



# ***Synergy SIS***<sup>TM</sup>

## **State of Pennsylvania Reporting Administrator and User Guide**



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This edition applies to Synergy SIS™ Student Information System software and all subsequent releases and modifications until indicated with new editions or revisions.

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# ABOUT THIS MANUAL

Edupoint Educational Systems develops software with multiple release dates for the software and related documentation. The table below lists the release date, software version, documentation volume number, and the content included in each volume of documentation to date.

## Software and Document History

Date	Volume	Edition	Revision	Content
June 2012	1	1	1	<ul style="list-style-type: none"> <li>Initial release of this document</li> </ul>
November 2012	1	2	1	<ul style="list-style-type: none"> <li>Added the following Lookup Tables: Academic Type, Academic Instruction, Arrested Code, CTE Program Performance, CTE Status Type, Delivery Method, Gifted Talented, Homeless, Incident Context, Incident Location, Industry Credential, Instructional Strategy, Parent Involvement, Program Provider Type, Referral Results, Relationship to School, and Weapon Detected Method</li> <li>Added the Student Needs Program Definition section</li> <li>Added the District Discipline Code Setup section</li> <li>Added the District Disposition Code Setup section</li> <li>Added the CTE Programs Data Entry chapter</li> <li>Added the Student CTE.PA Screen Data Entry chapter</li> <li>Added the Discipline Incident Screen Data Entry chapter</li> <li>Added the Validation Message field to the PASecureID Screen and the PIMS Template Screen</li> <li>Added the following PIMS templates: PIMS Course template, PIMS Course Instructor template, PIMS CTE Student Fact, PIMS CTE Student Industry Credential,</li> </ul>

				PIMS Incident Offender Disciplinary Action, PIMS Incident Offender Infraction, PIMS Incident Offender Parent Involvement, PIMS Incident, PIMS Incident Victim, Student PIMS Programs Fact Template, PIMS Staff Assignment template, PIMS Staff Development template, PIMS Staff/Staff Snapshot templates, and PIMS Student Course Enrollment template
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## CONVENTIONS USED IN THIS MANUAL

### **Bold Text**

**Bold Text** - Indicates a button or menu or other text on the screen to click, or text to type.



**Tip** – Suggests advanced techniques or alternative ways of approaching the subject.



**Note** – Provides additional information or expands on the topic at hand.



**Reference** – Refers to another source of information, such as another manual or website



**Caution** – Warns of potential problems. Take special care when reading these sections.

## BEFORE YOU BEGIN

Before installing any of the Edupoint family of software products, please be sure to review the system requirements and make sure the district's computer hardware and software meet the minimum requirements. If there are any questions about the system requirements, please contact an Edupoint representative at (877) 899-9111.



**Caution:** The Edupoint family of software does not support the use of pop-up blockers. Please disable any pop-up blockers (also known as pop-up ad blockers) on the system before logging into any Edupoint product.

At any point, if there are any technical difficulties, please contact the Edupoint technical support team at [support@edupoint.com](mailto:support@edupoint.com) or by phone at 1-877-899-9111 option 1.

# Chapter One: INSTALLATION

In this chapter, the following topics are covered:

- ▶ Software installation steps
- ▶ Getting started
- ▶ Accessing the Pennsylvania state reports

# Synergy SIS SOFTWARE INSTALLATIONS

Follow these steps to install the Pennsylvania State Reporting software for **Synergy SIS**.



Note: After installing a new **Synergy SIS** release it may be necessary to deploy the latest state patch.

## Deploy All Patches

1. In your local **Services** start the service **Remote Registry**.
  - Select **Control Panel > System and Security > Administrative Tools**.
  - Scroll down to locate **Remote Registry**.
  - Right-click to **Stop and Restart the service**.
2. Open the RT Dashboard.
  - Select **Start > Programs > Edupoint > RT Dashboard**
  - Right-click **RT Servers**, and then choose **Click Deployment Assistant....**
  - Click **Check All** to select all servers.
  - Click **Choose Files**.
3. Select the file location of the patch (the directory to which the zip files were extracted, i.e., C:\XXSRC\_YY\_MM\_#; where XX is the state abbreviation, YY is the year, MM is the month and # is the number of the release.
4. Select **Files of type – All Files**.
5. Choose all files in the folder.
6. Click **Open**.
  - Click **Deploy**.
  - Check the log file to make sure that “Server data committed” is displayed at the end of the log.

