

### Student Snapshot Template

Template Number: 0440  
Target Table: STUD\_SNAPSHOT

#### Template Description

The Student Snapshot Template contains the same information as the Student Template with the addition of a snapshot date. With the exception of the June 30 Snapshot only active students at each reporting period should be included in this template.

**PLEASE NOTE: Submit June 30, 2009 Student Snapshot data only if LEA had reportable enrollees in approved reimbursable CTE programs. The June 30 Student Snapshot must, at a minimum, include a comprehensive list of students enrolled in (at any point during the reporting year) PDE approved, reimbursable CTE programs held (owned) and operated by the LEA. This is the only Student Snapshot submission during the PIMS 2008-2009 reporting cycle requiring a cumulative submission of school year 2008-2009 students served by an LEA. This is necessary in order to satisfy Federal auditing requirements of Perkins data. LEAs that do not hold (own) and operate PDE approved, reimbursable CTE programs do not need to submit June 30 Student Snapshot data.**

**Grain:** One record per LEA / school year / student / snapshot 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 Snapshot Template Specifications

Field#	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Lookup Name	Sample Value
1	9	DISTRICT CODE	R	(K,M)	The unique 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education			Example: 123456789  All LEA and School codes can be found at: <a href="http://edna.ed.state.pa.us">http://edna.ed.state.pa.us</a>

Student Snapshot Template Specifications

Field#	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Lookup Name	Sample Value
2	4	LOCATION CODE	R	U,M	The PDE defined 4-digit code identifying the school. All public schools have a 4-digit school code that is other than '0000' or '9999'. If student is at a location that does not have a designated school code, use '9999' as the location code.			Example: 1234  All LEA and School codes can be found at: <a href="http://edna.ed.state.pa.us">http://edna.ed.state.pa.us</a>
3	10	SCHOOL YEAR DATE	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).		Example: 2009-06-30
4	10	STUDENT ID	R	K,M	The 10-digit unique PAsecureID assigned to the student			Example: 10000009
5	9	SOCIAL SECURITY NUMBER	O	U	Social Security Number of the student.	<b>This field is optional for all students.</b> The value should be in the format NNNNNNNNNN. Do not include dashes.		Example: 123456789
6	Not collected							
7	Not collected							
8	Not collected							
9	Not collected							

Student Snapshot Template Specifications

Field#	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Lookup Name	Sample Value
10	N/A	CURRENT GRADE LEVEL	R	U,R	Indication of the student's grade level		GRADE LEVEL	See the Appendix K in Volume 2 of the PIMS Users Manual for a complete list of valid values.
11	Not collected							
12	Not collected							
13	20	HOME ROOM	R	U	Provide the homeroom number for the student for the given school year.  This field is used for determining class size in the elementary school grades and in off-site Preschool programs.			206A
14	10	BIRTH DATE	R	U,R	Provide the Birth Date of the Student	All dates must be entered in ISO format (YYYY-MM-DD)		1992-07-15
15	N/A	GENDER CODE	R	U,R	Provide a code that represents the Gender of the Student.		GENDER CODE	Valid Values: M = Male F = Female
16	30	ADDRESS 1	CR	U	Provide the street name and number of the Student's mailing address.	Address information is only needed for CTE students  This data is not required until the August 2009 Reporting Period.		222 Main St.

Student Snapshot Template Specifications

Field#	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Lookup Name	Sample Value
17	30	ADDRESS 2	CR	U	Provide additional information concerning the street address of the Student's mailing address, such as apartment number	Address information is only needed for CTE students This data is not required until the August 2009 Reporting Period.		Apt. 107
18	25	CITY	CR	U	Provide the City of the Student's mailing address.	Address information is only needed for CTE students This data is not required until the August 2009 Reporting Period.		White Plains
19	N/A	STATE	CR	U	Provide the official two-character US Postal Service abbreviation for the Student's mailing address.	Address information is only needed for CTE students This data is not required until the August 2009 Reporting Period.		See the full list of state abbreviations in Volume 2, Appendix D.
20	10	FULL ZIP CODE	CR	U	Provide the official US Postal Code for the Student's home address.	Address information is only needed for CTE students If this field is populated, the values should be in the format NNNNN or NNNNN-NNNN; This data is not required until the August 2009 Reporting Period.		10605-1513

Student Snapshot Template Specifications

Field#	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Lookup Name	Sample Value
21	Not collected							
22	Not collected							
23	N/A	GUARDIAN RELATIONSHIP	R	U	A person's status in relation to legal adulthood as specified by state law.		GUARDIAN RELATIONSHIP	Valid Values: M = Minor (for the purposes of PIMS, a student is considered a minor until the age of 21) A = Adult E = Emancipated Minor
24	Not collected							
25	Not collected							
26	Not collected							
27	N/A	ETHNIC CODE SHORT	R	U,R	A single code indicating the race and ethnicity of the student.		ETHNIC CODE	Valid Values: 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
28	Not collected							
29	Not collected							
30	Not collected							
31	Not collected							
32	Not collected							
33	N/A	ECONOMIC STATUS (FOOD PGM PARTICIPATION)	R	U,R	Use this field to indicate if student participates in free or reduced lunch program.		FOOD CODE	Valid Values: F = Free R = Reduced price N = Neither

Student Snapshot Template Specifications

Field#	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Lookup Name	Sample Value
34	N/A	CHALLENGE TYPE	CR	U	Student's Primary Challenge Type.  This is often referred to as Disability Type throughout PDE.	This field is only required if the Special Education Field #38 is 'IEP'	CHALLENGE TYPE	See the Appendix H in Volume 2 of the PIMS Users Manual for a complete list of valid values.
35	Not collected							
36	Not collected							
37	Not collected							
38	N/A	SPECIAL EDUCATION	R	U,R	Provide an indication of whether the student is a special education student. This field is used for tracking presence of IEP for Precode.		SPECIAL EDUCATION CODE	Valid Values: Y = Has IEP E = Exited IEP < 2 yrs N = No IEP or Exited IEP > 2 yrs
39	Not collected							
40	Not collected							
41	N/A	LEP PARTICIPATION	R	U	This field provides an indication of whether the student is currently ELL, in monitoring, or formerly ELL.		ELL PARTICIPATION CODE	Valid Values: 01 Current ELL 03 Exited ELL and in first year of monitoring 04 Exited ELL and in second year of monitoring 05 Former ELL and no longer monitored 99 Never ELL
42	Not collected							
43	Not collected							
44	Not collected							
45	Not collected							

Student Snapshot Template Specifications

Field#	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Lookup Name	Sample Value
46	N/A	REPEATING LAST YEAR	R	U	Y or N indicating whether student is repeating current grade level during the school year.		YES NO CODE	Y or N
47	Not collected							
48	Not collected							
49	Not collected							
50	Not collected							
51	Not collected							
52	Not collected							
53	4	EXPECTED GRADUATION TIMEFRAME	CR	U	<p>The expected timeframe for the Student to graduate, in the form MMY, where MM is a two-digit number representing the expected month of graduation, and YY is the last two digits of the expected year of graduation. June 2011 would be represented 0611.</p> <p>If the exact month is unknown, use June (06) as the graduation month.</p>	<p>This field can be left as null for elementary and middle school students but must be populated for all students who have entered grade 9.</p> <p>This data must be entered by the August 2009 Reporting Period.</p>		0611
54	Not collected							
55	Not collected							
56	Not collected							
57	Not collected							
58	Not collected							
59	Not collected							
60	Not collected							

Student Snapshot Template Specifications

Field#	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Lookup Name	Sample Value
61	Not collected							
62	Not collected							
63	Not collected							
64	Not collected							
65	N/A	GRADUATION STATUS CODE	CR	U	Indication of whether a student graduates, drops out, or transfers.	This field pertains to graduation status <i>and</i> dropout status, as well as transfers. Use appropriate code for students in grades 7 through 12 and secondary ungraded for whom one of the situations in the value list apply.	GRADUATION STATUS	Valid values: G – Graduated  A - Dropped out - Academic problems B - Dropped out - Behavior problems D - Dropped out - Disliked school C - Dropped out - Child, Married or Pregnancy W - Dropped out - Wanted to work R - Dropped out - Runaway or Expelled 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 Snapshot Template Specifications

