



Pennsylvania
Department of Education

Pennsylvania Information Management System

Volume 1

POSTSECONDARY USER MANUAL



Pennsylvania Department of Education Administration

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Introduction

Purpose

The Pennsylvania Information Management System (PIMS) is a collaborative effort of the Pennsylvania Department of Education (PDE), the PK-12 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 postsecondary undergraduate 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 and additions that are included in this version of the PIMS Postsecondary User Manual.

Version	Volume	Section	Change
1.2	1	PS Student Enrollment	Added 'Non-Degree Seeking' option to the DEGREE SEEKING TYPE (#17) field options
1.2	2	Note: Version 1.2 of volume 2 of the PIMS user manual contains no changes from version 1.0.	
1.1	1	Campus Fact Template	The Number of Freshman Applicants, Number of Freshman Applicants Accepted and Number of Freshman Applicants to Enroll measures were changed to conditionally required. These measures are not required for open enrollment institutions.
1.1	1	PIMS Fields that will be Required in the Future	Added note to indicate that the "NA" option for the LEP Indicator field within the PS Student Enrollment template will not be available starting in the 2010-11 academic year.
1.1	1	PS Student Institution Template	Added "NA" option value for LEP INDICATOR (#34) field.
1.1	2	Note: Version 1.1 of volume 2 of the PIMS user manual contains no changes from version 1.0.	

Data Collections

Each year PDE expects to collect five different types of postsecondary data during three collection periods. This is summarized in the table below.

Data Collection Type	Data Collection Period
Fall Freeze data	Fall (expected October)
Fall End of Term data	Spring (expected February)
Spring Freeze data	
Spring End of Term data	Summer (expected July)
Summer End of Term data	Fall of subsequent year (expected October)

As indicated above the collection of Fall Freeze data will normally occur during October. Due to delays, however, the collection of Fall Freeze data for 2009 will occur between November 16, 2009 and December 18, 2009. The following templates will be included in this collection and are defined in subsequent sections of this manual.

- Campus Fact
- Campus History
- PS Student Institution
- PS Student Enrollment
- Student Educational Background

The Fall End of Term 2009 collection will include the PS Student Institution, PS Student Enrollment and Student Educational Background templates.

Templates to be included in subsequent freeze and end of term collections will include those mentioned above plus additional templates to be determined. The table below summarizes the data collection for academic year 2009-2010 as it is currently known.

Data Collection	Templates Included
Fall Freeze 2009	<ul style="list-style-type: none"> • Campus Fact • Campus History • PS Student Enrollment • PS Student Institution • Student Educational Background
Fall End of Term 2009	<ul style="list-style-type: none"> • PS Student Enrollment • PS Student Institution • Student Educational Background (if necessary for new students enrolled since the freeze date)

Data Collection	Templates Included
Spring Freeze 2010	<ul style="list-style-type: none"> • Campus Fact • PS Student Institution • PS Student Enrollment • Student Educational Background • Additional templates TBD
Spring End of Term 2010	<ul style="list-style-type: none"> • PS Student Enrollment • PS Student Institution • Student Educational Background (if necessary for new students enrolled since the freeze date) • Additional templates TBD
Summer End of Term 2010	<ul style="list-style-type: none"> • Campus Fact • PS Student Institution • PS Student Enrollment • Student Educational Background • Additional templates TBD

Students To Be Reported in PIMS

All enrolled 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. Please note that institutions must obtain PAsecureIDs for students before they can be submitted to PIMS.

Campus Reporting in PIMS

Many institutions have multiple physical campuses. To allow for student tracking at various campus locations, the Student Enrollment template contains a Campus ID field. In addition, the Campus History and Campus Fact templates contain a Campus ID field to allow characteristics to be submitted for multiple campuses.

With respect to campus reporting in PIMS, institutions should be consistent with IPEDS reporting. For example, if an institution has multiple campuses but submits data into IPEDS as a single location please do the same for PIMS. On the other hand if the institution submits data attached to the individual campus locations in IPEDS please follow this construct for PIMS.

Important note for Act 101 and Perkins: There is an exception to this rule. If an Institution has students participating in either the Act 101 program or the Perkins program (historically submitted via Perkins postsecondary PAAPSA CTE enrollment submission system) at a PDE recognized branch campus, that institution must submit their students in the Student Enrollment template with the Campus ID of the branch campus. Reporting for these programs requires PDE to collect the branch campus the student is attending and receiving services at. In this case the institution should submit all students, not just Act 101 or Perkins students, in the Student Enrollment template with the actual Campus ID of the campus they are attending. Note, however, that an institution does not need to submit records for multiple campuses within the Campus History and Campus Fact templates. If an institution reports to IPEDS using just the

main campus that institution can submit all of the Campus History and Campus Fact details under the main campus.

PIMS Fields that will be Required in the Future

Across the PIMS templates there are number of fields that are either currently optional or are currently required but have an “unknown” value within the code set. Some of these fields will be required (or not have an “unknown” option) by PDE for the 2010-11 academic year. These fields are summarized in the table below. Institutions should make the necessary business process and student information system changes necessary to be able to submit this data to PIMS on all students starting in fall 2010.

Template	Field Name (#)	Expected Change
PS Student Enrollment	FAFSA INDICATOR (29)	The “UNK” option will not be available for use in this field starting in the 2010-11 academic year.
PS Student Institution	COUNTRY CODE OF CITIZENSHIP (13)	This field will be required starting in the 2010-11 academic year.
PS Student Institution	FIRST GENERATION INDICATOR (15)	The “UNK” option will not be available for use in this field starting in the 2010-11 academic year.
PS Student Institution	PRIMARY LANGUAGE CODE (28)	This field will be required starting in the 2010-11 academic year.
PS Student Institution	HAS DEPENDENT INDICATOR (31)	This field will be required starting in the 2010-11 academic year.
PS Student Institution	LEP INDICATOR (34)	The “NA” option will not be available for use in this field starting in the 2010-11 academic year.

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

- PIMS 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 the PS Student Institution template

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	<p>The code column is used to identify how the specific field is applied to the target table in the eScholar Data Warehouse</p> <p>"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</p> <ul style="list-style-type: none"> - 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 <p>"U" indicates that this column will be updated in the target table if the entry exists and the value of this column has changed</p> <p>"F" indicates that this column value will only be applied on the first load of this entry and it cannot be updated</p> <p>"X" indicates that the value is only used for identification purposes and is not part of the target table</p> <p>"Z" indicates a special rule that is defined within the specific template where this is used</p> <p>"M" indicates that the field is an eScholar mandatory field - a value must be supplied</p> <p>"M*" indicates that for a pair of fields, at least one of the fields must be populated</p> <p>"R" indicates that this is a eScholar recommended field for reporting</p> <p>"N/A" indicates that this field is ignored by the load plan (although still must be accounted for in an extract)</p> <p>"OBS" indicates that this field is obsolete (although must still be accounted for in an extract)</p>
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.
Valid / Sample Values(s)	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.
Change Notes	A few of the templates contain a Change Notes column. This column indicates changes (e.g., definition updates, valid values changes) made to the field since the pilot data collection in May 2009.
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.

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)

Campus Domain

Institutions are required to submit the following templates in the Campus Domain:

- **Campus History**
- **Campus Fact**

This domain applies to the following organizational types:

- Community Colleges
- PASSHE Institutions
- Private Institutions

Campus History

Template Number: PS004

Target Table(s): CAMPUS_HISTORY

Template Description

This template contains fields that indicate whether or not a campus offers various programs and degrees during the academic year. Institutions should submit one record per campus. See the "Campus Reporting in PIMS" section for important information before developing this template.

Note that this template will only be submitted once per year, during the Fall Freeze collection.

Grain: One record per campus / 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.

