

Data Request Helpful Hints

PennData Information is collected twice a year: January for all students with an IEP/Service Plan in effect on December 1 of the current school year; and again in July for any students who should have been included in the December count but were missed. Student Data cannot be changed in July, only added or deleted.

Data collected is not considered final until after it has been officially submitted and acknowledged by USED.
Those timelines are as follows:

Data	Availability
Student Demographic Data	February 1st & November 1st
Personnel	November 1st
Exiting	November 1st
Discipline	November 1st

- ✓ **Be as specific as possible when requesting data.**
- ✓ **Think about what you want the report to look like.**
- ✓ **What question do you want to answer?**

Required Variables for all reports:

What School Year? Do not indicate a calendar year.
(2005-06, 2006-07, etc. *NOT 2005 or 2006*)

By Age or Grade?
(School Age 6-21), or (Include Kindergarten 5 year olds?)

What Level are you looking for?
(State, IU, or LEA)

Are there any populations you would like to Exclude?
(e.g. Charter Schools, Gifted, Wards of State, Correctional Facilities)

Include Totals?
(Across Rows, Down Columns)

Aggregate LEA Data is available for the Federally Mandated variables included in the PennData Resource Guide:

	Age
	Gender
	Ethnic Background
	Limited English Proficiency
	Grade
	Disability Category
	Residency
	Home District
	LRE Category/Location of Intervention
	Personnel
	Discipline
	Exiting

All data reports will be issued with an * in place of numbers of = 10 or Less, or percentages that represent numbers of =10 or Less, in any one category to protect confidentiality of a particular sub-group.