



Pennsylvania
Department of Education

Pennsylvania Information Management System

Volume 1

Postsecondary Pilot USER MANUAL

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Secretary of Education

Pilot
V 1.10



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-OR-

To access the PIMS Help Desk online, please follow the following steps:

1. Click the following link: <http://www.edportal.ed.state.pa.us> or copy and paste it into your web browser's address bar.
2. Click PIMS from the main navigation menu on the left.
3. Click the Help Request Form link, which is located on the right under the PIMS Support Links heading.
4. Follow the directions on the form to submit your help request.



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Introduction

Purpose

The Pennsylvania Information Management System (PIMS) is a collaborative effort of the Pennsylvania Department of Education (PDE), the Local Education Agencies (LEAs), and the Postsecondary Institutions across the Commonwealth. PIMS is a statewide longitudinal data system that will efficiently and accurately manage, analyze, disaggregate and use individual student data for each student served by Pennsylvania's Pre-K through Grade 16 education system.

PIMS serves many purposes. These are to:

- Meet the current PDE reporting requirements;
- Improve education decision-making through the use of high quality data and decision support tools;
- Provide longitudinal tracking of particular individual and subgroup education progress over time, and;
- Report timely and accurate education data through standardized and ad hoc reporting capabilities.

PIMS uses the eScholar data warehouse model which stores data in a relational database that integrates summary and detailed student and staff information. eScholar uses a standard set of templates that provide a consistent format for loading data from various student information systems into the warehouse. By using templates, postsecondary institutions are not required to purchase new hardware or software. Modifications to student information system software will be necessary to format data to meet template standards for file transmission. For additional information on eScholar, please visit their website at www.escholar.com

Family Educational Rights and Privacy Act

Student education records are official, confidential documents protected by the Family Educational Rights and Privacy Act (FERPA, 20 USC 1232g). FERPA defines education records as all records that schools or education agencies maintain about students, and protects both paper and computerized records. FERPA and other privacy laws (such as Title I and Special Education) ensure that information about citizens collected by schools and government agencies is released only for specific and legally defined purposes.

Under FERPA Sec. 99.31 and 99.35, education agencies may release personally identifiable information to the PDE for the purposes of auditing and evaluating education programs and complying with federal and state regulations. See Volume 2 for additional summary information on FERPA.



PIMS Manual Change Summary

Below are the changes that have been made in each version of the PIMS User Manual.

| Version | Volume | Section | Change |
|----------------|---------------|----------------|---|
| 1.10 | 1 | All | Adjustments to the Code and R/O/CR fields for all templates |
| 1.10 | 1 | Enrollment | Added Unknown option to EXIT REASON CODE (field 35) |



Report Dates

Report Dates for the state-wide rollout to be determined.



Students To Be Reported in PIMS

All of your undergraduate, for-credit students should be submitted to PIMS. This includes both full- and part-time students, as well as both in- and out-of-state students.

Templates

Templates are the files that will be used to load data into PIMS data warehouse. Template specifications define the fields required for each file submitted to the PIMS. Each template maps directly to a separate table in the data warehouse. By using templates, institutions are able to use a variety of file formats (comma delimited, tab delimited, pipe) to transmit data as long as all fields within the template are accounted for. Within a given template not all eScholar-defined fields are collected by PDE. If a field is not collected, it is important to note that it still must be accounted for in the template file through use of the appropriate delimiter position.

Key Items to note with Template Creation

- eScholar data warehouse provides Lookup Tables for recoding
 - Ethnic Codes to Ethnic Descriptions
 - e.g. 2 = Black (non-Hispanic)
- PIMS uses PDE-defined codes
- Data Extraction process must translate local codes to PDE codes
- Lookup Tables will translate PDE codes to PDE descriptions

Development Priority

- Some templates have dependencies on other templates
- Highlighted items within the Load Sequence/Dependencies section at the bottom of each Template specification indicate which templates must be submitted prior to the Template in question
- Recommendation: Start with 'PS Student Institution' template

Development/Testing

- Users can test and submit data in parallel

Each template specification in the PIMS Manual will contain the following sections:

Template Information

| | |
|-----------------------------|---|
| Template Name | eScholar Template Name. |
| Template Description | General description of the template. |
| Template Number | eScholar designated template number. Each template number is unique. |
| Target Table | eScholar data warehouse target table name for template (must be used within the template file name). |

Field Information

Each template specification within this document will have a table that indicates the following information:

| | |
|----------------------------------|--|
| Field # | eScholar designated field number. Each field can be uniquely identified within the template. |
| Max Length | Field lengths are identified in each template in the Length column. Maximum field lengths are specified for fields that do not have pre-defined code sets. This information is critical because the eScholar load plans will reject any record which contains a field that is greater than the designated length. Template fields that have pre-defined code sets do not have a length specified – simply adhere to the predefined code set. If the Max Length column has “N/A”, that indicates a code set is available for that field. |
| Field Name | eScholar Field Name. Those fields that are highlighted are the fields collected for PDE. |
| R/O/CR | R - Required CR - Conditionally Required O – Optional |
| Not Collected | Some fields are not collected. |
| Code | The code column is used to identify how the specific field is applied to the target table in the eScholar Data Warehouse "K" indicates that this column is a component of the set of columns that make up the primary key for the target table The primary key specifies the uniqueness of each entry in the target table "K*", "K1*", "K2*" indicates that the template contains more than one field that is associated with a table column that is part of the primary key - these values always occur in pairs - two fields with a code of K*, two fields with a code of K1*, etc. - in these cases, business rules are provided that indicate how the load plan processes the fields - in these cases, only one of the pair of K*, K1*, K2* fields should be populated "U" indicates that this column will be updated in the target table if the entry exists and the value of this column has changed "F" indicates that this column value will only be applied on the first load of this entry and it can not be updated "X" indicates that the value is only used for identification purposes and is not part of the target table "Z" indicates a special rule that is defined within the specific template where this is used "M" indicates that the field is an eScholar mandatory field - a value must be supplied "M*" indicates that for a pair of fields, at least one of the fields must be populated "R" indicates that this is a eScholar recommended field for reporting "N/A" indicates that this field is ignored by the load plan (although still must be accounted for in an extract) "OBS" indicates that this field is obsolete (although must still be accounted for in an extract) |
| Definitions | PDE definition of each field to be collected. |
| Business Rules | Any relevant PDE business rules that must be followed in creating the field value are defined here. |
| Lookup Name | Name of lookup table associated with the field collected |
| Valid Values/Example Data | If a field requires one value in a specific code set (e.g., Gender – “M” for Male and “F” for Female) that code set will be defined here. If the field is a free-form field (e.g., Last Name Long) example data will be supplied. |

Rules

This section describes any rules that must be followed in creating the template file. Specific file formats supported by the template are identified in the last business rule in each section. The relevant rules for PDE are highlighted.

Load Sequence/Dependencies

This section identifies any prerequisite files that must be loaded into eScholar prior to loading the given template file. The relevant templates that must be loaded by institutions prior to loading the template in question are indicated. For example, whenever there is a template with a student ID, the PS Student Institution Template must have been submitted first.

FAQs

The FAQs section will list Frequently Asked Questions (FAQ) for the specific template and provide answers.



Enrollment Domain

Institutions are required to fill out the following templates in the Enrollment Domain:

- **PS Student Enrollment**

This domain only applies to the following organizational types:

- Community Colleges
- PASSHE Institutions
- State Related Institutions
- Private Institutions

PS Student Enrollment Template

Template Number: PS022

Target Table(s): PS_STUDENT_ENROLL

Template Description

This template contains the student enrollment and withdrawal transactions at each campus within each institution. This template will be used to track student mobility and enrollment information. Submit all mobility transactions for all students throughout the entire year, not just students active at the end of the year, and not just the last transaction for a student. At least one record should exist in this template for every student enrolled in an institution at any time during the school year.

For each reporting date, submit all enrollment entry and exit transactions that occurred since the prior reporting date.

Grain: One record per student / institution / campus / collection term / collection type and academic year

Please note that only the **Fields highlighted** will be collected for Pennsylvania Department of Education. Remember that all fields may not be mandatory; however, all fields within a template **MUST BE** accounted for in order to transmit data.

Please note that only the **Rules highlighted** are relevant for Pennsylvania Department of Education.



PS Student Enrollment Template Specifications

| Field# | Max Length | Field Name | R/O/CR | Code | Definition | Business Rule | Lookup Name | Sample Value |
|--------|---------------|-----------------|--------|------|---|---|-------------|--|
| 1 | 20 | INSTITUTION ID | R | K,M | The unique 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education | | | Example: 123456789 All institution and campus codes can be found at: http://edna.ed.state.pa.us |
| 2 | 20 | CAMPUS ID | R | K,M | The PDE defined 4-digit code identifying the campus | | | Example: 1234 All institution and campus codes can be found at: http://edna.ed.state.pa.us |
| 3 | 10 | PS STUDENT ID | R | K,M | The 10-digit unique PAsecureID assigned to the student | | | Example: 1234567890 |
| 4 | 40 | COLLECTION TERM | R | K,M | Academic term of data submission. | For the pilot use the value SPRING | | FALL SPRING SUMMER |
| 5 | 40 | COLLECTION TYPE | R | K,M | Specifies type of data collection. | For the pilot use the value PILOT | | FREEZE END OF TERM |
| 6 | 10 | ACADEMIC YEAR | R | K,M | A single date indicating the whole school year. The June 30 at the end of the standard school year is used to designate a school year. Thus the 2008-2009 school year would be indicated by 2009-06-30. | All dates must be entered in ISO format (YYYY-MM-DD). | | 2009-06-30 |
| 7 | Not Collected | | | | | | | |
| 8 | Not Collected | | | | | | | |
| 9 | Not Collected | | | | | | | |
| 10 | Not Collected | | | | | | | |
| 11 | Not Collected | | | | | | | |



PS Student Enrollment Template Specifications

| Field# | Max Length | Field Name | R/O/CR | Code | Definition | Business Rule | Lookup Name | Sample Value |
|--------|---------------|----------------------------|--------|------|--|---------------|-----------------|---|
| 12 | Not Collected | | | | | | | |
| 13 | Not Collected | | | | | | | |
| 14 | Not Collected | | | | | | | |
| 15 | Not Collected | | | | | | | |
| 16 | N/A | DEGREE SEEKING STATUS CODE | R | M,U | Specifies student's degree-seeking status. | | DEGREE STATUS | 1 - Degree/certificate seeking 2 - Non degree/certificate seeking taking courses for credit 3 - Unknown |
| 17 | N/A | DEGREE SEEKING TYPE CODE | R | M,U | Specifies academic award of program student enrolled in. | | DEGREE TYPE | 1 - Certificate 2 - Diploma 3 - Associate 4 - Transfer Associate 5 - Terminal Associate 6 - Bachelor's 7 - Joint Bachelor's/Master's 12 - Unknown 13 - None |
| 18 | N/A | DEGREE AWARDED CODE | R | M,U | Type of award/degree conferred on the student. If no degree has been conferred use code 12. | | DEGREE TYPE | 1 - Certificate 2 - Diploma 3 - Associate 4 - Transfer Associate 5 - Terminal Associate 6 - Bachelor's 7 - Joint Bachelor's/Master's 12 - None conferred |
| 19 | N/A | ENROLLMENT TYPE CODE | R | M,U | Specifies whether the student was a high school student dually enrolled (receiving high school graduation credit) or concurrently enrolled (not receiving high school graduation credit) in the postsecondary institution during the reporting period. | | ENROLLMENT TYPE | 1 - Not dually or concurrently enrolled 2 - Act 46 Dual Enrollment 3 - Non Act 46 Dual Enrollment 4 - Concurrent Enrollment |

