PIMS Student Template Data Fields	
155	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
156	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
157	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
158	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
159	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
160	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
161	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
162	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
163	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
164	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
165	LOCATION CODE OF RESIDENCE	[Students]PA_Loc_Res	PIMS Student Template Data Fields	If the Location Code of Residence field is blank on the PIMS Student Template page, it will report the PIMS Location Code on the School Info page, if that is blank the School number is extracted.
166	DISPLACED HOMEMAKER	[Students]PA_Dis_Homemaker	PIMS Student Template Data Fields	
167	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
168	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
169	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
170	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
171	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
172	CITY OF BIRTH	[Students]PA_CoB	PIMS Student Template Data Fields	
173	STATE OF BIRTH CODE	[Students]PA_SoB	PIMS Student Template Data Fields	
174	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
175	COURSE OF STUDY	[Students]PA_EnrollmentProgram	Pennsylvania State Information	This is extracted from the Program field on the Pennsylvania

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
				State Information page.
176	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
177	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
178	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
179	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
180	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
181	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
182	HOME ADDRESS STATE COUNTY CODE	[Students]PA_Home_Add_State	PIMS Student Template Data Fields	
183	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
184	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
185	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
186	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
187	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
188	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
189	FUNDING DISTRICT CODE	[Students]PA_Fund_Dis or [Prefs]PA_districtAUN	PIMS Student Template Data Fields	If the Funding District Code on the PIMS Student Template page is blank the Administrative Number on the District Info page is extracted.

## Codes for Student/Student Template Elements

### Guardian Relationship

Choose one of the following codes to identify a student's state in relation to legal adulthood as specified by state law.

Code	Description
A	Adult
M	Minor
E	Emancipated Minor

### Ethnicity Codes

The following ethnicity codes must be defined for the district.

Code	Description
1 or I	American Indian or Alaskan Native
2 or A	Asian or Pacific Islander
3 or B	Black (Non-Hispanic)
4 or H	Hispanic
5 or W	White (Non-Hispanic)
6 or M	Multi-Racial/Ethnic
7	Unknown

## Challenge Type

Choose one of the following codes to identify a student's disability or challenge.

Code	Description
2121	Autistic/Autism
2122	Deaf-blindness
2123	Hearing impairment including deafness
2124	Mental retardation
2125	Multiple disabilities
2126	Orthopedic impairment
2127	Specific learning disability
2129	Speech or language impairment
2130	Traumatic brain injury
2131	Visual impairment including blindness
2132	Other health impairment
2127	Emotional disturbance
2134	Developmental delay
2135	Infants and Toddlers with Disabilities

## LEP Participation Codes

Choose one of the following codes to identify the LEP program in which the student currently participates.

Code	Description
01	Current ELL
03	Exited ELL and in first year of monitoring
04	Exited ELL and in second year of monitoring
05	Exited ELL and no longer monitored
99	Never ELL

## Graduated Status Codes

Choose one of the following codes to identify the whether a student who left the school graduated, dropped out, or transferred.

**Note:** This field is valid only for students in Grade 9 and higher.

Code	Description
G	Graduated
A	Dropped out — Academic problems
B	Dropped out — Behavior problems
C	Dropped out — Child, Married or Pregnancy
D	Dropped out — Disliked school
W	Dropped out — Wanted to work
R	Dropped out — Runaway or Expelled

Code	Description
O	Dropped out — Other reason
E	Exceeded maximum school age
L`	Left PA public school system but didn't drop out (e.g. transferred out of PA, transferred to private school, died, etc.)
T	Transferred to another LEA in PA
X	Transferred to another school in same LEA

## Student Status

Choose one of the following codes to identify the evidence student's current status.

Code	Description
A	Home Schooled
B	Court / Agency placed
C	Homebound student
E	Special Ed placed inside district
F	Student placed into an Alternative Education program
G	Special Ed placed into an Alternative Education program
H	Approved placement of a student into an APS
I	Student attends an IU
J	ELL student tested outside district/school
K	Special Ed placed in a hospital

Code	Description
L	Special Ed placed in a correctional facility
M	Special Ed placed in a residential treatment/education program
D	Special Ed placed outside district
O	Non-public student attending a public school part-time or full-time
P	Non-approved placement of student placed into an APS

### Diploma Type Code

Choose the type of diploma/credential that that student was awarded in recognition of their completion of the curricular requirements.

806	Regular diploma
816	General Educational Development

### English Proficiency Codes

Choose one of the following codes to identify the student's proficiency with the English language.

Code	Description
0001	Entering
0002	Beginning
0003	Developing
0004	Expanding

Code	Description
0005	Bridging
0006	Reaching

### Birth Date Verification Code

Choose one of the following codes to identify the evidence used to verify the student's date of birth.

Code	Description
1003	Baptismal or church certificate
1004	Birth Certificate
1005	Entry in family Bible
1006	Hospital Certificate
1007	Parent's affidavit
1008	Passport
1009	Physician's Certificate
1010	Previously verified school records
1011	State-issued ID (e.g., from Department of Public Safety)
1012	Driver's license
2382	Life insurance policy
3424	Other non-official document
3423	Other official document

## Running the Student/Student Snapshot Templates

The PIMS Pennsylvania Student Template extracts the student information for students enrolled in the current year and who are not excluded from state reporting. You can exclude students by school or by student.

- To exclude students enrolled in a school building in your district, go to Schools/School Info > Edit School and mark the box labeled “Exclude from State Reporting?”
- To exclude individual students, go to Start Page > Student Selection > Pennsylvania State Information and mark the box labeled “Exclude this student from state reporting”.

## Report Input

Each of the available run options and required and optional data fields for the report are described below.

Field	Description
Use	<p>Use the pull-down menu to select one of the following options:</p> <ul style="list-style-type: none"> <li>• Current School Only — the report generates information for the select school only.</li> <li>• District Wide — the report generates information for all schools district wide.</li> </ul> <p>The default option is District Wide.</p>
Students to Include	<p>The default option is All students</p> <p>Use this option to filter the extract by student. If you click <b>The selected students only</b> option, a Student Selection page appears. Use this page to identify the student records you want to include in the extract.</p>
Processing Options	<p>The default option is In Background Now. The option to override is available for this report.</p>
<b>Data to be Filled</b>	
Report Start Date	Select the start date for the student data you want to include on the report.