Campus History Template Specifications

Field#	Max Length	Field Name	R / O / CR	Code	Definition	Business Rule	Valid / Sample Value(s)
1	9	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

Campus History Template Specifications

Field#	Max Length	Field Name	R / O / CR	Code	Definition	Business Rule	Valid / Sample Value(s)
2	4	CAMPUS ID	R	K,M	For main campuses use "9999". See the "Campus Reporting in PIMS" section for important information. If submitting data for branch campuses, use the PDE defined 4-digit code identifying the campus.		Example: 9999 All institution and campus codes can be found at: http://edna.ed.state.pa.us
3	N/A	COLLECTION TERM	R	K,M	Academic term of data submission. Use value of "FALL".	Value must be in all capital letters.	Valid values: FALL
4	N/A	COLLECTION TYPE	R	K,M	Specifies type of data collection, freeze vs. end of term. Use value of "FREEZE".	Value must be in all capital letters.	Valid values: FREEZE
5	4,0	ACADEMIC YEAR	R	K,M	Academic year of data submission. Format is YYYY where YYYY represents the latter year. For example, 2009-2010 would be represented as 2010.		Example: 2010
6	N/A	CARNEGIE CLASSIFICATION CODE	R	U	Campus' Carnegie classification code. Select the highest relevant classification.		See appendix A in volume 2 of the user manual.
7	N/A	CAMPUS GENDER CLASSIFICATION CODE	R	U	Campus' gender classification code. See valid values.		Valid values: 1- Coeducational institution 2 – Men's institution 3 – Women's institution
8	N/A	ACADEMIC YEAR CALENDAR CODE	R	U	Academic year calendar that the institution follows.		Valid values: 1 – Semester 2 – Quarter 3 – Trimester 4 – 4-1-4 5 – Continuous 6 – Differs by program 7 – Other
9	4,0	TWO YEAR COLLEGE MAX CREDIT TRANSFER NUMBER	R	U	The maximum number of credits that a student could transfer into the campus from a two-year institution.		Example: 10
10	4,0	FOUR YEAR COLLEGE MAX CREDIT TRANSFER NUMBER	R	U	The maximum number of credits that a student could transfer into the campus from a four-year institution.		Example: 10

Campus History Template Specifications

Field#	Max Length	Field Name	R / O / CR	Code	Definition	Business Rule	Valid / Sample Value(s)
11	4,0	LIFE EXPERIENCE MAX CREDIT NUMBER	R	U	The maximum number of life experience credits that a student may apply towards a degree program. Do not include Advanced Placement (AP) credits.		Example: 10
12	N/A	FEE WAIVER INDICATOR	R	U	Specifies whether the application fee can be waived.	Values must be in all capital letters.	Valid values: YES NO NA – Application fee not required
13	N/A	TUITION BY PROGRAM INDICATOR	R	U	Specifies whether the campus charges different tuition rates by program.	Values must be in all capital letters.	Valid values: YES NO
14	N/A	ACCELERATED PROGRAM INDICATOR	R	U	Specifies whether the campus offers accelerated programs. An accelerated program is the completion of a college program of study in fewer than the usual number of years, most often by attending summer sessions and carrying extra courses during the regular academic term.	Values must be in all capital letters.	Valid values: YES NO
15	N/A	COOPERATIVE EDUCATION PROGRAM INDICATOR	R	U	Specifies whether the campus offers cooperative education programs. This is a program that provides for alternate class attendance and employment in business, industry or government.	Values must be in all capital letters.	Valid values: YES NO
16	N/A	DISTANCE LEARNING PROGRAM INDICATOR	R	U	Specifies whether the campus offers programs that are exclusively delivered through distance learning. Distance learning is an option for earning course credit at off-campus locations via cable television, internet, satellite classes, videotapes, correspondence courses or other means.	Values must be in all capital letters.	Valid values: YES NO
17	N/A	SELF-PACED PROGRAM INDICATOR	R	U	Specifies whether the campus offers self paced programs.	Values must be in all capital letters.	Valid values: YES NO
18	N/A	CROSS REGISTRATION INDICATOR	R	U	Specifies whether the campus offers cross-registration. Cross-registration is a system whereby students enrolled at one institution may take courses at another institution without having to apply to the second institution.	Values must be in all capital letters.	Valid values: YES NO

Campus History Template Specifications

Field#	Max Length	Field Name	R / O / CR	Code	Definition	Business Rule	Valid / Sample Value(s)
19	N/A	DUAL ENROLLMENT INDICATOR	R	U	Specifies whether the campus offers dual enrollment. This is a program through which high school students may enroll in college courses while still enrolled in high school. Students are not required to apply for admission to the college to participate.	Values must be in all capital letters.	Valid values: YES NO
20	N/A	DOUBLE MAJOR INDICATOR	R	U	Specifies whether the campus offers double majors. This is a program in which students may complete two undergraduate programs of study simultaneously.	Values must be in all capital letters.	Valid values: YES NO
21	N/A	ESL INDICATOR	R	U	Specifies whether campus offers English as a Second Language (ESL). ESL is a course of study designed specifically for students whose native language is not English.	Values must be in all capital letters.	Valid values: YES NO
22	N/A	DOMESTIC EXCHANGE INDICATOR	R	U	Specifies whether the campus offers domestic exchange programs. This is any arrangement between a student and a college that permits study for a semester or more at another college in the United States without extending the amount of time required for a degree.	Values must be in all capital letters.	Valid values: YES NO
23	N/A	EXTERNAL DEGREE PROGRAM INDICATOR	R	U	Specifies whether campus offers external degrees. This is a program of study in which students earn credits toward a degree through independent study, college courses, proficiency examinations and personal experience. External degree programs require minimal or no classroom attendance.	Values must be in all capital letters.	Valid values: YES NO
24	N/A	HONORS PROGRAM INDICATOR	R	U	Specifies whether the campus offers an honors program. This is a special program for very able students offering the opportunity for educational enrichment, independent study, acceleration or some combination of these.	Values must be in all capital letters.	Valid values: YES NO
25	N/A	INDEPENDENT STUDY INDICATOR	R	U	Specifies whether the campus offers independent study. This is academic work chosen by the student with the approval of the department concerned, under an instructor's supervision, and usually undertaken outside of the regular classroom structure.	Values must be in all capital letters.	Valid values: YES NO

Campus History Template Specifications

Field#	Max Length	Field Name	R / O / CR	Code	Definition	Business Rule	Valid / Sample Value(s)
26	N/A	INTERNSHIP INDICATOR	R	U	Specifies whether the campus offers internships. An internship is any short-term, supervised work experience usually related to a student's major field, for which the student earns academic credit. The work can be full- or part-time, on- or off-campus, paid or unpaid.	Values must be in all capital letters.	Valid values: YES NO
27	N/A	LIBERAL ARTS CAREER COMBINATION INDICATOR	R	U	Specifies whether the campus offers liberal arts/career combinations. This is a program in which a student earns undergraduate degrees in two separate fields, one in a liberal arts major and the other in a professional or specialized major, whether on campus or through cross-registration.	Values must be in all capital letters.	Valid values: YES NO
28	N/A	STUDENT DESIGNED MAJOR INDICATOR	R	U	Specifies whether the campus offers student-designed majors. This is a program of study based on individual interests, designed with the assistance of an adviser.	Values must be in all capital letters.	Valid values: YES NO
29	N/A	STUDY ABROAD INDICATOR	R	U	Specifies whether the campus offers study abroad. This is any arrangement by which a student completes part of the college program studying in another country. It can be at a campus abroad or through a cooperative agreement with some other U.S. college or an institution of another country.	Values must be in all capital letters.	Valid values: YES NO
30	N/A	TEACHER CERTIFICATION PROGRAM INDICATOR	R	U	Specifies whether the campus offers teacher certification programs. This is a program designed to prepare students to meet the requirements for certification as teachers in elementary, middle/junior high and secondary schools.	Values must be in all capital letters.	Valid values: YES NO
31	N/A	WEEKEND COLLEGE PROGRAM INDICATOR	R	U	Specifies whether the campus offers weekend college programs. This is a program that allows students to take a complete course of study and attend classes only on weekends.	Values must be in all capital letters.	Valid values: YES NO

Campus History Template Specifications

Field#	Max Length	Field Name	R / O / CR	Code	Definition	Business Rule	Valid / Sample Value(s)
32	N/A	LIFE EXPERIENCE CREDITS INDICATOR	R	U	Specifies whether it is the campus' policy to offer credit for life experiences. This is credit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio demonstration, previous licensure or certification, or completion of other learning opportunities (military, government or professional). Credit may also be awarded through a credit by examination program.	Values must be in all capital letters.	Valid values: YES NO
33	N/A	ADVANCED PLACEMENT CREDITS INDICATOR	R	U	Specifies whether the institution grants credit for Advanced Placement (AP).	Values must be in all capital letters.	Valid values: YES NO
34	N/A	LESS THAN ONE YEAR CERTIFICATE INDICATOR	R	U	Specifies whether the campus offers certificate or diploma programs that take less than one year to complete.	Values must be in all capital letters.	Valid values: YES NO
35	N/A	ONE YEAR CERTIFICATE INDICATOR	R	U	Specifies whether the campus offers certificate or diploma programs that take one or more years to complete.	Values must be in all capital letters.	Valid values: YES NO
36	N/A	DIPLOMA DEGREE INDICATOR	R	U	Specifies whether the campus offers diploma degrees.	Values must be in all capital letters.	Valid values: YES NO
37	N/A	ASSOCIATES DEGREE INDICATOR	R	U	Specifies whether the campus offers Associates degrees (also can be described as a transfer associates degrees). Associates degrees are designed to impart knowledge and skills that represent the accumulated knowledge base in a subject area. The instruction is designed to be comprehensive and theoretical. For example, mathematics majors provide instruction across a broad range of mathematical content areas, including in-depth study of historical and theoretical perspectives, with minimal regard to specific occupational applications. Include: English/literature and humanities; interdisciplinary studies; mathematics; science; social science.	Values must be in all capital letters.	Valid values: YES NO
38	Not Collected						

