



# Pennsylvania Information Management System

## Volume 2

# User Manual

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*Version 1.0*

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# PIMS User Manual Volume 2 Change Summary

Below are the changes and additions that have been made for this version of the PIMS User Manual.

Version	Appendix	Title	Change
1.0	B	Staff Assignment Codes	Delete Staff Assignment Code 1998 (School Safety and Security Coordinator)
1.0	AK	Test Descriptions and Subtest Identifiers	Added values
1.0	AQ	Weapons Codes	Update definitions for #2 and #3

## Appendix A – Course Codes

Course Codes are found in the Course Codes – App A spreadsheet on the Pennsylvania Department of Education > Data and Reporting > PIMS > [Manuals and Calendar](#) page.

Each course code submitted to PIMS must be mapped to a standardized state course code; the Pennsylvania Department of Education (PDE) lists standardized courses for use in federal reporting for Act 13 Building Score calculation, the Future Ready PA Index, and ESSA.

The standardized course list is based on the 5-digit course codes in the National Center for Education Statistics (NCES) School Codes for the Exchange of Data (SCED) classification system for courses in the United States. Information, including course descriptions, is available in the *School Course Classification System: School Codes for Exchange of Data (SCED)*, found on the [NCES website](https://nces.ed.gov/forum/SCED.asp) (nces.ed.gov/forum/SCED.asp).

Beginning in the 2019-20 school year, LEAs are required to submit all course subject areas. The new subject area data is required to support new federal reporting requirements that are not limited to the Core Content subjects. Only Core Content subject area courses will still be used to calculate the Building Score calculation used in educator evaluation, as prescribed under [ACT 13 of 2020](#) (Note: School-level PVAAS is also included in the Act 13 Building Score calculation but is not indicated in this appendix).

## Appendix B – Staff Assignment Codes

Chief School Administrator Assignment Codes (numerical order) are found in the Staff Assignments – Appendix B spreadsheet, on the Pennsylvania Department of Education > Data and Reporting > PIMS > [Manuals and Calendar](#) page.

**IMPORTANT NOTE:** Every LEA must have one, and only one, Administrator code entered in Field 3 (ASSIGNMENT CODE) of the Staff Assignment Template.

**NOTE:** Appendix B is for use with Field 3 (ASSIGNMENT CODE) in the Staff Assignment Template.

## Appendix C – Highest Level of Education Completed

**NOTE:** Appendix C is for use with Field 71 (HIGHEST DEGREE INSTITUTION CODE) in the Staff and Staff Snapshot Template.

Code	Highest Level of Education Completed Description
9998	Less than HS graduate
2409	High school equivalency (e.g., GED)
1044	High school diploma
0819	Vocational certificate
1049	Some college but no degree
1050	Associate's degree (two years or more)
1051	Bachelor's (Baccalaureate) degree (e.g., B.A., A.B., B.S.)
1054	Master's degree (e.g., M.A., M.S., M. Eng., M.Ed., M.S.W., M.B.A., M.L.S.)
1055	Specialist's degree (e.g., Ed.S.)
1057	Doctoral (Doctor's) degree (e.g., Ph.D., Ed.D.)

## Appendix D – State and County Codes

### State Codes

**NOTE:** Appendix D (State Codes) is for use with Field 28 (STATE) in the Staff and Staff Snapshot Templates; and Field 19 (STATE CODE) and Field 182 (HOME ADDRESS STATE COUNTY CODE) in the Student and Student Snapshot Templates.

Code	State
AL	Alabama
AK	Alaska
AZ	Arizona
AR	Arkansas
CA	California
CO	Colorado
CT	Connecticut
DE	Delaware
DC	District of Columbia
FL	Florida
GA	Georgia
HI	Hawaii
ID	Idaho
IL	Illinois
IN	Indiana
IA	Iowa
KS	Kansas
KY	Kentucky
LA	Louisiana
ME	Maine
MD	Maryland
MA	Massachusetts

Code	State
MI	Michigan
MN	Minnesota
MS	Mississippi
MO	Missouri
MT	Montana
NE	Nebraska
NV	Nevada
NH	New Hampshire
NJ	New Jersey
NM	New Mexico
NY	New York
NC	North Carolina
ND	North Dakota
OH	Ohio
OK	Oklahoma
OR	Oregon
PA	Pennsylvania
RI	Rhode Island
SC	South Carolina
SD	South Dakota
TN	Tennessee
TX	Texas

Code	State
UT	Utah
VT	Vermont
VA	Virginia
WA	Washington
WV	West Virginia
WI	Wisconsin
WY	Wyoming

### Territories

Code	State
AS	American Samoa
GU	Guam
MP	Northern Mariana Islands
PR	Puerto Rico
PW	Palau
VI	U.S. Virgin Islands

### Outside USA

Code	State
XX	Outside USA

### PA County Codes

**NOTE:** Appendix D (PA County Codes) is for use with Field 182 (HOME ADDRESS STATE COUNTY CODE) in the Student and Student Snapshot Templates.

County Code	County Name
01	Adams
02	Allegheny
03	Armstrong
04	Beaver
05	Bedford

County Code	County Name
06	Berks
07	Blair
08	Bradford
09	Bucks
10	Butler

County Code	County Name
11	Cambria
12	Cameron
13	Carbon
14	Centre
15	Chester

County Code	County Name
16	Clarion
17	Clearfield
18	Clinton
19	Columbia
20	Crawford
21	Cumberland
22	Dauphin
23	Delaware
24	Elk
25	Erie
26	Fayette
27	Forest
28	Franklin
29	Fulton
30	Greene
31	Huntingdon
32	Indiana
33	Jefferson
34	Juniata
35	Lackawanna

County Code	County Name
36	Lancaster
37	Lawrence
38	Lebanon
39	Lehigh
40	Luzerne
41	Lycoming
42	McKean
43	Mercer
44	Mifflin
45	Monroe
46	Montgomery
47	Montour
48	Northampton
49	Northumberland
50	Perry
51	Philadelphia
52	Pike
53	Potter
54	Schuylkill
55	Snyder

County Code	County Name
56	Somerset
57	Sullivan
58	Susquehanna
59	Tioga
60	Union
61	Venango
62	Warren
63	Washington
64	Wayne
65	Westmoreland
66	Wyoming
67	York

**Outside PA**

County Code	County Name
00	Outside PA

## Appendix E – Enrollment and Withdrawal Codes

The codes listed below are only to be used for Field 6 (ENROLLMENT CODE) in the School Enrollment Template. These codes do not replace any existing codes that may be native to your local Student Information System (SIS). Please continue to use enrollment codes in your SIS which support other purposes, such as Child Accounting aggregate calculations, scheduling changes, room changes, etc. The codes listed in the table below are the only codes that will be accepted in the School Enrollment Template submission to PIMS.

### School Entry and Withdrawal Codes

Code	Description	Matching Student Template > Grad Status Code	Matching Special Ed Snapshot Template > Exit Code
E01	Entry: Student enrolled in a non-career and technical education (CTE) local education agency (LEA), or re-enters the LEA after being enrolled in a different LEA.	N/A	N/A

Code	Description	Matching Student Template > Grad Status Code	Matching Special Ed Snapshot Template > Exit Code
E05	Entry: Student enters a part or full time CTC program that does not provide primary academics at a comprehensive or occupational CTC (CTC only). Can only be used by a CTC. All other LEAs record an E01 for the student.	N/A	N/A
E06	Entry: Student enters a part or full time CTC program that provides primary academics at a comprehensive or occupational CTC (CTC only). a. Can <b>only</b> be used by a CTC. b. All other LEAs record an E01 for the student.	N/A	N/A
R11	Reentry: Student reenters same school/location within the same LEA. a. To be used after WD11 only for change to program, grade, residency change, etc. but the student stays in same school/location. b. Cannot be used by a CTC.	N/A	N/A
R12	Reentry: Student enters a different school/location code within the same LEA. a. To be used after WD12 only for program, grade, residency change, etc. resulting in a change in school/location. b. Cannot be used by a CTC.	N/A	N/A
WD01	Student left school without transferring or dropped out: a. Moved from district and/or to another state, not known to be in school. b. Quit school. c. Left school without diploma or other certification after passing age up to which the district was required to provide a free, public education. d. Issued a General Employment Certificate, Farm or Domestic Service Exemption Permit. e. Attends an institution that is not primarily academic (military, Job Corps, corrections, etc.) and does not offer a secondary education. f. Attended Kindergarten and withdrew. g. Whereabouts unknown. h. Student kidnapped. i. Is not in school but known to be suspended or expelled and their term of suspension or expulsion is over. j. Is not in school but known to be expelled with NO option to return. k. Is not in school but known to be ill, NOT verified as legitimate. l. Attends a nontraditional education setting, such as hospital/homebound institution, residential special education facility, correctional institution, community, or technical college where the program is classified as adult education that is NOT approved, administered or tracked by a regular school district. m. Lacks proper immunization.	A, B, C, D, O, R, or W	03 - Reached maximum age; 04 - Dropped out

Code	Description	Matching Student Template > Grad Status Code	Matching Special Ed Snapshot Template > Exit Code
WD02	<p>Student transferred to another public local education agency (LEA):</p> <ol style="list-style-type: none"> <li>Moved from district &amp; known to be in school.</li> <li>Transferred to or is reported by another public LEA in Pennsylvania.</li> <li>NOT in school but known to be expelled and enrolled in another school and/or district.</li> <li>Committed to correctional institution and is enrolled in an education program.</li> <li>Attends a nontraditional education setting, such as hospital/homebound instruction, residential special education facility, correctional institution, community, or technical college where the program is administrated by an agency that is considered a special school district or extension of a regular school district or the program is an off-campus offering of a regular school district.</li> </ol> <p>Special Education student who does not change district of residence, however, due to IEP is transferred to a special education placement (Student record would be updated to Special Education Referral = Y, School Number = 9999, Grad Status = blank)</p>	T	If A or B: 99 - Moved within PA, known to be continuing
WD03	<p>Student transferred to a private or nonpublic school or out of the state of PA, or out of the United States:</p> <ol style="list-style-type: none"> <li>Transferred to a home-schooling program.</li> <li>Transferred to a nonpublic or private institution.</li> <li>Transferred out of the state of PA or foreign exchange program.</li> <li>Moved out of the United States, enrollment status not known.</li> <li>Attends postsecondary institution (early college).</li> <li>Attends an institution that is NOT primarily academic (military, possibly Job Corps, corrections, etc.) and offers a secondary education program.</li> <li>Verified physically or mentally incapacitated.</li> <li>Is not in school but known to be ill, verified as legitimate.</li> <li>Is not in school but known to be suffering long-term illness and NOT receiving education services (residential drug treatment, severe physical or mental illness).</li> <li>Is not in school but known to be suspended or expelled and their term of suspension or expulsion is not yet over.</li> <li>Is not in school but known to be planning to enroll late (e.g., extended family vacation, seasonal work).</li> </ol>	L	<p>If A or B: 99 - Moved within PA, known to be continuing</p> <p>If C or D: 06 - Moved out of PA, known to be continuing</p>
WD04	Student fulfilled graduation requirements. Received some other recognized credential, such as a certificate of attendance or GED.	G	01 - Graduated with HS diploma; 02 - Received GED 04 - Dropped Out
WD06	Student deceased	L	09 - Died



Code	Description	Matching Student Template > Grad Status Code	Matching Special Ed Snapshot Template > Exit Code
WD09	Student enrolled but did not show: a. Status is unknown. b. Attended summer school – was not enrolled during the regular school year.	H	03 - Reached Maximum Age; 04 - Dropped Out
WD11	Student changes program, grade, residency status, etc. but stays in same school/location within the same LEA during the school year. Do not use a withdrawal code for a student changing program, grade, residency status, etc. between school years. a. Must immediately reenroll with an R11-Rentry same school/location code (Exception: CTCs must immediately reenroll with an E05 or E06) b. Does not affect full academic year (FAY)	N/A	05 - Transferred to Regular Education  <b>OR</b>  N/A
WD12	Student changes program, grade, residency status, etc. resulting in a change in school/location within the same LEA during the school year. Do not use a withdrawal code for a student changing program, grade, residency status, or schools within the same LEA between school years. a. Must immediately reenroll with an R12-Reentry to different school/location code within the same AUN (Exception: CTCs must immediately reenroll with an E05 or E06) b. Does affect Full Academic Year (FAY)	N/A	05 - Transferred to Regular Education  <b>OR</b>  N/A

Local education agency (LEA) includes the following school entities: school district, charter and cyber charter school, career and technology center, intermediate unit, approved private school, state juvenile corrections institutions, and private residential rehabilitative institution.

## Appendix F – Program Codes

The programs listed below are tracked using the Program Fact Template.

**NOTE:** Appendix F is for use with Field 5 (PROGRAMS CODE) in the Programs Fact Template.

Code	Program Code Description	Additional Program Notes
029	Head Start	Report Head Start students, if Head Start is part of an authorized program of the LEA. Refer to the PIMS User Manual Volume 1, pages 9-10, for additional clarification.
030	Pre-K Counts	Report the student if they are participating in an LEA based Pre-K Counts program. Refer to the PIMS User Manual Volume 1, pages 9-10, for additional clarification.
035	AEDY – School District	Report if student is in a district operated AEDY Program regardless of program location.
036	AEDY – Intermediate Unit	Report if student is in an intermediate unit operated AEDY Program regardless of program location.
037	AEDY – CTC	Report if student is in a CTC operated AEDY Program regardless of program location.
038	AEDY – Private	Report if student is in an AEDY Private Provider operated AEDY Program regardless of program location.

055	Homeless, Unaccompanied	Student meets the McKinney Vento definition of homelessness and is not in the physical custody of a parent or legal guardian. This includes youth who have run away from home, been thrown out of their home, been abandoned by parents or guardians, or separated from their parents for any other reason.
056	Homeless, Accompanied	Student meets the McKinney Vento definition of homelessness and is in the physical custody of a parent or legal guardian.
057	21st Century Community Learning Centers	Report if the student participates in a 21st Century grant-funded program.
060	Mode of Instruction – Hybrid	Report if student is enrolled in a combination of face-to-face learning and remote learning as approved by the LEA’s governing body. (e.g. Monday-Tuesday face to face, Wednesday-Friday remote, on a continuous basis.) This does not include Flexible Instruction Days (FID) or temporary periods that are necessitated by weather or illness, unless the period lasts for more than five consecutive days.  <i>Students who are enrolled in a virtual course that supplements LEA course offerings should not be considered “hybrid”. Examples include, but are not limited to, advanced placement, dual enrollment, remedial, foreign language, elective, or other courses.</i>
061	Mode of Instruction – Full Time Virtual/Remote	Report if the student is enrolled in remote learning as approved by the LEA’s governing body for 100% of their instructional time for a period longer than five days. Remote education is on-line or distance education that replaces face-to-face course instruction, including synchronous or asynchronous delivery.  Students who attend a brick-and-mortar building while receiving virtual or remote instruction for 100% of their education should be reported as participating in full-time remote instruction. This does not include Flexible Instruction Days (FID) or temporary periods that are necessitated by weather or illness, unless the period lasts for more than five consecutive days.
062	Keystone State Challenge Academy (KSCA)	Report if the student participates in the Keystone State Challenge Academy.

**NOTES:**

- Several programs will be tracked directly on the student record. Please refer to the Student and Student Snapshot Templates for specific details and code sets for these programs:
  - IEP (Not Gifted)
  - Plan 504
- Some programs may be tracked in aggregate at the IU level, not the student level. Please refer to the District Annual Facts Template for specific details on how to collect this information. Currently these include:
  - EP Service Plan
- Some programs may be tracked at the school level, not the student level. Currently these include:
  - Project 720
- Students coded here as 055 and 056 should also have a nighttime status recorded in the Program Fact Template, Field 18.
- The McKinney-Vento Act defines the term "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence.
- Mode of Instruction: This is the manner in which an instructional program is delivered in a given time period. Modes of instruction include fully in-person, hybrid, and fully virtual/remote.

