Exiting Data Formatting Information

General Formatting Information for Export Files

All data export files must be in standard ASCII comma-delimited format, either CSV or text format. Each line must be terminated by a carriage return and line feed combination. Files shall be named as indicated in this document, and must be in an MS-DOS compatible file format.

Exiting Data

The two files, Student (optional in Spot Checker) and Special Education Snapshot, will contain a row of data for each student. The Student contains **217 values per row**, each separated by a comma (for a total of 216 commas per row). The Special Education Snapshot contains **71 values per row**, each separated by a comma (for a total of 70 commas per row). If there is not a value for any item, a comma will indicate a blank variable.

Be sure to include leading zeros where necessary. Dates should be formatted as YYYY-MM-DD. See example below.

See PIMS Manual for more detailed descriptions.

Example:
- Student Template:
  123469696,3241,2014-06-30,5723049696,,,,,,KF,,,S-09,1990-09-29,F,12 REVERE AVE,,ABINGTON,PA,19001,,,M,,,,5,,,,,,N,,,,,E,,,99,,,,,Y,,,,,,,0612,,,,,,,,,,,,,,E,,,N,,,N,,,,,,,N,,,2012-07-16,,,,,N,,,,,011806,,,,2005-09-01,2000-09-05,2007-09-05,,,,,,,,,,2000-09-05 ,,,,,,,,123469696,,,N,,,,,0,,,,,,N,,NEARING,ANNA,,,,,,,,,,,,,,,,,,,,,,,,,,, 3241,N,Y,,,,,,,,,,,,,,,,,,,,123469696,,,,,,,,,,,,,,,,,,,,,J,,A,B,F,123469696

- Special Education Snapshot:
  123469696,3241,2014-06-30,,5723049696,,,,,Prestlow,2125,,,,06,,02,,,,,,,,,,N,,,,,,,,2014-12-01 ,,,,,,,,,20,,,,,54,,,,,,,,,,,,,,,,,,,,123469696,3241

Exiting Information Data Items
Student Template
Empty fields are not included in this list –
Reminder: The layout of the record must follow the 271 fields
for Student Template (optional in Spot Checker)

See PIMS Manual for more detailed descriptions.

Field No.	Field Name	Valid Values	Explanations / Comments
1	District Code (LEA submitting, +SE District of Residence)	9-digit code	FIELD TYPE: Numeric LENGTH: Nine (9) DEFINITION: The unique 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education. AUN of the district in which the parent or guardian resides
2	Location Code	4-digit code	FIELD TYPE: Numeric LENGTH: Four (4) DEFINITION: The PDE-defined, 4-digit code identifying the school. All public schools have a 4-digit school code that is other than 0000 or 9999 **NOTE:** IUs, PRRISs and APSs use location code 0000. If the district of residence does not have a school with the appropriate grade level for the student (a 12th grade student whose district of residence does not have a high school), use 0000. For Special Ed Reporting - the Special Education Reporting LEA uses 9999 for students educated in other LEAs

Field No.	Field Name	Valid Values	Explanations / Comments
3	School Year Date	10 characters, ISO format (YYYY-MM-DD)	FIELD TYPE: Numeric LENGTH: Ten (10) DEFINITION: A single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2014-2015 school year would be indicated by 2015-06-30. All dates must be entered in the ISO format YYYY-MM-DD
4	Student ID	10-digit code	FIELD TYPE: Numeric or alpha/numeric (no special characters) LENGTH: Ten digit code DEFINITION: The unique 10-digit PASecureID assigned to the student.
10	Current Grade Level	K4A – K4 Half Day – Morning (AM) K4P - K4 Half Day – Afternoon (PM) K4F - K4 Full Day K5A – K5 Half Day – Morning (AM) K5P – K5 Half Day – Afternoon (PM) K5F – K5 Full Day 001-012 Grades	FIELD TYPE: Alpha or Numeric LENGTH: Three (3) DEFINITION: Indication of student's grade level. Special Ed students must be coded with an actual grade. The student's age may be used to make this determination.
13	Home Room	Not blank	FIELD TYPE: Numeric or alpha/numeric LENGTH: Twenty (20) DEFINITION: Provide the homeroom number for the student for the given year. This field is used for determining class size in the elementary school grades and in off-site preschool programs.
14	Birth Date	10 characters, ISO format (YYYY-MM-DD)	FIELD TYPE: Numeric LENGTH: Ten (10) DEFINITION: Date of birth. All dates must be entered in the ISO format YYYY-MM-DD