Campus History Template Specifications

Field#	Max Length	Field Name	R / O / CR	Code	Definition	Business Rule	Valid / Sample Value(s)
39	N/A	TERMINAL ASSOCIATES DEGREE INDICATOR	R	U	Specifies whether the campus offers Terminal Associates degrees. Terminal degrees are designed to impart knowledge and skills that represent the relevant accumulated knowledge within the context of occupation-specific job requirements. The knowledge and skills imparted typically involve less theory, more application, and a narrower focus than what is taught in a traditional general education associates degree.	Values must be in all capital letters.	Valid values: YES NO
40	N/A	BACHELOR DEGREE INDICATOR	R	U	Specifies whether the campus offers Bachelor's degrees.	Values must be in all capital letters.	Valid values: YES NO
41	N/A	POST BACHELOR CERTIFICATE INDICATOR	R	U	Specifies whether the campus offers post Bachelor's certificates or diplomas.	Values must be in all capital letters.	Valid values: YES NO
42	N/A	MASTERS DEGREE INDICATOR	R	U	Specifies whether the campus offers Master's degrees.	Values must be in all capital letters.	Valid values: YES NO
43	N/A	POST MASTERS CERTIFICATE INDICATOR	R	U	Specifies whether the campus offers post Master's certificates or diplomas.	Values must be in all capital letters.	Valid values: YES NO
44	N/A	RESEARCH DOCTORATE INDICATOR	R	U	Specifies whether the campus offers Doctoral – Research/Scholarship degrees.	Values must be in all capital letters.	Valid values: YES NO
45	N/A	PROFESSIONAL PRACTICE DOCTORATE INDICATOR	R	U	Specifies whether the campus offers Doctoral – Professional Practice degrees.	Values must be in all capital letters.	Valid values: YES NO
46	Not Collected						

Rules

1	If supplied, the MAX CREDIT TRANSFER NUMBER fields must be greater than or equal to zero.
2	Code Column: K - component of primary key, U - value is updated if row exists, M - a value must be supplied
3	Data must be supplied in delimited format.



Load Sequences/Dependencies

Load Sequence/Dependencies

No dependencies

FAQs

Campus Fact

Template Number: PS003

Target Table(s): CAMPUS_FACT

Template Description

This template provides for the collection of various numerical measures such as campus tuition and room and board. Please note that the Campus Fact template is different than the other PIMS templates; this template allows for the collection of any numerical-based data. Instead of submitting one record per campus, institutions will submit one record *per measure per campus*. The template structure is defined as usual below. The measures to submit within the template are defined in tables subsequent to the template structure. Note that certain measures are to be reported for the Fall Freeze collection only, other measures are to be reported at the Fall End of Term, Spring End of Term and Summer End of Term collections, and other measures are only to be reported during the Summer End of Term collection.

See the “Campus Reporting in PIMS” section for important information before developing this template.

Grain: One record per campus / collection term / collection type / academic year / measure type

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.

Campus Fact Template Specifications

Field#	Max Length	Field Name	R / O / CR	Code	Definition	Business Rule	Valid / Sample Value(s)
1	9	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	4	CAMPUS ID	R	K,M	For main campuses use "9999". See the "Campus Reporting in PIMS" section for important information. If submitting data for branch campuses, use the PDE defined 4-digit code identifying the campus.		Example: 9999 All institution and campus codes can be found at: http://edna.ed.state.pa.us
3	N/A	COLLECTION TERM	R	K,M	Academic term of data submission. Use values of "FALL", "SPRING" or "SUMMER".	These values must be in all capital letters.	Valid values: FALL SPRING SUMMER
4	N/A	COLLECTION TYPE	R	K,M	Specifies type of data collection, freeze vs. end of term. Use values of "FREEZE" or "EOT".	These values must be in all capital letters.	Valid values: FREEZE EOT - END OF TERM
5	4,0	ACADEMIC YEAR	R	K,M	Academic year of data submission. Format is YYYY where YYYY represents the latter year. For example, 2009-2010 would be represented as 2010.		Example: 2010
6	100	CATEGORY SET CODE	R	K,M	See the below tables for measures to submit during each collection. Use the appropriate Category Set Code as defined in these tables.	Values must be in all capital letters.	Valid values defined in tables below. Example: APPFEE
7	N/A	MEASURE TYPE	R	K,M	Specifies type of measure. Use value of "AMOUNT" or "COUNT". The appropriate Measure Type per each measure is defined in the tables below.	Values must be in all capital letters.	Valid values: AMOUNT COUNT
8	17,4	CAMPUS FACT AMOUNT	R	U,M	The numerical amount related to the Category Set Code. For example, when submitting the Application Fee Amount (Category Set Code = APPFEE) this value could be \$50.		Example: 50

Fall Freeze Measures

The below measures must be submitted by institutions in the Campus Fact template during the Fall Freeze collection, and only this collection. The Collection Term and Collection Type should be "FALL" and "FREEZE" respectively when submitting these measures.

Measure Name	R / O / CR	Category Set Code	Measure Type	Definition	Business Rule	Valid / Sample Value(s)
Application Fee Amount	R	APPFEE	AMOUNT	Dollar amount of undergraduate campus application fee. Submit as 0 if no fee.		Example: 50
Full-Time In-State Tuition Amount	CR	FTINSTATE	AMOUNT	Total dollar amount of campus undergraduate tuition for full-time in-state students for the full academic year.	This measure does not apply to community colleges.	Example: 10000
Part-Time In-State Tuition Amount	CR	PTINSTATE	AMOUNT	Total dollar amount of campus undergraduate tuition for part-time in-state students on a per credit basis.	This measure does not apply to community colleges.	Example: 50
Full-Time Out-of-State Tuition Amount	R	FTOUTSTATE	AMOUNT	Total dollar amount of campus undergraduate tuition for full-time out-of-state students for the full academic year.		Example: 15000
Part-Time Out-of-State Tuition Amount	R	PTOUTSTATE	AMOUNT	Total dollar amount of campus undergraduate tuition for part-time out-of-state students on a per credit basis.		Example: 75
Full-Time In-District Tuition Amount	CR	FTINDISTRICT	AMOUNT	Total dollar amount of campus undergraduate tuition for full-time community college students that are in-district for the full academic year.	This measure only applies to community colleges.	Example: 5000
Part-Time In-District Tuition Amount	CR	PTINDISTRICT	AMOUNT	Total dollar amount of campus undergraduate tuition for part-time community college students that are in-district on a per credit basis.	This measure only applies to community colleges.	Example: 40
Full-Time Different-District Tuition Amount	CR	FTDIFFDISTRICT	AMOUNT	Total dollar amount of campus undergraduate tuition for full-time community college students that are out-of-district but from another community colleges district for the full academic year.	This measure only applies to community colleges.	Example: 6000
Part-Time Different-District Tuition Amount	CR	PTDIFFDISTRICT	AMOUNT	Total dollar amount of campus undergraduate tuition for part-time community college students that are out-of-district but from another community colleges district on a per credit basis.	This measure only applies to community colleges.	Example: 45

Measure Name	R / O / CR	Category Set Code	Measure Type	Definition	Business Rule	Valid / Sample Value(s)
Full-Time Out-of-District Tuition Amount	CR	FTOUTDISTRIC T	AMOUNT	Total dollar amount of campus undergraduate tuition for full-time community college students that are out-of-district but in-state for the full academic year.	This measure only applies to community colleges.	Example: 6500
Part-Time Out-of-District Tuition Amount	CR	PTOUTDISTRIC T	AMOUNT	Total dollar amount of campus undergraduate tuition for part-time community college students that are out-of-district but in-state on a per credit basis.	This measure only applies to community colleges.	Example: 50
Distance Learning Programs Number	R	DISTLEARN	COUNT	The number of programs that the campus exclusively delivers through distance learning for the full academic year.		Example: 27
Books Amount	R	BOOKAMT	AMOUNT	Estimated dollar amount of books and supplies for a full-time undergraduate student for the full academic year at the campus. Do not include unusual costs for special groups of students (e.g., engineering or art majors), unless they constitute the majority of students at the campus.		Example: 512
Residents Room Amount	CR	RESIDAMT	AMOUNT	Estimated dollar amount of room expenses for a typical full-time undergraduate resident student (not a commuter) for the full academic year at the campus. Assume double occupancy in institutional housing.	This measure does not apply to campuses that do not have institutional housing.	Example: 1500
Non Home Commuters Room Amount	R	NHCOMMAMT	AMOUNT	Estimated dollar amount of room expenses for a typical full-time undergraduate commuter student not living at home for the full academic year at the campus.		Example: 2000
Residents Board Amount	CR	RBRDAMT	AMOUNT	Estimated dollar amount of board expenses for a typical full-time undergraduate resident student (not a commuter) for the full academic year at the campus. Assume 19 meals per week (or maximum meal plan).	This measure does not apply to campuses that do not have institutional housing.	Example: 1500
Non Home Commuters Board Amount	R	NHCBRDAMT	AMOUNT	Estimated dollar amount of board expenses for a typical full-time undergraduate commuter student not living at home for the full academic year at the campus. Assume 19 meals per week (or maximum meal plan).		Example: 2000