Field	Description
Report End Date	Select the end date for the student data you want to include on the report.
Run Snapshot (Reports End Date)	Select Yes to save a snapshot of the student data as of the report end date. The default option is No.
Snapshot Date	USED FOR AUGUST SUBMITTAL ONLY-Enter 06/30/2008 in this field if your last day of school is before 06/30/2008 which is the snapshot date. If the report end date is 06/30/2008 then the Snapshot Date field is not required.
Field Delimiter	Select the field delimiter for the extract file. Your choices are Tab, Comma, or Pipe.
Run from the Extract Viewer	Select Yes to create an extract file from the records in the Extract Viewer. The default option is No.  If No is selected, the records that currently exist in the Extract Viewer are replaced.

## Student Template Special Graduation Rate Data Request Extract

The Special Graduation Rate Data Request reports first time Grade 9 students in the 2006-2007 school year.

Most LEAs must submit data for the Special Graduation Rate Data Request, regardless of whether or not the specific educational entity calculates graduation rates. Because a student may transfer to another school after Grade 9, it is necessary to collect data from these entities in order to capture information on first time Grade 9 students in the 2006–2007 school year and assign them to the appropriate cohort. Additional notes on this data request are as follows:

- The extract should include only first time ninth grade students in 2006–2007. Please reference the “Who Reports Whom” document in the Document Repository on the PIMS website to determine what students you are responsible for reporting.
- The data collections window is October 15, 2007 – January 31, 2008.

## Report Input

NOTE: The term must be set to 2006/2007 prior to running this report.

Each of the available run options and required and optional data fields for the report are described below.

Field	Description
Use	<p>Use the pull-down menu to select one of the following options:</p> <ul style="list-style-type: none"> <li>• Current School Only — the report generates information for the select school only.</li> <li>• District Wide — the report generates information for all schools district wide.</li> </ul> <p>The default option is District Wide.</p>
Students to Include	<p>The default option is All students</p> <p>Use this option to filter the extract by student. If you click <b>The selected students only</b> option, a Student Selection page appears. Use this page to identify the student records you want to include in the extract.</p>
Processing Options	<p>The default option is In Background Now. The option to override is available for this report.</p>
Specific Date/Time	<p>If "On Specific Time" is chosen for the Processing Options, enter date and time you want the system to generate the report.</p>
<b>Data to be Filled</b>	
Field Delimiter	<p>Select the field delimiter for the extract file. Your choices are Tab, Comma, or Pipe.</p>
Show Column Field Headers	<p>Select Yes to include column headings in the extract file. The default is No.</p>
Run from the Extract Viewer	<p>Select Yes to create an extract file from the records in the Extract Viewer. The default option is No.</p> <p>If No is selected, the records that currently exist in the Extract Viewer are replaced.</p>

## Programs Fact Template

The Pennsylvania Information Management System (PIMS) is a collaborative effort of the Pennsylvania Department of Education (PDE) and the Local Education Agencies (LEAs) across the Commonwealth.

PIMS is a statewide longitudinal data system that efficiently and accurately manages, analyzes, disaggregates, and uses individual student data for each student served by Pennsylvania's Pre-K through Grade 12 public education system.

The PIMS Programs must be setup at the district level under District Setup>Special Programs. The PIMS Programs Code set under each reportable program tells the extract to report that program the student is enrolled in.

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
1	DISTRICT CODE	[Prefs]PA_districtAUN	District Information	
2	LOCATION CODE	[Schools]PA_Location_Code or [Students]SchoolID	Edit School	The extract will look to the PIMS Location Code first; if that is not filled in the school Id will be extracted.
3	SCHOOL YEAR DATE	[Terms]LastDay	Schools — Years and Terms	
4	STUDENT ID	[Students]State_StudentNumber	PAsecureID Data Fields	
5	PROGRAMS CODE	[Gen]PA_Program_Code	Special Program Information	This code is the PIMS Programs Code that is entered under the Special Program that was setup at the district.
6	BEGINNING DATE	[SpEnrollments]Enter_Date	[New/Edit] Special Program Enrollment	
7	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
8	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED

<b>Element Number</b>	<b>Template Field Name</b>	<b>PowerSchool Source Field Mapping</b>	<b>PowerSchool Screen</b>	<b>PowerSchool Rules</b>
9	PROGRAM INTENSITY	[SpEnrollments]PA_Prog_Intensity	[New/Edit] Special Program Enrollment	This is only required for PIMS Programs Code 013 and 028.
10	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
11	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
12	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
13	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
14	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
15	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
16	PROGRAM COMMENT	[SpEnrollments]PA_Prog_Comment	[New/Edit] Special Program Enrollment	This is only required for PIMS Programs Code 011 or 012.
17	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
18	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED

## Codes for Programs Fact Elements

### PIMS Programs Code

You must select one of the following PIMS Programs Codes for each applicable special program.

Code	Description
001	EAP Tutoring (State) — Reading
002	EAP Tutoring (State) — Math
003	SES Tutoring (Federal — Reading
004	SES Tutoring (Federal — Math
005	Accountability Block Grant Tutoring — Reading
006	Accountability Block Grant Tutoring — Math
007	Classroom Plus Tutoring — Reading
008	Classroom Plus Tutoring — Math
009	21 <sup>st</sup> Century Tutoring — Reading
010	21 <sup>st</sup> Century Tutoring — Math
011	Other Tutoring Program — Reading
012	Other Tutoring Program — Math
013	Homebound Instruction
014	School Choice Program
015	Title I Part A

<b>Code</b>	<b>Description</b>
016	Title I Part B — Even Start Program
017	Title I Part C — Migrant Education
018	Title I Part D
019	Title III (Supplemental LEP)
020	High Schools That Work
021	Full Day Kindergarten
022	Pre-Kindergarten
023	Science: It's Elementary
024	Classrooms of the future
025	Dual Enrollment
026	Eligible for Tutoring Program-Reading
027	Eligible for Tutoring Program-Math
028	Early Intervention
029	Head Start
030	Pre-K Counts

## Running the Programs Fact Template

### Report Input

Each of the available run options and required and optional data fields for the report are described below.