Field#	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Lookup Name	Sample Value
66	N/A	EXPECTED POST GRADUATE ACTIVITY	CR	U	Indication of the type of activity the student plans for after graduation or after dropping out.	Value 998 is only valid for dropouts. Values 010 through 100 are valid only for graduates. Value 997 is valid only for special education students with and IEP.  <b>Required for dropouts and graduating seniors only.</b>  This data must be entered by the August 2009 Reporting Period.	POST GRADUATE ACTIVITY CODE	See the Appendix M in Volume 2 of the PIMS Users Manual for a complete list of valid values.
67	N/A	STUDENT STATUS	CR	U,R	Indication of the current Status of the Student.	Required for students that fall into one of the situations described in the value list. If a student is both court placed, use court placed for the code value.	STUDENT STATUS	See the Appendix L in Volume 2 of the PIMS Users Manual for a complete list of valid values.
68	Not collected							
69	Not collected							
70	N/A	PLAN 504 INDICATOR	R	U	Y or N indication of whether the Student qualifies as an individual with disabilities under Section 504 of the Rehabilitation Act.		YES NO CODE	Y or N

Student Snapshot Template Specifications

Field#	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Lookup Name	Sample Value
71	Not collected							
72	Not collected							
73	N/A	FOREIGN EXCHANGE STUDENT	R	U	An indication of whether the student has entered the country on a student visa (usually 2 year) and is not intending to remain here permanently.		YES NO CODE	Y or N
74	Not collected							
75	Not collected							
76	Not collected							
77	Not collected							
78	Not collected							
79	Not collected							
80	N/A	GIFTED AND TALENTED	R	U	Indicates the student's gifted status and participation in a Gifted and Talented program.		GIFTED PARTICIPATION	Valid Values: GY = Gifted, has GIEP GN = Gifted, does not have GIEP N = Not Applicable
81	Not collected							
82	Not collected							
83	10	SNAPSHOT DATE	R	N/A	One of the standard reporting dates defined by PDE			2008-10-01
84	Not collected							
85	Not collected							
86	Not collected							
87	Not collected							

Student Snapshot Template Specifications

Field#	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Lookup Name	Sample Value
88	N/A	POVERTY CODE	R	U	This field indicates the economically disadvantaged status of a student, and is used to provide the economically disadvantaged disaggregation. This will be the one field used for all LEAs to indicate if a student is economically disadvantaged. To determine if a student is economically disadvantaged, poverty data sources such as Temporary Assistance for Needy Families cases, census poor, Medicaid, children living in institutions for the neglected or delinquent or those supported in foster homes may be utilized. To the extent that such data are not available, use the most recent reliable data available at the time of determination, such as free and reduced price lunch eligibility.	This data must be entered in the October 1 Student Snapshot.  For most LEAs, this field will populate this field with 'Y' if they have populated the 'Eligibility to participate in a free or reduced lunch program' field with 'F' or 'R'. Any LEAs that provide free or reduced lunches to all students will use other criteria to populate this field, such as whether a student's family participates in TANF.	POVERTY CODE	Valid Values: Y – Yes N – No
89	Not collected							
90	Not collected							

Student Snapshot Template Specifications

Field#	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Lookup Name	Sample Value
91	N/A	DIPLOMA TYPE CODE	CR	U	The type of diploma/credential that is awarded to a student in recognition of his/her completion of the curricular requirements.	This field is required for students that have graduated. This data must be entered by the August 2009 Reporting Period.	DIPLOMA TYPE CODE	Valid Values: 806 Regular diploma 816 General Educational Development (GED) credential
92	Not collected							
93	25	ALTERNATE STUDENT ID	R	U	A Student ID that is different than the primary identifier associated. For example, a local student identifier.			
94	Not collected							
95	Not collected							
96	Not collected							
97	10	GRADE 09 ENTRY DATE	CR	U	The school year in which the student entered 9 <sup>th</sup> Grade for the first time.	This field is required for any student in Grades 9-12 and SUG.		2005-09-01
98	10	DISTRICT ENTRY DATE	R	U	The most recent date that the student entered the LEA.	For new students in their first year at an LEA only, this should be the current school year.		1994-09-01

Student Snapshot Template Specifications

Field#	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Lookup Name	Sample Value
99	10	SCHOOL ENTRY DATE	R	U	The most recent date that the student entered the school.	For new students in their first year at an LEA only, this should be the current school year.		2005-09-01
100	Not collected							
101	Not collected							
102	Not collected							
103	Not collected							
104	Not collected							
105	Not collected							
106	Not collected							
107	Not collected							
108	Not collected							
109	10	STATE ENTRY DATE	R	U	The most recent date that the student entered Pennsylvania. Or if that is not possible, the most recent date enrolled in a school in PA.	This field must be populated with the actual date.		1994-08-01
110	10	INITIAL US ENTRY DATE	CR	U	The date that the student first entered the US. Or if that is not possible, the date first enrolled in a school in the US.	This data is only needed for ELL students.		1994-08-01
111	N/A	HOMELESS	CR	U	An indication of whether this student is identified as homeless or doubled up.	See FAQ for definitions of the types of homeless shelters.	HOMELESS CODE	Valid Values: S-Shelter T-Transitional Housing A-Awaiting Foster Care Placement D – Doubled up U-Unsheltered

Student Snapshot Template Specifications

Field#	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Lookup Name	Sample Value
112	N/A	MIGRANT STATUS	R	U	An indication of whether a student is considered a migrant student. (Refer to FAQs for migrant definition.)		MIGRANT CODE	Valid Values: 1 -1 <sup>st</sup> semester only 2-2 <sup>nd</sup> semester only B-both semesters N-does not meet migrant eligibility
113	N/A	ENGLISH PROFICIENCY	O	U	An indication of the student's fluency in the English language.	This data is only needed for ELL students.	ENGLISH PROFICIENCY CODE	Valid values: 0001 – Entering 0002 – Beginning 0003 – Developing 0004 – Expanding 0005 – Bridging 0006 – Reaching
114	1	RACE OR ETHNICITY SUBGROUP CODE	CR	U	A single code indicating the race/ethnicity of the student according to Special Education guidelines.	This field is only required for Special Education students.	ETHNIC CODE	1 – American Indian/Alaskan Native 2-Asian/Pacific Islander 3-Black/African American (not Hispanic) 4-Hispanic (any race) 5-White/Caucasian (not Hispanic)
115	Not collected							
116	Not collected							
117	9	DISTRICT CODE OF RESIDENCE	R	U	The school district code where the parent/legal guardian resides			Example: 123456789  All LEA and School codes can be found at: <a href="http://edna.ed.state.pa.us">http://edna.ed.state.pa.us</a> <b>See detailed instructions under “Students To Be Reported in PIMS”</b>
118	Not collected							
119	Not collected							

Student Snapshot Template Specifications

Field#	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Lookup Name	Sample Value
120	N/A	STUDENT IS A SINGLE PARENT	CR	U	An indication of whether the student has a child and is unmarried. This is an element required for CTE only.	This data must be entered by the August 2009 Reporting Period.	YES NO CODE	Y or N
121	Not collected							
122	Not collected							
123	N/A	HOME LANGUAGE CODE	CR	U	The NCES code for the specific language or dialect used to communicate in the student's home.		PRIMARY LANGUAGE CODE	See the Appendix J in Volume 2 of the PIMS Users Manual for a complete list of valid NCES country codes and language codes.
124	Not collected							
125	4	YEARS IN US SCHOOLS	CR	U	An integer value that indicates the number of years that the student has been enrolled in US-based schools.	This data element is only required for immigrant students.		12
126	10	NAME SUFFIX	O	U	An appendage, if any, used to denote an individual's generation in his family (e.g., Jr., Sr., III).	Suffix should be split out from last name both here and in PAsecureID  If student previously submitted into PAsecureID with suffix in last name field, please re-submit into PAsecureID with the suffix split out.		Valid Values: Jr, Sr, II, III, IV, V, VI, VII, VIII, IX, X, Esq
127	Not collected							
128	Not collected							
129	Not collected							