- The Education for Homeless Youth Basic Education Circular (BEC) explains the categories of children who are "homeless" and entitled to the protections of the federal law. These categories include:
  - children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
  - children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
  - children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
  - "migratory children" who qualify as homeless under federal law because the children are living in circumstances described in clauses (i) through (iii) above. The term "migratory children" means children who are (or whose parent(s) or spouse(s) are) migratory agricultural workers, including migratory dairy workers or migratory fishermen, and who have moved from one school district to another in the preceding 36 months, in order to obtain (or accompany such parents or spouses in order to obtain) temporary or seasonal employment in agricultural or fishing work.

## Appendix G – Employment Eligibility Verification Codes

**NOTE:** Appendix G is for use with Field 83 (EMPLOYMENT ELIGIBILITY VERIFICATION) in the Staff and Staff Snapshot Templates.

Code	Employment Eligibility Verification Description
1018	U.S. passport
1019	Certificate of U.S. citizenship (INS Form N-560 or N-561)
1020	Certificate of naturalization (INS Form N-550 or N-570)
1024	Unexpired employment authorization card (INS Form I-688A)
1022	Alien registration receipt card with photograph (INS Form I-151 or I-155)
1023	Unexpired temporary resident card (INS Form I-688)
1025	Unexpired reentry permit (INS Form I-327)
1026	Unexpired refugee travel document (INS Form I-571)
1034	Unexpired employment authorization document issued by the INS (other than those listed above)
1028	U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment)
1029	Certification of birth abroad issued by the Department of State (Form FS-545 or Form DS-1350)
1030	Original or certified copy of a birth certificate issued by a state, county, municipal authority, or outlying possession of the United States bearing an official seal
1031	Native American tribal document
1032	U.S. citizen ID card (INS Form I-197)
1033	ID card for use of resident citizen in the United States (INS Form I-179)
9999	Other

## Appendix H – Disability Codes (Challenge Types)

**NOTE:** Appendix H is for use with Field 34 (CHALLENGE TYPE) in the Student and Student Snapshot Templates, and Field 11 (PRIMARY DISABILITY) and Field 12 (SECONDARY DISABILITY) in the Special Education Snapshot Template.

Disability Code	Disability Description
2121	Autistic/Autism
2122	Deaf-blindness
2123	Hearing impairment including deafness
2124	Intellectual disability
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 including blindness
2132	Other health impairment
2134	Developmental delay <b>NOTE:</b> this code is not valid for the Special Education collection
2135	Infants and Toddlers with Disabilities <b>NOTE:</b> this code is not valid for the Special Education collection

**NOTE:** Codes listed above are permissible values for both Primary and Secondary Disability; the following code may be indicated as a Secondary Disability only.

Disability Code	Disability Description
2106	Gifted with Disability

## Appendix J – Language Codes

Language Codes are found on the Language Codes – Appendix J spreadsheet on the Pennsylvania Department of Education > Data and Reporting > PIMS > [Manuals and Calendar](#) page.

Use the NCES language code. A language can have multiple names, depending on the local dialect that is spoken. The list mentioned above contains only the NCES standard language names, not any local variants.

If you are unable to find a language in the list mentioned above, please use this site to research the language, to see if variants of its name exist: [Ethnologue website](#).

**NOTE:** Appendix J is for use with Field 20 (PRIMARY INSTRUCTION LANGUAGE CODE) in the Course Instructor Template and Field 123 (HOME LANGUAGE CODE) in the Student and Student Snapshot Template, and in Category 3 of the LIEP Survey, if an LEA has a bilingual program.

## Appendix K – Grade Level

**NOTE:** Appendix K is for use with Field 11 (CURRENT GRADE LEVEL) in the Student Calendar Fact Template; Field 7 (GRADE LEVEL CODE AT TIME OF INCIDENT) in the Incident Offender Template; Field 7 (GRADE LEVEL CODE AT TIME OF INCIDENT) in the Incident Victim Template; Field 9 (ENROLLMENT GRADE LEVEL) in the School Enrollment Template; Field 10 (CURRENT GRADE LEVEL) in the Student and Student Snapshot Templates; and Field 5 (SUBTEST GRADE LEVEL) in the Student Local Assessment Subtest Template.

Code	Grade Level Descriptions	Notes
PKA	PreK Half Day – Morning (AM)	This is not a valid code for the Special Education Collections of December and July.
PKP	PreK Half Day – Afternoon (PM)	This is not a valid code for the Special Education Collections of December and July.
PKF	PreK Full Day	This is not a valid code for the Special Education Collections of December and July.
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	Grade 1	
002	Grade 2	
003	Grade 3	
004	Grade 4	
005	Grade 5	
006	Grade 6	
007	Grade 7	
008	Grade 8	
009	Grade 9	
010	Grade 10	
011	Grade 11	
012	Grade 12	

Code	Grade Level Descriptions	Notes
AAP	Adult Affidavit Program	Use to identify adult students enrolled in Adult Affidavit Programs (which are adult only programs) formally registered with the Bureau of Career and Technical Education via the Career and Technical Education Information System (CATS) for this reporting year.  <b>NOTE:</b> This grade code DOES NOT apply to adults enrolled in “adult intergenerational programs” (historically referred to as “Adults in Secondary Programs”). This type of adult student is not to be reported in PIMS.

**NOTE:** Transitional First Grade is not a grade level in PIMS. Please enter students in Transitional First Grade as follows:

- On the Student and Student Snapshot records, enter the "Current Grade Level" field as one of the K5 codes (K5F, K5A, K5P).
- On the School Enrollment record, enter the same "Enrollment Grade Level" as was entered in the "Current Grade Level" field coded in #1.
- On the Student Course Enrollment record, enter the local course code that equates to the type of kindergarten coded in #1 and #2 in the "Course Code Long" field.

## Appendix L – Student Status

**NOTE:** Appendix L is for use with Field 67 (STUDENT STATUS) in the Student and Student Snapshot Templates. See Appendix N for Residence Status Codes.

Code	Student Status Descriptions
A	Home-schooled student attending public school part-time
O	NonPublic student attending a public school part-time or full-time
R	Court and/or Agency placed (Not in a foster home)
U	1305 Non-resident foster student (Residency Status Code B or C)
V	Parent paying educating district or educating district waiving tuition for non-resident student
W	Opportunity Scholarship Tax Credit Student

## Appendix M – Expected Post Graduate and Post Dropout Activity

**NOTE:** Appendix M is for use with Field 66 (EXPECTED POST-GRADUATE ACTIVITY) in the Student and Student Snapshot Template.

### Expected Post Dropout Activity Codes

Code	Expected Post Dropout Activity	Definitions
110	Farm Worker	Definitions can be found in the definitions of the table below.
120	Homemaker	Definitions can be found in the definitions of the table below.
130	Military	Definitions can be found in the definitions of the table below.
140	White Collar Worker	Definitions can be found in the definitions of the table below.

Code	Expected Post Dropout Activity	Definitions
150	Blue Collar Worker	Definitions can be found in the definitions of the table below.
160	Service Worker	Definitions can be found in the definitions of the table below.
170	Unemployed	
180	Unknown	
997	Independent Living (IEP Only)	
998	GED/Other Education	

## Expected Post Graduate Activity Codes

Code	Expected Post Graduate Activity	Definitions
010	Community College – in PA	
020	Private 2-Year College – in PA	
030	State University – in PA	Bloomsburg, California, Cheyney, Clarion, East Stroudsburg, Edinboro, Indiana, Kutztown, Lock Haven, Mansfield, Millersville, Shippensburg, Slippery Rock and West Chester
040	State-Related Commonwealth University – in PA	Lincoln, Penn State (including Penn College of Technology, a PSU affiliate), Temple and University of Pittsburgh
050	Private 4-year College or University – in PA	
060	Other Postsecondary School (AST or ASB Degree) – in PA	A postsecondary institution in Pennsylvania legally authorized to grant an Associate in Specialized Technology (AST) or an Associate in Specialized Business (ASB) degree.
070	Other Postsecondary School (non-degree) – in PA	A school licensed or approved by the state to offer a certificate, diploma or some similar type of recognition of achievement issued by the institution.
080	2-Year College – not in PA	
090	4-Year College or University – not in PA	
100	Other Postsecondary School – not in PA	
110	Farm Worker	Agricultural, forestry, fishing and related occupations such as: animal caretaker, farm worker/manager, nursery worker, fisher, hunter, trapper and forestry and logging worker/operator
120	Homemaker	Those whose primary occupation is homemaking, which involves all aspects of home and family living.
130	Military	Those enlisted in the armed services, National Guard, reserves or the merchant marine
140	White Collar Worker (continued next page)	<i>Administrative support, including clerical:</i> supervisor, computer equipment operator, secretary, interviewer, stenographer, typist, information clerk, records processing clerk, bank teller; duplicating, mail, and other office machine operator, communications equipment operator, mail and message distributing; material recording, scheduling and distributing clerk, adjuster, investigator; teacher aide and library assistant



Code	Expected Post Graduate Activity	Definitions
		<p><i>Executive, administrative, and managerial:</i> accountant, auditor, purchasing agent and buyer</p> <p><i>Sales:</i> cashier, sales representative, sales worker, real estate agent and travel agent</p> <p><i>Professional and technical:</i> health occupations, dental hygienist, dietetics technician, emergency medical technician; social, recreation, and religious worker; artist, musician, athlete, reporter, engineering technician, science technician and computer programmer</p>
150	Blue Collar Worker (continued next page)	<p><i>Handlers, equipment cleaners, helpers, and laborers:</i> nursery worker, groundskeeper, gardener, animal caretaker, timber cutting and logging, fisher, hunter, trapper; garbage collector, machine feeder, garage and service station related occupations, vehicle washer, equipment cleaner, hand packer</p> <p><i>Machine operators, assemblers, and inspectors:</i> metalworking and plastic working (lathe, drilling and boring, grinding, metal plating); woodworking machine operator, printing machine operator (printing press, typesetter, compositor, photoengraver and lithographer); textile, apparel, and furnishings machine operator (laundering, dry cleaning, pressing, textile sewing, weaving); assorted materials machine operator (cementing, gluing, packaging, filling, extruding, forming, mixing and blending, painting, baking, pickling, folding, crushing and grinding; photographic process; motion picture projectionist); fabricator, assembler, and hand-working occupations (welder, cutter, trimmer, painter, engraver); production inspector, tester and sampler</p> <p><i>Precision production, craft and repair occupations:</i> mechanic (aircraft, automobile, bus, truck, farm equipment, heavy equipment, heating, air conditioning, refrigeration); repairer (small engine, industrial machinery, electronics, data processing equipment, household appliance, power tools, communications equipment, bicycle, camera, watch, musical instrument, locksmith and safe, office machine, vending machine, elevator, mechanical controls and valve), millwright; construction trades occupations (supervisor, brickmason, stonemason, tilesetter, carpenter, electrician, power transmission installer, painter, paperhanger, plasterer, plumber, pipefitter, steamfitter, carpet installer, drywall installer, glazier, insulation worker, roofer, sheetmetal duct installer, structural metal worker, earth driller; paving, surfacing, and tamping equipment operator); extractive occupations (oil well driller, explosives worker, mining machine operator); metal working and woodworking occupations (tool and die maker, assembler, machinist, boilermaker; grinder, filer and tool sharpener; patternmaker and modelmaker; engraver, precious stones and metals worker, sheet metal worker, cabinet maker and bench carpenter, furniture and wood finisher); textile, apparel, and furnishings machine worker (dressmaker, tailor, upholsterer, shoe/leather worker); assorted materials worker (hand molder, patternmaker, cutter, optical goods worker, dental laboratory technician; bookbinder, electrical and electronic equipment assembler); food production occupations (butcher, meat cutter, baker, and food batchmaker); inspector, tester, grader, adjuster and calibrator; plant and system operator (water and sewage treatment plant and power plant); precision production supervisor</p> <p><i>Transportation and material moving occupations:</i> motor vehicle operator (truck, bus, taxicab); chauffeur, parking lot attendant; railroad transportation and water</p>



Code	Expected Post Graduate Activity	Definitions
		transportation occupations; material moving equipment operator (hoist and winch, crane and tower, grader, dozer, scraper, excavating and loading)
160	Service Worker	<p><i>Cleaning and building service occupations:</i> janitor, cleaner, maid, houseman, elevator operator and pest control worker</p> <p><i>Food service:</i> bartender, chef, cook, food preparation worker, waiter and waitress</p> <p><i>Health service occupations:</i> health aide, nursing aide, orderly and attendant</p> <p><i>Personal service occupations:</i> amusement and recreation facility attendant, baggage porter and bellhop, barber, hairdresser, cosmetologist, guide and usher, child care worker, public transportation attendant and welfare service aide</p> <p><i>Protective service occupations:</i> correction officer, crossing guard, detective, firefighter, fire prevention, guard, police and sheriff</p>
170	Unemployed	
180	Unknown	
997	Independent Living (IEP Only)	

## Appendix N – Residency Status and District Codes

**NOTE:** Appendix N is for use with Field 5 (DISTRICT OF RESIDENCE AUN), Field 6 (FUNDING DISTRICT AUN), and Field 7 (RESIDENCE STATUS CODE) for the Student Calendar Fact Template; Field 10 (RESIDENCE STATUS CODE) for the School Enrollment Template; and Field 117 (DISTRICT OF RESIDENCE AUN) and Field 189 (FUNDING DISTRICT AUN) in the Student and Student Snapshot Templates.

### Definitions:

**AUN:** The unique, 9-digit Administrative Unit Number assigned by PDE.

**NOTE:** If a student is enrolled in a magnet school within their District of Residence, the School Number of Residence should be the magnet school.

**District of Residence AUN:** The AUN for the school district where the natural/adoptive parent or legal guardian resides. For a 1305 or 1306 student with no known school district of residence, enter the PA State code (999999999). Students whose natural/adoptive parent resides out-of-state should use the Out-of-State code (888888888).

**Funding District AUN:** The AUN for the school district that is financially responsible for the student. This is generally the same as District of Residence, except for non-resident students as noted in the appendix below.

**AUN of Enrollment:** The AUN for the LEA providing the majority of the student's core academic education.

**NOTES:**

- A value of 888888888 should be entered to indicate the generic “Out-of-State” code.
- A value of 999999999 should be entered to indicate the generic “PA State” code.
- Letters A to M are values for the Residence Status Code field in the School Enrollment Template (Field 10) and Student Calendar Fact Template (Field 7).
- Reporting Adult Affidavit Program (AAP) students in the School Enrollment Template is not required or needed. LEAs may report 999999999 in the District Code of Residence and should report the AUN of the school district where the CTE educating LEA is located in the Funding District AUN for AAP students.

**NOTE:** Codes apply to all grade levels **with the exception of Adult Affidavit Program (AAP) students.**

Reporting Adult Affidavit Program (AAP) students in the School Enrollment Template is not required or needed. LEAs may report “999999999” in the District Code of Residence and should report the AUN of the school district where the CTE educating LEA is located in the Funding District AUN for AAP students.

**Codes Used by Educating School District**

Code	Residence Status	Submitting AUN	District of Residence AUN	Funding District AUN
A	Resident (includes 1302 Guardianship and Resident Foster Children)	Educating LEA	Natural/Adoptive Parent or Legal Guardian SD	Natural/Adoptive Parent or Legal Guardian SD

Code A: Submitting AUN = District of Residence AUN = Funding District AUN

Code	Residence Status	Submitting AUN	District of Residence AUN	Funding District AUN
B	1305, Non-resident Foster Child (Resident Foster Parent)	Educating LEA	Natural/Adoptive Parent or Legal Guardian SD, PA State Code or Out-of-State Code	Foster Parent SD NOTE: Educating LEA is also the Foster/Funding District AUN.

Code B: Submitting AUN = Funding (foster) District. District of Residence AUN ≠ Funding District AUN.

Code	Residence Status	Submitting AUN	District of Residence AUN	Funding District AUN
C	1305, Non-resident Foster Child (Non-resident Foster Parent)	Educating LEA	Natural/Adoptive Parent or Legal Guardian SD, PA State Code or Out-of-State Code	Foster Parent SD NOTE: Educating LEA is not the Foster/Funding District AUN.

Code C: Submitting AUN ≠ Funding (foster) District. District of Residence AUN ≠ Funding District AUN.

The Funding District contracted with the Educating SD for education.

Code	Residence Status	Submitting AUN	District of Residence AUN	Funding District AUN
D	1306, Institutionalized Non-resident, Unknown District of Residence (formerly referred to as “Ward of State”)	Educating LEA	PA State Code or Out-of-State Code	Host SD – where institution is located NOTE: Educating LEA is the Funding/Host SD.