Measure Name	R / O / CR	Category Set Code	Measure Type	Definition	Business Rule	Valid / Sample Value(s)
Non Home Commuters Room and Board Amount	CR	NHCRBAMT	AMOUNT	Estimated dollar amount of room and board expenses for a typical full-time undergraduate commuter student not living at home for the full academic year at the campus. Assume 19 meals per week (or maximum meal plan). This is only to be used if the institution cannot separate the room and board amounts.	This measure is only required if the room and board figures cannot be separated.	Example: 3000
Commuters Transportation Amount	R	CTTRANSAMT	AMOUNT	Estimated dollar amount of transportation expenses for a typical full-time undergraduate commuter student for the full academic year at the campus. Assume daily travel to and from the campus.		Example: 1000
Residents Other Expenses Amount	CR	ROEXPAMT	AMOUNT	Estimated dollar amount of other expenses for a typical full-time undergraduate resident student (not a commuter) for the full academic year at the campus. Include average costs for clothing, laundry, entertainment, medical (if not a required fee), and furnishings.	This measure does not apply to campuses that do not have institutional housing.	Example: 1000
Commuters Other Expenses Amount	R	COEXPAMT	AMOUNT	Estimated dollar amount of other expenses for a typical full-time undergraduate commuter student for the full academic year at the campus. Include average costs for clothing, laundry, entertainment, medical (if not a required fee), and furnishings.		Example: 1000

Measures to be reported at each Term

The below measures should be submitted during the Fall Freeze, Spring Freeze and the Summer End of Term collections for those respective reporting periods.

Measure Name	R / O / CR	Category Set Code	Measure Type	Definition	Business Rule	Valid / Sample Value(s)
Number Freshman Applicants	CR	FRESHAPP	COUNT	Total number of undergraduate degree-seeking, first-time, first-year students who applied to the campus for enrollment during the term. Include early decision and early action.	This field is not required for institutions that are open enrollment.	Example: 9214

Measure Name	R / O / CR	Category Set Code	Measure Type	Definition	Business Rule	Valid / Sample Value(s)
Number Freshman Applicants Accepted	CR	FRESHACC	COUNT	Total number of undergraduate degree-seeking, first-time, first-year students who applied to the campus for enrollment during the term and were accepted.	This field is not required for institutions that are open enrollment.	Example: 4142
Number Freshman Applicants to Enroll	CR	FRESHENR	COUNT	Total number of undergraduate degree-seeking, first-time, first-year students who applied to the campus for enrollment during the term and actually did enroll.	This field is not required for institutions that are open enrollment.	Example: 3,123
Number Transfer Applicants	R	TRSFRAAPP	COUNT	Total number of students who applied to the campus as a degree-seeking undergraduate transfer student for enrollment during the term.		Example: 2131
Number Transfer Applicants Accepted	R	TRSFRAACC	COUNT	Total number of students who applied to the campus as a degree-seeking undergraduate transfer student for enrollment during the term and that were accepted.		Example: 1098
Number Transfer Applicants to Enroll	R	TRSFRENR	COUNT	Total number of students who applied to the campus as a degree-seeking undergraduate transfer student for enrollment during the term, were accepted and actually did enroll.		Example: 510

Measures to be reported only during the Summer End of Term Collection

The below measures should be submitted during the Summer Collection. Note that these measures are for the entire academic year. Note that not all measures are relevant to all institutions. If a measure is not relevant to your institution (see the Business Rule column) do not submit it.

Measure Name	R / O / CR	Category Set Code	Measure Type	Definition	Business Rule	Valid / Sample Value(s)
Number of Course-to-Course Articulation Agreements	CR	NUMCRSEART	COUNT	Total number of formal articulation agreements for the academic year established by the campus with another institution of higher education that allows for the individual transfer of courses.	This measure is only relevant to institutions that participate in the Department of Education Transfer and Articulation program.	Example: 25

Measure Name	R / O / CR	Category Set Code	Measure Type	Definition	Business Rule	Valid / Sample Value(s)
Number of Core-to-Core Articulation Agreements	CR	NUMCOREART	COUNT	Total number of formal articulation agreements for the academic year established by the campus with another institution of higher education that allow general education requirements earned at the sending institution to satisfy the general education requirements at the receiving institution.	This measure is only relevant to institutions that participate in the Department of Education Transfer and Articulation program.	Example: 12
Number Program Specific Articulation Agreements	CR	NUMPSART	COUNT	Total number of formal articulation agreements for the academic year established by the campus with another institution of higher education that allow for the transfer of credits in a specific program of study.	This measure is only relevant to institutions that participate in the Department of Education Transfer and Articulation program.	Example: 10
Number Act 46 Dual Enrollment School District Partners	CR	NUM46SD	COUNT	Total number of campus Act 46 dual enrollment school district partners during the academic year. The institution should not submit this measure if they do not participate in Act 46.	This measure is only relevant to institutions participating in Act 46.	Example: 8
Number Non Act 46 Dual Enrollment School District Partners	CR	NUMNON46SD	COUNT	Total number of campus non Act 46 dual enrollment school district partners during the academic year. The institution should not submit this measure if they do not participate in Act 46.		Example: 12
Number of Noncredit Workforce Development (EDS) Courses	CR	NCWDC	COUNT	Total number of campus noncredit course offerings during the academic year approved by the Department of Education to qualify for an economic development stipend and having the specific purpose of providing opportunities for students and incumbent workers to develop or upgrade skills necessary in high priority occupations. If a course is offered multiple times during the academic year it should be counted multiple times within this measure.	This measure is only relevant to community colleges.	Example: 10
Number of Students in Noncredit Workforce Development Courses	CR	NCWDS	COUNT	Total number of students enrolled during the academic year in Non Credit Workforce Development Courses that are approved for the economic development stipend.	This measure is only relevant to community colleges.	Example: 250

Measure Name	R / O / CR	Category Set Code	Measure Type	Definition	Business Rule	Valid / Sample Value(s)
Number of Avocational Recreational Courses	CR	AVOCRECC	COUNT	Total number of course offerings in avocational pursuits during the academic year, designed to provide enrollees with skills or knowledge to be used in an activity that is subordinate to their current or their planned future customary employment, or recreational pursuits, designed to provide enrollees with diversion or distraction from workaday routines. If a course is offered multiple times during the academic year it should be counted multiple times within this measure.		Example: 10
Number of Students in Avocational Recreational Courses	CR	AVOCRECS	COUNT	Total number of students enrolled in Avocational/Recreational Courses during the academic year.		Example: 250
Number of Other Non Credit Courses	CR	OTHNCC	COUNT	Total number of noncredit course offerings during the academic year that are planned educational activities designed to enable students to achieve stated learning goals. Exclude courses approved for economic development stipend or that are avocational recreational in nature. If a course is offered multiple times during the academic year it should be counted multiple times within this measure.		Example: 10
Number of Students in Other Non Credit Courses	CR	OTHNCS	COUNT	Total number of students enrolled in Other Non Credit Courses during the academic year.		Example: 250
Number of Customized Job Training Offerings	CR	CUSTJOB OF	COUNT	Total number of custom-designed training offerings during the academic year that are delivered to meet the workforce training needs of local employers or other community organizations.	This measure is only relevant for institutions that offer customized job training offerings.	Example: 25
Number of Students in Customized Job Training Offerings	CR	CUSTJOB OFS	COUNT	Total number of students enrolled in customized job training offerings during the academic year.	This measure is only relevant for institutions that offer customized job training offerings.	Example: 100

Measure Name	R / O / CR	Category Set Code	Measure Type	Definition	Business Rule	Valid / Sample Value(s)
Number of Businesses and Organizations Served	CR	BUSSRVD	COUNT	The number of businesses and organizations the college worked with during the academic year to design and deliver customized job training.	This measure is only relevant for institutions that offer customized job training offerings.	Example: 15

Rules

1	The combination of CATEGORY SET CODE and MEASURE TYPE must exist in the MEASURE_CATEGORY_SET_DIM table where CTGRY_SET_TYPE = CAMPUS
2	MEASURE TYPE must be one of (AMOUNT, COUNT, PERCENT)
3	Code Column: K - component of primary key, U - value is updated if row exists, M - a value must be supplied
4	Data must be supplied in delimited format.