Student Snapshot Template Specifications

Field#	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Lookup Name	Sample Value
130	Not collected							
131	N/A	FOOD PROGRAM ELIGIBILITY	R	U	The student's eligibility to participate in the free/reduced lunch program.		FOOD PGM ELIGIBILITY	Valid Values: F = Free R = Reduced price N = Neither
132	Not collected							
133	60	LAST NAME LONG	R	U	The legal last name (surname) of the student			Harley
134	60	FIRST NAME LONG	R	U	The legal first name of the student			Thomas
135	Not collected							
136	N/A	COUNTRY OF BIRTH CODE	O	U	The NCES code for the country of birth.	This field has been determined to not be required for the PIMS collections in school year 2008-09.	COUNTRY CODE	See the Appendix I in Volume 2 of the PIMS Users Manual for a complete list of valid NCES country codes and language codes.
137	Not collected							
138	Not collected							
139	Not collected							
140	Not collected							
141	Not collected							
142	60	MIDDLE NAME	O	U	The middle name of the student. Please note that this is the full middle name, not the middle initial only			William
143	Not collected							
144	Not collected							
145	Not collected							
146	Not collected							
147	Not collected							

Student Snapshot Template Specifications

Field#	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Lookup Name	Sample Value
148	Not collected							
149	Not collected							
150	Not collected							
151	N/A	BIRTH DATE VERIFICATION CODE	O	U	The evidence by which an individual's date of birth is confirmed.	.	BIRTH DATE VERIFICATION CODE	Valid Values: 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
152	N/A	IMMIGRANT INDICATOR	R	U	An indication that the student has not been attending school in the US for more than 3 full academic years and is between the ages of 3 and 21.		YES NO CODE	Y or N
153	Not collected							

Student Snapshot Template Specifications

Field#	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Lookup Name	Sample Value
154	30	ADDRESS 3	O	U	Additional information concerning the street address of the Student's mailing address, such as a building or site number. This info only needed for CTE.	This data must be entered by the August 2009 Reporting Period.		
155	Not collected							
156	Not collected							
157	Not collected							
158	Not collected							
159	Not collected							
160	Not collected							
161	Not collected							
162	Not collected							
163	Not collected							
164	Not collected							
165	4	LOCATION CODE OF RESIDENCE	R	U	The School Code that represents the primary school that the Student would attend based on their Grade Level and Home Address of their parents/ Legal guardian. For charter school students, use the location code of the district of residence.	For charter school students, use the location code of the district of residence.		All LEA and School codes can be found at: <a href="http://edna.ed.state.pa.us">http://edna.ed.state.pa.us</a>

Student Snapshot Template Specifications

Field#	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Lookup Name	Sample Value
166	N/A	DISPLACED HOMEMAKER	CR	U	An indication of whether the Student is considered a displaced homemaker	This field is only needed for CTE students.  This data must be entered by the August 2009 Reporting Period.	YES NO CODE	Y or N
167	Not collected							
168	Not collected							
169	Not collected							
170	Not collected							
171	Not collected							
172	30	CITY OF BIRTH	O	U	The name of the city in which an individual was born.			Harrison
173	N/A	STATE OF BIRTH CODE	O	U	The official two-character US Postal Service abbreviation for the State where the Student was born.			See the full list of state abbreviations in Volume 2, Appendix D.
174	Not collected							
175	Not collected							
176	Not collected							
177	Not collected							
178	Not collected							
179	Not collected							
180	Not collected							
181	Not collected							
182	N/A	HOME ADDRESS STATE COUNTY CODE	O	U	The 2-digit county code of the student's mailing address. Counties in PA are numbered 01-67, in alphabetical order.			See the Appendix D in Volume 2 of the PIMS Users Manual for a complete list of valid values.

Student Snapshot Template Specifications

Field#	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Lookup Name	Sample Value
183	Not collected							
184	Not collected							
185	Not collected							
186	Not collected							
187	Not collected							
188	Not collected							
189	9	FUNDING DISTRICT CODE	R	U	The district code that applies to the school district that is financially responsible for the student. In most cases, this will be the same district as reported under the district code of residence, EXCEPT in the case of non-resident foster children..			Example: 123456789  All LEA and School codes can be found at: <a href="http://edna.ed.state.pa.us">http://edna.ed.state.pa.us</a>  <b>See detailed instructions under "Students To Be Reported in PIMS"</b>

Rules

1. SCHOOL YEAR DATE is the date of the last day of the school year in is format: YYYY-06-30
2. Date fields (field name ends in DATE) must be in the ISO format: YYYY-MM-DD
3. STUDENT IDs must be unique within a LEA
4. Only a single instance of a student to be supplied in source file
5. SOCIAL SECURITY NUMBER should be in the format NNNNNNNNNN
6. Only one of LAST NAME/LAST NAME LONG and FIRST NAME/FIRST NAME LONG should be populated
7. LAST NAME LONG checked first; if null, LAST NAME SHORT is used
8. FIRST NAME LONG checked first; if null, FIRST NAME SHORT is used
9. New clients recommended to use LAST NAME LONG and FIRST NAME LONG
10. A STUDENT\_NAME column is generated by combining the LAST NAME ' , ' FIRST NAME values with customizable capitalization
11. Phone numbers should be in the format 555-555-5555

12. Zip code information for home address can be supplied by component (BASE ZIP CODE and ZIP CODE +4) or as a single FULL ZIP CODE.
13. If components only are supplied, a FULL ZIP CODE will be generated by combining BASE ZIP CODE, '-', and ZIP CODE +4
14. Recommend SPECIAL EDUCATION field should contain YES or NO
15. Grade point averages may be between 0.00000 and 999.99999
16. Code Column: OBS - GROUP NAME and GROUP REMOVAL DATE are obsolete; use STUDENT GROUP FACT TEMPLATE for memberships.
17. If FAMILY IDENTIFIER is not specified it will be populated with FAMILY NUMBER value
18. BIRTH DATE must be within set range set by client; default range 1971-01-01 to current date
19. INOCULATION DATE must be within 25 years of the current SCHOOL YEAR DATE
20. If populated, EXPECTED GRADUATION TIMEFRAME must be in the form YYYY or MMY and begin with 19, 20 or 01-12. If not, a warning is generated.
21. The non-null values in ETHNIC CODE SHORT and RACE CODE 2 through RACE CODE 5 must be unique; if not, the record is rejected
22. When a record is updated and LAST NAME, BIRTH DATE, and CURRENT GRADE LEVEL are all different than the existing Table record, a warning is generated
23. SNAPSHOT DATE is reserved for compatibility with the STUD\_SNAPSHOT Table
24. The columns identified with an NCES code are recommended to follow the NCES Non-Fiscal Data Handbook V4.0
25. Code Column: K - component of primary key, U - value is updated if row exists, M - a value must be supplied, R - recommended
26. Code Column: When enclosed within parentheses - e.g. (K,M) - the value is assigned by eScholar
27. Only delimited files are supported.