## Restart IIS

Use one of these methods to restart IIS:

- On the Command Prompt
  1. Click **Start > Run**, type **cmd**, and click **OK** to open the Command Prompt.
  2. Type **iisreset /restart** and press **Enter**.
  
- In the Control Panel
  1. Go to **Control Panel > System and Security > Administrative Tools** and double-click **Services**.
  2. Scroll down to locate IIS Admin Services.
  3. Right-click to Stop and Restart the service.

## GETTING STARTED AFTER INSTALLATION

After successfully installing the **Synergy SIS** State Reporting software, your administrator must complete the following action:

- On the Organization Screen, change the State CTDS Code field label to State School Code.

# ACCESSING THE PENNSYLVANIA STATE REPORTING SCREENS

The PA folder of the **Synergy SIS** menu (also known as the PAD tree) includes the Pennsylvania state report and setup screens. Chapter 2, [Setup and Configuration](#), beginning on [page 18](#) discusses the setup required for each Pennsylvania state report.

To access the **PA** folder:

1. Click on the **Tree** button at the top of the page to open the **Synergy SIS Navigation Tree**.

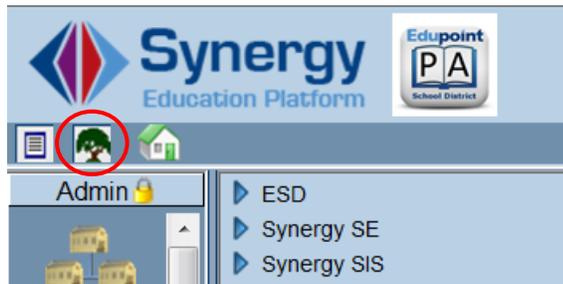


Figure 1.1 – Synergy SIS Navigation Tree

2. Click on the **blue triangle pointing right** next to the word Synergy SIS to expand the **Synergy SIS** folder. Once clicked, the triangle will turn green and point downward.

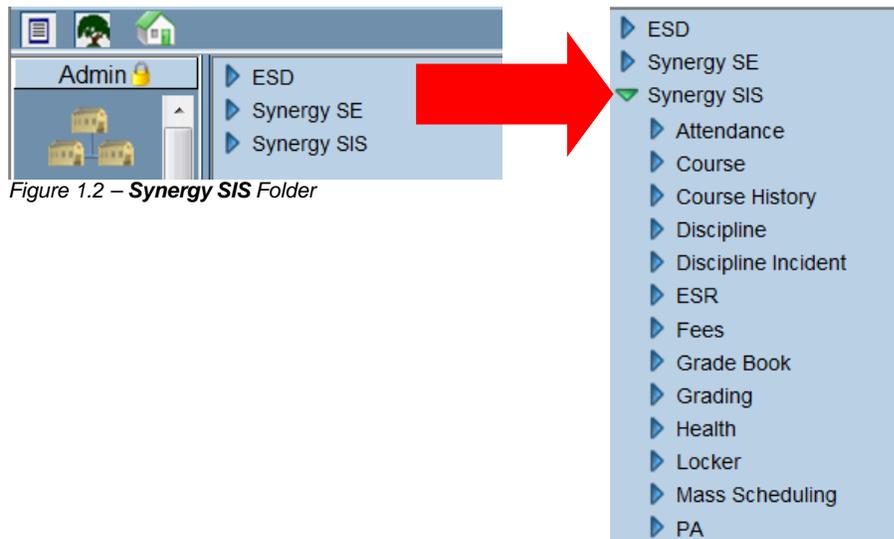


Figure 1.2 – Synergy SIS Folder

Figure 1.3 – Synergy SIS Folder Expanded

3. Under the **Synergy SIS** folder, click on the **blue triangle pointing right** next to the words **PA** to open the **PA** folder. Once clicked, the triangle will turn green and point downward.

