

July 2018 Submission 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.

Student 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 **76 values per row**, each separated by a comma (for a total of 75 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:
123469696,3241,2015-06-30,5723049696,,,,,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:
123469696,3241,2015-06-30,,5723049696,,,,,Prestlow,2125,,,06,,02,,,,,N,,,,,2015-12-01
,,,,,20,,,,54,,,,,123469696,3241,,,

July Submission Student Data Items

Student Template

Empty fields are not included in this list –
**Reminder: The layout of the record must follow the 217 fields
 for Student Template (optional in Spot Checker)**

See PIMS Manual for more detailed descriptions.

| Field No. | Field Name | Valid Values |
|-----------|--|--|
| 1 | District Code (LEA submitting, SE District of Residence) | 9-digit code |
| 2 | Location Code | 4-digit code |
| 3 | School Year Date | 10 characters, ISO format (YYYY-MM-DD). Must be 20YY-06-30, where YY is the year after the Dec 1 Child Count date |
| 4 | Student ID | 10-digit code |
| 10 | Current Grade Level | K4A, K4P, K4F, K5A, K5P, K5F, 001-012 |
| 13 | Home Room | Not blank |
| 14 | Birth Date | 10 characters, ISO format (YYYY-MM-DD) |
| 15 | Gender Code | M or F |
| 16 | Address 1 | Required |
| 17 | Address 2 | |
| 18 | City | Required |
| 19 | State Code | Required |
| 20 | Full Zip Code | Required |
| 23 | Guardian Relationship | M - minor (<=21) A - adult E - emancipated minor |
| 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 |

Student Template

| Field No. | Field Name | Valid Values |
|-----------|-------------------|---|
| 33 | Economic Status | F - free R - reduced N - neither |
| 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 |
| 38 | Special Education | Y - has IEP E - exited IEP < 2 years N - no IEP or exited IEP > 2 years |
| 41 | EL Status | 01 – current EL, not LIFE 03 – former EL, exited, and in 1st year of monitoring 04 – former EL, exited, and in 2nd year of monitoring 05 – former EL, exited, and no longer monitored 06 – current EL, LIFE (Limited or Interrupted Formal Education) 07 – former EL, exited, and in 3 rd year of monitoring 08 - former EL, exited, and in 4th year of monitoring 99 - never EL |

Student Template

| Field No. | Field Name | Valid Values |
|-----------|--|---|
| 45 | LIEP Type | 21 –Mixed Bilingual 22 –EL Bilingual 23 –EL Specific Transitional Instruction 25 –EL Specific English-only 26 –Mixed Classes with English-only Support 27 –Parental refusal-mixed classes with English-only support 98 –LIEP type 21-26 provided by another entity-English-only support provided at this entity |
| 46 | Repeating Last Year | Y or N |
| 53 | Expected Graduation Timeframe | MMYY |
| 65 | Graduation Status Code | See PIMS Student Snapshot Template Specifications in the PIMS User Manual Volume 1 for valid codes |
| 66 | Expected Post-Graduate Activity | See Appendix M in Volume 2 of the PIMS User Manual for a complete list of valid values |
| 67 | Student Status | See Appendix L in Volume 2 of the PIMS User Manual for a complete list of valid values |
| 68 | Date First Enrolled in an ESD or Bilingual Education Program | 10 characters, ISO format (YYYY-MM-DD) |
| 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 and is considered disabled per ADA |
| 73 | Foreign Exchange Student | Y or N |
| 80 | Gifted and Talented | GY - Gifted, has GIEP GN - Gifted, does not have GIEP N - Not Applicable |
| 88 | Economic Disadvantaged Status Code | Y or N |
| 91 | Diploma Type Code | 806 - Regular Diploma 816 - General Education Development (GED) credential |
| 93 | Alternate Student ID | |

Student Template

| Field No. | Field Name | Valid Values |
|-----------|---|---|
| 95 | Title III EL Eligibility | Y – Title III served N – Not Title III served |
| 96 | Programs Services Code (Title I Part A) | Y – Title I Part A N – Not Title I Part A |
| 97 | Grade 09 Entry Date | 10 characters, ISO format (YYYY-MM-DD) |
| 98 | District Entry Date | 10 characters, ISO format (YYYY-MM-DD) |
| 99 | School Entry Date | 10 characters, ISO format (YYYY-MM-DD) |
| 109 | State Entry Date | 10 characters, ISO format (YYYY-MM-DD) |
| 110 | Date First Enrolled in a US School | 10 characters, ISO format (YYYY-MM-DD) |
| 117 | District Code of Residence | 9-digit code |
| 120 | Student is a Single Parent | Y or N |
| 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 |
| 125 | Years in US Schools | 1 - 0-12 months 2 – 13-24 months 3 – 25-26 months |
| 126 | Name Suffix | |
| 131 | Food Program Eligibility | F – free R – reduced N - neither |
| 133 | Last Name Long | |
| 134 | First Name Long | |
| 142 | Middle Name | |
| 154 | Address 3 | |
| 165 | Location Code of Residence | 4-digit code |
| 166 | Displaced Homemaker | Y or N |
| 167 | Special Education Referral | Y or N |
| 182 | Home Address State County Code | See Appendix D Volume 2 of the PIMS User Manual for the full list of state abbreviations |
| 189 | Funding District Code | 9-digit code |