PS Student Enrollment Template Specifications

| Field# | Max Length | Field Name | R/O/CR | Code | Definition | Business Rule | Lookup Name | Sample Value |
|--------|------------|--|--------|------|---|---------------|-------------|-----------------|
| 20 | 3 | FULL TIME STUDENT INDICATOR | R | M,U | Specifies student's full or part time status during the reporting period. | | YES NO NA | YES NO NA |
| 21 | 3 | FIRST TERM OF ACADEMIC HISTORY INDICATOR | R | M,U | Specifies whether the respective term is student's first of postsecondary academic history at the respective level. | | YES NO NA | YES NO NA |
| 22 | 3 | HONORS PROGRAM INDICATOR | R | M,U | Specifies whether student is enrolled in the institution's honors program as of the reporting period. | | YES NO NA | YES NO NA |
| 23 | 3 | INSTITUTIONAL HOUSING INDICATOR | R | M,U | Specifies whether the student lived in institutionally provided housing during the reporting period. | | YES NO NA | YES NO NA |
| 24 | 3 | STUDY ABROAD INDICATOR | R | M,U | Specifies whether the student is studying abroad during the reporting period. | | YES NO NA | YES NO NA |
| 25 | 3 | FOREGIN EXCHANGE STUDENT INDICATOR | R | M,U | Specifies whether the student is a foreign exchange student attending your institution during the reporting period. | | YES NO NA | YES NO NA |
| 26 | 3 | ALTERNATE CREDIT INDICATOR | R | M,U | Specifies if student received credit from the institution through alternative means such as Prior Learning Assessment or College Learning Examination Program (CLEP) during the reporting period. Excludes Advanced Placement (AP). | | YES NO NA | YES NO NA |
| 27 | 3 | ESL PROGRAM INDICATOR | R | M,U | Specifies whether student is an English as a Second Language (ESL) student as of the reporting period. | | YES NO NA | YES NO NA |

PS Student Enrollment Template Specifications

| Field# | Max Length | Field Name | R/O/CR | Code | Definition | Business Rule | Lookup Name | Sample Value |
|--------|------------|---|--------|------|--|---------------|-------------|-----------------|
| 28 | 3 | GRADUATION INDICATOR | R | M,U | Specifies whether student graduated at the end of the term. | | YES NO NA | YES NO NA |
| 29 | 3 | FAFSA INDICATOR | R | M,U | Specifies whether student completed the Free Application for Federal Student Aid (FAFSA) for the academic year in question. This is regardless of whether or not the student received any aid. | | YES NO NA | YES NO NA |
| 30 | 3 | TECHNICAL COLLEGE PROGRAM INDICATOR | R | M,U | Specifies whether student is participated in the Technical College Program during the reporting period. | | YES NO NA | YES NO NA |
| 31 | 3 | EQUAL OPPORTUNITY PROGRAM PARTICIPATION INDICATOR | R | M,U | Specifies whether student participated in the Act 101 program during the reporting period. | | YES NO NA | YES NO NA |
| 32 | 3 | EQUAL OPPORTUNITY OPT OUT INDICATOR | R | M,U | Specifies whether student qualified for the Act 101 program during the term but refused Act 101 services. Student has never participated in Act 101 program. | | YES NO NA | YES NO NA |
| 33 | 3 | PERKINS PARTICIPATION INDICATOR | R | M,U | Specifies whether student is participated in the Perkins program during the reporting period and, if so, the type of Perkins student. | | YES NO NA | YES NO NA |



PS Student Enrollment Template Specifications

| Field# | Max Length | Field Name | R/O/CR | Code | Definition | Business Rule | Lookup Name | Sample Value |
|--------|---------------|---------------------------------------|--------|------|--|---------------|-----------------|--|
| 34 | N/A | POST GRADUATION/ COMPLETION PLAN CODE | R | M,U | Student's post graduation/completion plans. | | COMPLETION PLAN | 1 – Transfer to another undergraduate institution 2 – Enroll in graduate program 3 – Military 4 – Workforce 5 – School/work combo 6 – Unknown |
| 35 | N/A | EXIT REASON CODE | R | M,U | Reason the student left the institution during or at the end of the term. | | EXIT REASON | 0 – Did not exit 1 - Obtained Employment 2 - Entered Military 3 - Personal Reasons 4 - Academic Dismissal 5 - Non-Academic Dismissal 6 - Verifiable transfer to two year institution 7 - Verifiable transfer to four year institution 8 - Student deceased or totally disabled 9 - Serving with a foreign aid service of the Federal Government, such as the Peace Corps 10 - Serving on official church mission 11 - Unknown |
| 36 | Not Collected | | | | | | | |
| 37 | Not Collected | | | | | | | |
| 38 | Not Collected | | | | | | | |
| 39 | Not Collected | | | | | | | |
| 40 | 7,2 | CUMULATIVE CREDITS COMPLETED | R | U | Cumulative credits earned by the student including the term being reported. When a student changes from undergraduate to graduate, do not count undergraduate credits. Include transfer credits. | | | |
| 41 | Not Collected | | | | | | | |