Load Sequences/Dependencies

Load Sequence/Dependencies

No dependencies

Sample Data

The below provide a sample of what a Campus Fact template will look like. This template contains records for the first five measures defined in the Fall Freeze table above.

```
407658804,9999,FALL,FREEZE,2010,APPFEE,AMOUNT,50
407658804,9999,FALL,FREEZE,2010,FTINSTATE,AMOUNT,10000
407658804,9999,FALL,FREEZE,2010,PTINSTATE,AMOUNT,50
407658804,9999,FALL,FREEZE,2010,FTOUTSTATE,AMOUNT,15000
407658804,9999,FALL,FREEZE,2010,PTOUTSTATE,AMOUNT,75
...
```

FAQs

Enrollment Domain

Institutions are required to submit the following templates in the Enrollment Domain:

- **PS Student Enrollment**

This domain applies to the following organizational types:

- Community Colleges
- PASSHE Institutions
- Private Institutions

PS Student Enrollment Template

Template Number: PS022

Target Table(s): PS_STUDENT_ENROLL

Template Description

This template contains indicators and measures for each student enrolled in an institution. For freeze collections submit one record for each student enrolled as of the freeze date. For end of term submissions submit one record for each student that was enrolled as of the freeze date (even if they were no longer enrolled at the end of the term) plus records for any additional students that enrolled after the freeze date.

Note that the below PS Student Enrollment fields are only relevant to end of term submissions. These fields should be left blank or null for freeze submissions.

- Degree CIP Code (#13)
- Second Degree CIP Code (#14)
- Third Degree CIP Code (#15)
- Degree Awarded Code (#18)
- Exit Reason Code (#35)

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	Valid / Sample Value(s)	Change Notes
1	9	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	4	CAMPUS ID	R	K,M	For main campuses use "9999". See the "Campus Reporting in PIMS" section for important information. If submitting data for branch campuses, use the PDE defined 4-digit code identifying the campus.		Example: 9999 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	N/A	COLLECTION TERM	R	K,M	Academic term of data submission. Use values of "FALL", "SPRING" or "SUMMER".	Values must be in all capital letters.	Valid values: FALL SPRING SUMMER	Valid values updated.
5	N/A	COLLECTION TYPE	R	K,M	Specifies type of data collection, freeze vs. end of term. Use values of "FREEZE" or "EOT".	Values must be in all capital letters.	Valid values: FREEZE EOT - END OF TERM	Valid values updated.
6	4,0	ACADEMIC YEAR	R	K,M	Academic year of data submission. Format is YYYY where YYYY represents the latter year. For example, 2009-2010 would be represented as 2010.		Example: 2010	
7	7	MAJOR CIP CODE	R	U	Six character Classification of Instructional Programs (CIP) code of the student's major. The CIP Code is the accepted government standard for program coding in all education information surveys. Format is XX.XXXX. Use value of "90.0000" for undeclared.		See appendix B in volume 2 of the user manual.	Field is now collected.

PS Student Enrollment Template Specifications

Field#	Max Length	Field Name	R / O / CR	Code	Definition	Business Rule	Valid / Sample Value(s)	Change Notes
8	7	SECOND MAJOR CIP CODE	CR	U	Six character Classification of Instructional Programs (CIP) code of the student's second major. The CIP Code is the accepted government standard for program coding in all education information surveys. Format is XX.XXXX.	Required if the student has a second major.	See appendix B in volume 2 of the user manual.	Field is now collected.
9	7	THIRD MAJOR CIP CODE	CR	U	Six character Classification of Instructional Programs (CIP) code of the student's third major. The CIP Code is the accepted government standard for program coding in all education information surveys. Format is XX.XXXX.	Required if the student has a third major.	See appendix B in volume 2 of the user manual.	Field is now collected.
10	7	MINOR CIP CODE	CR	U	Six character Classification of Instructional Programs (CIP) code of the student's minor. The CIP Code is the accepted government standard for program coding in all education information surveys. Format is XX.XXXX.	Required if the student has a minor.	See appendix B in volume 2 of the user manual.	Field is now collected.
11	7	SECOND MINOR CIP CODE	CR	U	Six character Classification of Instructional Programs (CIP) code of the student's second minor. The CIP Code is the accepted government standard for program coding in all education information surveys. Format is XX.XXXX.	Required if the student has a second minor.	See appendix B in volume 2 of the user manual.	Field is now collected.
12	7	THIRD MINOR CIP CODE	CR	U	Six character Classification of Instructional Programs (CIP) code of the student's third minor. The CIP Code is the accepted government standard for program coding in all education information surveys. Format is XX.XXXX.	Required if the student has a third minor.	See appendix B in volume 2 of the user manual.	Field is now collected.

PS Student Enrollment Template Specifications

Field#	Max Length	Field Name	R / O / CR	Code	Definition	Business Rule	Valid / Sample Value(s)	Change Notes
13	2	DEGREE CIP CODE	CR for EOT only	U	Six character Classification of Instructional Programs (CIP) code of the student's degree, certificate or diploma earned at the end of the term. The CIP Code is the accepted government standard for program coding in all education information surveys. Format is XX.XXXX.	This field is only relevant to end of term submissions. Submit it if the student earned a degree, certificate or diploma at the end of the term.	See appendix B in volume 2 of the user manual.	Field is now collected.
14	2	SECOND DEGREE CIP CODE	CR for EOT only	U	Six character Classification of Instructional Programs (CIP) code of the student's second degree, certificate or diploma earned at the end of the term. The CIP Code is the accepted government standard for program coding in all education information surveys. Format is XX.XXXX.	This field is only relevant to end of term submissions. Submit it if the student earned a second degree, certificate or diploma at the end of the term.	See appendix B in volume 2 of the user manual.	Field is now collected.
15	2	THIRD DEGREE CIP CODE	CR for EOT only	U	Six character Classification of Instructional Programs (CIP) code of the student's third degree, certificate or diploma earned at the end of the term. The CIP Code is the accepted government standard for program coding in all education information surveys. Format is XX.XXXX.	This field is only relevant to end of term submissions. Submit it if the student earned a third degree, certificate or diploma at the end of the term.	See appendix B in volume 2 of the user manual.	Field is now collected.
16	N/A	DEGREE SEEKING STATUS CODE	R	U	Specifies student's degree-seeking status.		Valid values: 1 – Degree / certificate / diploma seeking 2 - Non degree / certificate / diploma seeking taking courses for credit 3 - Undecided	Valid values updated. Added "diploma" to descriptions. Previous "Unknown" value changed to "Undecided".

PS Student Enrollment Template Specifications

Field#	Max Length	Field Name	R / O / CR	Code	Definition	Business Rule	Valid / Sample Value(s)	Change Notes
17	N/A	DEGREE SEEKING TYPE CODE	R	U	<p>Specifies academic award of program student enrolled in.</p> <p>Notes:</p> <p>1.) Associates degrees (or transfer associates degrees) are designed to impart knowledge and skills that represent the accumulated knowledge base in a subject area. The instruction is designed to be comprehensive and theoretical. For example, mathematics majors provide instruction across a broad range of mathematical content areas, including in-depth study of historical and theoretical perspectives, with minimal regard to specific occupational applications. Include: English/literature and humanities; interdisciplinary studies; mathematics; science; social science.</p> <p>2.) Terminal associate degrees are designed to impart knowledge and skills that represent the relevant accumulated knowledge within the context of occupation-specific job requirements. The knowledge and skills imparted typically involve less theory, more application, and a narrower focus than what is taught in a traditional general education associates degree.</p>		<p>Valid values:</p> <p>1 - Certificate 2 - Diploma 3 - Associate 5 - Terminal Associate 6 - Bachelor's 7 - Joint Bachelor's/Master's 12 – Undecided Program 14 – Dual Bachelor's 15 – Non-Degree Seeking</p>	<p>Valid values updated. Values "Transfer Associated" and "None" dropped. Previous "Unknown" value changed to "Undecided Program". "Dual Bachelor's added.</p>

PS Student Enrollment Template Specifications

Field#	Max Length	Field Name	R / O / CR	Code	Definition	Business Rule	Valid / Sample Value(s)	Change Notes
18	N/A	DEGREE AWARDED CODE	CR for EOT only	U	The highest type of award/degree conferred on the student at the end of the term. See notes in Degree Seeking Type Code field relevant to Associate and Terminal Associate degrees.	This field is only relevant to end of term submissions. Submit it if the student earned a degree, certificate or diploma at the end of the term.	Valid values: 1 - Certificate 2 - Diploma 3 - Associate 5 - Terminal Associate 6 - Bachelor's 7 - Joint Bachelor's/Master's 14 - Dual Bachelor's	Description updated to indicate that this is the "highest" degree. Valid values updated. Values "Transfer Associated" and "None conferred" dropped. Value "Dual Bachelor's" added.
19	N/A	ENROLLMENT TYPE CODE	R	U	Specifies whether as of the reporting period the student was dually enrolled as part of the Act 46 program, not dually/concurrently enrolled or dually/concurrent enrolled but not part of the Act 46 program. See valid values. Dual enrollment is defined as a high school student taking a course or courses at a postsecondary institution for high school credit. Concurrent enrollment is defined as a high school student taking a course or courses at a postsecondary institution but not for high school credit.		Valid values: 1 - Not dually or concurrently enrolled 2 - Act 46 Dual Enrollment 3 - Non Act 46 Dual/Concurrent Enrollment	Updated definition. Valid values updated. Dropped "Concurrent Enrollment". Changed code # 3 to include non Act 46 dual enrollment as well as concurrent enrollment.
20	3	FULL TIME STUDENT INDICATOR	R	U	Specifies student's full or part time status as of the reporting period. A full time undergraduate student is defined as a student enrolled for 12 or more semester credits, or 12 or more quarter credits, or 24 or more contact hours a week each term	Values must be in all capital letters.	Valid values: YES NO	Updated definition. Valid values updated. Dropped "NA".