Field No.	Field Name	Valid Values	Explanations / Comments
15	Gender Code	M – Male F - Female	FIELD TYPE: Text LENGTH: One (1) DEFINITION: Provide a code that represents the gender of the student
16	Address 1	Text with no commas	FIELD TYPE: Text LENGTH: Forty (40) DEFINITION: Provide the street name and number of the student/parent/guardian's mailing address. Note – this should be within the District of Residence catchment area. Spaces, pound sign (#), dashes (-), and periods (.) will be accepted. Commas are NOT allowed. Example: 222 Main St. If there is a P.O. Box, the P.O. Box should go in Parent/Guardian Address 1 and the street address should go in the Parent/Guardian Address 2. If there is no P.O. Box, the street address should go in the Parent/Guardian Address 1.
17	Address 2	Text with no commas	FIELD TYPE: Text LENGTH: Forty (40) DEFINITION: Provide additional information concerning the street address of the student/parent/guardian's mailing address, such as apartment number. Note – this should be within the District of Residence catchment area. Spaces, pound sign (#), dashes (-), and periods (.) will be accepted. Commas are NOT allowed. Example: 222 Main St. If there is a P.O. Box, the P.O. Box should go in Parent/Guardian Address 1 and the street address should go in the Parent/Guardian Address 2. If there is no P.O. Box, the street address should go in the Parent/Guardian Address 1.

Field No.	Field Name	Valid Values	Explanations / Comments
18	City	Text with no commas	FIELD TYPE: Text LENGTH: Thirty (30) DEFINITION: Provide the city of the student/parent/guardian's mailing address. Note – this should be within the District of Residence catchment area. All punctuation is allowed except commas.
19	State Code	2 digit state code	FIELD TYPE: Text LENGTH: Two (2) DEFINITION: Provide the official 2-character US Postal Service abbreviation for the student/parent/guardian's mailing address
20	Full Zip Code	10 or less digit zip code	FIELD TYPE: Text LENGTH: Ten (10) or less DEFINITION: Provide the official US postal code for the student/parent/guardian's mailing address Do not include punctuation. Note – this should be within the District of Residence catchment area
23	Guardian Relationship	M - Minor (<=21) A - Adult E - Emancipated minor	FIELD TYPE: Text LENGTH: One (1) DEFINITION: A person's status in relation to legal adulthood, as specified by state law
27	Race or Ethnicity Code	1 - American Indian/Alaskan Native 3 - Black or African American 4 - Hispanic 5 - White 6 - Multiracial 9 - Asian 10 - Native Hawaiian or other Pacific Islander	FIELD TYPE: Text LENGTH: One (1) DEFINITION: A single code indicating the race and ethnicity of the student.

Field No.	Field Name	Valid Values	Explanations / Comments
33	Economic Status	F - free R - reduced N - neither	FIELD TYPE: Text LENGTH: One (1) DEFINITION: Use this field to indicate if a student participates in free or reduced lunch program. (Food Program Participant)
34	Challenge Type	2121 - Autism 2122 - Deaf-Blindness 2123 - Hearing Impairment including Deafness 2124 - Intellectual Disability (MR) 2125 - Multiple Disabilities 2126 - Orthopedic Impairment 2127 - Emotional Disturbance 2128 - Specific Learning Disability 2129 - Speech or Language Impairment 2130 - Traumatic Brain Injury 2131 - Visual Impairment incl. Blindness 2132 - Other Health Impairment	FIELD TYPE: Numeric LENGTH: Four (4) DEFINITION: Student's primary Challenge Type. This often is referred to as Disability throughout PDE. **NOTE:** This MUST match Field 11 (PRIMARY DISABILITY) of the Special Education Snapshot template. This field is required only if Field 38 (SPECIAL EDUCATION) is Y or E. • Primary Disability as identified on the Evaluation/Reevaluation Report. • If the student is gifted and has a disability, report the disability in Item 10, and gifted as Code 2106 in Item 11 • Code 2134 applies only to student in EI programs
38	Special Education	Y - Has IEP E - Exited IEP < 2 years N - No IEP or exited IEP > 2 years	FIELD TYPE: Text LENGTH: One (1) DEFINITION: Provide an indication of whether the student is a special education student. This field is used for tracking presence of IEP for Precode.