PS Student Enrollment Template Specifications

| Field# | Max Length | Field Name | R/O/CR | Code | Definition | Business Rule | Lookup Name | Sample Value |
|--------|---------------|----------------|--------|------|---|---------------|-------------|--------------|
| 42 | Not Collected | | | | | | | |
| 43 | Not Collected | | | | | | | |
| 44 | 10,5 | CUMULATIVE GPA | R | U | Student's cumulative Grade Point Average on a 0.00 to 4.00 scale. | | | |
| 45 | Not Collected | | | | | | | |
| 46 | Not Collected | | | | | | | |
| 47 | Not Collected | | | | | | | |
| 48 | Not Collected | | | | | | | |

School Enrollment Template Specifications

Rules

| | |
|---|--|
| 1 | If supplied, CIP CODE must be of the form 99.9999, 99.99 or 99. where 9 represents a number from 0-9 |
| 2 | ACADEMIC YEAR is used to determine the appropriate CIP EDITION |
| 3 | If any CIP CODE is not supplied, a default value of N/A is used |
| 4 | If supplied, any numeric field must be greater than or equal to zero |
| 5 | |
| | Code Column: K - component of primary key, U - value is updated if row exists, M - a value must be supplied, D - a value is required but a default is supplied |
| 6 | Data must be supplied in delimited format. |

Load Sequences/Dependencies

| |
|-----------------------------------|
| Load Sequence/Dependencies |
| PS023 – PS STUDENT INSTITUTION |



Please note that FAQs in this section pertain to the PS Student Enrollment Template in the Enrollment Domain.

1. Must enrollment information be submitted for all students?

- Yes, enrollment records must be submitted for all for-credit undergraduate students enrolled at any time during a school year.

2. Do I have to submit all enrollment records for a student?

- Yes. If, for example, a student enrolls and withdraws from a particular campus twice during a school year, PIMS must receive four enrollment records for that student – two entry transactions and two withdrawal transactions.
- It is **not** sufficient to send only the most recent transaction.



Student Domain

Institutions are required to fill out the following templates in the Enrollment Domain:

- **PS Student Institution**
- **Student Educational Background**

This domain only applies to the following organizational types:

- Community Colleges
- PASSHE Institutions
- State Related Institutions
- Private Institutions

PS Student Institution Template

Template Number: PS023

Target Table: PS_STUDENT_INSTITUTION

Template Description

The PS Student Institution Template contains basic information regarding an institution's students.

Grain: One record per student, institution, collection term, collection type and academic year

Please note that only the **Fields highlighted** will be collected for Pennsylvania Department of Education. Remember that all fields may not be mandatory; however, all fields within a template **MUST BE** accounted for in order to transmit data.

Please note that only the **Rules highlighted** are relevant for Pennsylvania Department of Education.

PS Student Institution Template Specifications

| Field# | Max Length | Name | R/O/CR | Code | Definition | Business Rules | Lookup Name | Sample Value |
|--------|------------|----------------|--------|------|--|----------------|-------------|--|
| 1 | 20 | INSTITUTION ID | R | K,M | The unique 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education | | | Example: 123456789 All Institution and Campus codes can be found at: http://edna.ed.state.pa.us |



PS Student Institution Template Specifications

| Field# | Max Length | Name | R/O/CR | Code | Definition | Business Rules | Lookup Name | Sample Value |
|--------|---------------|-----------------|--------|------|---|---|-------------|--------------------------|
| 2 | 12 | PS STUDENT ID | R | K,M | The 10-digit unique PAsecureID assigned to the student | | | Example: 10000009 |
| 3 | 40 | COLLECTION TERM | R | K,M | Academic term of data submission. | For the pilot use the value SPRING | | FALL SPRING SUMMER |
| 4 | 40 | COLLECTION TYPE | R | K,M | Specifies type of data collection. | For the pilot use the value PILOT | | FREEZE END OF TERM |
| 5 | 10 | ACADEMIC YEAR | R | K,M | A single date indicating the whole school year. The June 30 at the end of the standard school year is used to designate a school year. Thus the 2008-2009 school year would be indicated by 2009-06-30. | All dates must be entered in ISO format (YYYY-MM-DD). | | 2009-06-30 |
| 6 | Not Collected | | | | | | | |
| 7 | 60 | LAST NAME | R | U | Student's full legal last name | | | Example: Smith |
| 8 | 60 | FIRST NAME | R | U | Student's full legal first name | | | Example: John |
| 9 | 60 | MIDDLE NAME | R | U | Student's full legal middle name | | | Example: Lee |
| 10 | 10 | BIRTH DATE | R | U | Provide the birth date of the student | All dates must be entered in ISO format (YYYY-MM-DD) | | Example: 1991-07-15 |
| 11 | Not Collected | | | | | | | |