PS Student Enrollment Template Specifications

Field#	Max Length	Field Name	R / O / CR	Code	Definition	Business Rule	Valid / Sample Value(s)	Change Notes
21	3	FIRST TERM OF ACADEMIC HISTORY INDICATOR	R	U	Specifies whether the respective term is student's first of undergraduate academic history. Note that students who first entered during the summer should have this field set to "YES" for the summer and subsequent fall term. Additionally, note that this also applies to students who enter with advanced standing due to credits obtained during high school.	Values must be in all capital letters.	Valid values: YES NO	Updated definition. Valid values updated. Dropped "NA".
22	3	HONORS PROGRAM INDICATOR	R	U	Specifies whether student is enrolled in the institution's honors program as of the reporting period.	Values must be in all capital letters.	Valid values: YES NO NA (institution does not have an honors program)	Valid values updated to indicate meaning of "NA".
23	3	INSTITUTIONAL HOUSING INDICATOR	R	U	Specifies whether the student lived in institutionally provided housing as of the reporting period.	Values must be in all capital letters.	Valid values: YES NO NA (institution does not have institutional housing)	Valid values updated to indicate meaning of "NA".
24	3	STUDY ABROAD INDICATOR	R	U	Specifies whether the student is studying abroad at any time during the term.	Values must be in all capital letters.	Valid values: YES NO NA (institution does not have study abroad program)	Valid values updated to indicate meaning of "NA".
25	3	FOREIGN EXCHANGE STUDENT INDICATOR	R	U	Specifies whether the student is a foreign exchange student attending your institution as of the reporting period.	Values must be in all capital letters.	Valid values: YES NO	Valid values. Dropped "NA" value.

PS Student Enrollment Template Specifications

Field#	Max Length	Field Name	R / O / CR	Code	Definition	Business Rule	Valid / Sample Value(s)	Change Notes
26	3	ALTERNATE CREDIT INDICATOR	R	U	Specifies if student received credit from the institution through alternative means such as Prior Learning Assessment, College Learning Examination Program (CLEP) or Advanced Placement (AP). This field should be populated as "YES" for each term at the institution (at that level) after which they received this credit.	Values must be in all capital letters.	Valid values: YES NO	Updated definition. Valid values updated. Dropped "NA" value.
27	Not Collected							Field changed to not collected.
28	Not Collected							
29	3	FAFSA INDICATOR	R	U	Specifies whether the institution received the Free Application for Federal Student Aid (FAFSA) for the student and academic year in question. This is regardless of whether or not the student received any aid.	Values must be in all capital letters.	Valid values: YES NO UNK – Unknown Note: The "UNK" option will not be available for use in this field starting in the 2010-11 academic year.	Updated definition. Valid values updated. Changed "NA" value to "UNK" for unknown.
30	Not Collected							Field changed to not collected.
31	3	EQUAL OPPORTUNITY PROGRAM PARTICIPATION INDICATOR	R	U	Specifies whether student was participating in the Act 101 program as of the reporting period.	Values must be in all capital letters.	Valid values: YES NO	Updated definition. Valid values updated. Dropped "NA" value.
32	3	EQUAL OPPORTUNITY OPT OUT INDICATOR	R	U	Specifies whether student qualified for the Act 101 program during the term but refused Act 101 services and has never participated in the Act 101 program.	Values must be in all capital letters.	Valid values: YES NO	Updated definition. Valid values updated. Dropped "NA" value.

PS Student Enrollment Template Specifications

Field#	Max Length	Field Name	R / O / CR	Code	Definition	Business Rule	Valid / Sample Value(s)	Change Notes
33	3	PERKINS PARTICIPATION INDICATOR	R	U	Specifies whether student is participating in the Perkins postsecondary program as of the reporting period. See FAQs at the end of this template for specific Perkins program criteria.	Values must be in all capital letters.	Valid values: YES NO	Updated definition. Valid values updated. Dropped "NA" value.
34	N/A	POST GRADUATION/COMPLETION PLAN CODE	R	U	Student's post graduation/completion plans.	For Act 101 and Perkin's students this must be reported every term. For all other students this should be reported as "Unknown" until the term of graduation.	Valid values: 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	CR for EOT only	U	Reason the student left the institution during or at the end of the term.	This field is only relevant to end of term submissions. Submit it if the student exited the institution after the freeze date and before the end of the term. Note that this includes graduation. All students who exit the institution during or at the end of the term should have this field populated. Use "Unknown" value if necessary.	Valid values: 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 - Graduated 12 - Unknown	Updated business rule. Updated to indicate that this field is only relevant for end of term submissions.
36	Not Collected							

PS Student Enrollment Template Specifications

Field#	Max Length	Field Name	R / O / CR	Code	Definition	Business Rule	Valid / Sample Value(s)	Change Notes
37	Not Collected							
38	Not Collected							
39	7,2	NUMBER OF ALTERNATE CREDITS	CR	U	The number of credits the student received from the institution through alternative means such as Prior Learning Assessment, College Learning Examination Program (CLEP) or Advanced Placement (AP).	This field is required if ALTERNATE CREDIT INDICATOR (#26) = YES.	Example: 10.5	Field is now collected.
40	7,2	CUMULATIVE CREDITS COMPLETED	R	U	Cumulative credits earned by the student. For Freeze submissions this number will not include the term in question. End of Term submissions will include the credits earned during that term. When a student changes from undergraduate to graduate, do not count undergraduate credits. Include transfer credits.		Example: 27.5	Updated definition.
41	7,2	CUMULATIVE REMEDIAL CREDITS COMPLETED	R	U	Cumulative remedial credits earned by the student. For Freeze submissions this number will not include the term in question. End of Term submissions will include the credits earned during that term. When a student changes from undergraduate to graduate, do not count undergraduate credits. Include transfer credits. Remedial courses are instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.		Example: 0	Field is now collected.

PS Student Enrollment Template Specifications

Field#	Max Length	Field Name	R / O / CR	Code	Definition	Business Rule	Valid / Sample Value(s)	Change Notes
42	7,2	CUMULATIVE NON REMEDIAL CREDITS COMPLETED	R	U	<p>Cumulative non-remedial credits earned by the student. For Freeze submissions this number will not include the term in question. End of Term submissions will include the credits earned during that term.</p> <p>When a student changes from undergraduate to graduate, do not count undergraduate credits. Include transfer credits.</p> <p>Remedial courses are instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.</p>		Example: 27.5	Field is now collected.
43	7,2	CUMULATIVE OCCUPATIONAL CREDITS COMPLETED	CR	U	<p>Cumulative occupational (Perkins related) credits earned by the student. For Freeze submissions this number will not include the term in question. End of Term submissions will include the credits earned during that term.</p> <p>When a student changes from undergraduate to graduate, do not count undergraduate credits. Include transfer credits.</p>	This field is only required for Perkins students.	Example: 27.5	Updated definition.
44	10,5	CUMULATIVE GPA	R	U	<p>Student's cumulative Grade Point Average on a 0.00 to 4.00 scale.</p> <p>For Freeze submissions this GPA will not include the term in question. End of Term submissions will take into account grades earned during that term.</p>		Example: 3.13	Updated definition.

PS Student Enrollment Template Specifications

Field#	Max Length	Field Name	R / O / CR	Code	Definition	Business Rule	Valid / Sample Value(s)	Change Notes
45	10,5	CUMULATIVE NON REMEDIAL GPA	R	U	<p>Student's cumulative non-remedial Grade Point Average on a 0.00 to 4.00 scale.</p> <p>For Freeze submissions this GPA will not include the term in question. End of Term submissions will take into account grades earned during that term.</p> <p>Remedial courses are instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.</p>		Example: 3.13	Field is now collected.
46	10,5	CUMULATIVE OCCUPATIONAL GPA	CR	U	<p>Student's cumulative Grade Point Average for occupational (Perkins related) courses on a 0.00 to 4.00 scale.</p> <p>For Freeze submissions this GPA will not include the term in question. End of Term submissions will take into account grades earned during that term.</p>	This field is only required for Perkins students.	Example: 3.6	Field is now collected.
47	Not Collected							
48	Not Collected							

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.
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Load Sequences/Dependencies**Load Sequence/Dependencies**

PS023 – PS STUDENT INSTITUTION

FAQs**1. Must enrollment information be submitted for all students?**

- Yes, enrollment records must be submitted for all for-credit undergraduate students. Freeze submissions should include one record for each student enrolled as of the institution's freeze date. End of term submissions should include one record for each student that was enrolled as of the freeze date (even if they were no longer enrolled at the end of the term) plus records for any additional students that enrolled after the freeze date.