Field No.	Field Name	Valid Values	Explanations / Comments
41	LEP/ELL Status	01 - Current ELL 03 - Former ELL, exited, and in 1st year of monitoring 04 - Former ELL, exited, and in 2nd year of monitoring 05 - Former ELL, exited, and no longer monitored 99 - Never ELL	FIELD TYPE: Numeric LENGTH: Two (2) DEFINITION: Student is in the process of acquiring English as a Second Language This field indicates whether the student: • is currently identified as an ELL; • was formerly ELL, has exited, and is being monitored; • was formerly ELL, has exited, and no longer is being monitored, or; • was never identified as ELL.
46	Repeating Last Year	Y or N	FIELD TYPE: Text LENGTH: One (1) DEFINITION: Y or N to indicate student is repeating current grade level during the school year
53	Expected Graduation Timeframe	MMYY	FIELD TYPE: Numeric LENGTH: Four (4) DEFINITION: The expected timeframe for the student to graduate, in the form MMYY, where MM is a 2-digit number representing the expected month of graduation, and YY is the last 2 digits of the expected year of graduation. As an example, June 2015 would be represented 0615. If the exact month is unknown, use June (06) as the graduation month. This field can be left as null for elementary and middle school students but must be populated for all students who have entered grade 9.

Field No.	Field Name	Valid Values	Explanations / Comments
65	Graduation Status Code	See PIMS Student Snapshot Template Specifications in the PIMS User Manual Volume 1 for valid codes	FIELD TYPE: Text LENGTH: One (1) DEFINITION: Indication of whether a student graduates, drops out, or transfers This field pertains to graduation status *and* dropout status, as well as transfers. Use appropriate code for students grades 7 through 12 for whom one of the situations in the Valid Values list applies.
66	Expected Post-Graduate Activity	See Appendix M in Volume 2 of the PIMS User Manual for a complete list of valid values	FIELD TYPE: Numeric LENGTH: Three (3) DEFINITION: Indication of the type of activity the student plans for after graduation or after dropping out Value 998 is valid for dropouts only. Values 010 – 100 are valid for graduates only. Value 997 is valid for special education students with an IEP only. **Required for dropouts and high school graduates only.**
67	Student Status	See Appendix L in Volume 2 of the PIMS User Manual for a complete list of valid values	FIELD TYPE: Text LENGTH: One (1) DEFINITION: Indication of current status of student. Required for students that fall into one of the situations described in the value list. If a student is court placed, use court placed for the code value.
68	Date First Enrolled in an ESL or Bilingual Education Program (Core)	10 characters, ISO format (YYYY-MM-DD)	FIELD TYPE: Numeric LENGTH: Ten (10) DEFINITION: The date, in ISO format, when the student was first enrolled in an ESL or bilingual education (core) program since first enrollment in a US school.

Field No.	Field Name	Valid Values	Explanations / Comments
70	ADA Status Indicator	Y - Student has a current Section 504 service agreement plan in place and is considered disabled per ADA N – Student does not have a current Section 504 service agreement plan in place	FIELD TYPE: Text LENGTH: Two (2) DEFINITION: Field identifies students who: (1) have a current Section 504 service agreement plane in place AND (2) are considered disabled and eligible for protection under the Americans with Disabilities Act (ADA) of 1990, as amended by the ADA Amendments Act of 2008. ADA (as amended) defines "disability" as (1) a physical or mental impairment that substantially limits a major life activity; (2) a record of such impairment; or (3) being regarded as having such impairment. Populate this data element, as appropriate, for all students. Consult appropriate LEA Section 504/ADA compliance officer(s) to determine those students with a current Section 504 service agreement plan in place. **NOTE:** Populate this field (70) with N for students recorded as having a current/active IEP in Field 38 (SPECIAL EDUCATION) of this template.
73	Foreign Exchange Student	Y or N	FIELD TYPE: Text LENGTH: One (1) DEFINITION: An indication of whether the student has entered the country on a student visa (usually 2-year) and is not intending to remain here permanently
80	Gifted and Talented	GY - Gifted, has GIEP GN - Gifted, does not have GIEP N - Not Applicable	FIELD TYPE: Text LENGTH: One (1) DEFINITION: Indicates the student's gifted status and participation in a Gifted and Talented program.