**Load Sequence/Dependencies**

Load Sequence/Dependencies	Optional	Lookup
1. 0110 - DISTRICT	N	N
2. 0223 - CALENDAR PERIOD	N	N
3. 0210 - LOCATION	N	N
4. 0330 - STAFF	Y	N
5. 0096 - MASTER LOOKUP CODE	Y	Y

## FAQs

***Please note that FAQs in this section pertain to the Student Template and other related templates in the Student Domain.***

### **1. Which students should be included when submitting the Student and Student Snapshot templates?**

- With the exception of the June 30 Snapshot only students active as of each reporting date (e.g., as of October 1 for the October 1 Snapshot reporting) should be included in the Student Snapshot template. The Student template should be submitted by LEAs in a cumulative fashion (all students enrolled in the school on a year-to-date basis). Note that the end of year Student template submission must be a cumulative submission including all students enrolled throughout the entire school year. October 1 Student Snapshot should include only students being educated by the LEA (kids in seats). The June 30 Student Snapshot must (at a minimum) include a comprehensive list of students enrolled in (at any point during the reporting year) PDE approved, reimbursable CTE programs held (owned) and operated by the LEA. LEAs that do not hold (own) and operate PDE approved, reimbursable CTE programs do not need to submit June 30 Student Snapshot data.

### **2. If data for a student on some particular element is missing, or if that element doesn't apply, what should be done?**

Rules for loading records:

- All key fields (marked with a "K" in the templates) must have a value or the record will fail to load.
- All mandatory fields (marked with an "M") must have a value if the record is new. If the record is an update of an existing record, mandatory fields need not have a value.

Rules for record validation after records are loaded:

- Required fields without a value will be listed on the validation report.
- Conditionally required fields only need to have a value if they apply.
- If the field is not required, you do not need to submit a value for it.

NOTE: Make sure the delimiter (e.g., tab, comma) is submitted in the template file as a placeholder for fields with no value.

### **3. There are multiple first and last name fields within these templates. Which of these fields should LEAs use?**

- LEAs must populate the First Name Long and Last Name Long. Do not populate the First Name Short and Last Name Short fields.

### **4. Can a LEA decide to populate the Snapshot Date in the Student Template so that the format of this template is consistent with the Student Snapshot template?**

- Yes, LEAs can populate this field. It will be ignored in the Student template.

#### 5. How should students participating in off-site Preschool programs be entered in PIMS?

- Each school district, charter school and state-owned institution should submit enrollment data for students at any of the LEA offsite programs. A generic offsite location will be created with a generic Location ID = '9999'. Students participating in off-site programs should be associated with this location. The specific class of the student should be entered in the Homeroom field on the Student Template.

#### 6. Who is considered a CTE student?

- CTE students are enrolled in a PDE-approved, occupationally-oriented Career and Technical Education program. These students complete and sign an “Educational and Occupational Objectives for a Student Enrolled in an Approved Secondary Career and Technical Education Program” form (PDE-408) or a similar locally developed form and take courses in the reporting year that are part of the approved career and technical education program.
- Reporting of career and technical education students is to be completed by the school entity (school district, charter school, or career and technical center) that holds the career and technical education approval by PDE. For example, if the district holds the CTE approval, then the district submits the student data. If the career and technical center holds the approval, then the CTC submits the student data.

#### 7. Do partial years count toward the Number of Years in US schools?

- No, only full academic years count. For example, if a student attended kindergarten and first grade and is now in his/her first month of second grade, the LEA should report “2” for the number of years in US schools. Please note that this data item is only required for immigrant students.

#### 8. What are the types of homeless shelters?

- The definition of “Primary Nighttime Residence” is the type of residence (e.g. shelter, doubled-up in the home of a relative or friend, unsheltered, or in a hotel/motel) where a homeless child or unaccompanied youth was staying at the time of enrollment or the type of residence where a currently enrolled child or youth was staying when he or she was identified as homeless.
- **Shelters** are defined as supervised publicly or privately operated facilities designed to provide temporary living accommodations.
- **Transitional Housing** is temporary accommodation for homeless individuals and families provided as a step to permanent housing. Residents of transitional housing continue to be considered homeless until they move into permanent housing.
- **Awaiting Foster Care Placement:** The McKinney-Vento Act does not define this term; however, many state and local child welfare agencies and education agencies have developed definitions of who is considered to be “awaiting foster care placement” in their state or locality. State and/or local definition should be the guide for determining this classification.
- **Doubled-Up:** The McKinney-Vento Act defines this term as “sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason” [725(2)(B)]. This classification particularly requires a case-by-case determination; keeping in mind the determining factor is whether the accommodation is a “fixed, regular, and adequate nighttime residence.”
- **Unsheltered** includes cars, parks, campgrounds, temporary trailers, abandoned buildings, and substandard housing. Substandard housing may be determined by local building codes, community norms, and/or as a case-by-case determination as to whether the accommodation is a “fixed, regular, and adequate nighttime residence.”
- **Additional Note - FEMA Trailers:** Because FEMA trailers are considered temporary trailers, FEMA trailers primary nighttime residence category would be “Unsheltered.”

**9. Who is considered an LEP/ELL student?**

- Is not born in the United States or whose native language is other than English and comes from an environment where a language other than English is dominant; or ii) is a Native American or Alaska Native who is native resident of the outlying areas and comes from an environment where a language other than English has had a significant impact on such an individual's level of English proficiency; or iii) is migratory and whose language is other than English and comes from an environment where a language other than English is dominant; and
- Has sufficient difficulty speaking, reading, writing, or understanding the English language and whose difficulties may deny such individual the opportunity to learn successfully in classrooms where the language of instruction is English or to participate fully in our society.

**10. Who is considered an Immigrant student?**

- Age 3 through 21;
- Not born in any State; and
- Not been attending one or more schools in any one or more States for more than 3 full academic years.
- Note: Students from Puerto Rico are NOT considered immigrants.

## PIMS FAQ, related to Migrant Status

### 1. What is the definition of a Migrant Child?

- As per NCLB Title I Part C Section 1309 (2) MIGRATORY CHILD -- A migrant or migratory child is defined as a child age 3-21 who has moved across a school district line with/or to join a migrant parent or guardian, or on their own, within the preceding 36 months, in order to obtain temporary or seasonal employment in qualifying agricultural or fishing work including agri-related businesses such as meat or vegetable processing or working in nurseries such as Christmas and evergreen trees farming. The term migratory child, wherever used in this document, shall include any child domiciled temporarily in any school district for the purpose of seasonal or temporary employment, but not acquiring residence therein, and any child accompanying his parent or guardian who is so domiciled.

### 2. How do I determine which children are to be designated as Migrant?

- There is a complicated and detailed set of regulations on making this determination. Only trained regional migrant identification and recruitment staff approved by PDE's Migrant Education Program (MEP) may make a determination of whether a child is migrant or not
- This requirement means you must contact your regional migrant education office/staff for assistance in determining the migrant status of any child. Such a determination must be based on the official records in the migrant education office.

### 3. How do I contact my local migrant education office?

- If you do not know your local migrant contact information, you may find it at [www.migrated.state.pa.us](http://www.migrated.state.pa.us). Click on the link for "Contact Us" to locate your local migrant office.

### 4. What are the values for the MigrantStatus field?

- The MigrantStatus field may contain the following values:
  - i. B – this indicates a student who meets migrant eligibility for the entire year (both semesters)
  - ii. 1 – this indicates a student who meets migrant eligibility for the first semester
  - iii. 2 – this indicates a student who meets migrant eligibility only for the second semester
  - iv. N – this indicates the student does not meet migrant eligibility this year
- For these purposes, the MEP has defined January 15 as the dividing point between first and second semester. If a child loses migrant eligibility on Jan 15 or earlier, they are only eligible to be considered migrant for the first semester. Likewise, a student who gains migrant eligibility on January 16 or later is considered migrant for the second semester. Otherwise, a student who begins eligibility prior to January 16 or loses migrant eligibility after January 15 is considered migrant eligible for the entire year.
- Remember that a child who was migrant in a previous year may not be migrant this year. Unless they re-qualify for the program under strict regulations, eligibility for the program ends after 36 months.
- Please contact your regional migrant office for additional assistance. The office staff can provide you official lists or data extracts of migrant students and their migrant status by PAsecureID.