PS Student Institution Template Specifications

| Field# | Max Length | Name | R/O/CR | Code | Definition | Business Rules | Lookup Name | Sample Value |
|--------|---------------|----------------------------|--------|------|--|----------------|-------------------|--|
| 12 | 12 | PS LOCAL STUDENT ID | R | U | Student's local institutional ID | | | Example: 12345 |
| 13 | N/A | GEOGRAPHIC ORIGIN CODE | R | U,M | Geographic origin of student's birth place. Code set includes listing of Pennsylvania counties, listing of states other than Pennsylvania and listing of countries other than the United States. | | GEOGRAPHIC ORIGIN | See Pilot Lookups document for values. |
| 14 | N/A | NATIVE LANGUAGE CODE | R | U,M | The student's native language. | | LANGUAGE | See Pilot Lookups document for values. |
| 15 | 3 | FIRST GENERATION INDICATOR | R | U,M | Specifies whether student is a first generation college student within their immediate family. | | YES NO UNK | YES NO UNK |
| 16 | N/A | GENDER CODE | R | U,M | Student's gender. | | GENDER | M - Male F - Female T - Transgender |
| 17 | N/A | RACE CODE | R | U,M | Student's race/ethnicity. | | RACE | 1 - American Indian / Alaskan Native 2 - Asian / Pacific Islander 3 - Black / African American (not Hispanic) 4 - Hispanic (any race) 5 - White / Caucasian (not Hispanic) 6 - Multi-Racial |
| 18 | Not Collected | | | | | | | |

PS Student Institution Template Specifications

| Field# | Max Length | Name | R/O/CR | Code | Definition | Business Rules | Lookup Name | Sample Value |
|--------|---------------|-----------------------------|--------|------|--|--|-----------------|---|
| 19 | Not Collected | | | | | | | |
| 20 | Not Collected | | | | | | | |
| 21 | Not Collected | | | | | | | |
| 22 | Not Collected | | | | | | | |
| 23 | 3 | US CITIZEN INDICATOR | R | U,M | Specifies whether student is a US citizen as of the reporting period. | | YES NO NA | YES NO NA |
| 24 | 3 | NONRESIDENT ALIEN INDICATOR | R | U,M | Indicates if a student is a nonresident or alien. | | YES NO | YES NO |
| 25 | 3 | DISABILITY INDICATOR | R | U,M | | Use a default value of NA for all of your students. | YES NO NA | NA |
| 26 | 20 | PRIMARY DISABILITY CODE | R | U,M | | Use a default value of NA for all of your students. | DISABILITY | NA |
| 27 | Not Collected | | | | | | | |
| 28 | N/A | PRIMARY LANGUAGE CODE | R | U,M | The student's primary language. | | LANGUAGE | See Pilot Lookups document for values. |
| 29 | N/A | MILITARY STATUS CODE | R | U,M | Specifies if the student is/was part of the US Armed Forces or National Guard. | | MILITARY STATUS | 1 - Never served 2 - Active Duty 3 - Inactive Duty 4 - Veteran |

PS Student Institution Template Specifications

| Field# | Max Length | Name | R/O/CR | Code | Definition | Business Rules | Lookup Name | Sample Value |
|--------|------------|-------------------------------|--------|------|--|----------------|-------------|-----------------|
| 30 | 3 | SINGLE PARENT INDICATOR | R | U,M | Specifies whether student is a single parent as of the reporting period. A single parent is any individual who is unmarried or legally separated from a spouse and who has a minor child or children for which the parent has either custody or joint custody, or is pregnant. | | YES NO NA | YES NO NA |
| 31 | 3 | HAS DEPENDANT INDICATOR | R | U,M | Specifies whether or not the student has dependents as of the reporting period. | | YES NO NA | YES NO NA |
| 32 | 3 | CLAIMABLE DEPENDANT INDICATOR | R | U,M | Specifies whether or not student can be claimed as a dependent by anyone else as of the reporting period. | | YES NO NA | YES NO NA |
| 33 | 3 | MIGRANT WORKER INDICATOR | R | U,M | Specifies whether student is a migrant worker. | | YES NO NA | YES NO NA |

PS Student Institution Template Specifications

| Field# | Max Length | Name | R/O/CR | Code | Definition | Business Rules | Lookup Name | Sample Value |
|--------|------------|---------------|--------|------|---|----------------|-------------|-----------------|
| 34 | 3 | LEP INDICATOR | R | U,M | Specifies whether student is Limited English Proficient (LEP) as of the reporting period. This includes any individual who has limited ability in speaking, reading, writing, or understanding the English language; and whose native language is a language other than English; or who lives in a family or community environment in which a language other than English is the dominant language. | | YES NO NA | YES NO NA |

PS Student Institution Template Specifications

| Field# | Max Length | Name | R/O/CR | Code | Definition | Business Rules | Lookup Name | Sample Value |
|--------|------------|------------------------------------|--------|------|--|----------------|-------------|-----------------|
| 35 | 3 | DISPLACE HOMEMAKER INDICATOR | R | U,M | Specifies whether student is considered a displaced homemaker as of the reporting period. A displaced homemaker is any individual who: A. has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills; has been dependent on the income of another family member but is no longer supported by that income; or is a parent whose youngest dependent child will become ineligible to receive assistance under Part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.) not later than two years after the date on which the parent applies for assistance under this title; and B. is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment. | | YES NO NA | YES NO NA |