Field No.	Field Name	Valid Values	Explanations / Comments
88	Economic Disadvantaged Status Code	Y or N	FIELD TYPE: Text LENGTH: One (1) DEFINITION: This field indicates the economically disadvantaged status of a student, and is used to provide the economically disadvantaged disaggregation. This will be the one field used for all LEAs to indicate if a student is economically disadvantaged. To determine if a student is economically disadvantaged, poverty data sources such as Temporary Assistance for Needy Families cases, census poor, Medicaid, children living in institutions for the neglected or delinquent, or those supported in foster homes may be used. If such data are not available, use the most recent reliable data available at the time of determination, such as free and reduced price lunch eligibility. For most LEAs, this field will populate with Y if the student meets the requirements for "Eligibility to participate in a free or reduced lunch program" in the current school year. Provision II Districts and Community Eligibility schools should not use "base year" Free and Reduced Eligibility data for reporting individual student poverty code data in "non-base years."
91	Diploma Type Code	806 - Regular Diploma 816 - General Education Development (GED) credential	FIELD TYPE: Numeric LENGTH: Three (3) DEFINITION: The type of diploma/credential that is awarded to a student in recognition of his/her completion of the curricular requirements. This field is required for students that have graduated.

Field No.	Field Name	Valid Values	Explanations / Comments
93	Alternate Student ID		FIELD TYPE: Numeric or Alphanumeric LENGTH: Twenty Five (25) DEFINITION: A Student ID that is different than the primary identifier associated such as a local student identifier
95	LEP/ELL Eligibility	Y – Title III served N – Not Title III served	FIELD TYPE: Text LENGTH: One (1) DEFINITION: A Title III Indicator to identify which ELL students are Title III served This field is conditionally required for ELLs with a Valid Value of 01 in Field 41 (LEP/ELL STATUS).
97	Grade 09 Entry Date	10 characters, ISO format (YYYY-MM-DD)	FIELD TYPE: Numeric LENGTH: Ten (10) DEFINITION: The school year in which the student entered 9th grade for the first time The school year is represented by a single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2014-2015 school year would be indicated by 2015-06-30. This field is required for any student enrolled in grades 9 – 12
98	District Entry Date	10 characters, ISO format (YYYY-MM-DD)	FIELD TYPE: Numeric LENGTH: Ten (10) DEFINITION: The most recent date that the student entered the LEA, For new students in their first year at the an LEA only, this should be the current school year.

Field No.	Field Name	Valid Values	Explanations / Comments
99	School Entry Date	10 characters, ISO format (YYYY-MM-DD)	FIELD TYPE: Numeric LENGTH: Ten (10) DEFINITION: The most recent date that the student entered the school. For new students in the first year at an LES only, this should be the current school year.
109	State Entry Date	10 characters, ISO format (YYYY-MM-DD)	FIELD TYPE: Numeric LENGTH: Ten (10) DEFINITION: The most recent date that the student entered Pennsylvania; if that is not known, the most recent date enrolled in a school in PA This field must be populated with the actual date.
110	Date First Enrolled in a US School	10 characters, ISO format (YYYY-MM-DD)	FIELD TYPE: Numeric LENGTH: Ten (10) DEFINITION: The date, in ISO format, that the student first enrolled in a US school. For this purpose, enrollment in a school in Puerto Rico does not count as enrollment in a US school. Use best information available on prior enrollments. This data is needed for ELL students only.
117	District Code of Residence	9-digit code	FIELD TYPE: Numeric LENGTH: Nine (9) DEFINITION: The school district code where the parent/legal guardian resides