**5. What if I incorrectly identify MigrantStatus?**

- The MEP program will be monitoring extracts from the PIMS database and comparing them to their official migrant records.
- If you have an error, a district PIMS contact will receive an email advising of the error, such as students indicated as being migrant who are not, migrant students who have not been indicated as migrant or students who are migrant but have the incorrect semester designation.

**6. How quickly must I correct any errors?**

- These errors must be correctly immediately upon notification.

**7. What happens if a migrant student leaves my district prior to January 16?**

- That student's migrant status for your district should be changed to 1.

**8. Our food service office says they use the COMPASS system to determine who is Migrant. May I use that to determine the PIMS migrant status?**

- No, COMPASS and the free lunch program use a different set of criteria for determining Migrant Status and do not differentiate by semester

**9. Every year we receive a list from the MEP of students as part of the Dollar-A-Day program. May I use that to determine the PIMS migrant status?**

- No, that list is for the previous year and does not differentiate between first and second semester.

**10. We have a student who we believe is migrant, but is not showing up on lists provided by the MEP. What do we do?**

- In this case, please contact the local MEP office and request assistance. The MEP staff will help determine if the child is indeed migrant.

## Career and Technical Education (CTE) Domain

Only LEAs with Pennsylvania Department of Education (PDE) approved reimbursable CTE programs offered by their schools during the reporting year are required to submit the following templates in the CTE Domain, as appropriate:

- **CTE Student Fact**  
Submit only if LEA had reportable enrollees in approved reimbursable CTE programs.
- **CTE Student Industry Credential**  
Submit only if CTE program enrollees earned reportable industry certifications.

Refer to the “CTE 2008-09 PDE Approved LEA Programs” document to view all LEA PDE approved reimbursable CTE programs and the “CTE 2008-09 Certifications Offered by PDE Approved LEA Programs” document to view student industry certifications recorded as offered by an LEA’s PDE approved 2008-09 CTE programs within the Document Repository on the PIMS website (<http://www.pde.state.pa.us/PIMS>)

Do not report any students enrolled in General Family Consumer Science programs or any students enrolled in the first two years of approved Career Exploration/Awareness Skills programs within these templates. See CTE Student Fact Template Description for further guidance concerning which students to report as CTE students.

**IMPORTANT:** If a school has PDE reimbursable CTE program approvals in place for the reporting year; however, does not have any CTE student enrollments to report within **all** of an LEA’s approved reimbursable CTE programs, notify the Division of Data Quality at [ra-catsdata@state.pa.us](mailto:ra-catsdata@state.pa.us).

In addition to these CTE templates, all REQUIRED data elements within the June 30 Student Snapshot Template (# 0440) and School Enrollment Template (#0420) must also be submitted for CTE students for an LEA. Be aware there are Student Snapshot Template (#0440) data elements that are conditionally required specifically for CTE students. Those elements include the address fields (Item #16 - #20) along with the “Student is a Single Parent” (Item #120) and “Displaced Homemaker” (Item #166). Note the following grade levels (Grade Level - Item #10 within Student Snapshot Data elements) are considered valid for CTE students:

- 009 Grade 9
- 010 Grade 10
- 011 Grade 11
- 012 Grade 12
- SUG Secondary Ungraded
- ASP Adult in Secondary Program

Refer to the Student Domain and Enrollment Domain sections of the user manual for additional information on each Student Snapshot and School Enrollment template data element. The PIMS Summer Submission June 30 Student Snapshot Template and School Enrollment template data must be submitted and processed to support the CTE Student Fact template student data.

**NOTE: Submit June 30, 2009 Student Snapshot data only if LEA had reportable enrollees in PDE approved reimbursable CTE programs. The June 30 Student Snapshot must, at a minimum, include a comprehensive list of students enrolled in (at any point during the reporting year) PDE approved, reimbursable CTE programs held (owned) and operated by the LEA.**

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## CTE Student Fact

Template Number: 0970

Target Table: CTE\_STUDENT\_FACT

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## Template Description

This template defines the CTE Student Fact table. This table contains the primary details of each CTE student's enrollment within a Pennsylvania Department of Education approved school-level CTE program operated by your LEA.

This template serves to accommodate Pennsylvania Department of Education (PDE) data collection requirements for federal (The Carl D. Perkins Career and Technical Education Act of 2006) accountability requirements and PDE's need to account for students that complete approved reimbursable CTE programs. Report all students within this template who (1) were enrolled in the technical component of a PDE approved secondary reimbursable CTE program during the reporting year AND (2) had completed and signed "Annual Educational and Occupational Objectives for Students Enrolled in a PDE Approved CTE Program" form (PDE-408) or a similar locally developed form directly related to the student's enrollment in the CTE program reported within Field # 6 (CIP Code) of this template. The student's completed and signed PDE-408 form (or similar form) must be on file with the LEA that holds (owns) the approved CTE program the student is reported as enrolled.

NOTE: Do **not** report students within the CTE Student Fact Template who either:

- (1) lack appropriate signed educational and occupational objectives (PDE-408 form or similar form),
- (2) are taking one career and technical education course without intending to pursue the approved program of study as indicated by an appropriate complete educational and occupational objective form (PDE-408 or similar form),
- (3) are enrolled in General Family Consumer Science (CIP 19.0101) or
- (4) are taking a career and technical education course in order to explore careers, unless a school has a current approval for Career Exploration/Awareness Skills (CIP 32.0107). For the 2008-2009 reporting year, do not report students within the first two years of an approved Career Exploration/Awareness Skills (CIP 32.0107) program within this template.

**IMPORTANT: Only LEAs with 2008-2009 PDE approved reimbursable CTE programs held (owned) and operated by the LEA need to submit this template. A student may only be reported once at the CIP-LOCATION CODE (SCHOOL)-LEVEL within this template. A student may be reported more than once within this template only if the student was enrolled in approved CTE programs within more than one school (CIP-LOCATION CODE) within an LEA during the reporting year.**

**Grain:** One record per LEA / School Year / Student ID / CIP Location Code / CIP Code / Delivery Method Code / Reporting Date / Reporting Date Period Level

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.

**CTE Student Fact Specifications**

Field#	Max Length	Field Nm	R/O/CR	Code	Definition	Business Rule	Lookup Name	Sample Value
1	9	DISTRICT CODE	R	(K,M)	The unique 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education	This AUN must represent the LEA that owns the CTE approved program reported in Field #6 (CIP Code).		Example: 123456789  All LEA and School codes can be found at: <a href="http://edna.ed.state.pa.us">http://edna.ed.state.pa.us</a>
2	10	SCHOOL YEAR DATE	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).		Example: 2009-06-30
3	10	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 June 30 Student Snapshot (#0440) and Student Template (#0320).		Example: 100000009
4	4	CIP LOCATION CODE	R	K,M	The unique PDE defined 4-digit school code assigned to the school that owns the CTE program approval reported for this student in Field #6 of this template.	A student may only be reported once per CIP Location Code (school) within this template.		Example: 1234  All LEA and School codes can be found at: <a href="http://edna.ed.state.pa.us">http://edna.ed.state.pa.us</a>

CTE Student Fact Specifications

Field#	Max Length	Field Nm	R/O/CR	Code	Definition	Business Rule	Lookup Name	Sample Value
5	4	STUDENT LOCATION CODE	R	U, M	This is a mandatory field within the eScholar templates. Therefore, it will be necessary for all LEAs to enter the same value populated in Field #4 (CIP Location Code)			Example: 1234  All LEA and School codes can be found at: <a href="http://edna.ed.state.pa.us">http://edna.ed.state.pa.us</a>
6	12	CIP CODE	R	K,M	Six-digit Classification of Instructional Program (CIP) code that identifies the approved reimbursable CTE program (owned and operated by a specific LEA school) serving this student.	Within a school (CIP Location Code - Field # 4) report the CIP code of the approved reimbursable program the student was enrolled in last during the reporting year. EXCEPTION: If a student completed a program before the end of the school year and then enrolled in another CTE program at the same school, report the CIP the student completed.		Example: 015999  Include leading zeroes. Do not include any decimal point.  Refer to the following link to view a school's approved programs and associated CIP codes for the appropriate reporting year: <a href="http://www.catsv2.ed.state.pa.us/Screens/LogIn/wfPublicHome.aspx">http://www.catsv2.ed.state.pa.us/Screens/LogIn/wfPublicHome.aspx</a>