Field	Description
Use	<p>Use the pull-down menu to select one of the following options:</p> <ul style="list-style-type: none"> <li>• Current School Only — the report generates information for the select school only.</li> <li>• District Wide — the report generates information for all schools district wide.</li> </ul> <p>The default option is District Wide.</p>
Students to Include	<p>The default option is All students</p> <p>Use this option to filter the extract by student. If you click <b>The selected students only</b> option, a Student Selection page appears. Use this page to identify the student records you want to include in the extract.</p>
Processing Options	<p>The default option is In Background Now. The option to override is available for this report.</p>
Specific Date/Time	<p>If "On Specific Time" is chosen for the Processing Options, enter date and time you want the system to generate the report.</p>
<b>Data to be Filled</b>	
Report Term Start Date	<p>Select the start date for the student data you want to include on the report.</p>
Report Term End Date	<p>Select the end date for the student data you want to include on the report.</p>
Field Delimiter	<p>Select the field delimiter for the extract file. Your choices are Tab, Comma, or Pipe.</p>

<b>Field</b>	<b>Description</b>
Run from the Extract Viewer	Select Yes to create an extract file from the records in the Extract Viewer. The default option is No.  If No is selected, the records that currently exist in the Extract Viewer are replaced.

## School Enrollment Template

The Pennsylvania Information Management System (PIMS) is a collaborative effort of the Pennsylvania Department of Education (PDE) and the Local Education Agencies (LEAs) across the Commonwealth.

PIMS is a statewide longitudinal data system that efficiently and accurately manages, analyzes, disaggregates, and uses individual student data for each student served by Pennsylvania's Pre-K through Grade 12 public education system.

The School Enrollment Template is used to generate the:

- School Enrollment Template Extract file
- School Enrollment Template Special Graduation Rate Data Request Extract file

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
1	DISTRICT CODE	[Prefs] PA_districtAUN	District Information	
2	LOCATION CODE	[Schools]PA_Location_Code or [Students]SchoolID	Edit School	The extract will look to the PIMS Location Code first; if that is not filled in the school Id will be extracted.
3	SCHOOL YEAR DATE	[Terms]LastDay	Schools — Years and Terms	
4	STUDENT ID	[Students]State_StudentNumber	PAsecureID Data Fields	
5	ACTIVITY DATE	[Students]exitdate or [Students]ExitDate or [ReEnrollments]exitdate or [ReEnrollments]ExitDate	Edit [Current/Previous] Enrollment	
6	ENROLLMENT DATE	[Students]entrydate or [ReEnrollments]entrydate	Edit [Current/Previous]	

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
			Enrollment	
7	ENROLLMENT CODE	[Students]entrycode or [Students]ExitCode or  [ReEnrollments]entrycode or [ReEnrollments]ExitCode	Edit [Current/Previous] Enrollment	
8	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
9	ENROLLMENT GRADE LEVEL	[Students]grade_level or [ReEnrollments]grade_level	Edit [Current/Previous] Enrollment	
10	RESIDENCE STATUS CODE	[Students]PA_PIMS_ResidenceCode [ReEnrollments]PA_PIMS_ResidenceCode	Edit [Current/Previous] Enrollment	
11	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED

## Codes for School Enrollment Elements

### Entry Codes

The following entry codes must be defined for the district.

Code	Description
E1	Student who was enrolled in this school district on the last day of the prior school year and was promoted to the next grade level.
E2	Student who has not previously, during the current school year, been enrolled in a Pennsylvania or out-of-state school. Include a student who transfers to the school district during the summer months.
E3	Student from outside of Pennsylvania who has not previously, during the current school year, been enrolled in a Pennsylvania school but who has, during the current school year, been enrolled in an out-of-state or out-of-country school.
E4	Student who was enrolled in this school district on the last day of the prior school year and has been retained in grade level. Also include as E4 a student who dropped out in the prior school year but returned and was retained in grade level. E4 is used for the purpose of tracking a "retained student."
R1	Student received from another room or group in the same school but remained in the same grade level.
R2	Student received from a public school operated by the same school district.
R3	Student received from a nonpublic school or a home education program in the same school district.

Code	Description
R4	Student received from a public school in Pennsylvania not operated by this school district and was not previously enrolled in this school district during the current school year. Included is a student transferring from a comprehensive area vocational-technical school, charter school, intermediate unit-operated institutionalized children's program or state-owned school located inside or outside the school district.
R5	Student received from a nonpublic school or a home education program in Pennsylvania but outside the school district.
R6	Student returns to the same school district where previously entered in the current school year. R6 includes a student re-entering after a short-term stay in an institution.
R7	Student received from another state or country that was previously enrolled in a school in Pennsylvania during the current school year.
R8	Student re-enters the same school district after being expelled or dropping-out during the current school year.
R9	Student whose residency status changed from nonresident to resident, or vice versa, and stayed in the same homeroom or school.
R10	Student received from another room or public school in the same school district due to grade level change.

## Exit Codes

The following exit codes must be defined for the district.

**Note:** You may create additional exit codes but these codes must be defined exactly.

Code	Meaning
W1	Student transferred to another room or group in the same school. Use with re-entry code R1.
W2	Student transferred to another public school in the same school district. Use with re-entry code R2.

Code	Meaning
W3	Student transferred to a nonpublic school or a home education program.
W4	Student moved from the school district.
W5	Student transferred to and is reported by another school district or educating entity.
W6	Student quit school after passing required attendance age or student is illegally absent for ten consecutive days and compulsory attendance prosecution is not being pursued.
W7	Student issued a General Employment Certificate.
W8	Student issued a Farm or Domestic Service Exemption Permit.
W9A	Student fulfilled graduation requirements.
W9B	Student withdrew early to attend a postsecondary institution.
W10	Student deceased.
W11	Student physically or mentally incapacitated.
W12	Student committed to correctional institution.
W13	Student drafted or enlisted in the military service.
W14	Student attended kindergarten and withdrew.
W15	Neglected or dependent student is in the care of a child care agency. Use this code until placement status is determined, and then replace with appropriate withdrawal code.
W16A	Runaway student or whereabouts of family unknown.
W16B	Student kidnapped.
W17	Student expelled.
W18	Student lacks proper immunization.

Code	Meaning
W19	Student's curriculum changed. W19 includes a student whose curriculum changed among the categories of regular education, special education, vocational education and alternative education. Use with re-entry code R1.
W20	Student's grade level changed during the current school year.
W21	Student's residency status changed.

## Running the School Enrollment Template

### Report Input

Each of the available run options and required and optional data fields for the report are described below.