Field No.	Field Name	Valid Values	Explanations / Comments
120	Student is a Single Parent	Y or N	FIELD TYPE: Text LENGTH: One (1) DEFINITION: Specifies whether the student is a single parent. 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 is an element required for secondary and adult affidavit program CTE students only.
123	Home Language Code	See Appendix J Volume 2 of the PIMS User Manual for a complete list of valid NCES county and language codes	FIELD TYPE: Numeric LENGTH: Four (4) DEFINITION: The NCES Code for the **native** language a child is/was exposed to that resulted in identification as an English language learner Conditionally required if **native** language is other than US English If **native** language is US English, leave blank.
125	Years in US Schools	If student has been in US schools: 1 - 0-12 months 2 - 13-24 months 3 - 25-36 months In the case of re-entry into US schools, the calculation for YEARS IN US SCHOOLS is cumulative. Calculation of number of months is from date of enrollment to October 1 of the current school year. Use best information available.	FIELD TYPE: Numeric LENGTH: One (1) DEFINITION: An integer value (1, 2 or 3) that indicates the years that a student meets the Title III immigrant definition for federal funding purposes, as follows: • is age 3 – 21, and • was not born in any state, and • has not been attending one or more schools in any one or more states for more than three full academic years Note: Students from Puerto Rico are not considered immigrant students.

Field No.	Field Name	Valid Values	Explanations / Comments
126	Name Suffix		FIELD TYPE: Text LENGTH: Ten (10) DEFINITION: The legal middle name or middle initial of the student. Required if the student has a middle name, no punctuation. An appendage, if any, used to denote an individual's generation in his family (e.g., Jr., Sr., III).
131	Food Program Eligibility	F - Free R - Reduced N - Neither	FIELD TYPE: Text LENGTH: One (1) DEFINITION: The student's eligibility to participate in the free/reduced lunch program.
133	Last Name Long		FIELD TYPE: Text LENGTH: Sixty (60) DEFINITION: The legal last name (surname) of the student.
134	First Name Long		FIELD TYPE: Text LENGTH: Sixty (60) DEFINITION: The legal first name of the student.
142	Middle Name		FIELD TYPE: Text LENGTH: : Sixty (60) DEFINITION: The middle of the student. Note: Whenever possible, this is to be the FULL middle name, not just the middle initial.

Field No.	Field Name	Valid Values	Explanations / Comments
154	Address 3		FIELD TYPE: Text LENGTH: Forty (40)) DEFINITION: Additional information concerning the street address of the student's mailing address, such as building or site number. Address information is needed for CTE secondary students and Perkins funded CTE adult affidavit program students.
165	Location Code of Residence	4-digit code	FIELD TYPE: Numeric LENGTH: Four (4) DEFINITION: The school number of the public school that the student would attend, based on (1) his/her grade level and (2) home address of the parents/legal guardian This must be a school number related to the reported DISTRICT CODE OF RESIDENCE (Field 117). If the district code of residence is the PA State Code 999999999 use location code 9999. If the district code of residence is out of state (88888888) use 9999. If the district of residence does not have a school with the appropriate grade level for the student (a 12th grade student whose district of residence does not have a high school), use 0000. For charter school students use the location code of the school the student would attend in the district of residence if not in the charter school. For students reported as being educated in a magnet school located within the student's district of residence use the magnet school's location code, not the school the student would attend based on their home address.

Field No.	Field Name	Valid Values	Explanations / Comments
166	Displaced Homemaker	Y or N	FIELD TYPE: Text LENGTH: One (1) DEFINITION: An indication of whether the student is considered a displaced homemaker. The term 'displaced homemaker' means an individual who, ''(A)(i) has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills; ''(ii) has been dependent on the income of another family member but is no longer supported by that income; or ''(iii) 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 2 years after the date on which the parent applies for assistance under such title; and ''(B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.
167	Special Education Referral	Y or N	FIELD TYPE: Text LENGTH: Four (4) DEFINITION: Special Education Student that is referred to another LEA for education. Must be a Special Education student Valid Value in Field 38 (SPECIAL EDUCATION) must be "Y" or "E" to value this field with a "Y." District of Residence and Charter Schools are the only entities allowed to have "Y" in this field.
182	Home Address State County Code	See Appendix D Volume 2 of the PIMS User Manual for the full list of state abbreviations	FIELD TYPE: Numeric LENGTH: Two (2) DEFINITION: The 2-digit county code of the student's mailing address; counties in PA are numbered 01 – 67 in alphabetical order.