Code D: Submitting AUN = Funding (host) District. District of Residence AUN ≠ Funding District AUN. For students with no known resident district in JIAF program, use Code D.

Code	Residence Status	Submitting AUN	District of Residence AUN	Funding District AUN
L	1306, Institutionalized Non-resident, Unknown District of Residence (formerly referred to as “Ward of State”)	Educating LEA	PA State Code or Out-of-State Code	Host SD – where institution is located NOTE: Educating LEA is not the Funding/Host SD.

Code L: Submitting AUN ≠ Funding (host) District. District of Residence AUN ≠ Funding District AUN.  
 The Funding District contracted with the Educating SD for education.

Code	Residence Status	Submitting AUN	District of Residence AUN	Funding District AUN
E	1306, Institutionalized Non-resident, Unknown District of Residence – Detention (formerly referred to as “Ward of State”)	Educating LEA	PA State Code or Out-of-State Code	Host SD – where institution is located

Code E: Submitting AUN = Funding (host) District. District of Residence AUN ≠ Funding District AUN.

Code	Residence Status	Submitting AUN	District of Residence AUN	Funding District AUN
F	Rule modified for up-front edit. Use code M			
M	1306, Institutionalized Non-resident Acknowledged	Educating LEA	Natural/Adoptive Parent or Legal Guardian SD	Natural/Adoptive Parent or Legal Guardian SD

Code M: District of Residence AUN = Funding District AUN

Code	Residence Status	Submitting AUN	District of Residence AUN	Funding District AUN
G	Non-resident District Paid Tuition	Educating LEA	Natural/Adoptive Parent or Legal Guardian SD	Natural/Adoptive Parent or Legal Guardian SD

Code G: District of Residence AUN = Funding District AUN

The Resident District contracted with the Educating SD for education.

Code	Residence Status	Submitting AUN	District of Residence AUN	Funding District AUN
H	Non-resident Parent Paid Tuition	Educating LEA	Natural/Adoptive Parent or Legal Guardian SD	SD receiving tuition payment for non-resident membership
I	Non-resident Tuition Waiver In-State	Educating LEA	Natural/Adoptive Parent or Legal Guardian SD	SD waiving tuition for non-resident membership
J	Non-resident OOS	Educating LEA	Out-of-State Code	SD waiving tuition or receiving tuition payment for out-of-state membership
K	Non-resident Act 6 – specifically, Philadelphia City SD	Educating LEA (Philadelphia City SD)	Out-of-State Code	Host SD – Philadelphia City SD AUN

Codes H, I, J, and K: District of Residence AUN ≠ Funding District AUN

### Codes Used by IU, CTC, CS, PRRI, APS, and SJCI

Code	Residence Status	Submitting AUN	District of Residence AUN	Funding District AUN
A	Resident (includes 1302 Guardianship and Resident Foster Children)	Educating LEA	Natural/Adoptive Parent or Legal Guardian SD	Natural/Adoptive Parent or Legal Guardian SD

Code A: District of Residence AUN = Funding District AUN

Code	Residence Status	Submitting AUN	District of Residence AUN	Funding District AUN
B	Rule modified for up-front edit. Use Code C.			
C	1305, Non-resident Foster Child (Non-resident Foster Parent)	Educating LEA	Natural/Adoptive Parent or Legal Guardian SD, PA State Code or Out-of-State Code	Foster Parent SD

Code C: District of Residence AUN ≠ Funding (foster) District. District of Residence AUN ≠ Funding District AUN. The Funding District contracted with the Educating SD for education.

Code	Residence Status	Submitting AUN	District of Residence AUN	Funding District AUN
D	Rule modified for up-front edit. Use Code L.			
L	1306, Institutionalized Non-resident, Unknown District of Residence (formerly referred to as "Ward of State")	Educating LEA	PA State Code or Out-of-State Code	Host SD – where institution is located

Code L: District of Residence AUN ≠ Funding District AUN  
For students with no known resident district in JIAF program, use Code L.

Code	Residence Status	Submitting AUN	District of Residence AUN	Funding District AUN
E	1306, Institutionalized Non-resident, Unknown District of Residence – Detention (formerly referred to as "Ward of State")	Educating LEA	PA State Code or Out-of-State Code	Host SD – where institution is located

Codes E: District of Residence AUN ≠ Funding District AUN

Code	Residence Status	Submitting AUN	District of Residence AUN	Funding District AUN
F	1306, Institutionalized Non-resident Acknowledged	Educating LEA	Natural/Adoptive Parent or Legal Guardian SD	Host SD – where institution is located, financially responsible to pay educating IU, CTC, PRRI, or APS

Code F: District of Residence AUN ≠ Funding District AUN  
Code F is not applicable to CSs. For acknowledged students in JIAF program, use Code F.

Code	Residence Status	Submitting AUN	District of Residence AUN	Funding District AUN
M	1306, Institutionalized Non-resident Acknowledged	Educating LEA	Natural/Adoptive Parent or Legal Guardian SD	Natural/Adoptive Parent SD or Legal Guardian, financially responsible to pay Educating IU, CTC, PRRI, or APS

Code M: District of Residence AUN = Funding District AUN  
For acknowledged students in an ICP, use Code M.

Code	Residence Status	Submitting AUN	District of Residence AUN	Funding District AUN
G	Non-resident District Paid Tuition	Educating LEA	Natural/Adoptive Parent or Legal Guardian SD	Natural/Adoptive Parent or Legal Guardian SD

Code G: District of Residence AUN = Funding District AUN

Code	Residence Status	Submitting AUN	District of Residence AUN	Funding District AUN
H	Non-resident Parent Paid Tuition	Educating LEA	Natural/Adoptive Parent or Legal Guardian SD	SD receiving tuition payment for non-resident membership
I	Non-resident Tuition Waiver In-State	Educating LEA	Natural/Adoptive Parent or Legal Guardian SD	SD waiving tuition for non-resident membership
J	Non-resident OOS	Educating LEA	Out-of-State Code	SD waiving tuition or receiving tuition payment for out-of-state membership

Codes H, I, and J: District of Residence AUN ≠ Funding District AUN.

Codes H and I are not applicable to CSs, APSs, PRRIs, or SJCI.

Code J is not applicable to CSs.

Code	Residence Status	Submitting AUN	District of Residence AUN	Funding District AUN
K	Not applicable for this educating LEA type.			

**Key:** LEA – local education agency, SD – school district, IU – intermediate unit, CS – charter school, CTC – career and technology center, PRRi – Private Residential Rehabilitative Institution, APS – Approved Private School, and SJCI – State Juvenile Correctional Institution

## Definitions of Residency Status Codes

**Code A. Resident (includes 1302 Guardianship and Resident Foster Children):** Student whose natural/adoptive parent or legal guardian resides in the reporting school district; affidavit student residing with an adult other than natural/adoptive parent (see PA Public School Code, 24 P.S. § 13-1302); emancipated student (see Chapter 11 §11.11); pre-adoptive student; foreign exchange student with a J-1 visa; homeless student not living in a shelter or institution; student whose natural/adoptive parent or guardian is a migrant worker; and student whose natural/adoptive parent or legal guardian and foster parent reside in the reporting school district. The district of residence AUN and the funding district AUN are the same.

**Code B. 1305, Non-resident Foster Child, (Resident Foster Parent):** Non-resident student in foster home who is educated by the school district in which the foster parent resides or is educated by an out-of-state school. The student's natural/adoptive parent or legal guardian resides outside the reporting district. (See PA Public School Code, 24 P.S. § 13-1305.) NOTE: Also include student if he/she is in any of the following living arrangements/placements: family living program, formal kinship care, respite care, or transitional foster care. The district of residence AUN and the funding district AUN are different.

**Code C. 1305, Non-resident Foster Child, (Non-resident Foster Parent):** Non-resident student in foster home who is educated by a school district that is not the school district of residence of the foster parent or a non-resident foster student educated by an IU, CTC, or CS. The district of residence AUN and the funding district AUN are different.

- Code D. 1306, Institutionalized Non-resident, Unknown District of Residence (Host SD is educating):** Institutionalized non-resident student who has been disclaimed on the PDE-4605 “Determination of District of Residence for Students in Facilities or Institutions in Accordance with Section 1306 of School Code” and thus has no known school district of residence. NOTE: Documentation that the location of the district of residence is unknown must be maintained, including an accurate and complete PDE-4605 and supporting documents (ex. court order terminating parental rights or PDE letter confirming ward of state status). The funding district AUN is the host school district’s AUN.
- Code E. 1306, Institutionalized Non-resident, Unknown District of Residence – Detention:** Non-resident student who has been disclaimed on the PDE-4605 for whom education was provided in a detention facility. The funding district AUN is the host school district’s AUN.  
**NOTES:** A detention facility is an institution to which children are referred pursuant to a proceeding under 42 Pa. C.S. Chapter 63 (relating to juvenile matters). Documentation that the district of residence is unknown must be maintained, including an accurate and complete PDE-4605 and supporting documents (ex. court order terminating parental rights or PDE letter confirming ward of state status).
- Code F. 1306, Institutionalized Non-resident Acknowledged (Host SD is funding):** Institutionalized non-resident student whose school district of residence has been acknowledged on the PDE-4605. See chart for district of residence AUN and funding district AUN guidelines.
- Code G. Non-resident District Paid Tuition:** Non-resident student educated by the reporting school district or LEA whose tuition was paid by the resident school district. The district of residence AUN and the funding district AUN are the same.
- Code H. Non-resident Parent-Paid Tuition:** Non-resident student educated by the reporting school district or LEA whose tuition was paid by a private party (usually the parent). The district of residence AUN and the funding district AUN are different.
- Code I. Non-resident Tuition Waiver In-State:** Non-resident student educated by the reporting school district or LEA whose tuition was waived by the school board. The district of residence AUN and the funding district AUN are different.
- Code J. Non-resident OOS:** Non-resident student educated by the reporting school district or LEA whose tuition was either paid by the out-of-state (OOS) school district or parent or waived by the school board. The district of residence AUN and the funding district AUN are different.
- Code K. Non-resident Act 6-specifically, Philadelphia City SD:** Non-resident out-of-state medically indigent student hospitalized in exclusively charitable children’s hospitals educated by Philadelphia City SD.
- Code L. 1306, Institutionalized Non-resident, Unknown District of Residence:** Same specifications as Code D except the funding district AUN is not the educating LEA. This code was added in 2013-14 school year to accommodate situations where a 1306 student with no known district of residence is not educated by the host/funding school district.
- Code M. 1306, Institutionalized Non-resident Acknowledged:** Institutionalized non-resident student whose school district of residence has been acknowledged on the PDE-4605. This code was added in 2013-14 school year to accommodate situations where the educating LEA is directly billing the district of residence. The district of residence AUN and the funding district AUN are the same.

## Appendix O – Semester Values

**NOTE:** Appendix O is for use with Field 17 (SUPPLEMENTARY COURSE DIFFERENTIATOR (formerly named “SEMESTER”)) in the Student Course Enrollment Template and Field 17 (SUPPLEMENTARY COURSE DIFFERENTIATOR) in the Course Instructor Template.

Code	Semester Value
Q1	Course offered in Marking Period 1
Q2	Course offered in Marking Period 2



Code	Semester Value
Q3	Course offered in Marking Period 3
Q4	Course offered in Marking Period 4
FQ	Course offered in all four marking periods quarters
S1	Course offered in Semester 1 only
S2	Course offered in Semester 2 only
B	Course offered in Semester 1 & Semester 2
FY	Full year Course
S	Summer school course
T1	Course offered in Trimester 1
T2	Course offered in Trimester 2
T3	Course offered in Trimester 3
T4	Course offered in all three Trimesters
P1	Course offered in (6-week) Marking Period 1
P2	Course offered in (6-week) Marking Period 2
P3	Course offered in (6-week) Marking Period 3
P4	Course offered in (6-week) Marking Period 4
P5	Course offered in (6-week) Marking Period 5
P6	Course offered in (6-week) Marking Period 6
SP	Course offered in all six 6-week Marking Periods
F1	Course offered in (4-week) Marking Period 1
F2	Course offered in (4-week) Marking Period 2
F3	Course offered in (4-week) Marking Period 3
F4	Course offered in (4-week) Marking Period 4
F5	Course offered in (4-week) Marking Period 5
F6	Course offered in (4-week) Marking Period 6
F7	Course offered in (4-week) Marking Period 7
F8	Course offered in (4-week) Marking Period 8
F9	Course offered in (4-week) Marking Period 9
FA	Course offered in all 4-week Marking Periods

## Appendix P – CTE Status Type Codes

**NOTE:** Appendix P, for both AAP and Secondary CTE students, is for use with Field 10 (CTE STATUS TYPE CODE) in the CTE Student Fact Template.

### Secondary CTE Students

Code	Secondary CTE Program Student Status Type Descriptions
10	<b>CONTINUED OR WILL CONTINUE CTE AT THIS SCHOOL</b> – Use for students continuing any reimbursable CTE programs at the same school offering the student’s reported CIP. “Same school” refers to reported CIP Location Code (Field 4 in CTE Student Fact Template).

Code	Secondary CTE Program Student Status Type Descriptions
22	<b>TRANSFERRED OR WILL TRANSFER TO A DIFFERENT SCHOOL</b> – Use when students exit or intend to exit CTE at the school identified with CIP Location Code (Field #4 in CTE Student Fact Template) and transfer to a different school. Use this selection for students that exit CTCs to return to their sending schools OR for students that exit CTE at a regular high school to then enroll at a CTC for other CTE. Also, use this selection for students that relocate.
28	<b>TRANSFERRED OR WILL TRANSFER TO NON-CTE PROGRAM AT THIS SAME SCHOOL</b> – Use when students exit or intend to exit CTE to a non-CTE program at the same school. “Same school” refers to reported CIP Location Code.
30	<b>COMPLETED CTE PROGRAM AND DID NOT GRADUATE*</b> – Use for a secondary CTE student who has (1) completed all secondary-level competencies on their program’s task list or met appropriate related IEP objectives and (2) completed a PDE approved occupational end-of-program assessment (or completed a program which has an assessment waiver); however, <b>DID NOT</b> attain a high school diploma or equivalent.
40	<b>COMPLETED CTE PROGRAM AND GRADUATED*</b> – Use for a secondary CTE student who has (1) completed all secondary-level competencies on their program’s task list or met appropriate related IEP objectives, (2) completed a PDE approved occupational end-of-program assessment (or completed a program which has an assessment waiver) and (3) attained a high school diploma or equivalent. <b>SELECTION IDENTIFIES A CTE SECONDARY COMPLETER.</b>
60	<b>GRADUATED AND DID NOT COMPLETE CTE PROGRAM*</b> – Use for a secondary CTE student who attained a high school diploma or equivalent; however, <b>EITHER</b> (1) DID NOT complete all appropriate secondary-level competencies on their program’s task list or met appropriate related IEP objectives <b>OR</b> (2) DID NOT complete a PDE approved occupational end-of-program assessment (or did not complete a program which has an assessment waiver).
71	<b>DROPPED OUT OF SCHOOL</b> – Use for students who, for any other reason other than death, leave school before graduation without transferring to another school/institution.
80	<b>DECEASED</b>

\* Students with IEPs who participate in (take) the Pennsylvania Alternate System of Assessment (PASA) in lieu of an approved state academic assessment are granted a waiver on the PDE approved end-of-program technical skills assessment, as long as the PASA being required for the student is documented in the student’s IEP. Therefore, IEP students **participating in PASA** can be considered as “completing the CTE program” as long as appropriate student IEP CTE program-related objectives are met.

## Adult Affidavit Students

Code	Adult Affidavit Program (AAP) Student CTE Status Type Descriptions
11	<b>CONTINUE AAP CTE AT THIS SCHOOL</b> – Use for student who did not complete the reported AAP during the reporting year, however, intend to continue any CTE AAP at the same school in the coming year. “Same school” refers to reported CIP Location Code (Field 4 in the CTE Student Fact Template).
23	<b>EXITED CTE WITHOUT COMPLETING REPORTED AAP</b> – Use when students exit or intend to exit CTE AAP <b>at this school</b> either during or at the end of this reporting year without completing the reported AAP program (CIP reported in Field 6 of the Student Fact Template). “This school” refers to the CIP Location Code (Field 4 in the CTE Student Fact Template).