CTE Student Fact Specifications

Field#	Max Length	Field Nm	R/O/CR	Code	Definition	Business Rule	Lookup Name	Sample Value
7	12	DELIVERY METHOD CODE	R	K,M	Two-digit code reflecting method of instruction and technical skills development, either in a school or work setting, as outlined in the approved secondary career and technical education program. Methods encompass either "occupational" or "tech prep" plan of delivery. OCCUPATIONAL - A plan delivering rigorous workforce preparedness through knowledge, skills and attributes required for a specific or cluster occupation through completion of a CTE program. TECH PREP - A plan consisting of at least two years of secondary education includes rigorous academic and technical components and leads to admission into a postsecondary certificate, associate degree or registered apprenticeship program.	Report the PDE approved Delivery Method (Plan of Delivery) Code associated with the appropriate CIP code of the approved reimbursable program (owned and operated by your LEA) serving this student and reported in Field # 6 of this template.		Valid Values: 50 = Occupational 60 = Tech Prep  Refer to the following site to view a school's approved programs and their associated CIP codes and Delivery Method (Plan of Delivery) approvals for the appropriate reporting year: <a href="http://www.catsv2.ed.state.pa.us/Screens/LogIn/wfPublicHome.aspx">http://www.catsv2.ed.state.pa.us/Screens/LogIn/wfPublicHome.aspx</a>
8	10	REPORTING DATE	R	K,M	One of the standard reporting dates defined by PDE	All dates must be entered in ISO format (YYYY-MM-DD).		For the 2008-2009 school year, enter a reporting date of 2009-06-30
9	10	REPORTING DATE PERIOD LEVEL	R	K,M	All LEAs should provide a value of "Year" to indicate a student was involved in a CTE program during the reporting school year.	All LEAs should provide value of "Year" to indicate a student involved in a CTE program during the reporting school year.		Valid value for 2008-2009 is "Year"

CTE Student Fact Specifications

Field#	Max Length	Field Nm	R/O/CR	Code	Definition	Business Rule	Lookup Name	Sample Value
10	12	CTE STATUS TYPE CODE	R	U,M	Two-digit code reflecting the most appropriate CTE student status after student received all related technical instruction for the reporting year within the specific program (CIP code) reported in field # 6 of this template.	The terminology "COMPLETED CTE PROGRAM" or "DID NOT COMPLETE CTE PROGRAM" within CTE Status Type selections directly relates to whether or not the CTE student either (1) completed a PDE approved end-of-program skills assessment for the student's reported program (CIP Code) reported in field #6 of this template OR (2) completed appropriate program requirements for student's reported program which has a skills assessment waiver. Contact Bureau of Career and Technical Education at (717)772-4177 for information on which CTE programs have approved end-of-program assessments and those which have assessment waivers		<p>Sample Values: 10 - Continued or will continue CTE at this school</p> <p>22 - Transferred or will transfer to a different school.</p> <p>Refer to Appendix P of Volume 2 of the PIMS Users Manual for a complete list of valid values.</p>

CTE Student Fact Specifications

Field#	Max Length	Field Nm	R/O/CR	Code	Definition	Business Rule	Lookup Name	Sample Value
11	12	CTE PROGRAM COMPLETION PLAN CODE	R	U, M	This is a mandatory field within the eScholar templates. Therefore, it will be necessary for all LEAs to enter a value of "N/A" in the this field.			Valid value: N/A
12	1	REGISTERED APPRENTICESHIP INDICATOR	R	U,D	CTE program (Field #6) related learning component experience for in-school youth, ages 16 and older, (11th and 12th grades) designed to link employers in need of an educated workforce with local education agencies seeking to provide quality work-based education. Must include an apprenticeship sponsor registered with the U.S. Department of Labor. Learning experience includes a prescribed program of academic and technical preparation, achievement of a high school diploma, a skills certificate and direct access into postsecondary education or registered apprenticeship training by way of an articulation agreement.	Indicate (yes or no) whether this CTE student actively participated in this learning component during the reporting year to enhance required instruction in the student's reported program CIP (Field #6).		Valid values: Y = Student did actively participate in this learning component during reporting year. N = Student did not actively participate in this learning component during reporting year.

CTE Student Fact Specifications

Field#	Max Length	Field Nm	R/O/CR	Code	Definition	Business Rule	Lookup Name	Sample Value
13	1	INTERNSHIP INDICATOR	R	U,D	CTE program (Field #6) related learning component that provides planned, supervised experiential learning with rotation periods of work observation and work exploration in a variety of employment situations ordinarily for short periods of time. Students are not usually paid for their experience; however, they do receive school credit. These experiences are primarily intended to develop career awareness rather than occupational competence.	Indicate (yes or no) whether this CTE student actively participated in this learning component during the reporting year to enhance required instruction in the student's reported program CIP (Field #6).		Valid values:  Y = Student did actively participate in this learning component during reporting year.  N = Student did not actively participate in this learning component during reporting year.
14	1	COOPERATIVE WORK INDICATOR	R	U,D	Definition: CTE program (Field #6) related learning component providing on-the-job experience in a career and technical education program. Through written arrangement between the school and employer, the student receives instruction, including required academic courses and related career and technical instruction, by alternation of study in school with a job related to the career and technical education instruction.	Indicate (yes or no) whether this CTE student actively participated in this learning component during the reporting year to enhance required instruction in the student's reported program CIP (Field #6).		Valid values:  Y = Student did actively participate in this learning component during reporting year.  N = Student did not actively participate in this learning component during reporting year.

CTE Student Fact Specifications

Field#	Max Length	Field Nm	R/O/CR	Code	Definition	Business Rule	Lookup Name	Sample Value
15	1	JOB EXPLORATION INDICATOR	R	U,D	CTE program (Field #6) related learning component providing off-campus/credit bearing exploratory learning activities occurring in the community with the specific intent to provide realistic career exploration experiences for students.	Indicate (yes or no) whether this CTE student actively participated in this learning component during the reporting year to enhance required instruction in the student's reported program CIP (Field #6).		Valid values: Y = Student did actively participate in this learning component during reporting year. N = Student did not actively participate in this learning component during reporting year.
16	1	AGRICULTURE EXPERIENCE INDICATOR	R	U,D	CTE program (Field #6) related learning component providing an educational experience, which operates as an integral part of a career and technical education agriculture program. These experiences take place at anytime during the calendar year and require the students to record, summarize, and utilize supervised agriculture experience record books. Most experiences are supervised by the agriculture teachers and students may have paid or unpaid experiences.	Indicate (yes or no) whether this CTE student actively participated in this learning component during the reporting year to enhance required instruction in the student's reported program CIP (Field #6).		Valid values: Y = Student did actively participate in this learning component during reporting year. N = Student did not actively participate in this learning component during reporting year.

CTE Student Fact Specifications

Field#	Max Length	Field Nm	R/O/CR	Code	Definition	Business Rule	Lookup Name	Sample Value
17	1	SCHOOL SPONSORED ENTERPRISE INDICATOR	R	U,D	CTE program (Field #6) related learning component for small businesses created and operated by students where the school implements a real, economically viable business venture. These typically are non-profit activities and can include activities such as house refurbishing and the repair of parks.	Indicate (yes or no) whether this CTE student actively participated in this learning component during the reporting year to enhance required instruction in the student's reported program CIP (Field #6).		Valid values: Y = Student did actively participate in this learning component during reporting year. N = Student did not actively participate in this learning component during reporting year.