Student Template

| Field No. | Field Name | Valid Values |
|-----------|---------------------------------|---|
| 190 | CTE Indicator | |
| 207 | Military Family Code | Y or N |
| 212 | Assessment Participation Code | A - PASA only B - PSSA only I - Not participating in any of these assessments |
| 214 | Assessment Participation Code 2 | Y or N |
| 215 | Assessment Participation Code 3 | Y or N |
| 216 | Assessment Participation Code 4 | Y or N |
| 217 | District of Enrollment Code | 9-digit code |

| Age Ranges by Grade | |
|---------------------|-------|
| Grade | Age |
| K4A | 4-8 |
| K4P | 4-8 |
| K4F | 4-8 |
| K5A | 4-8 |
| K5P | 4-8 |
| K5F | 4-8 |
| 001 | 4-9 |
| 002 | 4-10 |
| 003 | 5-11 |
| 004 | 6-12 |
| 005 | 7-13 |
| 006 | 8-14 |
| 007 | 9-15 |
| 008 | 10-16 |
| 009 | 11-19 |
| 010 | 12-20 |
| 011 | 13-21 |
| 012 | 14-22 |

Special Education Snapshot

Empty fields are not included in this list –

Reminder: The layout of the record must follow the 76 fields for Special Education Snapshot

See PIMS Manual for more detailed descriptions.

Special Ed Snapshot

| Field No. | Field Name | Code |
|-----------|--------------------------------|---|
| 1 | District Code | 9-digit code |
| 2 | Location Code | 4-digit code |
| 3 | School Year Date | 10 characters, ISO format (YYYY-MM-DD) |
| 5 | Student ID | 10-digit code |
| 10 | Special Education Teacher Name | |
| 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 |
| 12 | Secondary Disability | Same as #11 above, plus 2106 – Gifted with Disability |

Special Ed Snapshot

| Field No. | Field Name | Valid Values |
|-----------|--------------------------------------|--|
| 15 | Amount of Special Education Services | 01 - Itinerant 04 - Full-time 06 Supplemental Resource |
| 17 | Type of Support | 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 |
| 32 | Primary Placement Type | Y if a student was placed in a residential facility or group home in the same state by a non-educational agency (e.g. court systems; department of corrections; departments of children, youth and families; departments of social services; etc. N – if not Y then N |
| 34 | Date Exited Special Education | 10 characters, ISO format (YYYY-MM-DD). Must be a valid date between 7/1/2017 and 6/30/2018 |
| 35 | Snapshot Date | 10 characters, ISO format (YYYY-MM-DD). |

Special Ed Snapshot

| Field No. | Field Name | Valid Values |
|-----------|---|--|
| 44 | Educational Environment | <p>Codes for students being educated in regular buildings with non-disabled students</p> <p>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)</p> <p>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%))</p> <p>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))</p> <p>Codes for students being educated in other locations</p> <p>01 - Approved Private School (Non Residential)</p> <p>02 - Approved Private School (Residential)</p> <p>05 - Public Separate Facility (Residential)</p> <p>06 - Other Private Separate Facility (Residential)</p> <p>09 - Hospital/Home Bound</p> <p>12 - Public Separate Facility (Non Residential)</p> <p>14 - Out of State Facility</p> <p>15 - Instruction in the Home</p> <p>16 - Other Private Separate Facility (Non Residential)</p> <p>18 - Correctional Facility</p> |
| 45 | Transition IEP Status Code | Y or N. Does the student have a transition plan as part of their IEP? |
| 49 | Educational Environment Percentage (School Age Program) | whole number (0-100) |

Special Ed Snapshot

| Field No. | Field Name | Valid Values |
|-----------|--|---|
| 52 | Reason for Exiting Special Education | <p>Blank, unless student exited between 7/1/2017 and 6/30/2018</p> <p>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 99 – Moved, within PA, known to be continuing</p> <p>Must be a valid code if Date Exited Special Education (field 34) is between 7/1/2017 and 6/30/2018 Must be blank if Date Exited Special Education (field 34) is blank or not between 7/1/2017 and 6/30/2018</p> |
| 70 | Service Provider | 9-digit AUN code or Provider Name (text) |
| 71 | Location of Special Education Services | 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. Only APS and PRRIs are allowed to enter 0000. |
| 73 | Trans IEP (Paid Work Learning) | Y or N If Transition IEP Status Code (field 45) =Y, then cannot be blank. |
| 74 | Trans IEP (Job Supports/Coaching) | Y or N If Transition IEP Status Code (field 45) =Y, then cannot be blank. |
| 75 | Trans IEP (Career Dev/Job Exploration) | Y or N If Transition IEP Status Code (field 45) =Y, then cannot be blank. |
| 76 | Trans IEP (Modified) | Y or N If transition IEP Status Code (field 45) = Y, then cannot be blank |