Code	Adult Affidavit Program (AAP) Student CTE Status Type Descriptions
41	<p><b>COMPLETED CTE AAP</b> – Use for CTE AAP student who has: 1.) completed the AAP sequence of instruction to fulfill the program’s occupational objectives by the end of this school year, and 2.) received a certificate or other formal award. <b>SELECTION IDENTIFIES A CTE AAP COMPLETER.</b></p> <p>Do not use this code for adult students enrolled in Young Farmers Programs (CIP 01.0301). Only use code 11, 23 or 80 for adults enrolled in Young Farmers Programs (CIP 01.0301), as appropriate.</p>
80	<b>DECEASED</b>

## Appendix Q – Industry Credential (Certification) Codes

**NOTE:** Appendix Q is for use with Field 7 (INDUSTRY CREDENTIAL CODE) in the Student Industry Credential Template.

Industry Credential (Certification) Codes are found in the Industry Credential Codes – App Q spreadsheet on the Pennsylvania Department of Education > Data and Reporting > PIMS > [Manuals and Calendar](#) page.

## Appendix R – Calendar Program Codes

Calendar Program Code is Field 8 (CALENDAR PROGRAMS CODE) in the School Calendar Template. The purpose of the code is to identify a student's days enrolled in a specific program. The data is used in subsidy calculations.

All School Calendars uploaded by a CTC, APS, or PRRI **must** include a Calendar Program Code.

Code	Calendar Program Codes	Educating LEA
ACTP	Approved career and technical education program operated by school district or charter school	SD, CS
AEDY	Alternative Education for Disruptive Youth (PDE Approved Program only)	SD, IU, CS, CTC
APS-A	Approved Private School – placement approved by PDE (PDE-4010, PDE-4011)	APS
APS-N	Approved Private School – placement not approved by PDE	APS
CTE-FD	CTC/AVTS full day program (all vocational)	CTC
CTE-FD-H	Home calendar for students in CTC/AVTS full day program	SD, IU, CS
CTE-FT	CTC/AVTS full-time program (includes academics)	CTC
CTE-PT	CTC/AVTS part-time program	CTC
CTE-PT-H	Home calendar for students in CTC/AVTS part-time program	SD, IU, CS
CT-NR	CTC/AVTS non-reimbursable program through Secondary CTE Subsidy	CTC
EI-H	School-Age Early Intervention Half-Time: report school-age early intervention program for students with an Individualized Education Plan (IEP) in an LEA based <b>half-time program</b>	SD, IU
EI-F	School-Age Early Intervention Full-Time: report school-age early intervention program for students with an Individualized Education Plan (IEP) in an LEA based <b>full-time program</b> .	SD, IU
ICP001	PPS Autistic Support at John Merck	IU 2
ICP002	PPS ES Program - Mercy Behavioral Health	IU 2
ICP007	Erie Homes	IU 5
ICP009	Warren State Hospital	IU 5
ICP012	Cambria County Sheltered Care Program	IU 8
ICP016	Hershey Medical Center	IU 15
ICP017	Danville State Hospital	IU 16
ICP018	Geisinger Medical Center	IU 16
ICP019	La Sa Quik	IU 17

Code	Calendar Program Codes	Educating LEA
ICP021	St. Joseph's	IU 19
ICP022	Point Pleasant Pediatric Special Care	IU 22
ICP023	Foundations Behavioral Health	IU 22
ICP026	Lynch Home - Dekalb Pike	IU 23
ICP027	Norristown State Hospital	IU 23
ICP029	PA Psychiatric Institute	IU 15
ICP030	New Outlook Academy	IU 2
JIAF	Juvenile incarcerated in adult facilities	SD, IU
JIAF-IMM	Juvenile incarcerated in adult facilities–immigrant	Central York SD and IU12 only
JIAF-IMS	Juvenile incarcerated in adult facilities–immigrant–special education	Central York SD and IU12 only
JIAF-S	Juvenile incarcerated in adult facilities-special education	SD, IU
OOS	Student placed out of state	SD, CS
PRRI-CP1	Private Residential Rehabilitation Institutions – student court-placed with 180 maximum days	PRRI
PRRI-CP2	Private Residential Rehabilitation Institutions – student court-placed over 180 days	PRRI
PRRI-NCP	Private Residential Rehabilitation Institutions – student not court-placed	PRRI
PRRI-O	Private Residential Rehabilitation Institutions – out-of-state student, court placed and not court placed	PRRI
PRRI-OS	Private Residential Rehabilitation Institutions – Special education out-of-state student, court placed and not court placed	PRRI
PRRICP1S	Private Residential Rehabilitation Institutions – special education student court-placed with 180 maximum days	PRRI
PRRICP2S	Private Residential Rehabilitation Institutions – special education student court-placed with over 180 days	PRRI
PRRINCPS	Private Residential Rehabilitation Institutions – special education student not court-placed	PRRI

**Legend:** **SD** = School District; **IU** = Intermediate Unit; **CS** = Charter School; **CTC** = Career and Technology Center; **APS** = Approved Private School; **PRRI** = Private Residential Rehabilitation Institution

## Appendix S – Family Educational Rights and Privacy Act

Student education records are official and confidential documents protected by one of the nation's strongest privacy protection laws, the Family Educational Rights and Privacy Act (FERPA). FERPA, also known as the Buckley Amendment, defines education records as all records that schools or education agencies maintain about students.

FERPA gives parents (as well as students in postsecondary schools) the right to review and confirm the accuracy of education records. This and other United States "privacy" laws ensure that information about citizens collected by schools and government agencies can be released only for specific and legally defined

purposes. Since enacting FERPA in 1974, Congress has strengthened privacy safeguards of education records through this law, refining and clarifying family rights and agency responsibilities to protect those rights. FERPA's legal statute citation can be found in the U.S. Code (20 USC 1232g), which incorporates all amendments to FERPA. FERPA regulations are found in the Federal Register (34 CFR Part 99). FERPA's 1994 amendments are found in Public Law (PL) 103-382.

## FERPA Protects Privacy

FERPA applies to public schools and state or local education agencies that receive Federal education funds, and it protects both paper and computerized records. In addition to the Federal laws that restrict disclosure of information from student records, most states also have privacy protection laws that reinforce FERPA. State laws can supplement FERPA, but compliance with FERPA is necessary for schools to be eligible to receive Federal education funds.

FERPA requires schools and local education agencies to have written and accessible policies about how they restrict the release of student records. The policies must explain parents' rights under FERPA, define what qualifies as "directory information" (personal information that can be made public), set procedures for reviewing and correcting records, and explain how and when student information can be disclosed. When students reach the age of 18, or when they become students at postsecondary education institutions, rights under FERPA transfer from the parents to the students.

FERPA gives both parents, custodial and non-custodial, equal access to student information unless the school has evidence of a court order or state law revoking these rights.

## FERPA Defines an Education Record

Education records include a range of information about a student that is collected in schools, such as:

date and place of birth; parent(s) and/or guardian addresses; where parents can be contacted in emergencies; grades; test scores; courses taken; academic specializations and activities; official letters regarding a student's status in school; Special Education records; disciplinary records; medical and health records that the school creates or collects and maintains; documentation of attendance; schools attended; courses taken; awards conferred; and degrees earned; personal information such as a student's state-provided identification number, picture, or other information that would make it easy to identify or locate a student.

Personal notes made by teachers and other school officials that are not shared with others are not considered education records. Additionally, law enforcement records created and maintained by a school or district's law enforcement unit are not education records.

Part of the education record, known as **directory information**, includes personal information about a student that can be made public according to a school system's FERPA policy. Directory information may include a student's name, address, and telephone number, and other information typically found in school yearbooks or athletic programs. Other examples are names and pictures of participants in various extracurricular activities or recipients of awards, pictures of students, and height and weight of athletes.

Each year schools must give parents public notice of the types of information designated as directory information. By a specified time after parents are notified of their review rights, parents may ask to remove all or part of the information on their child that they do not wish to be available to the public without their consent.

## FERPA Guarantees Parent Review and Appeal

If, upon review, parents find an education record is inaccurate or misleading, they may request changes or corrections, and schools and education agencies must respond promptly to these requests.

Requests should be made in writing according to local policies. Within a reasonable time period, the school or agency must decide if the request to change the record is consistent with its own assessment of the accuracy of the record. If a parent's request is denied, they must be offered the opportunity for a hearing. If parents'

disagreement with the record continues after the hearing, they may insert an explanation of their objection in the record.

FERPA's provisions do not apply to grades and educational decisions about children that school personnel make.

While parents have a right to review records, schools are not required by federal law to provide copies of information, unless providing copies would be the only way of giving parents access. Schools may charge a reasonable fee for obtaining records, and they may not destroy records if a request for access is pending.

## **FERPA Restricts Disclosure of Student Records**

Local education agencies and schools may release information from students' education records with the prior written consent of parents, under limited conditions specified by law, and as stated in local agencies' student records policies. The same rules restricting disclosures apply to records maintained by third parties acting on behalf of schools, such as state and local education agencies, intermediate administrative units, researchers, psychologists, or medical practitioners who work for or are under contract to schools.

A school district is required, however, to have a policy that specifies the categories of officials and parties to whom records may be released without parental consent. The policy should be readily accessible to parents for review.

Teachers and school officials who work with the students and schools to which students apply for entrance may also have access to education records without parental consent. In addition, information from students' records may be released to State and local education officials to conduct audits or to review records in compliance with Federal laws. Schools may also disclose information from education records without the consent of parents in response to subpoenas or court orders. A school official must make a reasonable effort to notify the parent before complying with the subpoena unless the subpoena is issued to enforce a law and specifies not to notify the parent.

In emergencies, school officials can provide information from education records to protect the health or safety of the student or others.

There are cases when schools or school systems decide it is in the public interest to participate in policy evaluations or research studies. If student records are to be released for these purposes, the school or school system must obtain prior parent consent. Signed and dated written consent must:

- specify the records that will be released;
- state the reason for releasing the records; and
- identify the groups or individuals who will receive the records.

In general, information about each request for records access and each disclosure of information from an education record must be maintained as part of the record until the school or agency destroys the education record. Outside parties receiving records must receive a written explanation of the restrictions on the re-release of information.

## **Additional FERPA Provisions**

In 1994, the Improving America's Schools Act amended several components of FERPA, tightening privacy assurances for students and families. The amendments apply to the following key areas:

- parents have the right to review the education records of their children maintained by state education agencies;

- any agency or institution that inappropriately re-releases personally identifiable information from an education record cannot have access to education records for five years;
- information about disciplinary actions taken against students may be shared, without parents' consent, with officials in other education institutions; and
- schools may release records in compliance with certain law enforcement judicial orders and subpoenas without notifying parents.

## Questions?

Call your local school system, state agency, or the Family Policy Compliance Office. School districts, state education agencies, and the U.S. Department of Education offer assistance about FERPA. Before contacting federal officials, you can often get a direct and immediate response from your local or state education officials.

## Appendix U – Educational Environment (eScholar Lookup – Primary Setting Code)

**NOTE:** Appendix U is for use with Field 44 (EDUCATIONAL ENVIRONMENT) in the Special Education Snapshot Template.

Code	Description
01	Approved Private School (Non-Residential) 4010 Funded Students Only
02	Approved Private School (Residential) 4010 Funded Students Only
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
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 regular class no more than 79% of day and no less than 40% of the day (formerly Special Education Outside the Regular Class At Least 21% of the Day (21-60%))
21	Inside 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))

## Appendix V – Reason for Exiting Special Education (eScholar Lookup – Primary Exit Reason Code)

**NOTE:** Appendix V is for use with Field 52 (REASON FOR EXITING SPECIAL EDUCATION) in the Special Education Snapshot Template.

Code	Description
01	Graduated with Regular High School Diploma
02	Received a GED
03	Reached Maximum Age (age 21)
04	Dropped Out
05	Transferred to Regular Education
06	Moved out of PA, known to be continuing
09	Died
99	Moved within PA, known to be continuing

## Appendix X – Officer Definitions

**NOTE:** Appendix X is for use with Field 48 (STAFF QUALIFICATION STATUS CODE).

### “School police officer”

- (1) A law enforcement officer employed by a school [district] entity or nonpublic school whose responsibilities, including work hours, are established by the school [district] entity or nonpublic school.
- (2) An independent contractor or an individual provided through a third-party vendor who has been appointed under section 1302-C.

“**School resource officer**” A law enforcement officer commissioned and employed by a law enforcement agency whose duty station is located in a school entity or nonpublic school and whose stationing is established by an agreement between the law enforcement agency and the school entity[,] or nonpublic school. The term includes an active certified sheriff or deputy sheriff whose stationing in the school entity or nonpublic school is established by a written agreement between the county, the sheriff’s office and the school entity or nonpublic school.

“**School security officer**” An individual employed by a school entity, nonpublic school or a [third-party contractor] third-party vendor or an independent contractor who is assigned to a school for routine safety and security duties and [is not engaged in programs with students at the school.] has not been granted powers under section 1306-C(2) and (3) 1306-C(3).

“**School security personnel**” School police officers, school resource officers and school security officers.



## Appendix Y – Incident Place Codes

**NOTE:** Appendix Y is for use with Field 7 (INCIDENT PLACE CODE) in the Incident Template.

Code	Description
1	On school property/grounds (e.g., school building, athletic fields)
2	At an offsite alternative placement facility
3	At a school-sponsored event or at an event within the school's jurisdiction (e.g., athletic competition)
5	Off school grounds at an activity, function or event sponsored by the school (e.g., visit to a museum)
6	On a school provided conveyance providing transportation to and from school
7	On a school provided conveyance providing transportation to a school sponsored activity, event, or function
8	Off school grounds while on route to or from school
9	Internet/Online

## Appendix Z – Infraction Codes

**NOTE:** Appendix Z is for use with Field 4 (INFRACTION CODE) in the Incident Offender Infraction Template.

Infr. Code	Infraction Description	Infraction Category	Criminal Statute	Infraction has Victims?
1	Simple Assault on Student	Misconduct - Against a Person	2701	Yes
2	Aggravated Assault on Student	Misconduct - Against a Person	2702	Yes
3	Simple Assault on Staff	Misconduct - Against a Person	2701	Yes
4	Aggravated Assault on Staff	Misconduct - Against a Person	2702	Yes
5	Rape	Misconduct - Against a Person	3121	Yes
6	Involuntary Sexual Deviate Intercourse	Misconduct - Against a Person	3123	Yes
7	Statutory Sexual Assault	Misconduct - Against a Person	3122.1	Yes
8	Sexual Assault	Misconduct - Against a Person	3124.1	Yes
9	Aggravated Indecent Assault	Misconduct - Against a Person	3125	Yes
10	Indecent Assault	Misconduct - Against a Person	3126	Yes
11	Indecent Exposure	Misconduct - Against a Person	3127	Yes
12	Open Lewdness	Misconduct - Against a Person	5901	Yes
13	Obscene and other sexual materials and performances	Misconduct - Against a Person	5903	No
14	Sexual Harassment	Misconduct - Against a Person	2709 (only if Harassment)	Yes
15	Racial and/or Ethnic Intimidation	Misconduct - Against a Person	2710	Yes
16	All Other Forms of Harassment or Intimidation	Misconduct - Against a Person	2709	Yes

Infr. Code	Infraction Description	Infraction Category	Criminal Statute	Infraction has Victims?
17	Fighting	Misconduct - Against a Person	2701 (only if Assault)	No (all fight participants are offenders)
18	Minor Altercation	Misconduct - Against a Person	2701 (only if Assault)	Yes
19	Stalking	Misconduct - Against a Person	2709.1	Yes
20	Kidnapping or Interference with Custody of Child	Misconduct - Against a Person	2901 & 2904	Yes
21	Unlawful Restraint	Misconduct - Against a Person	2902	Yes
22	Threatening School Official or Student	Misconduct - Against a Person	N/A	Yes
23	Recklessly Endangering Another Person	Misconduct - Against a Person	2705	Yes
24	Robbery	Misconduct - Against a Person	3701	Yes
25	Theft and Related Offenses	Misconduct - Against a Person	3901-3935.1	Yes
26	Crimes Related to Criminal Homicide	Misconduct - Against a Person	2501-2507	Yes
27	Bullying	Misconduct - Against a Person	N/A	Yes
28	Suicide - Attempted	Misconduct - Against a Person	N/A	No
29	Suicide - Committed	Misconduct - Against a Person	N/A	No
30	Burglary	Misconduct - Against Property/Society	3502	Yes
31	Arson and Related Offenses	Misconduct - Against Property/Society	3301	Yes
32	Institutional Vandalism	Misconduct - Against Property/Society	3307 & 5509	Yes
33	Criminal Trespass	Misconduct - Against Property/Society	3503	Yes
34	Rioting	Misconduct - Against Property/Society	5501	No
35	Bomb Threats	Misconduct - Against Property/Society	2706 (if a terroristic threat)	Yes
36	Terroristic Threats (excluding bomb threats)	Misconduct - Against Property/Society	2706	Yes
37	Failure of Disorderly Persons to Disperse upon Official Order	Misconduct - Against Property/Society	5502	No
38	Disorderly Conduct	Misconduct - Against Property/Society	5503	In some cases
47	Possession, Use, or Under the influence of a Controlled Substance	Misconduct - Illegal Possession (Other)	35 Pa CS §780-101 – 780-144	No
48	Sale or Distribution of a Controlled Substance	Misconduct - Illegal Possession (Other)	35 Pa CS §780-101 – 780-144	No
49	Sale, Possession, Use, or Under the Influence of Alcohol	Misconduct - Illegal Possession (Other)	6308	No

Infr. Code	Infraction Description	Infraction Category	Criminal Statute	Infraction has Victims?
50	Possession, Use, or Sale of Tobacco	Misconduct - Illegal Possession (Other)	6305	No
51	Cyber Harassment of a Child	Misconduct - Against a Person	2509(a.1)	Yes
52	Institutional Sexual Assault	Sexual Offenses	3124.2	Yes
53	Possession, Use, or Sale of Vaping Materials	Other	N/A	No
54	Possession of Weapon	Misconduct - Illegal Possession of a Weapon	907, 908, 912, 5516, 6106, 6106.1, 6110.1, 6161, & 6304	No
A	Academic Code of Conduct	Other	N/A	No
C	Student Code of Conduct	Other	N/A	No

**NOTE:** All incidents involving infractions coded 1-54 are to be reported, regardless of the level of discipline administered. Academic and Code of Conduct infractions (Infraction Codes A and C) are to be reported if they result in disciplinary action codes S3 through S9.