Field	Description
Use	<p>Use the pull-down menu to select one of the following options:</p> <ul style="list-style-type: none"> <li>• Current School Only — the report generates information for the select school only.</li> <li>• District Wide — the report generates information for all schools district wide.</li> </ul> <p>The default option is District Wide.</p>
Students to Include	<p>The default option is All students</p> <p>Use this option to filter the extract by student. If you click <b>The selected students only</b> option, a Student Selection page appears. Use this page to identify the student records you want to include in the extract.</p>
Processing Options	<p>The default option is In Background Now. The option to override is available for this report.</p>
Specific Date/Time	<p>If "On Specific Time" is chosen for the Processing Options, enter date and time you want the system to generate the report.</p>
<b>Data to be Filled</b>	
Report Term Start Date	<p>Select the start date for the student data you want to include on the report.</p>
Report Term End Date	<p>Select the end date for the student data you want to include on the report.</p>
Field Delimiter	<p>Select the field delimiter for the extract file. Your choices are Tab, Comma, or Pipe.</p>

Field	Description
Run from the Extract Viewer	<p>Select Yes to create an extract file from the records in the Extract Viewer. The default option is No.</p> <p>If No is selected, the records that currently exist in the Extract Viewer are replaced.</p>

## School Enrollment Template Special Graduation Rate Data Request

This extract collects all of the student's school enrollment information for the Pennsylvania Information Management System (PIMS). The Special Graduation Rate Data Request reports first time Grade 9 students in the 2006-2007 school year.

Most LEAs must submit data for the Special Graduation Rate Data Request, regardless of whether or not the specific educational entity calculates graduation rates. Because a student may transfer to another school after Grade 9, it is necessary to collect data from these entities in order to capture information on first time Grade 9 students in the 2006–2007 school year and assign them to the appropriate cohort. Additional notes on this data request are as follows:

- The extract should include only first time ninth grade students in 2006–2007. Please reference the “Who Reports Whom” document in the Document Repository on the PIMS website to determine what students you are responsible for reporting.
- The data collections window is October 15, 2007 – January 31, 2008.

## Report Input

Each of the available run options and required and optional data fields for the report are described below.

Field	Description
Use	<p>Use the pull-down menu to select one of the following options:</p> <ul style="list-style-type: none"> <li>• Current School Only — the report generates information for the select school only.</li> <li>• District Wide — the report generates information for all schools district wide.</li> </ul> <p>The default option is District Wide.</p>
Students to Include	<p>The default option is All students</p> <p>Use this option to filter the extract by student. If you click <b>The selected students only</b> option, a Student Selection page appears. Use this page to identify the student records you want to include in the extract.</p>
Processing Options	<p>The default option is In Background Now. The option to override is available for this report.</p>
Specific Date/Time	<p>If "On Specific Time" is chosen for the Processing Options, enter date and time you want the system to generate the report.</p>
<b>Data to be Filled</b>	
Field Delimiter	<p>Select the field delimiter for the extract file. Your choices are Tab, Comma, or Pipe.</p>
Show Column Field Headers	<p>Select Yes to include column headings in the extract file. The default is No.</p>
Run from the Extract Viewer	<p>Select Yes to create an extract file from the records in the Extract Viewer. The default option is No.</p> <p>If No is selected, the records that currently exist in the Extract Viewer are replaced.</p>

## Staff Templates

This section includes the following templates:

- Staff Template
- Staff Snapshot Template
- Staff Assignment Template

### Staff Template

The Pennsylvania Information Management System (PIMS) is a collaborative effort of the Pennsylvania Department of Education (PDE) and the Local Education Agencies (LEAs) across the Commonwealth.

The Staff Template is meant to reflect the current employee situation. There is more than one location within the LEA for a given collection period.

If you do not want a particular staff member to be reported for PIMS the Exclude from PIMS must be selected to Yes under Pennsylvania State Information on the Edit Information page.

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
1	DISTRICT CODE	[Prefs]PA_districtAUN	District Information	
2	STAFF ID	[Teachers]PA_PPID	State Information	
3	SOCIAL SECURITY NUMBER	[Teachers]SSN	Edit Information	
4	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
5	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
6	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
7	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
8	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
9	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
10	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
11	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
12	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
13	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
14	LOCATION CODE	[Schools]PA_Location_Code or [Teachers]SchoolID	Edit School	The PIMS location code at the school info page will be reported, if that is blank the school number is extracted.
15	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
16	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
17	STAFF TYPE	[Teachers]PA_Staff_Type	PIMS Staff Template and Snapshot Information	
18	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
19	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
20	GENDER CODE	[Teachers]gender	Edit Information	
21	ETHNIC CODE SHORT	[Teachers]Ethnicity	Edit Information	
22	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
23	HOME PHONE	[Teachers]Home_Phone	Edit Information	

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
24	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
25	ADDRESS 1	[Teachers]Street	Edit Information	
26	ADDRESS 2	[Teachers]PA_Address_2	PIMS Staff Template and Snapshot Information	
27	CITY	[Teachers]City	Edit Information	
28	STATE	[Teachers]State	Edit Information	
29	FULL ZIP CODE	[Teachers]Zip	Edit Information	
30	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
31	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
32	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
33	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
34	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
35	CURRENT SERVICE DATE	[Teachers]PA_Cur_Service_Dt	PIMS Staff Template and Snapshot Information	
36	EXIT DATE	[Teachers]PA_Exit_Dt	PIMS Staff Template and Snapshot Information	
37	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
38	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
39	YEARS EXPERIENCE	[Teachers]PA_Yrs_Exper	PIMS Staff Template and Snapshot Information	
40	BIRTH DATE	[Teachers]dob	Edit Information	
41	ACTIVE/INACTIVE INDICATOR	[Teachers]PA_Active_Ind	PIMS Staff Template and Snapshot Information	
42	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
43	YEARS EXPERIENCE IN DISTRICT	[Teachers]PA_Yrs_Exper_District	PIMS Staff Template and Snapshot Information	
44	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
45	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
46	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
47	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
48	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
49	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
50	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
51	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
52	ANNUAL SALARY	Teachers]PA_Ann_Salary	PIMS Staff Template and Snapshot Information	
53	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
54	TERMINATION CODE	[Teachers]PA_Termination_Cd	PIMS Staff Template and Snapshot Information	
55	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
56	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
57	ALTERNATE STAFF ID	Teachers]TeacherNumber	Edit Information	
58	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
59	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
60	EMPLOYMENT BASIS	[Teachers]PA_Job_Class_Cd	PIMS Staff Template and Snapshot Information	
61	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
62	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
63	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
64	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
65	FIRST NAME LONG	[Teachers]First_Name or	Edit Information	