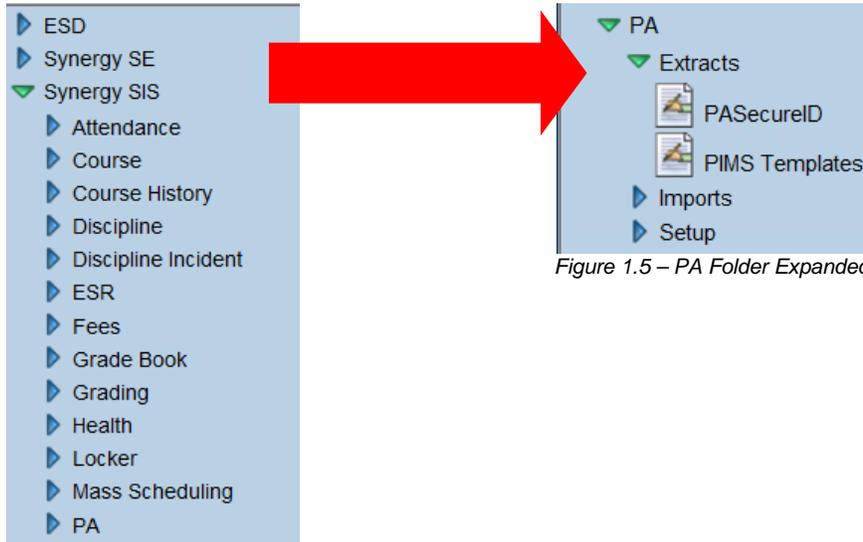


Figure 1.4 – PA Folder

Figure 1.5 – PA Folder Expanded



Note: In the rest of the manual, the location of a screen or report in the Navigation Tree (also referred to as the PAD tree) is indicated using “>”. The example above would be indicated as **Synergy SIS > PA**. This would mean go to the **Navigation Tree**, click on the **Synergy SIS** folder, and then click on the **PA** folder.



## **Chapter Two: SETUP AND CONFIGURATION**

In this chapter, the following topics are covered:

- ▶ Setup required for Pennsylvania State Reporting

## ORGANIZATION SETUP

Verify correct entry of the County, District and School numbers. The Organization screen is used to define the district structure within **Synergy SIS**.

### Organization — District

1. Navigate to the **Synergy SIS > System > Setup > Organization Screen**.
2. From the **Organization** screen, click the district to be updated.
3. In the **District Number** field, verify the district number is entered correctly.

Organization Name: **Edupoint School District**

**District** | Special Education

District Setup Options

**District Information**

Organization Name	District Number
Edupoint School District	123456000
Superintendent's Name	
Superintendent's Title	
County Code	County
19	

Figure 2.1 – Organization, District Setup

### Organization — School

Prior to entering the State School Code your system administrator should change the State CTDS Code field label to State School Code.

1. Navigate to the **Synergy SIS > System > Setup > Organization Screen**.
2. From the **Organization** screen, select the appropriate school to be updated.
3. In the **State CTDS Code** field, verify the 10-digit State School Code is correctly entered.

**Other Information**

Phone	Fax	Counselor Dept Phone
949-555-1212	949-555-1213	
Sis School Code	State CTDS Code	Alt Funding School Code
273	123456273	
Website URL		

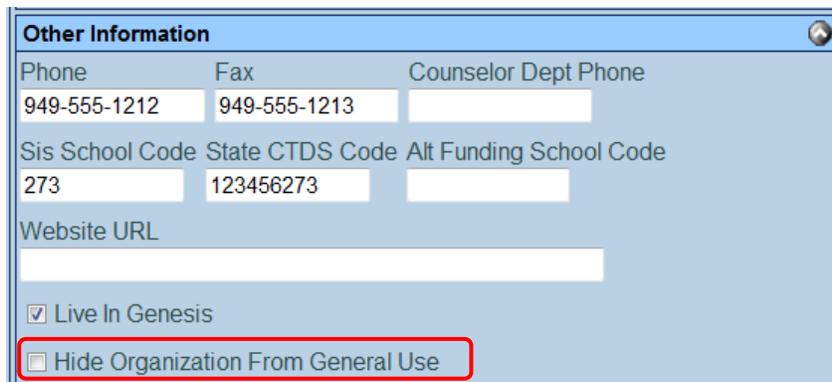
Figure 2.2 – Organization, School Setup

4. Repeat this step for each school in the district.

## Organization — Hiding Schools From Use

Select the **Hide Organization from General Use** check box to remove a school from the School Chooser on the State Reporting interface screens and any other screen on which the School Chooser is available. Use this option only for schools that are closed so that they do not show on the School Chooser list.