2. Is the First Term of Academic History Indicator meant to indicate a student's first term at a particular institution, or their overall first term in higher education?

- This field is meant to capture a student's first term in higher education.

3. Does the Study Abroad Indicator refer to the entire term? What if students are only studying abroad for a portion of the term?

- If a student studies abroad at any point during the term they should be reported as having studied abroad that term.

4. What program criteria must be met to classify a program as a "Perkins postsecondary program?"

- Each program shall be a career and technical education program. The term "career and technical education" means educational programs offering a sequence of courses which are directly related to the preparation of individuals in paid employment in current or emerging occupations. (Carl D. Perkins Act, P.L. 101-392).
- Each program shall be a credit-based program and shall be identified with an accepted Classification of Instructional Program (CIP) code.
- Each program shall have a statement of objectives that will be printed in the institution's catalog. The statement must indicate clearly that the program is designed for job placement incorporating employment-related job skills and knowledge. The catalog must indicate that the program is primarily occupational.

- Each program shall have an occupational objective that is consistent with gainful employment opportunities (as opposed to volunteer) available at the local, regional or state level.
- Each program shall involve a planned coherent sequence of courses and have at least 50 percent of its course work (minimum of 15 credit hours) devoted to the development of directly related job skills and knowledge including, but not necessarily limited to, training labs, work experience, on-the-job cooperative experience and clinical work.
- Each program shall be designed in such a way that all postsecondary-level requirements, including requirements for admission to the program or for courses within the program, can be completed in two calendar years (24 months) or less when pursued by a full-time student.
- Each program must offer formal recognition for completion. Acknowledgment may be an associate degree, diploma, certificate, or other recognition, including registered apprenticeship, which is less than a baccalaureate degree.
- Each program must be under the direct control of the institution regarding curriculum, faculty, admissions, work experience, on-the-job cooperative experience and clinical work.
- Other programs meeting the above criteria, but planned to be listed in the institution's official catalog, will be evaluated for approval with submission of proper documentation.

Student Domain

Institutions are required to submit the following templates in the Student Domain:

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

This domain applies to the following organizational types:

- Community Colleges
- PASSHE 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. For freeze collections submit one record for each student enrolled as of the freeze date. For end of term submissions submit one record for each student that was enrolled as of the freeze date (even if they were no longer enrolled at the end of the term) plus include records for any additional students that enrolled after the freeze date.

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	Valid / Sample Value(s)	Change Notes
1	9	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	10	PS STUDENT ID	R	K,M	The 10-digit unique PAsecureID assigned to the student.		Example: 100000009	

PS Student Institution Template Specifications

Field#	Max Length	Name	R / O / CR	Code	Definition	Business Rules	Valid / Sample Value(s)	Change Notes
3	40	COLLECTION TERM	R	K,M	Academic term of data submission. Use values of "FALL", "SPRING" or "SUMMER".	Values must be in all capital letters.	Valid values: FALL SPRING SUMMER	Valid values updated.
4	40	COLLECTION TYPE	R	K,M	Specifies type of data collection, freeze vs. end of term. Use values of "FREEZE" or "EOT".	Values must be in all capital letters.	Valid values: FREEZE EOT - END OF TERM	Valid values updated.
5	4,0	ACADEMIC YEAR	R	K,M	Academic year of data submission. Format is YYYY where YYYY represents the latter year. For example, 2009-2010 would be represented as 2010.		Example: 2010	
6	Not Collected							
7	60	LAST NAME	R	U,M*	Student's full legal last name.		Example: Smith	
8	60	FIRST NAME	R	U,M*	Student's full legal first name.		Example: John	
9	60	MIDDLE NAME	R	U	Student's full legal middle name or initial.		Example: Lee	Updated definition.
10	10	BIRTH DATE	R	U	Provide the birth date of the student.	In the rare situations when a student's birth date is unknown, use 1910-01-01. All dates must be entered in ISO format (YYYY-MM-DD).	Example: 1991-07-15	

PS Student Institution Template Specifications

Field#	Max Length	Name	R / O / CR	Code	Definition	Business Rules	Valid / Sample Value(s)	Change Notes
11	9	SOCIAL SECURITY NUMBER	R	U	The nine-digit number of identification assigned to the individual by the Social Security Administration. Do not include dashes in the format.	This field is required if known and the student has not selected a FERPA block.	Example: 111223333	Field is now collected.
12	12	PS LOCAL STUDENT ID	O	U	Student's local institutional ID.		Example: 12345	Field changed from required to optional.
13	N/A	COUNTRY CODE OF CITIZENSHIP	O Note: This field will be required starting in the 2010-11 academic year.	U	The country that the student is a citizen or resident of.		See appendix C in volume 2 of the user manual.	Field changed from required to optional. Definition updated. Removed "00" code (unknown).
14	Not Collected							Field changed to not collected.
15	N/A	FIRST GENERATION INDICATOR	R	U	Specifies whether student is a first generation college student within their immediate family.	Values must be in all capital letters.	Valid values: YES NO UNK (Unknown) Note: The "UNK" option will not be available for use in this field starting in the 2010-11 academic year.	Added note to valid values column.
16	N/A	GENDER CODE	R	U,M	Student's gender.	Values must be in all capital letters.	M - Male F - Female	Updated valid values. Dropped "Transgender".

PS Student Institution Template Specifications

Field#	Max Length	Name	R / O / CR	Code	Definition	Business Rules	Valid / Sample Value(s)	Change Notes
17	N/A	RACE CODE	R	U,M	Student's race. Note that for the 2010-11 academic year PIMS will accept race/ethnicity data in either the legacy 1977 format or the new 1997 format. See valid values.		Valid values: 1 – American Indian/ Alaskan Native 2 – Asian/Pacific Islander 3 – Black or African American, non-Hispanic 4 – Hispanic of any race 5 – White, non-Hispanic 6 - Two or more races (new code set only) 7 - Nonresident Alien 8 – Race and ethnicity unknown 9 – Asian (new code set only) 10 – Native Hawaiian or other Pacific Islander (new code set only)	Updated definition and valid values to work with 1977 or 1997 race reporting formats. Note that the codes are different than what was used in the pilot.
18	Not Collected							
19	Not Collected							
20	Not Collected							
21	Not Collected							
22	N/A	HISPANIC INDICATOR	R	U,M	Indicator of whether student is Hispanic.	Values must be in all capital letters.	Valid values: YES NO UNK (Unknown)	Updated definition and valid values.
23	Not Collected							



PS Student Institution Template Specifications

Field#	Max Length	Name	R / O / CR	Code	Definition	Business Rules	Valid / Sample Value(s)	Change Notes
24	N/A	NONRESIDENT ALIEN INDICATOR	R	U,M	Indicator of whether student is a Nonresident Alien.	Values must be in all capital letters.	Valid values: YES NO UNK (Unknown)	Updated definition and valid values.

PS Student Institution Template Specifications

Field#	Max Length	Name	R / O / CR	Code	Definition	Business Rules	Valid / Sample Value(s)	Change Notes
25	N/A	DISABILITY INDICATOR	CR	U	The student's disability status. An individual with a disability is defined as any individual who has a physical or mental impairment that substantially limits that person in some major life activity or employment. This includes any individual who has been evaluated under part B of the Individuals with Disabilities Education Act Amendments of 1997 (20 U.S.C. 1400 et seq.) and determined to be an individual with a disability who is in need of special education and related services; or any individual who is considered to be disabled under Section 504 of the Rehabilitation Act of 1973, as amended, and who has impairment which affects his/her ability to be employed.	This field is only required for Perkins students. Values must be in all capital letters	Valid values: YES NO	Field is now collected.

PS Student Institution Template Specifications

Field#	Max Length	Name	R / O / CR	Code	Definition	Business Rules	Valid / Sample Value(s)	Change Notes
26	Not Collected							
27	Not Collected							
28	N/A	PRIMARY LANGUAGE CODE	O Note: This field will be required starting in the 2010-11 academic year.	U	The student's primary language.		See appendix D in volume 2 of the user manual.	Field changed from required to optional.
29	N/A	MILITARY STATUS CODE	O	U	Specifies if the student is/was part of the US Armed Forces or National Guard.		Valid values: 1 - Never served 2 - Active Duty 3 - Inactive Duty 4 - Veteran 5 - Unknown	Field changed from required to optional.
30	N/A	SINGLE PARENT INDICATOR	CR	U	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.	This field is only required for Perkins students. Values must be in all capital letters.	Valid values: YES NO	Updated valid values. Dropped "NA" value.