## Appendix AA – Categories to Use in the Location Fact Template for Safe Schools

The tables below detail the values to use in the CATEGORY 1 – CATEGORY 4 fields as well as the COUNT field when reporting habitual truancy and the indication of no reportable School Safety incidents.

### NOTES:

- The CATEGORY 4 field does not apply to the habitual truancy data or the indication of no reportable School Safety incidents. In these situations, leave this field blank.
- The grade level codes used are the same as the CURRENT GRADE LEVEL field within the Student and Student Snapshot Templates.
- The ethnicity codes used are the same as the ETHNIC CODE SHORT field within the Student and Student Snapshot Templates.
- The data reported in Category 1 and Category 2 must be reported in all UPPER-CASE letters to pass validation.

## Habitual Truancy

If a school has no habitually truant students for the entire school year submit one record using the category values shown in the table immediately below. Otherwise, submit the data as indicated in the second table.

Category 1	Category 2	Category 3	Description of what to include in COUNT field
TRUANCY	ZERO	ZERO	Include 0 to indicate that the school did not have any habitually truant students for the entire school year.

Category 1	Category 2	Category 3	Description of what to include in COUNT field
TRUANCY	GRADE	PKA	Aggregated # of habitually truant students for PreK Half Day – Morning (AM) at school
TRUANCY	GRADE	PKP	Aggregated # of habitually truant students for PreK Half Day – Afternoon (PM) at school
TRUANCY	GRADE	PKF	Aggregated # of habitually truant students for PreK Full Day at school
TRUANCY	GRADE	K4A	Aggregated # of habitually truant students for K4 Half Day – Morning (AM) at school
TRUANCY	GRADE	K4P	Aggregated # of habitually truant students for K4 Half Day – Afternoon (PM) at school
TRUANCY	GRADE	K4F	Aggregated # of habitually truant students for K4 Full Day at school
TRUANCY	GRADE	K5A	Aggregated # of habitually truant students for K5 Half Day – Morning (AM) at school
TRUANCY	GRADE	K5P	Aggregated # of habitually truant students for K5 Half Day – Afternoon (PM) at school
TRUANCY	GRADE	K5F	Aggregated # of habitually truant students for K5 Full Day at school
TRUANCY	GRADE	001	Aggregated # of habitually truant students for grade 1 at school
TRUANCY	GRADE	002	Aggregated # of habitually truant students for grade 2 at school
TRUANCY	GRADE	003	Aggregated # of habitually truant students for grade 3 at school
TRUANCY	GRADE	004	Aggregated # of habitually truant students for grade 4 at school
TRUANCY	GRADE	005	Aggregated # of habitually truant students for grade 5 at school
TRUANCY	GRADE	006	Aggregated # of habitually truant students for grade 6 at school
TRUANCY	GRADE	007	Aggregated # of habitually truant students for grade 7 at school
TRUANCY	GRADE	008	Aggregated # of habitually truant students for grade 8 at school
TRUANCY	GRADE	009	Aggregated # of habitually truant students for grade 9 at school
TRUANCY	GRADE	010	Aggregated # of habitually truant students for grade 10 at school
TRUANCY	GRADE	011	Aggregated # of habitually truant students for grade 11 at school
TRUANCY	GRADE	012	Aggregated # of habitually truant students for grade 12 at school
TRUANCY	ETHNICITY	1	Aggregated # of habitually truant American Indian / Alaskan Native (not Hispanic) students at school
TRUANCY	ETHNICITY	3	Aggregated # of habitually truant Black or African American (not Hispanic) students at school

Category 1	Category 2	Category 3	Description of what to include in COUNT field
TRUANCY	ETHNICITY	4	Aggregated # of habitually truant Hispanic (any race) students at school
TRUANCY	ETHNICITY	5	Aggregated # of habitually truant White (not Hispanic) students at school
TRUANCY	ETHNICITY	6	Aggregated # of habitually truant Multi-Racial (not Hispanic) students at school
TRUANCY	ETHNICITY	9	Aggregated # of habitually truant Asian (not Hispanic) students at school
TRUANCY	ETHNICITY	10	Aggregated # of habitually truant Native Hawaiian or other Pacific Islander (not Hispanic) students at school
TRUANCY	GENDER	M	Aggregated # of habitually truant males at school
TRUANCY	GENDER	F	Aggregated # of habitually truant females at school

### Indication of No Reportable School Safety Incidents for a School

Reportable School Safety incidents are to be submitted in detail in the Discipline Domain Templates. Some schools (most often elementary schools) may not have any reportable School Safety incidents for the entire school year. In this situation an LEA must indicate this by submitting a record in the Location Fact Template for each school that does not have reportable incidents for the year. Use the categories in the table below.

Category 1	Category 2	Category 3	Description of what to include in COUNT field
INCIDENTS	ZERO	ZERO	Include 0 to indicate that the school did not have any reportable School Safety incidents for the entire school year.

## Appendix AB – Categories to Use in the District Fact Template for Safe Schools

The table below details the values to use in the CATEGORY 1 and CATEGORY 2 fields as well as the COUNT field when reporting zero directly employed or contracted security staff. Alternately, if an LEA contracts with a security company that rotates staff, the values to use in the CATEGORY 1, CATEGORY 2, and COUNT fields for the various aggregate security staff counts are listed.

**NOTE:** The data reported in Category 1 and Category 2 must be reported in all UPPER CASE letters to pass validation. If you are reporting Category 2 = ZERO, you should have a single District fact record where Count = 0. You should not have records where both Category 2 = ZERO and Category 2 = TOTAL. If you are reporting Category 2 = TOTAL, then Count must be > 0.

Category 1	Category 2	Description of what to include in COUNT field
SECURITY	ZERO	Include 0 to indicate that the entire LEA does not have any directly employed or contracted security staff
SECURITY	TOTAL	Aggregate number of contracted security staff who provided services to the LEA during the school year
SECURITY	WEAPON	Total aggregate number of contracted security staff who provided services to the LEA during the school year and were authorized to carry a weapon
SECURITY	CPR	Aggregate number of contracted security staff who provided services to the LEA during the school year and were trained on CPR
SECURITY	FIRSTAID	Aggregate number of contracted security staff who provided services to the LEA during the school year and were trained in first aid
SECURITY	FIREARMS	Aggregate number of contracted security staff who provided services to the LEA during the school year and were firearms qualified
SECURITY	MPOETC	Aggregate number of contracted security staff who provided services to the LEA during the school year and received Municipal Police Officer's Education and Training Commission (MPOETC) training within the school year
SECURITY	NASRO	Aggregate number of contracted security staff who provided services to the LEA during the school year and received National Association of School Resource Officer's (NASRO) training within the school year
SECURITY	LOCAL	Aggregate number of contracted security staff who provided services to the LEA during the school year and received local training within the school year
SECURITY	SCOPE	The scope of security services provided by the contract security company during the school year.  Valid values: 1 – All schools in LEA 2 – High school(s) only 3 – Middle school(s) only 4 – High school(s) and middle school(s) 5 – Elementary school(s) only 6 – Other

## Appendix AE – Categories to Use in the District Fact Template for Title I

### NOTES:

- Appendix AE is for use with Field 3 (CATEGORY 1), Field 4 (CATEGORY 2), Field 5 (CATEGORY 3), Field 6 (MEASURE TYPE), and Field 11 (CATEGORY 4) in the District Fact Template,
- The data reported in all categories (1 – 4) must be reported in all UPPER CASE letters to pass validation.

### Categories to Use in the District Fact Template for Title I

Category 1	Category 2	Category 3	Category 4	Measure Type	For each data field, provide the requested data per the description below.
NONPUB	SERVED	TOTAL	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of nonpublic students participating in Title I, Part A programs of the LEA.
TAS (Targeted Assistance Schools)	ETHNICITY	1	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of public school students served by a Title I TAS at any time during the regular school year (pre-kindergarten through grade 12) in the following race/ethnic category: <ul style="list-style-type: none"> <li>• American Indian/Alaskan Native (not Hispanic)</li> </ul>
TAS	ETHNICITY	9	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of public school students served by a Title I TAS at any time during the regular school year (pre-kindergarten through grade 12) in the following race/ethnic category: <ul style="list-style-type: none"> <li>• Asian (not Hispanic)</li> </ul>
TAS	ETHNICITY	3	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of public school students served by a Title I TAS at any time during the regular school year (pre-kindergarten through grade 12) in the following race/ethnic category: <ul style="list-style-type: none"> <li>• Black or African American (not Hispanic)</li> </ul>
TAS	ETHNICITY	4	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of public school students served by a Title I TAS at any time during the regular school year (pre-kindergarten through grade 12) in the following race/ethnic category: <ul style="list-style-type: none"> <li>• Hispanic (any race)</li> </ul>
TAS	ETHNICITY	10	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of public school students served by a Title I TAS at any time during the regular school year (pre-kindergarten through grade 12) in the following race/ethnic category: <ul style="list-style-type: none"> <li>• Native Hawaiian or other Pacific Islander (not Hispanic)</li> </ul>



Category 1	Category 2	Category 3	Category 4	Measure Type	For each data field, provide the requested data per the description below.
TAS	ETHNICITY	5	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of public school students served by a Title I TAS at any time during the regular school year (pre-kindergarten through grade 12) in the following race/ethnic category: <ul style="list-style-type: none"> <li>White (not Hispanic)</li> </ul>
TAS	ETHNICITY	6	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of public school students served by a Title I TAS at any time during the regular school year (pre-kindergarten through grade 12) in the following race/ethnic category: <ul style="list-style-type: none"> <li>Multi-Racial (not Hispanic)</li> </ul>
SWP (Schoolwide Program)	ETHNICITY	1	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of public school students served by a Title I SWP at any time during the regular school year (pre-kindergarten through grade 12) in the following race/ethnic category: <ul style="list-style-type: none"> <li>American Indian/Alaskan Native (not Hispanic)</li> </ul>
SWP	ETHNICITY	9	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of public school students served by a Title I SWP at any time during the regular school year (pre-kindergarten through grade 12) in the following race/ethnic category: <ul style="list-style-type: none"> <li>Asian (not Hispanic)</li> </ul>
SWP	ETHNICITY	3	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of public school students served by a Title I SWP at any time during the regular school year (pre-kindergarten through grade 12) in the following race/ethnic category: <ul style="list-style-type: none"> <li>Black or African American (not Hispanic)</li> </ul>
SWP	ETHNICITY	4	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of public school students served by a Title I SWP at any time during the regular school year (pre-kindergarten through grade 12) in the following race/ethnic category: <ul style="list-style-type: none"> <li>Hispanic (any race)</li> </ul>
SWP	ETHNICITY	10	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of public school students served by a Title I SWP at any time during the regular school year (pre-kindergarten through grade 12) in the following race/ethnic category: <ul style="list-style-type: none"> <li>Native Hawaiian or other Pacific Islander (not Hispanic)</li> </ul>
SWP	ETHNICITY	5	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of public school students served by a Title I SWP at any time during the regular school year (pre-kindergarten through grade 12) in the following race/ethnic category: <ul style="list-style-type: none"> <li>White (not Hispanic)</li> </ul>



Category 1	Category 2	Category 3	Category 4	Measure Type	For each data field, provide the requested data per the description below.
SWP	ETHNICITY	6	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of public school students served by a Title I SWP at any time during the regular school year (pre-kindergarten through grade 12) in the following race/ethnic category: <ul style="list-style-type: none"> <li>Multi-Racial (not Hispanic)</li> </ul>
PUBTAS	GRADE	A02	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I TAS programs for the following grade level: <ul style="list-style-type: none"> <li>Age 0-2</li> </ul>
PUBSWP	GRADE	A02	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I SWP programs for the following grade level: <ul style="list-style-type: none"> <li>Age 0-2</li> </ul>
NONPUB	GRADE	A02	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I Nonpublic programs for the following grade level: <ul style="list-style-type: none"> <li>Age 0-2</li> </ul>
PUBTAS	GRADE	A35	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I TAS programs for the following grade level: <ul style="list-style-type: none"> <li>Age 3-5</li> </ul>
PUBSWP	GRADE	A35	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I SWP programs for the following grade level: <ul style="list-style-type: none"> <li>Age 3-5</li> </ul>
NONPUB	GRADE	A35	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I Nonpublic programs for the following grade level: <ul style="list-style-type: none"> <li>Age 3-5</li> </ul>
PUBTAS	GRADE	KDG	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I TAS programs for the following grade level: <ul style="list-style-type: none"> <li>KDG</li> </ul>
PUBSWP	GRADE	KDG	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I SWP programs for the following grade level: <ul style="list-style-type: none"> <li>KDG</li> </ul>
NONPUB	GRADE	KDG	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I Nonpublic programs for the following grade level: <ul style="list-style-type: none"> <li>KDG</li> </ul>
PUBTAS	GRADE	001	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I TAS programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 1</li> </ul>
PUBSWP	GRADE	001	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I SWP programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 1</li> </ul>

Category 1	Category 2	Category 3	Category 4	Measure Type	For each data field, provide the requested data per the description below.
NONPUB	GRADE	001	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I Nonpublic programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 1</li> </ul>
PUBTAS	GRADE	002	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I TAS programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 2</li> </ul>
PUBSWP	GRADE	002	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I SWP programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 2</li> </ul>
NONPUB	GRADE	002	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I Nonpublic programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 2</li> </ul>
PUBTAS	GRADE	003	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I TAS programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 3</li> </ul>
PUBSWP	GRADE	003	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I SWP programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 3</li> </ul>
NONPUB	GRADE	003	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I Nonpublic programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 3</li> </ul>
PUBTAS	GRADE	004	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I TAS programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 4</li> </ul>
PUBSWP	GRADE	004	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I SWP programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 4</li> </ul>
NONPUB	GRADE	004	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I Nonpublic programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 4</li> </ul>
PUBTAS	GRADE	005	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I TAS programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 5</li> </ul>
PUBSWP	GRADE	005	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I SWP programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 5</li> </ul>

Category 1	Category 2	Category 3	Category 4	Measure Type	For each data field, provide the requested data per the description below.
NONPUB	GRADE	005	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I Nonpublic programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 5</li> </ul>
PUBTAS	GRADE	006	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I TAS programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 6</li> </ul>
PUBSWP	GRADE	006	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I SWP programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 6</li> </ul>
NONPUB	GRADE	006	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I Nonpublic programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 6</li> </ul>
PUBTAS	GRADE	007	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I TAS programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 7</li> </ul>
PUBSWP	GRADE	007	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I SWP programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 7</li> </ul>
NONPUB	GRADE	007	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I Nonpublic programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 7</li> </ul>
PUBTAS	GRADE	008	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I TAS programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 8</li> </ul>
PUBSWP	GRADE	008	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I SWP programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 8</li> </ul>
NONPUB	GRADE	008	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I Nonpublic programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 8</li> </ul>
PUBTAS	GRADE	009	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I TAS programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 9</li> </ul>
PUBSWP	GRADE	009	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I SWP programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 9</li> </ul>

Category 1	Category 2	Category 3	Category 4	Measure Type	For each data field, provide the requested data per the description below.
NONPUB	GRADE	009	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I Nonpublic programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 9</li> </ul>
PUBTAS	GRADE	010	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I TAS programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 10</li> </ul>
PUBSWP	GRADE	010	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I SWP programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 10</li> </ul>
NONPUB	GRADE	010	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I Nonpublic programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 10</li> </ul>
PUBTAS	GRADE	011	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I TAS programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 11</li> </ul>
PUBSWP	GRADE	011	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I SWP programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 11</li> </ul>
NONPUB	GRADE	011	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I Nonpublic programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 11</li> </ul>
PUBTAS	GRADE	012	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I TAS programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 12</li> </ul>
PUBSWP	GRADE	012	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I SWP programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 12</li> </ul>
NONPUB	GRADE	012	TITLE1STUD	COUNT	Provide the <b>unduplicated</b> number of students participating in Title I Nonpublic programs for the following grade level: <ul style="list-style-type: none"> <li>Grade 12</li> </ul>
TAS	SPECIAL	WDISABL	TITLE1STUD	COUNT	Provide the number of public school students with disabilities (IDEA) served by Title I TAS programs at any time during the regular school year. Count each student in as many of the special services categories in this section that are applicable to the student. Include Pre-K through grade 12.