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
		[Teachers]PA_First_Name_Long		
66	LAST NAME LONG	[Teachers]Last_Name or [Teachers]PA_Last_Name_Long	Edit Information	
67	NAME SUFFIX	[Teachers]PA_Name_Suffix	PIMS Staff Template and Snapshot Information	
68	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
69	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
40	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
71	HIGHEST DEGREE INSTITUTION CODE	Teachers]PA_High_Degree_Inst_Cd	PIMS Staff Template and Snapshot Information	
72	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
73	ADDRESS 3	[Teachers]PA_Address_3	PIMS Staff Template and Snapshot Information	
74	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
75	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
76	EMAIL ADDRESS	[Teachers]Email_Addr	Edit Information	
77	MIDDLE NAME	[Teachers]Middle_Name or [Teachers]PA_Middle_Name_Long	Edit Information	

<b>Element Number</b>	<b>Template Field Name</b>	<b>PowerSchool Source Field Mapping</b>	<b>PowerSchool Screen</b>	<b>PowerSchool Rules</b>
78	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
79	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
80	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
81	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
82	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
83	EMPLOYMENT ELIGIBILITY VERIFICATION	[Teachers]PA_Employ_Elig_Verif	PIMS Staff Template and Snapshot Information	

## Staff Snapshot Template

The Pennsylvania Information Management System (PIMS) is a collaborative effort of the Pennsylvania Department of Education (PDE) and the Local Education Agencies (LEAs) across the Commonwealth.

The Staff Template is meant to reflect the current employee situation. There is more than one location within the LEA for a given collection period.

If you do not want a particular staff member to be reported for PIMS the Exclude from PIMS must be selected to Yes under Pennsylvania State Information on the Edit Information page.

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
1	DISTRICT CODE	[Prefs]PA_districtAUN	District Information	
2	STAFF ID	[Teachers]PA_PPID	State Information	
3	SOCIAL SECURITY NUMBER	[Teachers]SSN	Edit Information	
4	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
5	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
6	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
7	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
8	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
9	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
10	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
11	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
12	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
13	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
14	LOCATION CODE	[Schools]PA_Location_Code or [Teachers]SchoolID	Edit School	
15	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
16	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
17	STAFF TYPE	[Teachers]PA_Staff_Type	PIMS Staff Template and Snapshot Information	
18	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
19	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
20	GENDER CODE	[Teachers]gender	Edit Information	
21	ETHNIC CODE SHORT	[Teachers]Ethnicity	Edit Information	
22	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
23	HOME PHONE	[Teachers]Home_Phone	Edit Information	
24	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
25	ADDRESS 1	[Teachers]Street	Edit Information	
26	ADDRESS 2	[Teachers]PA_Address_2	PIMS Staff Template and Snapshot Information	

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
27	CITY	[Teachers]City	Edit Information	
28	STATE	[Teachers]State	Edit Information	
29	FULL ZIP CODE	[Teachers]Zip	Edit Information	
30	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
31	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
32	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
33	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
34	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
35	CURRENT SERVICE DATE	[Teachers]PA_Cur_Service_Dt	PIMS Staff Template and Snapshot Information	
36	EXIT DATE	[Teachers]PA_Exit_Dt	PIMS Staff Template and Snapshot Information	
37	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
38	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
39	YEARS EXPERIENCE	[Teachers]PA_Yrs_Exper	PIMS Staff Template and Snapshot Information	
40	BIRTH DATE	[Teachers]dob	Edit Information	

<b>Element Number</b>	<b>Template Field Name</b>	<b>PowerSchool Source Field Mapping</b>	<b>PowerSchool Screen</b>	<b>PowerSchool Rules</b>
41	ACTIVE/INACTIVE INDICATOR	[Teachers]PA_Active_Ind	PIMS Staff Template and Snapshot Information	
42	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
43	YEARS EXPERIENCE IN DISTRICT	[Teachers]PA_Yrs_Exper_District	PIMS Staff Template and Snapshot Information	
44	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
45	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
46	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
47	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
48	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
49	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
50	SNAPSHOT DATE	N/A	Snapshot Extract Report.	The snapshot date will extract the report end date that is entered on the report interface. The "Run Snapshot Extract" has to be set to Yes for the snapshot date to be extracted.
51	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
52	ANNUAL SALARY	Teachers]PA_Ann_Salary	PIMS Staff Template and Snapshot Information	

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
53	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
54	TERMINATION CODE	[Teachers]PA_Termination_Cd	PIMS Staff Template and Snapshot Information	
55	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
56	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
57	ALTERNATE STAFF ID	Teachers]TeacherNumber	Edit Information	
58	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
59	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
60	EMPLOYMENT BASIS	[Teachers]PA_Job_Class_Cd	PIMS Staff Template and Snapshot Information	
61	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
62	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
63	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
64	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
65	FIRST NAME LONG	[Teachers]First_Name or [Teachers]PA_First_Name_Long	Edit Information	
66	LAST NAME LONG	[Teachers]Last_Name or [Teachers]PA_Last_Name_Long	Edit Information	

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
67	NAME SUFFIX	[Teachers]PA_Name_Suffix	PIMS Staff Template and Snapshot Information	
68	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
69	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
40	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
71	HIGHEST DEGREE INSTITUTION CODE	Teachers]PA_High_Degree_Inst_Cd	PIMS Staff Template and Snapshot Information	
72	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
73	ADDRESS 3	[Teachers]PA_Address_3	PIMS Staff Template and Snapshot Information	
74	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
75	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
76	EMAIL ADDRESS	[Teachers]Email_Addr	Edit Information	
77	MIDDLE NAME	[Teachers]Middle_Name or [Teachers]PA_Middle_Name_Long	Edit Information	
78	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
79	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
80	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED

<b>Element Number</b>	<b>Template Field Name</b>	<b>PowerSchool Source Field Mapping</b>	<b>PowerSchool Screen</b>	<b>PowerSchool Rules</b>
81	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
82	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
83	EMPLOYMENT ELIGIBILITY VERIFICATION	[Teachers]PA_Employ_Elig_Verif	PIMS Staff Template and Snapshot Information	

## Codes for Staff Template/Snapshot Template Elements

### Staff Type

Select the value that indicates whether the staff member is employed for a standard number of hours in a week, month, or other period of time. The field defaults to F-Full Time.

Code	Description
F	Full Time
P	Part Time

### Active/Inactive Indicator

Select the value that indicates whether the staff member is currently active, terminated, or on leave. In the case of staff that is on leave, the type of leave is also indicated here.