Field No.	Field Name	Valid Values	Explanations / Comments
189	Funding District Code	9-digit code	FIELD TYPE: Text LENGTH: Nine (9) DEFINITION: The district code that applies to the school district financially responsible for the student. In most cases, this will be the same district as reported under the district code of residence **EXCEPT** in the case of non-resident foster children. This field is only required for students educated by LEA schools classified as either "occupational" or "comprehensive" Career and Technical Centers (CTCs) on PDE's EdNA website, http://www.edna.ed.state.pa.us/ **This must be one of the 500 Pennsylvania school districts.**
190	CTE Indicator		FIELD TYPE: Text LENGTH: One (1) DEFINITION: This field indicates whether or not a normal full complement of "primary academics" is administered and provided to this student by the reported CTC school identified in LOCATION CODE (Field 2 of this template). For the purpose of this data element, "primary academics" include English, Reading/Language Arts, Mathematics, Sciences, and Social Studies (history, economics, geography, and civics and government). The field needs to be populated for all students educated by occupational and comprehensive CTC schools as identified in Field 2 (LOCATION CODE) of this template.

Field No.	Field Name	Valid Values	Explanations / Comments

212	Assessment Participation Code	A - PASA only
		B - PSSA only
		I - Not participating in any of these assessments
		J – NIMS and NOCTI
		K - NIMS
		L - NOCTI
			FIELD TYPE: Text
			LENGTH: One (1)
			DEFINITION:
			Identifies the associated assessment(s) in which a student participates throughout the given school year. This field will facilitate PDE parsing data for LEAs administering the test and support the creation of pre-code labels by various testing vendors. Follow these rules for applying the assessment participation code:
			    • LEAs not administering an assessment to a student is to use Code I
			    • LEAs administering an assessment indicate the appropriate code.
			NOTE: adherence to these rules will reduce the need for hand-bubbling of test booklets.

214	Assessment Participation Code 2	A – Algebra
		B – Literature
		C – Biology
		D – Algebra and Literature
		E – Algebra, Literature, Biology
		F – Literature and Biology
		G – Algebra and Biology
		Z - N/A; not participating in this Keystone
			FIELD TYPE: Text
			LENGTH: One (1)
			DEFINITION:
			Identifies the associated assessment(s) in which a student participates throughout the given school year. This field will facilitate PDE parsing data for LEAs administering the test and support the creation of pre-code labels by various testing vendors. Follow these rules for applying the assessment participation code:
			    • LEAs not administering an assessment to a student is to use Code Z
			    • LEAs administering an assessment indicate the appropriate code
			NOTE: adherence to these rules will reduce the need for hand-bubbling of test booklets.

Field No.	Field Name	Valid Values	Explanations / Comments
215	Assessment Participation Code 3	A – Algebra B – Literature C – Biology D – Algebra and Literature E – Algebra, Literature, Biology F – Literature and Biology G – Algebra and Biology Z - N/A; not participating in this Keystone	FIELD TYPE: Text LENGTH: One (1) DEFINITION: Identifies the associated assessment(s) in which a student participates throughout the given school year. This field will facilitate PDE parsing data for LEAs administering the test and support the creation of pre-code labels by various testing vendors. Follow these rules for applying the assessment participation code: • LEAs not administering an assessment to a student is to use Code Z • LEAs administering an assessment indicate the appropriate code **NOTE:** adherence to these rules will reduce the need for hand-bubbling of test booklets.
216	Assessment Participation Code 4	A – Algebra B – Literature C – Biology D – Algebra and Literature E – Algebra, Literature, Biology F – Literature and Biology G – Algebra and Biology Z - N/A; not participating in this Keystone	FIELD TYPE: Text LENGTH: One (1) DEFINITION: Identifies the associated assessment(s) in which a student participates throughout the given school year. This field will facilitate PDE parsing data for LEAs administering the test and support the creation of pre-code labels by various testing vendors. Follow these rules for applying the assessment participation code: • LEAs not administering an assessment to a student is to use Code Z • LEAs administering an assessment indicate the appropriate code **NOTE:** adherence to these rules will reduce the need for hand-bubbling of test booklets.
217	District of Enrollment Code	9-digit code	FIELD TYPE: Numeric LENGTH: Nine (9) DEFINITION: Identifies the district where the non-resident student is enrolled.