PS Student Institution Template Specifications

Field#	Max Length	Name	R / O / CR	Code	Definition	Business Rules	Valid / Sample Value(s)	Change Notes
31	N/A	HAS DEPENDANT INDICATOR	O Note: This field will be required starting in the 2010-11 academic year.	U	Specifies whether or not the student has dependents as of the reporting period.		Valid values: YES NO	Field changed from required to optional. Updated valid values. Dropped "NA" value.
32	Not Collected							Field changed to not collected.
33	N/A	MIGRANT WORKER INDICATOR	CR	U	Specifies whether student is a migrant worker.	This field is only required for Perkins students.	Valid values: YES NO	Valid values updated. Dropped "NA" value.

PS Student Institution Template Specifications

Field#	Max Length	Name	R / O / CR	Code	Definition	Business Rules	Valid / Sample Value(s)	Change Notes
34	N/A	LEP INDICATOR	R	U	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.	Values must be in all capital letters. Perkins students must be reported with a "YES" or "NO" value.	Valid values: YES NO NA – Data not available. (not a valid value for Perkins students)	Field changed from conditionally required to required.



PS Student Institution Template Specifications

Field#	Max Length	Name	R / O / CR	Code	Definition	Business Rules	Valid / Sample Value(s)	Change Notes
35	N/A	DISPLACED HOMEMAKER INDICATOR	CR	U	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.	This field is only required for Perkins students. Values must be in all capital letters.	Valid values: YES NO	Valid values updated. Dropped "NA" value.

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PS Student Institution Template Specifications

Field#	Max Length	Name	R / O / CR	Code	Definition	Business Rules	Valid / Sample Value(s)	Change Notes
36	N/A	ECONOMICALLY DISADVANTAGED INDICATOR	CR	U	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.	This field is only required for Perkins students. Values must be in all capital letters.	Valid values: YES NO	Valid values updated. Dropped "NA" value.
37	Not Collected							Field changed to not collected.

PS Student Institution Template Specifications

Field#	Max Length	Name	R / O / CR	Code	Definition	Business Rules	Valid / Sample Value(s)	Change Notes
38	N/A	TRANSFER STUDENT INDICATOR	R	U	Specifies if student transferred into the institution 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 as "YES" for each term at the institution (at that level) after they have transferred in.	Values must be in all capital letters.	Valid values: YES NO	Updated definition. Valid values updated. Dropped "NA" value.
39	N/A	MOTHER HIGHEST EDUCATION LEVEL CODE	R	U	Specifies the highest educational attainment of the student's mother.		Valid values: 1 – Middle School / Jr. High 2 – High School 3 – College or beyond 4 – Other / unknown	Added note to valid values column.
40	N/A	FATHER HIGHEST EDUCATION LEVEL CODE	R	U	Specifies the highest educational attainment of the student's father.		Valid values: 1 – Middle School / Jr. High 2 – High School 3 – College or beyond 4 – Other / unknown	Added note to valid values column.
41	40	PERMANENT STREET ADDRESS 1	CR	U	Student permanent address line 1.	This field is required for Perkins students. It is optional for all other students.		Example: 100 Main St.

PS Student Institution Template Specifications

Field#	Max Length	Name	R / O / CR	Code	Definition	Business Rules	Valid / Sample Value(s)	Change Notes
42	40	PERMANENT STREET ADDRESS 2	CR	U	Provide additional information concerning the street address of the Student's mailing address, such as apartment number.	This field is required for Perkins students. It is optional for all other students.		Example: Apt # 2B
43	40	PERMANENT STREET ADDRESS 3	CR	U	Provide additional information concerning the street address of the Student's mailing address, such as apartment number.	This field is required for Perkins students. It is optional for all other students.		
44	30	PERMANENT ADDRESS CITY	CR	U	Provide the City of the Student's mailing address.	This field is required for Perkins students. It is optional for all other students.		Example: Harrisburg
45	N/A	PERMANENT ADDRESS STATE CODE	R	U	Provide the official two-character US Postal Service abbreviation for the Student's mailing address. Use value of "XX" for international students from countries not in the list.		See appendix E in volume 2 of the user manual.	
46	5	PERMANENT ADDRESS BASE ZIP	R	U	Provide the base zip code of the student's address.		Example: 19606	Field changed from optional to required.
47	4	PERMANENT ADDRESS ZIP CODE 4	O	U	Provide the +4 component of the student's zip code.			Example: 1234

PS Student Institution Template Specifications

Field#	Max Length	Name	R / O / CR	Code	Definition	Business Rules	Valid / Sample Value(s)	Change Notes
48	N/A	PERMANENT ADDRESS COUNTY CODE	R	U	Provide the county of the student's permanent address if a PA resident. Use value "00" for out of state students.		See appendix F in volume 2 of the user manual.	Field changed from optional to required.
49	N/A	STATE RESIDENCY INDICATOR	R	U	Specifies whether the student is a Pennsylvania resident as of the reporting period.	Values must be in all capital letters.	Valid values: YES NO	New field

Rules

1	Date fields (field name ends in DATE) must be in ISO format: YYYY-MM-DD
2	If P12 STATE STUDENT ID is not supplied, the PS STATE STUDENT ID value will be used
3	Code Column: F - P12 STATE STUDENT ID is inserted once into table, no updates allowed
4	Code Column: M* - At least one of LAST NAME or FIRST NAME must be supplied else the record is rejected
5	The non-null values in RACE CODE through RACE 5 CODE must be supplied in order; if a Code is skipped, the record is rejected
6	The non-null values in RACE CODE through RACE 5 CODE must be unique unless N/A is used; if not, the record is rejected
7	Code Column: D – If values for RACE 2 CODE through RACE 5 CODE are not supplied, a default of N/A is used
8	A code representing Unknown is valid only for RACE CODE; if supplied for other RACE CODE Fields, the record is rejected
9	If RACE CODE is a code representing Unknown, RACE 2 CODE through RACE 5 CODE must either be N/A or not supplied
10	At least one of RACE CODE, HISPANIC INDICATOR and NONRESIDENT ALIEN INDICATOR must not represent Unknown
11	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
12	Data must be supplied in delimited format.



Load Sequence/Dependencies

Load Sequence/Dependencies	Optional	Lookup
No dependencies		

FAQs

Student Educational Background Template

Template Number: PS026

Target Table: STUDENT_EDUCATION_BACKGROUND

Template Description

The Student Educational Background Template contains information regarding a student's high school record. For the Fall 2009 Freeze collection, include records for all currently enrolled for-credit students. For subsequent collections it is only necessary to submit records for new students that have not yet been submitted in this template. In other words, a particular student only needs to be submitted once in this template rather than each term.

Note that this template may only need to be submitted during the Fall Freeze, Spring Freeze or Summer End of Term collections. Institutions will only need to submit this template for the Fall End of Term and Spring End of Term collections if new students have enrolled since the previous freeze collection.

Grain: One record per student

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	Valid / Sample Values	Change Notes
1	10	PS STATE STUDENT ID	R	K,M	The 10-digit unique PAsecureID assigned to the student.		Example: 1000000009	

Student Educational Background Template Specifications

Field#	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Valid / Sample Values	Change Notes
2	9	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	O	U,D	NCES code of school district student graduated from. Leave blank for Home Schooled students and for students who have received a GED.		Example: 4211400	Field changed from required to optional.
4	5	NCES SCHOOL CODE	O	U,D	NCES code of school high school student graduated from. Leave blank for Home Schooled students and for students who have received a GED.		Example: 05190	Field changed from required to optional.
5	10	HIGH SCHOOL GRADUATION SCHOOL YEAR DATE	O	U	Student's year of graduation from high school in YYYY-06-30 format. Use home school graduation year or year student passed GED if relevant.	All dates must be entered in ISO format (YYYY-MM-DD)	Example: 2006-06-30	
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	

Student Educational Background Template Specifications

Field#	Max Length	Name	R/O/CR	Code	Definition	Business Rules	Valid / Sample Values	Change Notes
7	10,5	HIGH SCHOOL GPA	CR	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.	This field is only required for Act 101 students.	Example: 3.31	
8	4,0	HIGH SCHOOL CLASS RANK	O	U	Student's high school class rank.		Example: 50	
9	4,0	HIGH SCHOOL CLASS SIZE	O	U	Student's high school class size.		Example: 244	
10	Not Collected							
11	N/A	HOME SCHOOLED GRADUATE INDICATOR	O	U	Indicates whether the student was home schooled instead of graduating from a public or private high school.	Values must be in all capital letters.	Valid values: YES NO	New field
12	N/A	HIGH SCHOOL DIPLOMA TYPE CODE	O	U	Indicates whether student earned a GED instead of graduating from high school.	Values must be in all capital letters.	Valid values: YES NO	New field

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, NCES DISTRICT ID is validated against LEA_IDENTIFIER in the DISTRICT table
5	If supplied, NCES SCHOOL CODE is validated against NCES_SCHOOL_CODE in the LOCATION table



6	If supplied, HIGH SCHOOL GRADUATION SCHOOL YEAR DATE must be of the form YYYY-06-30
7	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
8	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
9	Data must be supplied in delimited format.

Load Sequence/Dependencies

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

FAQs