PS Student Institution Template Specifications

| Field# | Max Length | Name | R/O/CR | Code | Definition | Business Rules | Lookup Name | Sample Value |
|--------|------------|--------------------------------------|--------|------|--|----------------|-------------|-----------------|
| 36 | 3 | ECONOMICALLY DISADVANTAGED INDICATOR | R | U,M | Specifies whether student is considered to be economically disadvantaged as of the reporting period. An economic disadvantage may include individuals or members of families who are: A. eligible for any of the following: program for the Temporary Assistance for Needy Families under Part A of Title IV of the Social Security Act (42 U.S.C. 601). Benefits under the Food Stamp Act of 1977; or B. in receipt of a Pell grant or assistance under a comparable state program of need-based financial assistance. | | YES NO NA | YES NO NA |

PS Student Institution Template Specifications

| Field# | Max Length | Name | R/O/CR | Code | Definition | Business Rules | Lookup Name | Sample Value |
|--------|------------|---------------------------------------|--------|------|--|----------------|-------------|-----------------|
| 37 | 3 | EDUCATIONALLY DISADVANTAGED INDICATOR | R | U,M | Specifies whether student is considered to be educationally disadvantaged as of the reporting period. This includes any individual who is not succeeding or projected not to succeed because of educational barriers that interfere with learning. | | YES NO NA | YES NO NA |
| 38 | 3 | TRANSFER STUDENT INDICATOR | R | U,M | Specifies if student transferred from a different postsecondary institution at the same level (e.g., undergraduate, graduate). The student may transfer with or without credit. This field should be populated with a 'Y' for each term at the institution (at that level) after they have transferred in. | | YES NO NA | YES NO NA |

PS Student Institution Template Specifications

| Field# | Max Length | Name | R/O/CR | Code | Definition | Business Rules | Lookup Name | Sample Value |
|--------|------------|-------------------------------------|--------|------|---|----------------|-----------------|---|
| 39 | N/A | MOTHER HIGHEST EDUCATION LEVEL CODE | R | U,M | Specifies the highest educational attainment of the student's mother. | | EDUCATION LEVEL | 1 – Middle School / Jr. High 2 – High School 3 – College or beyond 4 – Other / unknown |
| 40 | N/A | FATHER HIGHEST EDUCATION LEVEL CODE | R | U,M | Specifies the highest educational attainment of the student's father. | | EDUCATION LEVEL | 1 – Middle School / Jr. High 2 – High School 3 – College or beyond 4 – Other / unknown |
| 41 | 40 | PERMANENT STREET ADDRESS 1 | O | U | Student permanent address line 1. | | | |
| 42 | 40 | PERMANENT STREET ADDRESS 2 | O | U | Provide additional information concerning the street address of the Student's mailing address, such as apartment number | | | |
| 43 | 40 | PERMANENT STREET ADDRESS 3 | O | U | Provide additional information concerning the street address of the Student's mailing address, such as apartment number | | | |
| 44 | 30 | PERMANENT CITY | O | U | Provide the City of the Student's mailing address | | | |

PS Student Institution Template Specifications

| Field# | Max Length | Name | R/O/CR | Code | Definition | Business Rules | Lookup Name | Sample Value |
|--------|------------|-----------------------|--------|------|--|----------------|-------------|--|
| 45 | N/A | PERMANENT STATE CODE | R | U,M | Provide the official two-character US Postal Service abbreviation for the Student's mailing address. | | STATE ABBR | See Pilot Lookups document for values. |
| 46 | 5 | PERMANENT BASE ZIP | O | U | Provide the base zip code of the student's address. | | | Example: 19606 |
| 47 | 4 | PERMANENT ZIP CODE 4 | O | U | | | | |
| 48 | N/A | PERMANENT COUNTY CODE | O | U | Provide the county of the student's address if a PA resident. | | COUNTY | See Pilot Lookups document for values. |



Rules

| | |
|---|--|
| 1 | If P12 STATE STUDENT ID is not supplied, the PS STATE STUDENT ID value will be used |
| 2 | Code Column: F - P12 STATE STUDENT ID is inserted once into table, no updates allowed |
| 3 | The non-null values in RACE CODE through RACE CODE 5 must be unique unless N/A is used; if not, the record is rejected |
| 4 | A code representing Unknown is valid only for RACE CODE; if supplied for other RACE CODE Fields, the record is rejected |
| 5 | At least one of LAST NAME, FIRST NAME fields must be supplied else the record is rejected |
| 6 | Date fields (field name ends in DATE) must be in ISO format: YYYY-MM-DD |
| 7 | |
| | Code Column: K - component of primary key, U - value is updated if row exists, M - a value must be supplied, D - a value is required but a default is supplied |
| 8 | Data must be supplied in delimited format. |

Load Sequence/Dependencies

| Load Sequence/Dependencies | Optional | Lookup |
|----------------------------|----------|--------|
| | | |

FAQs



Student Educational Background Template

Template Number: PS026

Target Table: STUDENT_EDUCATIONAL_BACKGROUND

Template Description

The Student Educational Background Template contains information regarding a student's high school record.

Grain: One record per student / institution

Please note that only the **Fields highlighted** will be collected for Pennsylvania Department of Education. Remember that all fields may not be mandatory; however, all fields within a template **MUST BE** accounted for in order to transmit data.

Please note that only the **Rules highlighted** are relevant for Pennsylvania Department of Education.