1. Navigate to **Synergy SIS > System > Setup > Organization**.
2. From the **Organization** screen, select the appropriate school to be updated.
3. In the **Other Information** section click to select the **Hide Organization from General Use** check box.



Other Information		
Phone	Fax	Counselor Dept Phone
949-555-1212	949-555-1213	
Sis School Code	State CTDS Code	Alt Funding School Code
273	123456273	
Website URL		
<input checked="" type="checkbox"/> Live In Genesis		
<input type="checkbox"/> Hide Organization From General Use		

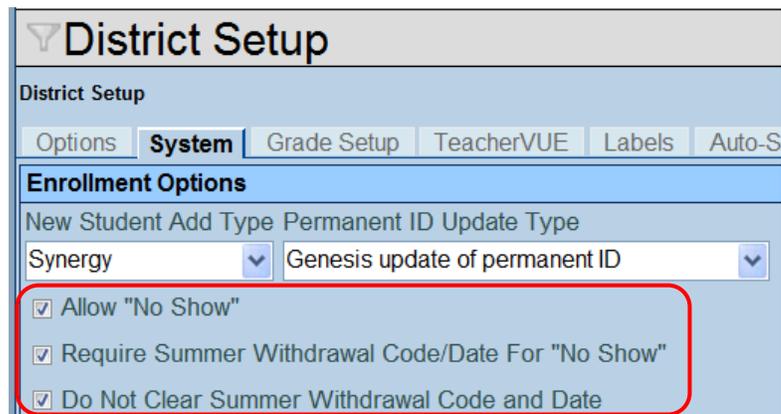
Figure 2.3 – Organization, School Setup

# DISTRICT SETUP

## Allowing No-Shows

Select the Allow “No Show” setting to collect leave codes and leave dates for students who are No Shows. A No Show student is a student that enrolled but never attended a school in the district. Follow the normal process to inactivate a student that was enrolled in the district.

1. Navigate to **Synergy SIS > System > Setup > District Setup Screen > System** tab.
2. Click to select the following check boxes:
  - Allow “No Show” check box.
  - Require Summer Withdrawal Code/Date for “No Show”
  - Do Not Clear Summer Withdrawal Code and Date



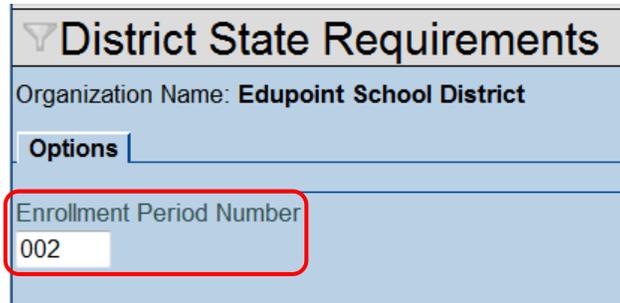
The screenshot shows the 'District Setup' interface with the 'System' tab selected. Under the 'Enrollment Options' section, three checkboxes are checked and highlighted with a red box: 'Allow "No Show"', 'Require Summer Withdrawal Code/Date For "No Show"', and 'Do Not Clear Summer Withdrawal Code and Date'. Above these checkboxes are two dropdown menus: 'New Student Add Type' set to 'Synergy' and 'Permanent ID Update Type' set to 'Genesis update of permanent ID'.

Figure 2.4 – District Setup, System tab

## DISTRICT STATE REQUIREMENTS

Use the District State Requirements screen to define the Enrollment Period Number. The Enrollment Period Number identifies the time period covered by the course/section combination; PDE will collect one enrollment period for the 2011-2012 school year. All LEAs should enter a value of 002 in the Enrollment Period Number field.

1. Navigate to **Synergy SIS > PA > Setup > District State Requirements.PA.**
2. Type 002 in the **Enrollment Period Number** field.



The screenshot shows a web application interface for 'District State Requirements'. At the top, there is a header with a funnel icon and the title 'District State Requirements'. Below the header, the 'Organization Name' is displayed as 'Edupoint School District'. There is an 'Options' tab. The main content area contains a form with a field labeled 'Enrollment Period Number' which has the value '002' entered. This field is highlighted with a red rectangular border.