Category 1	Category 2	Category 3	Category 4	Measure Type	For each data field, provide the requested data per the description below.
TAS	SPECIAL	HMLST1	TITLE1STUD	COUNT	Provide the number of public school students who are homeless served by Title I TAS programs at any time during the regular school year. Count each student in as many of the special services categories in this section that are applicable to the student. Include pre-kindergarten through grade 12.
TAS	SPECIAL	EL	TITLE1STUD	COUNT	Provide the number of public school EL students served by Title I TAS programs at any time during the regular school year. Count each student in as many of the special services categories in this section that are applicable to the student. Include pre-kindergarten through grade 12.
TAS	SPECIAL	MIGRNT	TITLE1STUD	COUNT	Provide the number of public school migratory students served by Title I TAS programs at any time during the regular school year. Count each student in as many of the special services categories in this section that are applicable to the student. Include pre-kindergarten through grade 12.
SWP	SPECIAL	WDISABL	TITLE1STUD	COUNT	Provide the number of public school students with disabilities (IDEA) served by Title I SWP programs at any time during the regular school year. Count each student in as many of the special services categories in this section that are applicable to the student. Include pre-kindergarten through grade 12.
SWP	SPECIAL	HMLST1	TITLE1STUD	COUNT	Provide the number of public school students who are homeless served by Title I SWP programs at any time during the regular school year. Count each student in as many of the special services categories in this section that are applicable to the student. Include pre-kindergarten through grade 12.
SWP	SPECIAL	EL	TITLE1STUD	COUNT	Provide the number of public school EL students served by Title I SWP programs at any time during the regular school year. Count each student in as many of the special services categories in this section that are applicable to the student. Include pre-kindergarten through grade 12.
SWP	SPECIAL	MIGRNT	TITLE1STUD	COUNT	Provide the number of public school migratory students served by Title I SWP programs at any time during the regular school year. Count each student in as many of the special services categories in this section that are applicable to the student. Include pre-kindergarten through grade 12.

## Appendix AF – Categories to Use in the District Fact Template for ELs Title III Nonpublic Student Counts and LIEP Survey

**NOTES:**

- Appendix AF is for use with Field 4 (CATEGORY 2), Field 5 (CATEGORY 3), and Field 6 (MEASURE TYPE) in the District Fact Template.
- The data reported in all Category 1 and Category 2 must be reported in all UPPER CASE letters to pass validation.

### To be Used with PIMS Collection 1, Data Set C1 Ttl 3 NpubSt

Category 1	Category 2	Category 3	Measure Type	Description of what to include in Count/Amount Field
EL	NONPUBLICEL	NONPUB	COUNT	Total number of nonpublic English Learners (ELs) students served by Title III
EL	NONPUBLICICY	NONPUB	COUNT	Total number of nonpublic Immigrant Children and Youth served by Title III
EL	NONPUBLICSCHOOLS	NONPUB	COUNT	Total number of nonpublic schools served by Title III

## To be Used with PIMS Collection 4, Data Set C4 LIEP Survey

Category 1	Category 2	Category 3	Measure Type	Provide a Yes or No in Indicator field 10 in response to each of the questions below:
LIEP_SURVEY	POLICY	4.26	INDICATOR	Does the LEA have a board approved policy that ensures the LEA's commitment to address the needs of ELs (i.e., core curriculum, equal access, adequate resources/funds, adequate staffing/instructional time, program evaluations, and participation in large scale assessments)?
LIEP_SURVEY	COMPREHENSIVE	4.26	INDICATOR	Does the LEA's local comprehensive plan address the needs of English Learners in the core foundations of the plan (standards, curriculum, instruction, assessment, safe and supportive schools, materials and resources, professional education, and special education)? Practices for English Learners should be embedded throughout the plan.
LIEP_SURVEY	PROGRAM	4.26	INDICATOR	Does the LEA have a written description of the K-12 English Language Instruction Educational Program (LIEP), including a detailed description of the instructional model(s) employed?
LIEP_SURVEY	TEACHER	4.26	INDICATOR	Has the LEA made the description of the K-12 LIEP available to every teacher?
LIEP_SURVEY	PARENTS	4.26	INDICATOR	Has the LEA made the description of the K-12 LIEP available to parents of ELs?
LIEP_SURVEY	HLS	4.26	INDICATOR	Does the LEA administer a Home Language Survey (HLS) to every student upon entrance to identify students who have a Primary home language other than English (PHLOTEs)?
LIEP_SURVEY	LUS	4.26	INDICATOR	Does the LEA administer the Language Use Survey as a parent interview?
LIEP_SURVEY	FOLDER	4.26	INDICATOR	Does the LEA maintain a Home Language Survey in the permanent record folder for all students enrolled in the district through graduation?
LIEP_SURVEY	30	4.26	INDICATOR	For students identified as PHLOTEs, does the LEA administer English language proficiency tests and begin ELD instruction within 30 days of enrollment at the beginning of the school year?
LIEP_SURVEY	14	4.26	INDICATOR	For any child entering school, after the first 30 days of the school year, does the LEA administer the English language proficiency tests and begin instruction within 14 days of enrollment?
LIEP_SURVEY	PHLOTES	4.26	INDICATOR	Does the LEA maintain an updated list of PHLOTEs?



Category 1	Category 2	Category 3	Measure Type	Provide a Yes or No in Indicator field 10 in response to each of the questions below:
LIEP_SURVEY	LEVELS	4.26	INDICATOR	Does the LEA maintain in each ELs' permanent record their current English language proficiency level?
LIEP_SURVEY	LSRW	4.26	INDICATOR	For the purpose of initial placement, ongoing assessment and reclassification, are ELs assessed for the development of listening, speaking, reading, and writing?
LIEP_SURVEY	ASSESSMENT	4.26	INDICATOR	Does the LEA administer a state English language proficiency assessment annually to all ELs?
LIEP_SURVEY	EXIT	4.26	INDICATOR	Has the LEA incorporated the State Required Exit Criteria into its LIEP plan?
LIEP_SURVEY	MONITOR2YRS	4.26	INDICATOR	Does the LEA monitor the progress of students exited from an LIEP for a period of two years as per the ESSA regulations?
LIEP_SURVEY	MONITOR4YRS	4.26	INDICATOR	Does the LEA report former ELs as such to the state for each of the first four years after reclassification?
LIEP_SURVEY	EEOA	4.26	INDICATOR	Are ELs in the LIEP guaranteed access to the full school curriculum (both required and elective courses) including career education and technology (e.g., guidance materials, registration handbook, career technology, criteria for selection, student schedules, club lists, handbooks)?
LIEP_SURVEY	TRANSLATION	4.26	INDICATOR	Does the LEA provide information about assessment, academic achievement and related issues to parents in their preferred language and mode of communication?
LIEP_SURVEY	BUDGET	4.26	INDICATOR	Does the LEA have a line item in the general budget for ESL instructional resources and staffing?
LIEP_SURVEY	INTERPRETERS	4.26	INDICATOR	Does the LEA have a procedure for accessing interpreters (oral) and translators (written) who can be called upon when needed?
LIEP_SURVEY	DAILY	4.26	INDICATOR	Does the LEA provide a planned instruction for English language acquisition commensurate with proficiency level and delivered via ELDS aligned to the reading, writing, listening, and speaking standards?
LIEP_SURVEY	EVALUATION	4.26	INDICATOR	Does the LEA periodically evaluate its LIEP to ensure its efficiency?
LIEP_SURVEY	INSTRUCTION	4.26	INDICATOR	Does the LEA provide ELs with meaningful, comprehensible access to instruction in all content areas?
LIEP_SURVEY	BACKGROUND	4.26	INDICATOR	Does the LEA have a system in place to inform teachers of all ELs' proficiency levels, domain strengths and challenges, and background information such as first language?



Category 1	Category 2	Category 3	Measure Type	Provide a Yes or No in Indicator field 10 in response to each of the questions below:
LIEP_SURVEY	PROGREFUSAL	4.26	INDICATOR	Does the LEA have a procedure to inform parents of ELs about their right to refuse ESL Programs and services that segregate their child for language assistance?
LIEP_SURVEY	PLACEMENTREFUSAL	4.26	INDICATOR	Does the LEA have a policy and procedure to inform parents of their right to refuse the placement of their child as they continue in the LIEP annually?
LIEP_SURVEY	GRADING	4.26	INDICATOR	Does the LEA have a uniformed grading policy outlining the system in which ELs are graded in content and other classes?
LIEP_SURVEY	RETENTION	4.26	INDICATOR	Does the LEA have a written policy stating ELs cannot be retained in a grade based solely on their lack of English proficiency?

### To be Used with PIMS Collection 4, Data Set C4 LIEP Survey

Category 1	Category 2	Category 3	Measure Type
		<i>Provide the two-digit valid value(s) listed below for the assessment(s) your LEA administers to ELs upon entry, ongoing, and at the time of exiting an LIEP. More than one assessment listed below may be chosen for entry, ongoing, and exit.</i>	<i>Provide NA in Indicator Field 10 where Category 2 is entry, ongoing, and exit.</i>
LIEP_SURVEY	ENTRY	<b>Valid values:</b> 28 – Peabody Picture Vocabulary Test – Revised (PPVT – III) 29 – Pre-IPT English 30 – Pre-IPT Spanish 31 – Pre-LAS English 32 – Pre-LAS Spanish 41 – WIDA MODEL 44 – Other (Please email the assessment name to PDE to the following email account: <a href="mailto:ra-liep@pa.gov">ra-liep@pa.gov</a> ) 59 – WIDA Screener (Grades 1 – 12) 64 – K-WAPT (Kindergarten)	INDICATOR
LIEP_SURVEY <i>(continued next page)</i>	ONGOING	01 – ACCESS for ELLs (WIDA) 02 – Acuity 03 – Alternate ACCESS for ELLs (WIDA) 04 – Bahia Oral Language Proficiency Test (BOLT) 05 – Basic English Skills Test (BEST) 06 – Bilingual Syntax Measure II – (English, Spanish) 07 – Bilingual Two Language Battery of Tests 08 – Combined English Language Skills Assessment (CELSA) 09 – Comprehensive English Language Test (CELT) 10 – Criterion Referenced English Syntax Test (CREST) 11 – Developmental Reading Assessment (DRA) 12 – Dynamic Indicator of Early Literacy Skills (DIBELS) 13 – English Language Skills Assessment (ELSA)	INDICATOR

Category 1	Category 2	Category 3	Measure Type
		<p>14 – Group Mathematics Assessment and Diagnostic Evaluation (GMADE)</p> <p>15 – High Print Diagnostic Inventory</p> <p>16 – IDEA Early Literacy – English Reading &amp; Writing (IPT Early Literacy English R/W)</p> <p>17 – IDEA Reading &amp; Writing I, II, &amp; III (IPT R/W I, II, &amp; III)</p> <p>18 – IDEA-Oral Language Proficiency Test (IPT I English &amp; Spanish)</p> <p>19 – IDEA-Oral Language Proficiency Test II (IPT II English &amp; Spanish)</p> <p>20 – Keystones</p> <p>21 – Language Assessment Battery (LAB)</p> <p>22 – Language Assessment Scales – Oral (LAS-O English &amp; Spanish)</p> <p>23 – Language Assessment Scales – Reading and Writing (LAS-R/W English &amp; Spanish)</p> <p>24 – Language Assessment Scales Links – (LAS Links)</p> <p>25 – Language Proficiency Test (LPT)</p> <p>26 – Maculaitis Assessment Program (MAC II)</p> <p>27 – PASA</p> <p>33 – PSSA</p> <p>34 – Reading and Writing (IPT II English &amp; Spanish)</p> <p>35 – Secondary Level English Proficiency Test (SLEP)</p> <p>36 – Stanford Diagnostic Reading Test</p> <p>37 – Stanford English Language Proficiency (SELP)</p> <p>38 – Student Oral Language Observation Matrix (SOLOM)</p> <p>39 – Test of English Proficiency Level (TEPL)</p> <p>42 – Woodcock Language Proficiency Battery</p> <p>43 – Woodcock-Munoz Language Survey – (English, Spanish)</p> <p>44 – Other (Please email the assessment name to PDE to the following email account: <a href="mailto:ra-liep@pa.gov">ra-liep@pa.gov</a>)</p> <p>45 – Measure of Academic Progress (MAP)</p> <p>46 – aimsweb</p> <p>47 – Lead21</p> <p>48 – Study Island</p> <p>49 – Informal Reading Inventory</p> <p>50 – Qualitative Reading Inventory</p> <p>51 – The Fountas &amp; Pinnell Benchmark Assessment System</p> <p>52 – STAR Assessments</p> <p>53 – i-Ready Diagnostic &amp; Instruction</p> <p>54 – Group Reading Assessment and Diagnostic Evaluation (GRADE)</p> <p>55 – Burns/Roe Informal Reading Inventory</p> <p>56 – English Language Gains Test</p> <p>57 – Scholastic Reading Inventory Assessment (SRI)</p> <p>58 – Scholastic Phonics Inventory Assessment (SPI)</p> <p>60 – Classroom Diagnostic Tools (CDTs)</p> <p>61 – Imagine Learning</p> <p>62 – ESL Reading Smart</p>	

Category 1	Category 2	Category 3	Measure Type
		63 – NWEA MAP Assessment	
LIEP_SURVEY	EXIT	01 – ACCESS for ELLs (WIDA) 03 – Alternate ACCESS for ELLs (WIDA)	INDICATOR