CTE Student Fact Specifications

Field#	Max Length	Field Nm	R/O/CR	Code	Definition	Business Rule	Lookup Name	Sample Value
18	7,2	NUMBER OF PROGRAM HOURS COMPLETED	R	U	<p>The cumulative total secondary CTE program <u>technical component</u> instructional hours the student successfully completed for the student's reported CIP (Field #6) over the span of the student's secondary education (not just this reporting year).</p> <p>Only includes hours successfully completed within the CIP offered at the reported CIP location code.</p> <p>Report the hours to the nearest hundredth of an hour.</p>	<p>Report cumulative technical instructional hours that the student received a passing <u>periodic</u> grade during this reporting year plus all other scheduled technical instructional hours successfully completed (passed) within the student's reported program (CIP) in prior year(s). Base all cumulative successfully completed technical component instructional hours reported solely on the student's enrollment in the reported program CIP (Field #6) over the span of the student's secondary education at the LEA. Truncate to nearest hundredth of an hour. LEAs should use periodic (e.g., quarterly) grades, not year-end cumulative grades to tally successful hours.</p>		9999.99

CTE Student Fact Specifications

Field#	Max Length	Field Nm	R/O/CR	Code	Definition	Business Rule	Lookup Name	Sample Value
19	6,2	PERCENTAGE OF PROGRAM COMPLETED	R	U	<p>The cumulative percent of the (normally scheduled) total CTE program technical component instructional hours the student successfully completed for the student's reported program CIP (Field # 6).</p> <p>NOTE: This is a percentage of the total technical hours offered by a CTE program's entire normal operational schedule. EXAMPLE: If program normally operates over the span of three years, the percent reported would be a percent of the total program technical hours normally offered over three-years.</p> <p>Report the percentage to the hundredth of a percent.</p>	<p>Percent reported = Cumulative total CTE program technical component instructional hours successfully completed (Field #18) divided by the total CTE program technical component instructional hours normally scheduled and offered for the student's reported program CIP reported in Field #6, multiplied by 100. Truncate to nearest hundredth of a percent. LEAs should refer to the most current <u>technical component</u> documented within the approved program's scope and sequence. Valid range of values for this field is 0.00 to 100.00.</p>		Valid range of values is 0.00 to 100.00.

CTE Student Fact Specifications

Field#	Max Length	Field Nm	R/O/CR	Code	Definition	Business Rule	Lookup Name	Sample Value
20	6,2	CUMULATIVE POSTSECONDARY CREDITS EARNED	R	U	Report total postsecondary credits earned as a secondary student.  Report the credits to the hundredth of a credit.	Report only earned credits awarded and documented on an official postsecondary institution transcript. An example would be credits earned through an LEA dual enrollment program where the LEA partners with eligible postsecondary institution(s) to offer high school students the chance to earn both secondary and postsecondary credit via enrollment in postsecondary coursework. Report appropriate postsecondary credits earned for either technical or and academic postsecondary coursework. Round to the nearest hundredth of a credit.		99.99
21	Not Collected							

**CTE Student Fact Specifications**

Field#	Max Length	Field Nm	R/O/CR	Code	Definition	Business Rule	Lookup Name	Sample Value
22	1	WORK BASED EXPERIENCE INDICATOR	R	U,D	CTE program (Field #6) related learning component providing off-campus learning gained through training and instruction. Work based experiences refer to technical skills occurring in a work setting. <u>This learning component primarily implemented and used within Job Seeking/Changing Skills, Diversified Occupations, programs (CIP 32.0105).</u>	Indicate (yes or no) whether this CTE student actively participated in this learning component during the reporting year to enhance required instruction in the student's reported program CIP (Field #6).		Valid values:  Y = Student did actively participate in this learning component during reporting year.  N = Student did not actively participate in this learning component during reporting year.

**Rules**

1. Date fields (field name ends in DATE) must be in ISO format: YYYY-MM-DD.
2. The combination of CIP CODE and DELIVERY METHOD CODE must exist in the CTE\_CIP Table at the school-level for the matching SCHOOL YEAR DATE.
3. CTE STATUS TYPE CODE must exist in the CTE\_STATUS\_TYPE Table for the matching SCHOOL YEAR DATE.
4. CTE PROGRAM COMPLETION PLAN CODE must exist in the CTE\_PGM\_COMP\_PLAN Table for the matching SCHOOL YEAR DATE.
5. If populated, REGISTERED APPRENTICESHIP INDICATOR, INTERNSHIP INDICATOR, COOPERATIVE WORK INDICATOR, JOB EXPLORATION INDICATOR, AGRICULTURE EXPERIENCE INDICATOR, SCHOOL SPONSORED ENTERPRISE INDICATOR, WORK BASED EXPERIENCE INDICATOR must be Y or N.
6. If not populated, each of these fields defaults to N (Code Column D).
7. The fields identified with an NCES code are recommended to follow the NCES Non-Fiscal Data Handbook V5.0.

8. Code Column: K - component of primary key, U - value is updated if row exists, M - a value must be supplied, D - value is required but a default is supplied.
9. File to be provided in delimited format - full delimiter support is available.

## FAQs

- 1. How many times may a student be reported in the CTE Student Fact Template?**
  - A student may only be reported once per school (per CIP Location Code, Field #4).
- 2. May a student be reported multiple times within the CTE Student Fact Template to document a student's enrollment in more than one CTE program (CIP Code, Field # 6)?**
  - Only if the student received CTE from two different schools (CIP Location Code, Field #4) within your LEA. Example: Student is enrolled in CTE agriculture program within School A and transfers to School B mid-year. Student enrolls in CTE business program within School B for the last half of the reporting year. Student would be reported once for School A (CIP Location Code, Field #4) within appropriate CIP Code (Field #6) for the agriculture program and once for School B (CIP Location Code, Field #4) within appropriate CIP Code (Field #6) for the business program. NOTE: See further business rules within CIP Code (Field #6) and CIP Location Code (Field #4).
- 3. Should a history of CTE learning components (Fields #12 - #17 and #22) be reported for the student or only those the student actively participated in during the school year?**
  - Report only those learning components the student actively participated in during the school year AND only those learning components that were directly related to the student's enrollment in the reported program (CIP Code, Field #6).
- 4. What if a school within our LEA did not have any CTE enrollments in any of the school's reporting year approved reimbursable CTE programs?**
  - **Notify PDE's Division of Data Services of that fact via [ra-catsdata@state.ps.us](mailto:ra-catsdata@state.ps.us)**. Submit CTE Student Fact Data related to the remaining LEA schools (CIP Location Code, Field #4) that had CTE enrollments in approved CTE programs. If the school that did not have reporting year CTE enrollments in any of their approved reimbursable CTE programs is the only LEA school with CTE program approvals, no LEA submission is required for the CTE Student Fact (0970) or the CTE Student Credential (0980) templates.
- 5. What if our LEA's high school(s) does (do) not have any reporting year secondary CTE approved programs?**
  - Your LEA does not need to submit data for the CTE Student Fact (0970) or the CTE Student Credential (0980) templates.

**CTE Student Industry Credential**

Template Number: 0980

Target Table: CTE\_STUDENT\_CREDENTIAL

**Template Description**

The CTE Student Industry Credential Template serves to record industry certifications earned by students **during the reporting year as a direct result of the student's enrollment within the PDE approved secondary reimbursable CTE program reported within the CTE Student Fact Template.**

**IMPORTANT: Only LEAs with reporting year PDE approved reimbursable CTE programs need to submit this template in order to record appropriate industry certifications earned by students reported within the CTE Student Fact Template. Appropriate LEAs need not submit this template if none of their CTE students reported within the CTE Student Fact Template earned certifications.**

**Grain:** One record per LEA / School Year / Student ID / Student Location Code / CIP Code / Delivery Method Code / Industry Credential Code / Credential Earned Date / Credential Earned Period Level

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.