Figure 2.5 – District State Requirements Screen

# SCHOOL SETUP

## Exclude From State Reporting

If a school is not eligible for state funding or should be excluded from Pennsylvania State reporting requirements, use the Exclude from State Reporting check box to exclude that school from the state reporting process.

1. Navigate to **Synergy SIS > System > Setup > School Setup > Basic Info** tab.
2. From the **Organization** screen, select the appropriate school to be updated.
3. From the **Other Info** section, click to select the **Exclude from State Reporting** check box.

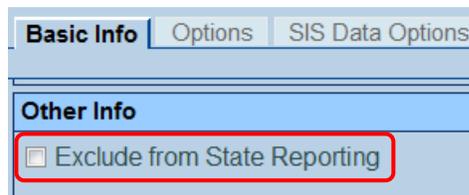


Figure 2.6 – School Setup, Other Info section

## State Requirements — School Calendar

Use the State Requirements.PA setup screen to define the calendars that apply to each school.

To view the school calendar grid:

1. Select the school associated with the calendar.
2. Navigate to **Synergy SIS > PA > Setup > State Requirements**.

The following figure shows the **School Calendar.Detail** screen.

The screenshot displays the 'State Requirements' application window. At the top, it shows the organization name 'Kennedy High School' and the school year '2011-2012'. Below this is an 'Options' section. The main area is titled 'School Calendar' and contains a table with one row: '1 School Year'. To the right of the table is a detailed form for the selected calendar. The form includes the following fields and values:

- Calendar Description: School Year
- Track: 5 Day Week
- Calendar Programs Code: ACTP-Approved CTE program operated by school district or charter school
- Rotation Pattern Code: [dropdown]
- Graduation Ceremony Date: [calendar icon]
- Number Scheduled School Days: 180
- Instructional Minutes in Standard Day: 160
- Total Days in Session Lost:
  - Due to Strike: 0
  - Due to Act 80: 0
  - Due to Other Reasons: 0
- Total Make-Up Days: 0
- Total Instructional Minutes Lost to Planned Shortened Days: 0

Figure 2.7 – State Requirements, School Calendar

To define a school calendar:

1. Click the **Add** button to add a school calendar record.
2. Type the **Calendar Description**.
3. Click to select the **Track** for this school calendar.
4. Click to select the **Calendar Programs Code** for this school calendar.
5. Click to select the **Rotation Pattern Code** for this school calendar.
6. Click the Calendar  button to select the date of the seniors' graduation ceremony, if this calendar includes students in Grade 12.
7. Enter the **Number Scheduled School Days** in 999 format.
8. Enter the number of **Instructional Minutes in a Standard Day** in 999 format.
9. Click the **Save** button to save the record.

# SCHOOL ROOM SETUP

Use the School Room Setup screen to define the rooms in the school that are used as homerooms or, for off-site programs, the specific class of the student.

The homeroom is used to determine class size in the elementary school grades or an off-site program. It displays on the K12.Student.PA.Other Info tab.

To define a room in a school:

1. Select the school where the school rooms are located.
2. Navigate to **Synergy SIS > System > Setup > School Room**.
3. Review the existing room names to verify that all rooms in the school are defined. Room names are user-defined.

The following figure shows the School Room screen.

School Room						
School: <b>Hope High School</b> School Year: 2011-2012						
Room						
Room	Line	Room Name	Class Size	School Year	Department	Room Type
<input type="checkbox"/>	1	101	28	2011		
<input type="checkbox"/>	2	102	23	2011		
<input type="checkbox"/>	3	103	30	2011		
<input type="checkbox"/>	4	104	32	2011		
<input type="checkbox"/>	5	106	22	2011		

Figure 2.8 – School Room screen

## SPECIAL ED SERVICE DEFINITION

Use the Special Ed Service Definition screen to define the special education program codes used to identify a student's primary Challenge Type.