### To be Used with PIMS Collection 4, Data Set C4 LIEP Survey

Category 1	Category 2	Category 3	Measure Type
		<i>If your LEA implements a Bilingual LIEP as indicated under category 2 (EL Bilingual, Mixed Bilingual, Transitional, Mixed Classes NLS), provide the Language Code from Appendix J, PIMS User Manual Volume 2, for the language(s) of instruction, other than English. If your LEA does not implement a Bilingual LIEP, provide 0000.</i>	<i>Provide NA in Indicator Field 10 where category 2 is ELBILINGUAL, MIXEDBILINGUAL, TRANSITIONAL, or MIXEDCLASSESNLS</i>
LIEP_SURVEY	ELBILINGUAL	Valid Values: <ul style="list-style-type: none"> <li>Select the NCES Language Code(s) provided in Appendix J of the PIMS User Manual, Volume 2.</li> <li>0000 – If the LEA does not implement an <i>EL Bilingual, Mixed Bilingual, Transitional, Mixed Classes NLS</i> LIEP.</li> </ul>	INDICATOR
LIEP_SURVEY	MIXEDBILINGUAL	Valid Values: <ul style="list-style-type: none"> <li>Select the NCES Language Code(s) provided in Appendix J of the PIMS User Manual, Volume 2.</li> <li>0000 – If the LEA does not implement an <i>EL Bilingual, Mixed Bilingual, Transitional, Mixed Classes NLS</i> LIEP.</li> </ul>	INDICATOR
LIEP_SURVEY	TRANSITIONAL	Valid Values: <ul style="list-style-type: none"> <li>Select the NCES Language Code(s) provided in Appendix J of the PIMS User Manual, Volume 2.</li> <li>0000 – If the LEA does not implement an <i>EL Bilingual, Mixed Bilingual, Transitional, Mixed Classes NLS</i> LIEP.</li> </ul>	INDICATOR
LIEP_SURVEY	MIXEDCLASSESNLS	Valid Values: <ul style="list-style-type: none"> <li>Select the NCES Language Code(s) provided in Appendix J of the PIMS User Manual, Volume 2.</li> <li>0000 – If the LEA does not implement an <i>EL Bilingual, Mixed Bilingual, Transitional, Mixed Classes NLS</i> LIEP.</li> </ul>	INDICATOR

## To be Used with PIMS Collection 4, Data Set C4 LIEP Survey

Category 1	Category 2	Category 3	Measure Type	Description of what to include in Count/Amount Field
LIEP_SURVEY	FC	TEACHER	COUNT	Total number of all certified/licensed teachers currently working in a LIEP.
LIEP_SURVEY	NFC	TEACHER	COUNT	Total number of all teachers not fully certified currently working in a LIEP.
LIEP_SURVEY	5YEARS	TEACHER	COUNT	Estimated total number of additional certified/licensed teachers that will be needed for your LIEP for the next five years.
LIEP_SURVEY	ESLBUDGET	BUDGET	AMOUNT	Provide the dollar amount allocated to the LEA's general budget for your LIEP.

## Appendix AH – Job Description Codes

NOTE: Appendix AH is for use with Field 8 (JOB DESCRIPTION) in the Staff and Staff Snapshot Templates.

Job Description Code	Role	Definition	Example
SWS	School and Student Access	Access to PVAAS as a School User for school level reports and student level reports (including value-added, diagnostic, and student projection reports)	This often includes lead teachers, classroom teachers, and other professional staff who need access to school level data AND student level data such as, but not limited to: Asst Principal, Dean of Students, School Counselor, regular and special education teachers responsible for instruction in state tested grades/subjects/courses, and teachers responsible for interventions/academic supports for students.
SNS	School and No Student Access	Access to PVAAS as a School User for school level reports (including value-added and diagnostic reports), but NO access to student data	This often includes classroom teachers and other professional staff who need access to school level data but do NOT need access to student level data.
NPA	No PVAAS Access	No access to PVAAS as a School User	This staff member does NOT need a School User PVAAS account. This could include school staff who do not need access to PVAAS, as well as district administrators who would access PVAAS as a District Users or Admin.

**NOTE:** Access to student-level data is determined locally by each LEA and should follow local policies regarding data access. The Job Description Codes above apply only to PVAAS School User accounts/access. Admin-type accounts, District User accounts, and access customizations must be managed manually in the PVAAS system by the appropriate users.

## Appendix AI – Categories to Use in the District Fact Template for Title III Professional Development Activities Survey

**NOTE:** The data reported in all Category 1 and Category 2 must be reported in all UPPER-CASE letters to pass validation.

Title III Professional Development Activities Survey – complete template if LEA was a Title III recipient as a single subgrantee or consortium member. Data reported in Category 3 is for the school year specified on the Elementary/Secondary Consolidated Data Collection Calendar. The consortium lead is responsible in compiling and reporting the member districts to PIMS. It is the responsibility of the member district to report their individual professional development activities and counts to the consortium lead. Single Subgrantee that received Title III subsidies must complete and submit this template to PIMS. Refer to PIMS Manual Volume 1 for more information.

### Categories to Use in the District Fact Template for Title III Professional Development Activities Survey

Category 1	Category 2	Category 3	Measure Type	Where Category 3 is PROFDEV, professional development activities are only to be reported by Title III subgrantees. Where measure type is indicator, Title III subgrantees must provide a Yes or No in response to each activity listed below. Where measure type is count, Title III subgrantees must provide the number of participants attending the professional development provided.
EL	ACT07	PROFDEV	INDICATOR	Activity 07 - Supporting the development and implementation of LIEPs
EL	ACT08	PROFDEV	INDICATOR	Activity 08 - Enhancing existing LIEPs and programs for restructuring and reforming schools with ELs
EL	ACT09	PROFDEV	INDICATOR	Activity 09 - Supporting implementation of school-wide programs
EL	ACT10	PROFDEV	INDICATOR	Activity 10 - Professional development to teachers and other personnel serving ELs
EL	ACT11	PROFDEV	INDICATOR	Activity 11 - Parent and community engagement activities

Category 1	Category 2	Category 3	Measure Type	Where Category 3 is PROFDEV, professional development activities are only to be reported by Title III subgrantees. Where measure type is indicator, Title III subgrantees must provide a Yes or No in response to each activity listed below. Where measure type is count, Title III subgrantees must provide the number of participants attending the professional development provided.
EL	ACT12	PROFDEV	INDICATOR	Activity 12 - Supporting the development and implementation of pre-school programs
EL	ACT13	PROFDEV	INDICATOR	Activity 13 - Improving LIEPs by upgrading curricula, instructional materials, software, and assessment procedures
EL	ACT14	PROFDEV	INDICATOR	Activity 14 - Improving instruction of ELs with disabilities
EL	ACT15	PROFDEV	INDICATOR	Activity 15 - Providing tutorials, career, and technical education
EL	ACT16	PROFDEV	INDICATOR	Activity 16 - Offering programs to help ELs achieve success in post-secondary education
EL	ACT17	PROFDEV	INDICATOR	Activity 17 - Other (Please enter explanation of Professional Development Activities in Field 21 COMMENT)
EL	CONTENTTEACH	PROFDEV	COUNT	Professional development provided to content classroom teachers
EL	ELTEACH	PROFDEV	COUNT	Professional development provided to EL classroom teachers
EL	PRINCIPALS	PROFDEV	COUNT	Professional development provided to principals
EL	ADMINISTRATORS	PROFDEV	COUNT	Professional development provided to administrators other than principals
EL	OTHERS	PROFDEV	COUNT	Professional development provided to other school personnel/non-administrative
EL	COMMUNITY	PROFDEV	COUNT	Professional development provided to community-based organization

## Appendix AJ – Categories to Use in the Student Fact Template for Special Education Act 16 Funds

**NOTE:** Appendix AJ is for use with Field 7 (ACT 16 FUND CATEGORY) in the Student Fact Template – Special Education for the Act 16 Report. (Below cost ranges are to be used when calculating 2022-23 SY costs)

Code	Description	Category
0	\$1.00 - \$5,042.49	Category 1A special education funding formula
1	\$5,042.50 - \$27,535.15	Category 1B special education funding formula
2	\$27,535.16 - \$55,070.31	Category 2 special education funding formula
3	\$55,070.32 - \$82,605.51	Category 3A special education funding formula
4	\$82,605.52 and over	Category 3B special education funding formula

## Appendix AK – Test Descriptions and Subtest Identifiers

**NOTE:** Appendix AK is for us with Field 7 (TEST DESCRIPTION) and Field 9 (SUBTEST IDENTIFIER) in the **Staff Student Subtest Template for Act 13 Educator Effectiveness and Staff Student Subtest for Teacher-Student Linkages.**

Test Description Code	Test Description Definition	Subtest Identifier	Subtest Identifier Definition
KALG1	KEYSTONE - Algebra I	KALG1SPR	Keystone Algebra I Spring
KALG1	KEYSTONE - Algebra I	KALG1SUM	Keystone Algebra I Summer
KALG1	KEYSTONE - Algebra I	KALG1WIN	Keystone Algebra I Winter
KBIO	KEYSTONE - Biology	KBIO SPR	Keystone Biology Spring
KBIO	KEYSTONE - Biology	KBIO SUM	Keystone Biology Summer
KBIO	KEYSTONE - Biology	KBIO WIN	Keystone Biology Winter
KLIT	KEYSTONE - Literature	KLIT SPR	Keystone Literature Spring
KLIT	KEYSTONE - Literature	KLIT SUM	Keystone Literature Summer
KLIT	KEYSTONE - Literature	KLIT WIN	Keystone Literature Winter
PSSAELA	PSSA English Language Arts	PSSAELA3	PSSA English/Language Arts Grade 3
PSSAELA	PSSA English Language Arts	PSSAELA4	PSSA English/Language Arts Grade 4
PSSAELA	PSSA English Language Arts	PSSAELA5	PSSA English/Language Arts Grade 5
PSSAELA	PSSA English Language Arts	PSSAELA6	PSSA English/Language Arts Grade 6
PSSAELA	PSSA English Language Arts	PSSAELA7	PSSA English/Language Arts Grade 7
PSSAELA	PSSA English Language Arts	PSSAELA8	PSSA English/Language Arts Grade 8
PSSAM	PSSA Mathematics	PSSAM3	PSSA Mathematics
PSSAM	PSSA Mathematics	PSSAM4	PSSA Mathematics
PSSAM	PSSA Mathematics	PSSAM5	PSSA Mathematics



Test Description Code	Test Description Definition	Subtest Identifier	Subtest Identifier Definition
PSSAM	PSSA Mathematics	PSSAM6	PSSA Mathematics
PSSAM	PSSA Mathematics	PSSAM7	PSSA Mathematics
PSSAM	PSSA Mathematics	PSSAM8	PSSA Mathematics
PSSASCI	PSSA Science	PSSASCI4	PSSA Science Grade 4
PSSASCI	PSSA Science	PSSASCI8	PSSA Science Grade 8
PASAELA	PASA English Language Arts	PASAELA3	PASA English Language Arts Grade 3
PASAELA	PASA English Language Arts	PASAELA4	PASA English Language Arts Grade 4
PASAELA	PASA English Language Arts	PASAELA5	PASA English Language Arts Grade 5
PASAELA	PASA English Language Arts	PASAELA6	PASA English Language Arts Grade 6
PASAELA	PASA English Language Arts	PASAELA7	PASA English Language Arts Grade 7
PASAELA	PASA English Language Arts	PASAELA8	PASA English Language Arts Grade 8
PASAELA	PASA English Language Arts	PASAELA11	PASA English Language Arts Grade 11
PASAM	PASA Mathematics	PASAM3	PASA Mathematics Grade 3
PASAM	PASA Mathematics	PASAM4	PASA Mathematics Grade 4
PASAM	PASA Mathematics	PASAM5	PASA Mathematics Grade 5
PASAM	PASA Mathematics	PASAM6	PASA Mathematics Grade 6
PASAM	PASA Mathematics	PASAM7	PASA Mathematics Grade 7
PASAM	PASA Mathematics	PASAM8	PASA Mathematics Grade 8
PASAM	PASA Mathematics	PASAM11	PASA Mathematics Grade 11
PASASCI	PASA Science	PASASCI4	PASA Science Grade 4
PASASCI	PASA Science	PASASCI8	PASA Science Grade 8
PASASCI	PASA Science	PASASCI11	PASA Science Grade 11
1	Reporting Period 1	NSA	Not State Assessed
2	Reporting Period 2	NSA	Not State Assessed

The "NSA" value should only be used in the Teacher-Student Linkages collections. This value was added to the Subtest Identifiers validation table to allow staff beyond state assessed subjects and grades to be captured in the Teacher-Student Linkages collections.

## Appendix AL – Grad Status Codes

**NOTE:** Appendix AL is for use with Field 65 (**GRAD STATUS**) in the Student Template.

The codes listed below are only to be used for the Student Template. The Student Snapshot Template reports students who are in school on October 1 of the current year. These codes report the exit reason for a student



and should not be recorded for a student who is still enrolled. Every student who exits an LEA for any reason should have the appropriate code from the table below recorded for Field 65 (Grad Status).

Local education agency (LEA) includes the following organization types: school district, charter and cyber charter school, career and technology center, state juvenile corrections institutions, intermediate unit, approved private school, and private residential rehabilitative institution.

## Student Grad Status Codes and Corresponding Withdrawal Codes

Code	Description	Matching Enrollment Template > Withdrawal Code	Matching Special Ed Snapshot > Template Exit Code
A	Dropped out: academic problems	WD01	03 – Reached maximum age 04 – Dropped out
B	Dropped out: behavior problems	WD01	03 – Reached maximum age 04 – Dropped out
C	Dropped out: child, married, or pregnant	WD01	03 – Reached maximum age 04 – Dropped out
D	Dropped out: disliked school	WD01	03 – Reached maximum age 04 – Dropped out
G	Graduated with regular diploma or GED	WD04	01 – Graduated with HS diploma 02 – Received GED 04 – Dropped out
H	Dropped out: enrolled but did not show	WD09	03 – Reached maximum age 04 – Dropped out
I	Retired PAsecureID (PDE use only)	N/A	N/A
J	Incorrectly reported but cannot be deleted (Internal Snapshots only)	N/A	N/A
L	Left PA public school system but didn't drop out (e.g., transferred out of PA, transferred to private school, died, etc.)	WD03 or WD06	06 – Moved out of PA, known to be continuing 09 – Died
O	Dropped out: other reason	WD01	03 – Reached maximum age 04 – Dropped out
R	Dropped out: runaway or expelled	WD01	03 – Reached maximum age 04 – Dropped out
S	ONLY for students graduating between July 1 and September 30 (inclusive) whose graduation is reported in the prior school year, and who must be reported in the current year Student Template because of other reporting requirements. Examples include Special Ed students graduating after July 1 whose exit must be reported in the school year that began on July 1; and students who complete graduation requirements after classes begin in the school year that began on July 1 and whose membership must be reported in the new school year that began on July 1.	N/A	01 – Graduated with HS diploma
T	Transferred to another LEA in PA	WD02	99 – Moved within PA, known to be continuing

Code	Description	Matching Enrollment Template > Withdrawal Code	Matching Special Ed Snapshot > Template Exit Code
W	Dropped out: wanted to work	WD01	03 – Reached maximum age 04 – Dropped out

## Appendix AM – Industry-Recognized Credentials and Work-Based Learning Experiences for Non-CTE Students

**NOTE:** Appendix AM is for use with Field 4 (AWARD CODE) in the Student Award Fact Template for Industry-Recognized Credentials and Work-Based Learning Experiences for Non-CTE Students.

Group Code	Industry-Recognized Credentials and Work-Based Learning Experience Groups for Non-CTE Students
0100	Agriculture, Food & Natural Resources
0200	Architecture & Construction
0300	Arts, A/V Technology & Communications
0400	Business, Management & Administration
0500	Health Science
0600	Hospitality & Tourism
0700	Human Services
0800	Information Technology
0900	Law, Public Safety and Security
1000	Manufacturing
1100	Marketing, Sales & Service
1200	Science, Technology, Engineering & Mathematics
1300	Distribution & Logistics
1400	Education and Training
1500	Government and Public Administration
1600	Finance

**NOTE:** CPR credentials are not eligible to be reported as Industry-Recognized Credentials in the Student Award Fact Template.

## Appendix AN – Disciplinary Action Codes

**NOTE:** Appendix AN is for use with Field 4 (DISCIPLINARY ACTION CODE) in the Incident Offender Disciplinary Action Template.