Special Education Snapshot

Empty fields are not included in this list –
Reminder: The layout of the record must follow the 71 fields for Special Education Snapshot

See PIMS Manual for more detailed descriptions.

Field No.	Field Name	Valid Values	Explanations / Comments
1	District Code	9-digit code	FIELD TYPE: Numeric LENGTH: Nine (9) DEFINITION: The unique 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education. AUN of the district in which the parent or guardian resides The Valid Value must equal the (Special Education) school district, the charter school where the student is enrolled, or corrections ed (**NOT** educating LEA, IU, APS, CTC, or other entity)
2	Location Code	4-digit code	FIELD TYPE: Numeric LENGTH: Four (4) DEFINITION: The PDE-defined, 4-digit code identifying the school the student attends within the district of residence. If the district of residence does not have a school with the appropriate grade level for the student (a 12th grade student whose district of residence does not have a high school), use 0000. For Special Ed Reporting – the district of residence should indicate 9999 for students educated in other LEAs

Field No.	Field Name	Valid Values	Explanations / Comments
3	School Year Date	10 characters, ISO format (YYYY-MM-DD)	FIELD TYPE: Numeric LENGTH: Ten (10) DEFINITION: A single date indicating the whole school year; the June 30 at the end of the standard school year is used to designate a school year. Thus, the 2014-2015 school year would be indicated by 2015-06-30. All dates must be entered in the ISO format YYYY-MM-DD
5	Student ID	10-digit code	FIELD TYPE: Numeric or alpha/numeric (no special characters) LENGTH: Ten digit code DEFINITION: The unique 10-digit PASecureID assigned to the student.
10	Special Education Teacher Name (NOT REQUIRED FOR JULY)		FIELD TYPE: Text LENGTH: Thirty (30) DEFINITION: Enter the legal last name of the teacher providing the majority of special education services. No punctuation allowed except for hyphens and apostrophes. e.g. Johnson-Smith or O'Reilly

Field No.	Field Name	Valid Values	Explanations / Comments
11	Primary Disability	2121 - Autism 2122 - Deaf-Blindness 2123 - Hearing Impairment including Deafness 2124 - Intellectual Disability (MR) 2125 - Multiple Disabilities 2126 - Orthopedic Impairment 2127 - Emotional Disturbance 2128 - Specific Learning Disability 2129 - Speech or Language Impairment 2130 - Traumatic Brain Injury 2131 - Visual Impairment incl. Blindness 2132 - Other Health Impairment	FIELD TYPE: Numeric LENGTH: Four (4) DEFINITION: Student's primary Challenge Type. This often is referred to as Disability throughout PDE. **NOTE:** This MUST match Field 11 (PRIMARY DISABILITY) of the Special Education Snapshot template. This field is required only if Field 38 (SPECIAL EDUCATION) is Y or E. • Primary Disability as identified on the Evaluation/Reevaluation Report. • If the student is gifted <u>and</u> has a disability, report the disability in Item 10, and gifted as Code 2106 in Item 11 • Code 2134 applies only to student in EI programs
12	Secondary Disability	Same as #11 above, plus 2106 – Gifted with Disability	FIELD TYPE: Numeric LENGTH: Four (4) DEFINITION: Enter the secondary disability identified on the Evaluation/Reevaluation Report
15	Amount of Special Education Services (NOT REQUIRED FOR JULY)	01 - Itinerant 04 - Full-time 06 - Supplemental Resource	FIELD TYPE: Numeric LENGTH: Two (2) DEFINITION: The amount of special education services as identified on the IEP or Notice of Recommended Educational Placement