1. Navigate to **Synergy SIS > Student Programs > Setup > Special Ed Service Definition**.
2. Review the existing special education programs defined for your district and verify that these program codes are defined:
  - 2121 Autistic/Autism
  - 2122 Deaf-blindness
  - 2123 Hearing impairment including deafness
  - 2124 Mental retardation
  - 2125 Multiple disabilities
  - 2126 Orthopedic impairment
  - 2128 Specific learning disability
  - 2129 Speech or language impairment
  - 2130 Traumatic brain injury
  - 2131 Visual impairment including blindness
  - 2132 Other health impairment
  - 2127 Emotional disturbance
  - 2134 Developmental delay
  - 2135 Infants and Toddlers with Disabilities

The following figure shows the Autism special education service program code definition with assigned service levels.

Special Ed Service Definition

State Code: 2121 Description: Autism

Services

State Code Description Locale

2121 Autism

Services Add

X	Line	Service Code	Service Description	State Code	Is Self Contained	Valid Year Range	
						Year Start	Year End
<input type="checkbox"/>	1	A	Outside Reg Class < 21% of the day.(res)	A	<input type="checkbox"/>		
<input type="checkbox"/>	2	B	Outside Reg Class for at least 21% but < 60%. (res)	B	<input type="checkbox"/>		
<input type="checkbox"/>	3	C	Outside Reg Class >60% of the day.(sc)	C	<input type="checkbox"/>		
<input type="checkbox"/>	4	D	Public. Separate Sch for >50% of the sch day.(sc)	D	<input type="checkbox"/>		
<input type="checkbox"/>	5	E	Priv Seperate sch >50% of the day.(sc)	E	<input type="checkbox"/>		
<input type="checkbox"/>	6	F	Public Inst Facility >50% of the school day.(sc)	F	<input type="checkbox"/>		
<input type="checkbox"/>	7	G	Priv Residential >50% of day - No ed voucher.(sc)	G	<input type="checkbox"/>		

Figure 2.9 – Special Ed Service Definition screen



Note: Service Codes and Service Descriptions are not required for state reporting. The State Code is the only value extracted.

## STUDENT NEEDS PROGRAMS

Use the Programs/Levels Definition screen to add the following student needs programs:

State Code	Description
001	EAP Tutoring (State) Reading
002	EAP Tutoring (State) Math
003	SES Tutoring (Federal) Reading
004	SES Tutoring (Federal) Math
005	Accountability Block Grant Tutoring Reading
006	Accountability Block Grant Tutoring Math
007	Classroom Plus Tutoring Reading
008	Classroom Plus Tutoring Math
009	21st Century Tutoring Reading
010	21st Century Tutoring Math
011	Other Tutoring Program Reading
012	Other Tutoring Program Math
013	Homebound Instruction
014	School Choice Provision
015	Title I Part A
016	Title I Part B Even Start Program
017	Title I Part C Migrant Education
018	Title I Part D
019	Title III (Supplemental LEP)
020	High Schools That Work
021	Full Day Kindergarten
022	Pre-Kindergarten
023	Science: It's Elementary
024	CFF (Classrooms For the Future)
025	Dual Enrollment
026	Eligible for Tutoring Program Reading
027	Eligible for Tutoring Program Math
029	Head Start
030	Pre-K Counts
031	ESL or Bilingual Education Program (Core)
032	Homeless
033	SES Tutoring (State) Science
034	SES Tutoring (Federal) Science

To verify that the student needs programs exist:

1. Navigate to **Synergy SIS > Student Programs > Setup > Needs/Programs Definition**.
2. Search for and display each program definition.
3. Optionally, define the grade levels to which each program applies.

The following figure shows the 021 – Full Day Kindergarten program definition.

**Programs/Levels Definition**

State Code: **021** Description: **Full Day Kindergarten**

**Levels**

State Code	Description	School Based
021	Full Day Kindergarten	<input type="checkbox"/>

**Options**

The Program is available for the following grades (blank means all)

Adult Affidavit Program  
  Elementary Ungraded  
  Grade 1  
  Grade 10  
  Grade 11  
  Grade 12  
  Grade 2  
  Grade 3  
  Grade 4  
  Grade 5

Grade 6  
  Grade 7  
  Grade 8  
  Grade 9  
  K4 Full Day  
  K4 Half Day - Afternoon (PM)  
  K4 Half Day - Morning (AM)  
  K5 Full Day  
  K5 Half Day - Afternoon (PM)  
  K5 Half Day - Morning (AM)

Figure 2.10 – Programs/Levels Definition screen

## DISTRICT DISCIPLINE CODE SETUP

Before reporting discipline incidents to the state, use the District Discipline Code Setup screen to identify the Infraction Codes that the district is required to report to the Pennsylvania Department of Education. These infraction codes are set up in the District Discipline Code Setup screen.