Code	Description
A	Active
T	Terminated
D	Administrative Leave
N	Annual Leave
B	Bereavement leave
C	Compensatory leave time
F	Family and Medical leave

Code	Description
G	Government-requested leave
M	Military Leave
P	Personal Leave
R	Release Time
S	Sabbatical leave
K	Sick leave
U	Suspension
O	Other
H	Charter School
W	Workers Compensation

### Job Class Code Long

Select the category which most clearly reflects the nature and degree of the staff members' participation in the work force.

Code	Description
1378	Probationary
1379	Contractual
1380	Substitute/temporary
1381	Tenured or permanent
1382	Volunteer/no contract

Code	Description
1383	Employed or affiliated with outside organization
1384	Contingent upon funding
1385	Non-contractual
1386	Other Employment status
9998	Emergency Permit

## Termination Code

Select the primary reason for the termination of the employment relationship.

Code	Description
01	Resigned/terminated, remained in education
02	Resigned/terminated, left education
03	Furloughed/laid off
06	Retired
07	Death/Illness
08	Other
14	Disciplinary action

## Highest Degree Institution Code

Select the category that shows the extent of formal instruction an individual has received (e.g., the highest grade in school completed or its equivalent or the highest degree received).

Code	Description
1044	High school diploma
2409	High school equivalency (e.g. GED)
0819	Vocational Certificate
1049	Some college but no degree
1050	Associate's degree (two years or more)
1051	Bachelor's (Baccalaureate) degree (e.g. B.A.,A.B,B.S)
1054	Master's Degree (e.g., M.A., M.S., M. Eng., M.Ed., M.S.W., M.B.A., M.L.S.)
1055	Specialist's degree (e.g., Ed.S.)
1057	Doctoral (Doctor's) degree (e.g., Ph.D., Ed.D.)
9998	Less than HS graduate

## Employment Eligibility Verification

Select the documentation furnished by the staff member to show their eligibility to be legally employed in the United States.

Code	Description
1018	U.S. Passport
1019	Certificate of U.S. citizenship (INS Form N-560 or N-561)
1020	Certificate of naturalization (INS Form N-550 or N-570)
1024	Unexpired employment authorization card (INS Form I-688A)
1022	Alien registration receipt card with photograph (INS Form I-151 or I-155)
1023	Unexpired temporary resident card (INS Form I-688)
1025	Unexpired reentry permit (INS Form I-327)
1026	Unexpired refugee travel document (INS Form I-571)
1034	Unexpired employment authorization document issued by the INS (other than those listed above)
1028	U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment)
1029	Certification of birth abroad issued by the Department of State (Form FS-545 or Form DS-1350)
1030	Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
1031	Native American tribal document
1032	U.S. citizen ID card (INS Form I-197)
1033	ID card for use of resident citizen in the United States (INS

Code	Description
	Form I-179)
9999	Other

## Running the Staff Template/Snapshot

### Report Input

Each of the available run options and required and optional data fields for the report are described below.

Field	Description
Use	<p>Use the pull-down menu to select one of the following options:</p> <ul style="list-style-type: none"> <li>• Current School Only — the report generates information for the select school only.</li> <li>• District Wide — the report generates information for all schools district wide.</li> </ul> <p>The default option is District Wide.</p>
Records to Include	<p>The default option is All Records</p> <p>Use this option to filter the extract by staff. If you click <b>The selected records only</b> option, a staff selection page appears. Use this page to identify the staff records you want to include in the extract.</p>
Processing Options	<p>The default option is In Background Now. The option to override is available for this report.</p>
<b>Data to be Filled</b>	
Report Term Start Date	Select the start date for the staff data you want to include on the report.
Report Term End Date	Select the end date for the staff data you want to include on the report.
Field Delimiter	Select the field delimiter for the extract file. Your choices are Tab, Comma, or Pipe.
Run Snapshot (Reports End Date)	Select Yes to save a snapshot of the staff data as of the report end date. The default option is No.

<b>Field</b>	<b>Description</b>
Run from the Extract Viewer	Select Yes to create an extract file from the records in the Extract Viewer. The default option is No.  If No is selected, the records that currently exist in the Extract Viewer are replaced.

## Staff Assignment Template

The Pennsylvania Information Management System (PIMS) is a collaborative effort of the Pennsylvania Department of Education (PDE) and the Local Education Agencies (LEAs) across the Commonwealth.

The Staff Assignment Template is used to track point-in-time information on staff assignments. More than one assignment can be reported for a staff member. You must enter a record for each work assignment in PowerSchool for to report multiple staff work assignments. To enter work assignments go to > Staff > Select a Staff Member > Edit Information>Pennsylvania State Information>Staff Assignment Template Record and select New.

If you do not want a particular staff member to be reported for PIMS the Exclude from PIMS must be selected to Yes under Pennsylvania State Information on the Edit Information page.

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
1	DISTRICT CODE	[Prefs]PA_districtAUN	District Information	
2	STAFF ID	[Teachers]PA_PPID	State Information	
3	ASSIGNMENT CODE	[PA_SAT]assign_cd	New Staff Assignment Record	Click on the codes link to see the list of valid state assignment codes.
4	LOCATION CODE	[PA_SAT]loc_cd [Schools]PA_Location_Code or [Schools]SchoolID	Edit School	If the Location Code on the Staff Assignment record is blank, the PIMS Location code on the school info page is extracted. If that is blank, the school number is extracted.
5	SCHOOL YEAR DATE	[PA_SAT]sch_yr_dt	New Staff Assignment Record	The school year date will be populated in the field. It's using the term to determine the value.
6	ASSIGNMENT	[PA_SAT]assign_dt	New Staff	

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
	DATE		Assignment Record	
7	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
8	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
9	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
10	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
11	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
12	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
13	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
14	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
15	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
16	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
17	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
18	PERCENT TIME ASSIGNED	[PA_SAT]per_time_assign	New Staff Assignment Record	Do not enter the % symbol in this field.
19	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
20	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED

## Running the Staff Assignment Template

### Report Input

Each of the available run options and required and optional data fields for the report are described below.

Field	Description
Use	<p>Use the pull-down menu to select one of the following options:</p> <ul style="list-style-type: none"> <li>• Current School Only — the report generates information for the select school only.</li> <li>• District Wide — the report generates information for all schools district wide.</li> </ul> <p>The default option is District Wide.</p>
Records to Include	<p>The default option is All Records</p> <p>Use this option to filter the extract by staff. If you click <b>The selected records only</b> option, a staff selection page appears. Use this page to identify the staff records you want to include in the extract.</p>
Processing Options	<p>The default option is In Background Now. The option to override is available for this report.</p>
<b>Data to be Filled</b>	
Report Term Start Date	Select the start date for the staff data you want to include on the report.
Report Term End Date	Select the end date for the staff data you want to include on the report.
Field Delimiter	Select the field delimiter for the extract file. Your choices are Tab, Comma, or Pipe.