**CTE Student Industry Credential Specifications**

Field#	Max Length	Field Nm	R/O/CR	Code	Definition	Business Rule	Lookup Name	Sample Value
1	9	DISTRICT CODE	R	(K,M)	The unique 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education	This AUN must represent the LEA that owns the CTE approved program reported in Field #6 (CIP Code).		Example: 123456789  All LEA and School codes can be found at: <a href="http://edna.ed.state.pa.us">http://edna.ed.state.pa.us</a>

CTE Student Industry Credential Specifications

Field#	Max Length	Field Nm	R/O/CR	Code	Definition	Business Rule	Lookup Name	Sample Value
2	10	SCHOOL YEAR DATE	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).		Example: 2009-06-30
3	10	STUDENT ID	R	K,M	The 10-digit unique PAsecureID assigned to the student	This Student ID must also be reported for the same student within the CTE Student Fact Template (#0970).		Example: 10000009
4	4	STUDENT LOCATION CODE	R	K,M	The unique PDE defined 4-digit school code assigned to the school that owns the CTE program approval reported for this student in Field #6 of this template.	This location code must match a CIP Location Code reported for the student within the CTE Student Fact Template (#0970)..		Example: 1234  Include leading zeroes.  All LEA and School codes can be found at: <a href="http://edna.ed.state.pa.us">http://edna.ed.state.pa.us</a>

CTE Student Industry Credential Specifications

Field#	Max Length	Field Nm	R/O/CR	Code	Definition	Business Rule	Lookup Name	Sample Value
5	12	CIP CODE	R	K,M	Six-digit Classification of Instructional Program (CIP) code that identifies the approved reimbursable CTE program (owned and operated by your LEA) serving this student.	Within a school (CIP Location Code - Field # 4) report the CIP code of the approved reimbursable program the student was enrolled in last during the reporting year. EXCEPTION: If a student completed a program before the end of the school year and then enrolled in another CTE program at the same school, report the CIP the student completed. This CIP Code must match the appropriate CIP Code reported for the student within the CTE Student Fact Template (#0970).		Example: 015999  Include leading zeroes. Do not include any decimal point.  Refer to the following link to view a school's approved programs and associated CIP codes for the appropriate reporting year: <a href="http://www.catsv2.ed.state.pa.us/Screens/LogIn/wfPublicHome.aspx">http://www.catsv2.ed.state.pa.us/Screens/LogIn/wfPublicHome.aspx</a>

CTE Student Industry Credential Specifications

Field#	Max Length	Field Nm	R/O/CR	Code	Definition	Business Rule	Lookup Name	Sample Value
6	12	DELIVERY METHOD CODE	R	K,M	Two-digit code reflecting method of instruction and technical skills development, either in a school or work setting, as outlined in the approved secondary career and technical education program. Methods encompass either "occupational" or "tech prep" plan of delivery. OCCUPATIONAL - A plan delivering rigorous workforce preparedness through knowledge, skills and attributes required for a specific or cluster occupation through completion of a CTE program. TECH PREP - A plan consisting of at least two years of secondary education, includes rigorous academic and technical components and leads to admission into a postsecondary certificate, associate degree or registered apprenticeship program.	Report the PDE approved Delivery Method (Plan of Delivery) Code associated with the appropriate CIP code of the approved reimbursable program (owned and operated by your LEA) serving this student and reported in Field # 6 of this template. This Delivery Method Code must match the appropriate Delivery Method Code reported for the student within the CTE Student Fact Template (#0970).		Valid Values: 50 = Occupational 60 = Tech Prep  Refer to the following site to view a school's approved programs and their associated CIP codes and Delivery Method (Plan of Delivery) approvals for the appropriate reporting year: <a href="http://www.catsv2.ed.state.pa.us/Screens/LogIn/wfPublicHome.aspx">http://www.catsv2.ed.state.pa.us/Screens/LogIn/wfPublicHome.aspx</a>

CTE Student Industry Credential Specifications

Field#	Max Length	Field Nm	R/O/CR	Code	Definition	Business Rule	Lookup Name	Sample Value
7	12	INDUSTRY CREDENTIAL CODE	R	K, M	Three digit code identifying the industry certification and industry certification provider of the credential that the CTE student earned during the reporting period and as a result of the student's enrollment in the program (CIP Code) reported in Item #5 of this template .	Earned certifications will be crosschecked against the industry certifications documented as offered by a school's approved program CIP within the 2008-2009 CATS Program Approval system. Refer to the following site to view industry certifications documented as offered by a school's program: <a href="http://www.catsv2.ed.state.pa.us/Screens/Login/wfPublicHome.aspx">http://www.catsv2.ed.state.pa.us/Screens/Login/wfPublicHome.aspx</a>		Refer to Appendix Q of Volume 2 of the PIMS Users Manual for a complete list of valid values.  Include leading zeroes.
8	10	CREDENTIAL EARNED DATE	R	K, M	A date to indicate the industry certification was earned by the student during the reporting year.	All dates must be entered in ISO format (YYYY-MM-DD		Valid value for 2008-2009 is 2009-06-30
9	10	CREDENTIAL EARNED PERIOD LEVEL	R	K, M	All LEAs should provide a value of "Year" to indicate a student earned industry credentials during the school year.			Valid value is "Year"

## Rules

1. Date fields (field name ends in DATE) must be in ISO format: YYYY-MM-DD
2. The combination of CIP CODE and DELIVERY METHOD CODE must exist in the CTE\_CIP Table at the school-level for the matching SCHOOL YEAR DATE
3. INDUSTRY CREDENTIAL CODE must exist in the CTE\_CIP\_INDUSTRY\_CREDENTIAL Table at the LEA-CIP-Level for the matching SCHOOL YEAR DATE
4. The fields identified with an NCES code are recommended to follow the NCES Non-Fiscal Data Handbook V5.0
5. Code Column: K - component of primary key, U - value is updated if row exists, M - a value must be supplied
6. File to be provided in delimited format - full delimiter support is available.

## FAQs

1. **What if our LEA's high school(s) does (do) not have any reporting year secondary CTE approved programs?**
  - Your LEA does not need to submit data for the CTE Student Fact (0970) or the CTE Student Credential (0980) templates.
2. **What if none of the students reported within our LEA's CTE Student Fact data earned any industry certification credentials related to their enrollment within our CTE programs?**
  - There is no need to submit any CTE Student Credential (0980) template data.
3. **Are there limitations to which industry certification credentials we may report for a student?**
  - Only industry certifications earned as a direct result of the student's reported enrollment within an LEA school's CTE program (CIP Code – Field #5) should be reported. Valid reportable certification codes are provided within the PIMS Volume 2 User Manual. Reported industry certifications earned will be crosschecked with the certifications documented as offered by programs within the Career and Technical Education System (CATS) Program Approval data. All reported student earned industry certifications not documented as offered by LEA programs within the CATS Program Approval system may need to be verified as accurate locally for this data submission. **IMPORTANT NOTE:** At times, PDE is required to base the reporting of industry certifications earned by students on ONLY THOSE CERTIFICATIONS DOCUMENTED AS OFFERED BY A SCHOOL'S APPROVED PROGRAM WITHIN THE CATS SECONDARY PROGRAM APPROVAL SYSTEM FOR A SPECIFIC SCHOOL YEAR; therefore, LEAs are responsible for making certain that an accurate up-to-date record of "industry certifications offered" by their specific approved programs are properly recorded within the CATS Secondary Program Approval System on an annual basis.
4. **How many times may a student be reported within this template?**
  - A student should be reported as many times necessary to document each industry certification credential earned during the reporting year as a result of the student's reported enrollment within an LEA school's CTE program (CIP Code – Field #5).
5. **Must all "District Code – School Year Date - Student ID – Student Location Code – CIP Code – Delivery Method Code" combinations for a student reported within this template match up with an identical "District Code – School Year Date - Student ID – CIP Location Code – CIP Code – Delivery Method Code" combination within the CTE Student Fact data?**
  - Yes