Refer to “Appendix Z – Infraction Codes” in the *Pennsylvania Information Management System (PIMS) User Guide, Volume 2* for a list of state-required infraction codes.

To identify the state-required discipline incident codes:

1. Navigate to **Synergy SIS > Discipline Incident > Setup > District Discipline Code Setup**.
2. Review each discipline code (Infraction Code) to verify that the following fields are complete, if the state requires you to report discipline records for that infraction code:
  - a. **State Code** — type the state-required value
  - b. **Report To State** check box — click to select this check box if the district is required to report incidents for this discipline code to the state
3. In the **Discipline Codes** grid, verify that the violation codes associated with the infraction code (Discipline Code) are defined. Remember to include the **State Code** field value, **Report to State** check box, and **Mandatory Law Enforcement Notification** check box, if appropriate.
4. Click **Save** to save any changes.
5. If applicable, verify that the Weapon Codes are defined for each infraction code.
  - a. In the Discipline Codes Grid, click the Line 1, and then click the Show Details button.
  - b. Scroll down to the Detail 1 Codes grid and verify that the appropriate state-required Weapon Codes are defined for that infraction code.
  - c. Repeat for each infraction code displayed in the Discipline Codes grid.

The following figures illustrate the District Discipline Code Setup screen.

**▼ District Discipline Code Setup**

Discipline Code: **AZ03** Description: \*Theft State Code: 3 Alt State Code:

**Discipline Codes**

Code	Description	State Code	Alt State Code	Security	Old Sis Code
AZ03	*Theft	3			

Display Order: 0 Severity Level:

Mandatory  Report To State  Mandatory Law Enforcement Notification  Include In TeacherVUE

**Discipline Codes**

×	Line	Display Order	Code	Description	State Code	Alt State Code	Report To State	Mandatory Law Enforcement Notification
<input type="checkbox"/>	1	0	22	Theft	22		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	2	0	23	Burglary or Breaking and Entering (Second or Third	23		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	3	0	24	Burglary (First Degree)	24		<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4	0	25	Extortion	25		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	5	0	26	Robbery	26		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	6	0	27	Armed Robbery	27		<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	7	0	94	Petty Theft	94		<input type="checkbox"/>	<input type="checkbox"/>

Figure 2.11 – District Discipline Code Setup screen

**Discipline Codes**

Line	Description
1	Theft
2	Burglary or Breaking and Entering (Second or Third
3	Burglary (First Degree)
4	Extortion
5	Robbery
6	Armed Robbery
7	Petty Theft

**Discipline Detail**

Code: 27 Description: Armed Robbery State Code: 27 Alt State Code:

Display Order: 0 Severity Level:

Report To State  Mandatory Law Enforcement Notification  Include In TeacherVUE

**Detail 1 Codes**

×	Line	Display Order	Code	Description	State Code	Alt State Code	Report To State	Mandatory Law Enforcement Notification
<input type="checkbox"/>	0		11	Handgun	11		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Figure 2.12 – District Discipline Code Setup screen, Discipline Codes grid, Detail 1 Codes grid

## DISTRICT DISPOSITION CODE SETUP

Before reporting disciplinary actions related to discipline incidents to the state, use the District Disposition Code Setup screen to identify the Disciplinary Action Codes that the district is required to report to the Pennsylvania Department of Education. These disciplinary action codes are set up in the District Disposition Code Setup screen.

State Code	Description
<b>Sanction Valid Values</b>	
S1	None
S2	Detention
S3	In-school suspension
S4	Out-of-school suspension
S5	Expulsion, less than one calendar year
S6	Expulsion, one calendar year
S7	Expulsion, more than one calendar year
S8	Special education student removed to an interim alternative educational setting by school personnel
S9	Special education student removed to an interim alternative educational setting by due process hearing officer
S10	Other
<b>Remedial Program Valid Values</b>	
R1	Alternative education
R2	Homebound 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

To identify the state-required disciplinary action codes:

1. Navigate to **Synergy SIS > Discipline Incident > Setup > District Disposition Code Setup**.
2. Review each disposition code (Disciplinary Action Code) to verify that the following fields are complete, if the state requires you to report incident records for that disciplinary action code:
  - a. **State Code** — type the state-required value
  - b. **Report To State** check box — click to select this check box if the district is required to report incidents for this disciplinary action code to the state
3. In the **Disposition Codes** grid, verify that the disciplinary action codes associated with the disposition code are defined. Remember to include the **State Code** field value and **Report to State** check box, if appropriate.
4. Click **Save** to save any changes.