Field No.	Field Name	Valid Values	Explanations / Comments
17	Type of Support (NOT REQUIRED FOR JULY)	01 - Learning 02 - Life Skills 03 - Multi-Disabilities 04 - Emotional 06 - Deaf or Hearing Impaired 07 - Speech and Language 08 - Physical 10 - Blind or Visually Impaired 26 - Autistic	FIELD TYPE: Numeric LENGTH: Two (2) DEFINITION: The support provided to student based on their needs as identified on the IEP or Notice of Recommended Educational Placement.
34	Date Exited Special Education	10 characters, ISO format (YYYY-MM-DD)	FIELD TYPE: Numeric LENGTH: Ten (10) DEFINITION: The date the student exited the special education program
35	Snapshot Date	10 characters, ISO format (YYYY-MM-DD) Required Date: 2015- 06-30	FIELD TYPE: Numeric LENGTH: Ten (10) DEFINITION: One of the standard reporting date defined by PDE.

Field No.	Field Name	Valid Values	Explanations / Comments

44	Educational Environment
	
	(NOT REQUIRED FOR JULY)
		Codes for students being educated in regular buildings with non-disabled students
		
		    19 - Inside the regular class 80 percent or more of the day (formerly Special Education Outside the Regular Class Less Than 21% of the Day)
		
		    20 - Inside the regular class no more than 79% of the day and no less than 40% percent of the day (formerly Special Education Outside the Regular Class At Least 21% of the Day (21-60%)
		
		    21 -Inside the regular class less than 40 percent of the day (formerly Special Education Outside the Regular Class More than 60% of the Day (61% or more)
		Codes for students being educated in other locations
		
		    01 - Approved Private School (Non Residential)
		
		    02 - Approved Private School (Residential)
		
		    05 - Public Separate Facility (Residential)
		
		    06 - Other Private Separate Facility (Residential)
		
		    09 - Hospital/Home Bound
		
		    12 - Public Separate Facility (Non Residential)
		
		    14 - Out of State Facility
		
		    15 - Instruction in the Home
		
		    16 - Other Private Separate Facility (Non Residential)
		
		    18 - Correctional Facility
			FIELD TYPE: Numeric
			LENGTH: Two (2)
			DEFINITION: Students with disabilities must be educated in regular public school buildings with non-disabled students to the extent possible. (As indicated in Section VIII (A or B) of the IEP.)

Field No.	Field Name	Valid Values	Explanations / Comments
49	Educational Environment Percentage (School Age Program) (NOT REQUIRED FOR JULY)	whole number (0-100)	FIELD TYPE: Numeric LENGTH: Three (3) DEFINITION: Actual percentage of time that students are educated in regular classrooms in public school buildings with non-disabled students as indicated in Section VIII (A) of the IEP This item is not applicable to students not educated in regular buildings as indicated in Section VIII (B) of the IEP. Example: 5% = 5, 20% = 20, 100% = 100
52	Reason for Exiting Special Education	01 - Graduated with Regular High School Diploma 02 - Received a GED and/or Certificate 03 - Reached Maximum Age (Age 21) 04 - Dropped Out 05 - Transferred to Regular Education 06 – Moved out of Pennsylvania, Known to be Continuing 09 - Died	FIELD TYPE: Numeric LENGTH: Two (2) DEFINITION: Indicates the reason the student exited the program
70	Service Provider (NOT REQUIRED FOR JULY)	9-digit AUN code or Provider Name (text)	FIELD TYPE: Numeric/Alphanumeric LENGTH: Fifty (50) DEFINITION: Enter the 9-digit AUN of the special education service provider as indicated on the IEP or Notice of Recommended Educational Placement. If the AUN doesn't exist, enter the actual name of the service provider. *This indicates the entity providing special education services.*

Field No.	Field Name	Valid Values	Explanations / Comments
71	Location of Special Education Services (NOT REQUIRED FOR JULY)	4-digit code	FIELD TYPE: Numeric/Alphanumeric LENGTH: One Hundred (100) DEFINITION: The PDE-defined, 4-digit code identifying the school *where special education services are provided.* If a student is at a location that does not have a designated school code, enter the actual name of the building. 0000 and 9999 are **NOT** valid values