Student Educational Background Template Specifications

| Field# | Max Length | Name | R/O/CR | Code | Definition | Business Rules | Lookup Name | Sample Value |
|--------|------------|---------------------|--------|------|--|----------------|-------------|--------------------|
| 1 | 12 | PS STATE STUDENT ID | R | K,M | The 10-digit unique PAsecureID assigned to the student | | | Example: 100000009 |

Student Educational Background Template Specifications

| Field# | Max Length | Name | R/O/CR | Code | Definition | Business Rules | Lookup Name | Sample Value |
|--------|------------|--|--------|------|---|----------------|-------------|--|
| 2 | 20 | SUBMITTING INSTITUTION ID | R | U,M | The unique 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education | | | Example: 123456789 All Institution and Campus codes can be found at: http://edna.ed.state.pa.us |
| 3 | 7 | NCES DISTRICT ID | R | U,D | NCES code of school district student graduated from. Use value of "8888" for Home Schooled students and "9999" for students who have received a GED. | | | |
| 4 | 5 | NCES SCHOOL CODE | R | U,D | NCES code of school high school student graduated from. Use value of "8888" for Home Schooled students and "9999" for students who have received a GED. | | | |
| 5 | 10 | HIGH SCHOOL GRADUCATION SCHOOL YEAR DATE | O | U | Student's year of graduation from high school. Use home school graduation year or year student passed GED if relevant. | | | Example: 2006 |

Student Educational Background Template Specifications

| Field# | Max Length | Name | R/O/CR | Code | Definition | Business Rules | Lookup Name | Sample Value |
|--------|---------------|-----------------------------|--------|------|---|---|-------------|---------------------|
| 6 | 10 | HIGH SCHOOL GRADUATION DATE | O | U | Student's date of graduation from high school. Use home school graduation date or date student passed GED if relevant. | All dates must be entered in ISO format (YYYY-MM-DD). | | Example: 2004-05-15 |
| 7 | 10,5 | HIGH SCHOOL GPA | O | U | Student's high school grade point average. In general scale should be 0.00 to 4.00, although with weighting it is possible for the GPA to be greater than 4.00. | | | |
| 8 | 4,0 | HIGH SCHOOL CLASS RANK | O | U | Student's high school class rank. | | | |
| 9 | 4,0 | HIGH SCHOOL CLASS SIZE | O | U | Student's high school class size. | | | |
| 10 | Not Collected | | | | | | | |



Rules

| | |
|---|--|
| 1 | Date fields (field name ends in DATE) must be in ISO format: YYYY-MM-DD |
| 2 | NCES DISTRICT ID and NCES SCHOOL CODE must both be supplied or both be null |
| 3 | Code Column: D - NCES DISTRICT ID and NCES SCHOOL CODE default to UNK if not supplied |
| 4 | If supplied, HIGH SCHOOL GRADUATION SCHOOL YEAR DATE must be of the form YYYY-06-30 |
| 5 | If supplied, HIGH SCHOOL GPA, HIGH SCHOOL CLASS RANK, HIGH SCHOOL CLASS SIZE, and HIGH SCHOOL CURRICULAR INTENSITY must be greater than or equal to 0 |
| 6 | |
| | Code Column: K - component of primary key, U - value is updated if row exists, M - a value must be supplied, D - a value is required but a default is supplied |
| 7 | Data must be supplied in delimited format. |

Load Sequence/Dependencies

| Load Sequence/Dependencies | Optional | Lookup |
|-----------------------------------|----------|--------|
| 1. PS009 – PS STUDENT INSTITUTION | N | N |

FAQs



Transfer Domain

Institutions are required to fill out the following templates in the Enrollment Domain:

- **Student Transfer**

This domain only applies to the following organizational types:

- Community Colleges
- PASSHE Institutions
- State Related Institutions
- Private Institutions

Student Transfer

Template Number: PS028
 Target Table: STUDENT_TRANSFER

Template Description

The Student Transfer Template contains information regarding a student transferring credits into a postsecondary institution.

Grain: One record per student / institution / campus / transfer from institution / transfer date

Please note that only the **Fields highlighted** will be collected for Pennsylvania Department of Education. Remember that all fields may not be mandatory; however, all fields within a template **MUST BE** accounted for in order to transmit data.

Please note that only the **Rules highlighted** are relevant for Pennsylvania Department of Education

Student Transfer Specifications

| Field# | Max Length | Field Nm | R/O/CR | Code | Definition | Business Rule | Lookup Name | Sample Value |
|--------|------------|------------------------------|--------|------|--|--|-------------|--|
| 1 | 20 | TRANSFER INTO INSTITUTION ID | R | K,M | The unique 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education | This AUN must represent the institution reporting the student. | | Example: 123456789 All Institution and Campus codes can be found at: http://edna.ed.state.pa.us |
| 2 | 20 | TRANSFER INTO CAMPUS ID | R | K,M | The PDE defined 4-digit code identifying the campus the student is transferring into | | | Example: 1234 All Institutions and Campus codes can be found at: http://edna.ed.state.pa.us |



Student Transfer Specifications

| Field# | Max Length | Field Nm | R/O/CR | Code | Definition | Business Rule | Lookup Name | Sample Value |
|--------|------------|-----------------------------|--------|------|--|--|-------------|--------------------------|
| 3 | 12 | PS STATE STUDENT ID | R | K,M | The 10-digit unique PAsecureID assigned to the student | The 10-digit PAsecureID reported must also be reported for the same student within the Student Template (#0320). | | Example: 100000009 |
| 4 | 6 | TRANSFER FROM IPEDS UNIT ID | R | K,M | NCES Institution code for the Institution from which the student transferred. | | | |
| 5 | 10 | TRANSFER DATE | R | K,M | Date of transfer into institution | All dates must be entered in ISO format (YYYY-MM-DD). | | |
| 6 | 40 | TRANSFER COLLECTION TERM | R | F,M | Academic term of data submission. | For the pilot use the value SPRING | | FALL SPRING SUMMER |
| 7 | 40 | TRANSFER COLLECTION TYPE | R | F,M | Specifies type of data collection. | For the pilot use the value PILOT | | FREEZE END OF TERM |
| 8 | 4,0 | TRANSFER ACADEMIC YEAR | R | F,M | Academic year of data submission. Format is YYYY where YYYY represents the latter year. For example, 2008-2009 would be represented as 2009. | | | |