Disciplinary Action Code	Sanction	Sanction Severity
S1	None	1
S2	Detention	3
S3	In School Suspension	4
S4	Out of School Suspension	5
S5	Expulsion, less than one calendar year	8
S6	Expulsion, one calendar year	9
S7	Expulsion, more than one calendar year	10
S8	Special Education student removed to an interim alternative educational setting by school personnel	6
S9	Special Education student removed to an interim alternative educational setting by an Office of Dispute Resolution (ODR) due process hearing officer	7
S10	Other	2

Disciplinary Action Code	Remedial Program
R1	Alternative Education for Disruptive Youth (AEDY)
R2	Home Study Instruction
R3	Student Assistance Referral
R4	Drug/Alcohol Counseling
R5	Guidance Counseling
R6	Psychological Evaluation
R7	Peer Mediation / Conflict Resolution
R8	Anger Management
R9	Other

## Appendix AO – Termination Codes

**NOTE:** Appendix AO is for use with Field 54 (TERMINATION CODE) in the Staff Template.

Termination Code	Termination Reason
01	Resigned / terminated, remained in education
02	Resigned / terminated, left education

03	Furloughed / laid off
05	School Closed (for terminating staff when a school is anticipated to close permanently prior to next school year)
06	Retired
07	Death / illness
08	Other
14	Disciplinary action
15	Retired PPID (use only if directed by PDE for PPIDs reported incorrectly in prior years that cannot be corrected)

## Appendix AP – Activity Codes

**NOTE:** Appendix AP is for use with Field 8 (ACTIVITY CODE) in the Staff Development Template.

Activity Code	Type of Training
INITIAL	Date initial training/certification as a police officer was completed, or, if applicable, date of most recent recertification (not required for security officers)
WEAP	Firearms qualifications (not required for security officers)
CPR	CPR qualification (not required for security officers)
FIRSTAID	First aid qualification (not required for security officers)
MPOETC	Municipal Police Officers Education and Training Commission
NASRO	National Association of School Resource Officers
LOCAL	Local training

## Appendix AQ – Weapon Codes

**NOTE:** Appendix AQ is for use with Field 6 (WEAPON CODE) in the Incident Offender Infraction Weapon Template.

Weapon Code	Weapon Description
1	BB or Pellet Gun
2	Cutting Instrument (razor, box cutter, blade length <= 2.5" etc.)
3	Knife (blade length > 2.5")
4	Handgun – Manual
5	Handgun – Semi or Automatic
6	Rifle – Manual
7	Rifle – Semi or Automatic
8	Shotgun – Manual
9	Shotgun – Semi or Automatic
10	Explosive

<b>99</b>	Other
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## Appendix AR – Values to use in the Student Local Assessment Subtest Template

The tables below detail the values to use in the when reporting the results of local assessments in the Student Local Assessment Subtest Template

### NOTES:

- Where Test Description = LOCAL, the data is used for the local assessment option for the Early Indicators or Success measure in the Future Read PA Index.
- Where Test Description is other than LOCAL, the data is used for reporting and analytics.

### For reporting Local Assessment for Early Indicators of Success

Test Description	Subtest Area	Subtest Version ID	Score Type 1	Standard Achieved 1	Student Met Standard
LOCAL	MATH	1	STD	MOTS	Y if the student met the on-track standard or N if the student did not meet the on-track standard
LOCAL	READING	1	STD	MOTS	Y if the student met the on-track standard or N if the student did not meet the on-track standard

### For reporting Local Assessment for Reporting and Analytics

Common Test Name (not a reported value)	Report this Test Description	Subtest Area	Measured component (not a reported value)	Report this Subtest Version ID for the Measured Component	Scores Reportable	Score 1	Score Type 1	Score 2	Score Type 2	Score 3	Score Type 3
Acadience	ACADIENCE	ELA	Composite	COMPST	Either or Both of Score 1, Score 2	Any whole number	033 – Scale Score	Any whole number	031 - Raw Score		
Acadience	ACADIENCE	ELA	Oral Reading Fluency	ORF	Either or Both of Score 1, Score 2	Any whole number	033 – Scale Score	Any whole number	031 - Raw Score		
Acadience	ACADIENCE	ELA	Composite	MAZE	Score 1 only	Any whole number	033 – Scale Score				
Aimsweb	AIMSWEB	ELA	Composite	COMPST	Either or Both of Score 1, Score 2	Any whole number	033 – Scale Score	Any whole number	031 - Raw Score		

Common Test Name (not a reported value)	Report this Test Description	Subtest Area	Measured component (not a reported value)	Report this Subtest Version ID for the Measured Component	Scores Reportable	Score 1	Score Type 1	Score 2	Score Type 2	Score 3	Score Type 3
Aimsweb	AIMSWEB	ELA	Oral Reading Fluency	ORF	Either or Both of Score 1, Score 2	Any whole number	033 – Scale Score	Any whole number	031 - Raw Score		
DIBELS	DIBELS	ELA	Composite	COMPST	Either or Both of Score 1, Score 2	Any whole number	033 – Scale Score	Any whole number	031 - Raw Score		
DIBELS	DIBELS	ELA	Oral Reading Fluency	DORF	Either or Both of Score 1, Score 2	Any whole number	033 – Scale Score	Any whole number	031 - Raw Score		
DRA	DRA	ELA	Comprehension – Independent Level	CIL	SCORE 3 Only					045 – Performance Level	Valid values: PREA or any whole number 1-60
Easy CBM (K-8)	EASYCBMK-8	ELA	Word Reading Fluency	WRF	Either or Both of Score 1, Score 2	Any whole number	033 – Scale Score	Any whole number	031 - Raw Score		
Easy CBM (1-8)	EASYCBM1-8	ELA	Passage Reading Fluency	PRF	Either or Both of Score 1, Score 2	Any whole number	033 – Scale Score	Any whole number	031 - Raw Score		
Easy CBM (2-8)	EASYCBM2-8	ELA	Multiple Choice Reading Comprehension	MCRC	Either or Both of Score 1, Score 2	Any whole number	033 – Scale Score	Any whole number	031 - Raw Score		
Exact Path	EXACTPATH	ELA	Reading Score	READING	Either or Both of Score 1, Score 2	Any whole number	033 – Scale Score	Any whole number	031 - Raw Score		

Common Test Name (not a reported value)	Report this Test Description	Subtest Area	Measured component (not a reported value)	Report this Subtest Version ID for the Measured Component	Scores Reportable	Score 1	Score Type 1	Score 2	Score Type 2	Score 3	Score Type 3
Exact Path	EXACTPATH	ELA	Language Arts Score	LAS	Either or Both of Score 1, Score 2	Any whole number	033 – Scale Score	Any whole number	031 - Raw Score		
Fountas & Pinell	FP	ELA	Text Level	TEXTLVL	SCORE 3 Only					045 – Performance Level	Valid Values: Letters A-Z or Z+
i-Ready K-8	I-READYK-8	ELA	Reading Overall Score	ROS	Either or Both of Score 1, Score 2	Any whole number	033 – Scale Score	Any whole number	031 - Raw Score		
Imagine Learning	IMAGINELEARNING	ELA	Literacy Score	LITERACY	Either or Both of Score 1, Score 2	Any whole number	033 – Scale Score	Any whole number	031 - Raw Score		
Imagine Learning	IMAGINELEARNING	ELA	Language Score	LANGUAGE	Either or Both of Score 1, Score 2	Any whole number	033 – Scale Score	Any whole number	031 - Raw Score		
IXL	IXL	ELA	Overall Language Arts Score	OLAS	Either or Both of Score 1, Score 2	Any whole number	033 – Scale Score	Any whole number	031 - Raw Score		
Link It	LINKIT	ELA	Total Score	TOTAL	Either or Both of Score 1, Score 2	Any whole number	033 – Scale Score	Any whole number	031 - Raw Score		
MAP Growth (English version)	MAPGROWTH	ELA	Reading	READING	Either or Both of Score 1, Score 2	Any whole number	033 – Scale Score	Any whole number	031 - Raw Score		
MAP Growth (Spanish version)	MAPGROWTH	ELA	Reading	READ-SP	Either or Both of Score 1, Score 2	Any whole number	033 – Scale Score	Any whole number	031 - Raw Score		



Common Test Name (not a reported value)	Report this Test Description	Subtest Area	Measured component (not a reported value)	Report this Subtest Version ID for the Measured Component	Scores Reportable	Score 1	Score Type 1	Score 2	Score Type 2	Score 3	Score Type 3
MAP Growth (English version)	MAPGROWTH	ELA	Language	LANGUAGE	Either or Both of Score 1, Score 2	Any whole number	033 – Scale Score	Any whole number	031 - Raw Score		
MAP Growth (Spanish version)	MAPGROWTH	ELA	Language	LANG-SP	Either or Both of Score 1, Score 2	Any whole number	033 – Scale Score	Any whole number	031 - Raw Score		
STAR (RenStar)	RENDAR	ELA	Reading	READING	Either or Both of Score 1, Score 2	Any whole number	033 – Scale Score	Any whole number	031 - Raw Score		
STAR (RenStar)	RENDAR	ELA	Early Literacy	EARLYLIT	Either or Both of Score 1, Score 2	Any whole number	033 – Scale Score	Any whole number	031 - Raw Score		
STAR CBM Reading (K-6)	STARCBMREADINGK-6	ELA	Passage Oral Reading	POR	Either or Both of Score 1, Score 2	Any whole number	033 – Scale Score	Any whole number	024 - Percentile		
Fast Bridge	FASTBRIDGE	ELA	aREADING	AREADING	Either or Both of Score 1, Score 2	033 – Scale Score	Any whole number	031 - Raw Score	Any whole number		
Fast Bridge	FASTBRIDGE	ELA	Early Reading English	ERE	Either or Both of Score 1, Score 2	033 – Scale Score	Any whole number	031 - Raw Score	Any whole number		
Acadience	ACADIENCE	MATH	Composite	COMPST	Either or Both of Score 1, Score 2	Any whole number	033 – Scale Score	Any whole number	031 - Raw Score		

Common Test Name (not a reported value)	Report this Test Description	Subtest Area	Measured component (not a reported value)	Report this Subtest Version ID for the Measured Component	Scores Reportable	Score 1	Score Type 1	Score 2	Score Type 2	Score 3	Score Type 3
aimsweb	AIMSWEB	MATH	Composite	COMPST	Either or Both of Score 1, Score 2	Any whole number	033 – Scale Score	Any whole number	031 - Raw Score		
Easy CBM (K-8)	EASYCBMK-8	MATH	Total Math Score	TOTAL	Either or Both of Score 1, Score 2	Any whole number	033 – Scale Score	Any whole number	031 - Raw Score		
Exact Path	EXACTPATH	MATH	Math Score	MATH	Either or Both of Score 1, Score 2	Any whole number	033 – Scale Score	Any whole number	031 - Raw Score		
Fast Bridge	FASTBRIDGE	MATH	aMath	AMATH	Either or Both of Score 1, Score 2	Any whole number	033 – Scale Score	Any whole number	031 - Raw Score		
Get More Math	GETMOREMATH	MATH	Math	MATH	Either or Both of Score 1, Score 2	Any whole number	033 – Scale Score	Any whole number	031 - Raw Score		
i-Ready K-8	I-READYK-8	MATH	Mathematics Overall Score	MOS	Either or Both of Score 1, Score 2	Any whole number	033 – Scale Score	Any whole number	031 - Raw Score		
Imagine Learning	IMAGINELEARNING	MATH	Composite	COMPST	Either or Both of Score 1, Score 2	Any whole number	033 – Scale Score	Any whole number	031 - Raw Score		
IXL	IXL	MATH	Overall Math Score	OMS	Either or Both of Score 1, Score 2	Any whole number	033 – Scale Score	Any whole number	031 - Raw Score		
Link It	LINKIT	MATH	Total Score	TOTAL	Either or Both of Score 1, Score 2	Any whole number	033 – Scale Score	Any whole number	031 - Raw Score		

<b>Common Test Name (not a reported value)</b>	<b>Report this Test Description</b>	<b>Subtest Area</b>	<b>Measured component (not a reported value)</b>	<b>Report this Subtest Version ID for the Measured Component</b>	<b>Scores Reportable</b>	<b>Score 1</b>	<b>Score Type 1</b>	<b>Score 2</b>	<b>Score Type 2</b>	<b>Score 3</b>	<b>Score Type 3</b>
NWEA MAP	NWEAMAP	MATH	Math	MATH	Either or Both of Score 1, Score 2	Any whole number	033 – Scale Score	Any whole number	031 - Raw Score		
NWEA MAP (Spanish Version)	NWEAMAP	MATH	Math	MATH-SP	Either or Both of Score 1, Score 2	033 – Scale Score	Any whole number	031 - Raw Score	Any whole number		
Spring Math	SPRINGMATH	MATH	Composite	COMPST	Either or Both of Score 1, Score 2	Any whole number	033 – Scale Score	Any whole number	031 - Raw Score		
Star (RenStar)	RENSTAR	MATH	Math	MATH	Either or Both of Score 1, Score 2	Any whole number	033 – Scale Score	Any whole number	031 - Raw Score		
Fast Bridge	FASTBRIDGE	MATH	Early Math	EARLYMAT	Either or Both of Score 1, Score 2	033 – Scale Score	Any whole number	031 - Raw Score	Any whole number		

## Appendix AS – Job Class Code Long

**NOTE:** Appendix AS is for use with Field 44 (JOB CLASS CODE LONG) in the Staff Template

*\*Note: Tenure is the status of being a “professional employee”. Temporary professional employees attain tenure, and become professional employees, upon successful completion of three years of successful practice as a temporary professional in accordance with 24 P.S. § 1108.*

*\*Act 13 guidance for evaluation of Professional Employees can be found here: [Act 13 Educator Effectiveness Toolkit](#)*

\*Disclaimer: The codes and definitions used in this document do not represent legal opinions. For questions regarding the employment status of individual employees, LEAs are directed to consult with their solicitor or other qualified counsel.

Job Class Code	Notes	Definition
<b>PE-</b> Professional Employee	Teaching Professional Employee	<b>Professional Employee:</b> The term "professional employee" shall include those who are certificated as teachers, supervisors, supervising principals, principals, assistant principals, vice-principals, directors of career and technical education, dental hygienists, visiting teachers, home and school visitors, school counselors, child nutrition program specialists, school librarians, school secretaries the selection of whom is on the basis of merit as determined by eligibility lists and school nurses. (24 P.S. § 11-1101(1))
<b>NTPE-</b> Professional Employee (non-teaching)	Non-teaching Professional Employee	
<b>TPE-</b> Temporary Professional Employee	*Temporary Professional employee shall include individuals that have not attained tenure.  This does not include substitutes.	<b>Temporary Professional Employee:</b> The term "temporary professional employee" shall mean any individual who has been employed to perform, for a limited time, the duties of a newly created position or of a regular professional employee whose services have been terminated by death, resignation, suspension or removal. (24 P.S. § 11-1101(3))
<b>SP-</b> Substitute (Other than Temporary or Professional Employee)	Not evaluated	<b>Substitute:</b> The term "substitute" shall mean any individual who has been employed to perform the duties of a regular professional employee during such period of time as the regular professional employee is absent on sabbatical leave or for other legal cause authorized

<p><b>SPE-Substitute</b></p>	<p>A substitute that <i>could</i> be evaluated based on LEA bargaining agreement requirements.</p>	<p>and approved by the board of school directors or to perform the duties of a temporary professional employe who is absent. (24 P.S. § 11-1101(2))</p> <p><i>* Act 13 indicates that substitutes being included for evaluation is an LEA decision based on bargaining agreement/solicitor input.</i></p>
<p><b>SC- Subcontracted Staff</b></p>	<p>Must be reported for all contracted staff</p> <p><i>*For Act 13 Educator Effectiveness, contracted staff from another PIMS reporting entity such as an IU or SD may be included for PVAAS Staff Student Subtest data through their direct employer. To avoid redundancy, this data should not be reported through the contracting LEA.</i></p>	<p><b>Subcontracted Staff:</b> Subcontracted Staff shall include individuals provided by another entity, including third party vendors or other LEAs (such as an IU or neighboring SD) to perform the duties of regular professional employees.</p>
<p><b>CP- College Professor</b></p>	<p>Must be reported when using PPID 8888888</p>	<p><b>College Professor:</b> College Professor shall include individuals provided by a college or university to perform services in collaboration with LEA professional employees that offer students the opportunity to obtain Dual credit.</p>