Field	Description
Run from the Extract Viewer	Select Yes to create an extract file from the records in the Extract Viewer. The default option is No.  If No is selected, the records that currently exist in the Extract Viewer are replaced.

## Importing Staff Assignments

The following explains the file format and steps to import staff assignments into staff members.

### File Format

The file being imported must be saved as a tab delimited text file. Example:

```
123456789 3216 6324 06/30/2008 09/30/2007 100
```

### Importing into the Staff Assignment Template Table

Navigate to **Start Page>Special Functions>Importing & Exporting> Quick Import**

**Table:** select "PA\_SAT"

**Field Delimiter:** Tab (Save the import file as a tab delimited text file)

**End-of-line marker:** CR

**Character Set:** Leave as is

**File to import:** Click Browse and navigate to the location of the import file.

**Suggest Field Map:** Check this box

Click Import

#### Imported Fields:

Field	To PowerSchool Field	Value
Staff ID	foreignKey	PowerSchool Staff Unique ID (ID Number assigned to the Staff member through PowerSchool)
Assignment Code	assign_cd	4 Digit Code of the Staff Assignment
Location Code	loc_cd	The School Number the Staff member is assigned to
School Year Date	sch_yr_dt	The school year date of the staff's assignment

Field	To PowerSchool Field	Value
		(MM/DD/YYYY)
Assignment Date	assign_dt	The Date the Staff member is assigned to the assignment (MM/DD/YYYY)
Percent Time Assigned	per_time_assign	The percent time the staff member is assigned to the assignment (90% should be recorded as 0.90)

Click **Submit**.

## School Calendar Template

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
1	District Code	[Prefs]PA_districtAUN	Start Page > District Setup > District Information	
2	School Year Date	Calculated		Depending on the Term that is selected it pulls the Year of that term into the format YYYY-06-30.

3	Calendar ID	Calculated	N/A	Combination of School Number ([Schools]School_Number), Term ID, and Track ([PA_SchCal]track)  Or  For out of district created calendars:  School Identifier ([PA_OutDisCal]sch_ident), Term ID, and Track ([PA_OutDisCal]track)
4	Calendar Description	[PA_SchCal]cal_desc Or [PA_OutDisCal]cal_desc	Start Page > District Setup > Schools Info > School Setup > School Calendar Records  or  Start Page > District Setup > Out of District School Calendar Records	
5	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
6	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED	NOT COLLECTED
7	Rotation Pattern Code	[PA_SchCal]rot_pat_cd Or [PA_OutDisCal]rot_pat_cd	Start Page > District Setup > Schools Info > School Setup > School Calendar Records  or  Start Page > District Setup > Out of District School Calendar Records	Required for part-time CTC/AVTS and part-time kindergarten and kindergarten programs.  See below for valid state codes.

8	Calendar Programs Code	[PA_SchCal]cal_prog_cd Or [PA_OutDisCal]cal_prog_cd	Start Page > District Setup > Schools Info > School Setup > School Calendar Records  or Start Page > District Setup > Out of District School Calendar Records	
9	Calendar Start Date	Calculated Or [PA_OutDisCal]cal_start_dt	Calculated Or Start Page > District Setup > Out of District School Calendar Records	Calculated by the start date of the term. Or pulled from the Calendar Start Date if out of district school.
10	Calendar End Date	Calculated Or [PA_OutDisCal]cal_exit_dt	Calculated Or Start Page > District Setup > Out of District School Calendar Records	Calculated by the end date of the term. Or pulled from the Calendar Exit Date if out of district school.
11	Instruction Start Date	Calculated Or [PA_OutDisCal]inst_start_dt	Start Page > District Setup > Schools Info > School Setup > School Calendar Records  or Start Page > District Setup > Out of District School Calendar Records	Calculated by the first day in session depending on the track. Or pulled from the Instruction Start Date if out of district school.

12	Instruction End Date	Calculated Or [PA_OutDisCal]inst_end_dt	Calculated or Start Page > District Setup > Out of District School Calendar Records	Calculated by the last day in session depending on the track. Or pulled from the Instruction End Date if out of district school.
13	Graduation Ceremony Date	[PA_SchCal]grad_cer_dt Or [PA_OutDisCal]grad_cere_dt	Start Page > District Setup > Schools Info > School Setup > School Calendar Records or Start Page > District Setup > Out of District School Calendar Records	Up to 10 characters in the format MM/DD/YYYY. Converted to YYYY-MM-DD in the extract.
14	Number of Scheduled School Days	[PA_SchCal]num_sch_day Or [PA_OutDisCal]num_schd_days	Start Page > District Setup > Schools Info > School Setup > School Calendar Records or Start Page > District Setup > Out of District School Calendar Records	Up to 3 characters.
15	Instructional Minutes in Standard Day	[PA_SchCal]instr_min_stan Or [PA_OutDisCal]inst_min_in_day	Start Page > District Setup > Schools Info > School Setup > School Calendar Records or Start Page > District Setup > Out of District School Calendar Records	Up to 3 characters.

16	Total days in session lost due to strike	[PA_SchCal]in_sess_strike Or [PA_OutDisCal]in_sess_strike	Start Page > District Setup > Schools Info > School Setup > School Calendar Records or Start Page > District Setup > Out of District School Calendar Records	Up to 3 characters.
17	Total days in session lost due to Act 80	[PA_SchCal]in_sess_act80 Or [PA_OutDisCal]in_sess_act80	Start Page > District Setup > Schools Info > School Setup > School Calendar Records or Start Page > District Setup > Out of District School Calendar Records	Up to 3 characters.
18	Total days in session lost due to other reasons	[PA_SchCal]in_sess_other Or [PA_OutDisCal]in_sess_other	Start Page > District Setup > Schools Info > School Setup > School Calendar Records or Start Page > District Setup > Out of District School Calendar Records	Up to 3 characters.

19	Total make-up days	[PA_SchCal]tot_makeup Or [PA_OutDisCal]tot_makeup	Start Page > District Setup > Schools Info > School Setup > School Calendar Records or Start Page > District Setup > Out of District School Calendar Records	Up to 3 characters.
20	Tot Instr mins lost to planned shortened days	[PA_SchCal]instruct_lost_short Or [PA_OutDisCal]tot_instr_short	Start Page > District Setup > Schools Info > School Setup > School Calendar Records or Start Page > District Setup > Out of District School Calendar Records	Up to 3 characters.