Student Transfer Specifications

| Field# | Max Length | Field Nm | R/O/CR | Code | Definition | Business Rule | Lookup Name | Sample Value |
|--------|------------|---|--------|------|---|---------------|-------------|--------------|
| 9 | 7,2 | TOTAL CREDITS ACCEPTED | R | U,M | The total number of credits accepted for transfer at the time of submission for the student. Equal to the sum of Number Gen Ed Credits Accepted, Number Major Credits Accepted and Number Free Elective Credits Accepted. | | | |
| 10 | 7,2 | GENERAL CREDITS ACCEPTED | R | U,M | The number of General Education credits accepted for transfer at the time of submission for the student. | | | |
| 11 | 7,2 | MAJOR CREDITS ACCEPTED | O | U | The number of Major credits accepted for transfer at the time of submission for the student. | | | |
| 12 | 7,2 | FREE ELECTIVE CREDITS ACCEPTED | O | U | The number of Free Elective credits accepted for transfer at the time of submission for the student. | | | |
| 13 | 7,2 | FREE ELECTIVE CREDITS ACCEPTED FOR GRADUATION | O | U | The number of Free Elective credits accepted for transfer at the time of submission for the student that count towards graduation. | | | |

Student Transfer Specifications

| Field# | Max Length | Field Nm | R/O/CR | Code | Definition | Business Rule | Lookup Name | Sample Value |
|--------|------------|---------------------------------------|--------|------|---|---------------|-------------|--------------|
| 14 | 7,2 | TOTAL CREDITS REJECTED | O | U | The total number of credits not accepted for transfer at the time of submission for the student. Equal to the sum of Number Credits Rejected Grade Too Low, Number Credits Rejected Course Does Not Bear College Credit and Number Credits Rejected No Equivalent Course Offered. | | | |
| 15 | 7,2 | GRADE TOO LOW CREDITS REJECTED | O | U | The number of credits not accepted for transfer at the time of submission for the student because the grade was too low. | | | |
| 16 | 7,2 | NONCOLLEGE COURSE CREDITS REJECTED | O | U | The total number of credits not accepted for transfer at the time of submission for the student because the course does not bear college credit. | | | |
| 17 | 7,2 | NO EQUIVILANT COURSE CREDITS REJECTED | O | U | The total number of credits not accepted for transfer at the time of submission for the student because no equivalent course is offered. | | | |
| 18 | 10,5 | TRANSFER GPA | O | U | Students GPA at previous institution on a 0.00 to 4.00 scale. | | | |

Rules

| | |
|---|---|
| 1 | Date fields (field name ends in DATE) must be in ISO format: YYYY-MM-DD |
| 2 | TRANSFER FROM IPEDS UNIT ID is validated against CAMPUS IPEDS UNIT ID in the CAMPUS_DIM Table |
| 3 | If supplied, any numeric field must be greater than or equal to zero |
| 4 | Code Column: F - TRANSFER COLLECTION TERM, TYPE, and ACADEMIC YEAR are inserted once into the Student Transfer record; no updates allowed |
| 5 | Code Column: K - component of primary key, U - value is updated if row exists, M - a value must be supplied |
| 6 | Data must be supplied in delimited format. |

Load Sequence/Dependencies

| Load Sequence/Dependencies | Optional | Lookup |
|-----------------------------------|----------|--------|
| 1. PS009 – PS STUDENT INSTITUTION | N | N |

FAQs

Extracting Data into Template Format

This section will provide guidance on extracting data from source systems into eScholar template format. This information can be used to create individual extraction routines or a system of extraction.

Data extraction and submission involve the process of

- Taking data from source systems
- Securely submitting files to PIMS
- Loading data into the PIMS data warehouse

The components of data extraction include:

- Extraction tools
- eScholar templates
- Automation components
- Documentation

File Naming Conventions

The following naming convention must be used to extract data files:

- InstitutionID_TargetTable_YYYYMMDDHHMM.xxx
- Example: 100000009_PS_STUDENT_ENROLL_200903051134.csv
 1. Institution ID = 9-digit Administrative Unit Number
 - For example, 100000009
 2. Target Table (located on template) e.g., "PS_STUDENT_ENROLL"
 3. Time Stamp (ensures uniqueness for the file) e.g., "200709051134"
 4. File Extension (data separator type) e.g., "csv"
 - csv: comma separated
 - tab: tab separated
 - del: other delimiter

Naming Convention Common Problems

- The Institution ID is the 9 digit AUN code



- Time Stamp is related to the time the file is created, not the reporting dates
- Target Table is located on line 5 of the eScholar templates
 - Exact name listed must be used for File naming convention (e.g. PS Student Enrollment is PS_STUDENT_ENROLL)

eScholar Guide to Extracting Data

For more detail around data extraction, Refer to the *eScholar Guide to Extracting Data*.



Data Manager (eDM)

Please note that detailed documentation on Data Manager is now available on the PIMS project website (<http://www.pde.state.pa.us/PIMS>) under the document repository link.