## Codes for School Calendar Template

### Rotation Pattern Code

Select the value for part-time CTC/AVTS programs or the part-time pre-kindergarten or kindergarten programs.

Code	Description
H	Half Day
1	One Week
2	Two Week
3	Three Week
9	Nine Week
S	Semester
O	Other
H	Half Day
A	Alternate Day

## Running the School Calendar Template

The following setup is required prior to running the School Calendar Template.

- A calendar record must be setup for each track at each building. Change the Term to the reporting term. For example, if reporting calendar information 07/08, select the 07/08 term. Navigate to District>Schools/School Info and select a building. Under Pennsylvania State Information, click the link to School Calendar Fields. Click "New" to create a record for each track. This will need to be completed for each building that is being reported.

- If you are a district that has a building created that contains students from other districts that you need to report, please create the records at District>Pennsylvania State Information>Out of District School Information. NOTE: The School Identifier must be filled in. Once all the other fields are entered, each student that falls into this building will need to be flagged. Navigate to a student within the Out of District building. Select State/Province-PA, Edit Current Enrollment Data Fields, Select an Out of District School Identifier.
- The following is how the report extracts records:
  - Runs for the current school or district.
  - Selects records from the PA\_SchCal or PA\_OutDisCal tables based on the school ID they were set up for, and that the school year date matches the current term selected in PowerSchool.

## Report Input

Each of the available run options and required and optional data fields for the report are described below.

Field	Description
Use	Use the pull-down menu to select one of the following options: <ul style="list-style-type: none"> <li>• Current School Only — the report generates information for the select school only.</li> <li>• District Wide — the report generates information for all schools district wide.</li> </ul> The default option is District Wide.
Processing Options	The default option is In Background Now. The option to override is available for this report.
<b>Data to be Filled</b>	
Calendar Start Date	Enter the school calendar start date.
Calendar End Date	Enter the school calendar end date.
For Out of District Schools Only	Select Yes if running the report just for the out of district building.

Field	Description
Field Delimiter	Select the field delimiter for the extract file. Your choices are Tab, Comma, or Pipe.
Show Column Field Headers	Select Yes to report the column field headers in the extract.
Run from the Extract Viewer	Select Yes to create an extract file from the records in the Extract Viewer. The default option is No.  If No is selected, the records that currently exist in the Extract Viewer are replaced.

## Student Calendar Fact Template

Element Number	Template Field Name	PowerSchool Source Field Mapping	PowerSchool Screen	PowerSchool Rules
1	District Code	[Prefs]PA_districtAUN	Start Page > District Setup > District Information	
2	School Year Date	Calculated		Depending on the Term that is selected it pulls the Year of that term into the format YYYY-06-30.

3	Calendar ID	Calculated	N/A	<p>Combination of School Number ([Schools]School_Number), Term ID, and Track ([PA_SchCal]track)</p> <p>Or</p> <p>For out of district created calendars:</p> <p>School Identifier ([PA_OutDisCal]sch_ident), Term ID, and Track ([PA_OutDisCal]track)</p>
4	Student ID	[Students]State_StudentNumber	PAsecureID Data Fields	12 digit PA Secure ID provided from the state
5	District Code of Residence	<p>[Students]DistrictOfResidence</p> <p>Or</p> <p>[Prefs]PA_districtAUN</p>	<p>Start Page &gt; Student Selection &gt; Edit Current Enrollment</p> <p>or</p> <p>Start Page &gt; District Setup &gt; District Information</p>	District of Residence code that is set up at the district level or the AUN number on the district page.

6	Funding District Code	[Students]PA_Fund_Dis Or [Prefs]PA_districtAUN	Start Page > Student Selection > Pennsylvania State Information > PIMS Student Template Data Fields  Or Start Page > District Setup > District Information	Up to 9 Characters in the Funding District code on the PIMS Student Template Data fields page or the AUN number on the district page.
7	Residence Status Code	[Students]PA_PIMS_ResidenceCode [ReEnrollments]PA_PIMS_ResidenceCode	Start Page > Student Selection > Pennsylvania State Information > PIMS Student Template Data Fields	
8	Days Enrolled	Calculated	N/A	Calculated using the ADA ADM function in the format ###.##
9	Days Present	Calculated	N/A	Calculated using the ADA ADM function in the format ###.##
10	Percentage of Time Enrolled for Calendar	Calculated	N/A	Extracted from FTE mapping.

## Running the Student Calendar Fact Template

The following setup is required prior to running the Student Calendar Fact Template.

- Prior to running the PIMS Student Calendar Fact template students that are enrolled in the out of district school have to be flagged at the enrollment level in the Out of District School Identifier. If you don't have this situation, disregard the above setup.
- All schools will have to have the FTE Mapping setup. This is setup in Schools/Schools Info, FTE Attendance Mappings under Pennsylvania State Information. The FTE's created at the school will appear in the dropdown. Enter the Percentage that each FTE relates to in the Percentage field. Example, an FTE was created and called FTE Value: 1. This FTE is assigned to full time students that attend school all day. In the Percentage field you will enter 100.
- The following is how the report selects records:
  - Runs for the current school.
  - Selects records from the PA\_SchCal or PA\_OutDisCal tables based on the school ID they were set up for, and that the school year date matches the current term selected in PowerSchool.

## Report Input

Each of the available run options and required and optional data fields for the report are described below.

Field	Description
Use	Use the pull-down menu to select one of the following options: <ul style="list-style-type: none"> <li>• Current School Only — the report generates information for the select school only.</li> <li>• District Wide — the report generates information for all schools district wide.</li> </ul> The default option is District Wide.
Processing Options	The default option is In Background Now. The option to override is available for this report.
Students to Include	The default option is All students

Field	Description
	Use this option to filter the extract by student. If you click <b>The selected students only</b> option, a Student Selection page appears. Use this page to identify the student records you want to include in the extract
Report Term Start Date	Enter the school calendar start date.
Report Term End Date	Enter the school calendar end date.
For Out of District Schools Only	Select Yes if running the report just for the out of district building.
Field Delimiter	Select the field delimiter for the extract file. Your choices are Tab, Comma, or Pipe.
Show Column Field Headers	Select Yes to report the column field headers in the extract.
Run from the Extract Viewer	Select Yes to create an extract file from the records in the Extract Viewer. The default option is No.  If No is selected, the records that currently exist in the Extract Viewer are replaced.



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