The following figures illustrate the District Disposition Code Setup screen.

Line	Disposition Code	Description	State Code	Alt State Code	Severity
1	S1	None	S1		
2	S10	Other	S10		
3	S2	Detention	S2		
4	S3	In-school suspension	S3		
5	S4	Out-of-school	S4		
6	S5	Expulsion, less than one calendar year	S5		
7	S6	Expulsion, one calendar year	S6		
8	S7	Expulsion, more than one calendar year	S7		
9	S8	Special education student removed to an interim alternative educational setting by school	S8		
10	S9	Special education student removed to an interim alternative educational setting by due pr	S9		

Figure 2.13 – District Disposition Code Setup screen

# Chapter Three: LOOKUP TABLE MAPPED VALUES

In this chapter, the following topics are covered:

- ▶ Mapping Lookup Table codes for Pennsylvania State Reporting

## OVERVIEW

Verify that all tables defined in the Pennsylvania State Reporting Data Mapping option of this guide are set up correctly with the associated state values. Valid values are found in the Pennsylvania state reporting documents located on the following state Web sites:

- PAsecureID Web site: <http://www.portal.state.pa.us/portal/server.pt/community/pasecureid/8584>
- Pennsylvania Information Management System (PIMS) Web site: <http://www.portal.state.pa.us/portal/server.pt/community/pims-pennsylvania-information-management-system/8959>

In general, during the file and reporting process, the state code is extracted, if a state-defined value is mapped to the standard **Synergy SIS** code (i.e., Grade). If the state code value is blank, the standard **Synergy SIS** code is extracted.

To update the Lookup Table definitions:

1. Navigate to **Synergy SIS > System > Setup > Lookup Table Definition**.
2. From the **Lookup Table Definition** screen, locate the appropriate table to be updated. Refer to the following table for a list of Lookup Definition screens and tables.
3. In each **Synergy SIS Lookup Table**, verify that the standard **Synergy SIS** values are mapped to their corresponding Pennsylvania state reporting values.

Screen	Table	Corresponding State Field
K12	Diploma Type	Diploma Type Code
	Disadvantaged	Economically Disadvantaged Status
	Grade	Current Grade Level
	Graduation Status	Graduation Status Code
	Language	Home Language Code
	Staff Education Level	Highest Degree Institution Code
K12.CourseHistoryInfo.PA	Academic Instruction Code	Academic Instr Code
	CTE Program Performance Code	CTE Pgm Performance Cd
	CTE Status Type Code	CTE Status Type Code
	Delivery Method Code	Delivery Method Cd Override
	Industry Credential Code	Industry Credential Code
K12.CourseInfo	Academic Type	Honors Indicator
	Course Duration	Supplementary Course Differentiator
K12.Demographics	Post Secondary	Expected Post Graduate Activity
K12.Discipline	Incident Context	Incident Time Frame Code
	Incident Location	Incident Place Code

Screen	Table	Corresponding State Field
	Referral Results	Adjudication Code
K12.DisciplineInfo.PA	Arrested Code	Arrested Code
	Parent Involvement	Parent Involvement Code
	Weapon Detected Method	Weapon Detected Method
K12.Enrollment	Access 504	ADA Status Indicator
	Enter Code	Enrollment Code
	Leave Code	Enrollment Code
	Special Program Code	Special Education
	SRUserDD01	District of Residence Funding District
	SRUserDD02	Residence Status Code
	SRUserDD03	Sending Charter School [Location] Code
	SRUserDD04	District Code of Sending Charter School
	SRUserDD05	Current District Code
SRUserDD06	Current School Code	
K12.PA	County Codes	Home Address County Code
	Employment Verification	
	Gifted Talented	Gifted and Talented
	Guardian Relationship	Guardian Relationship
	Local Contract	
	Staff Qualification Status	
	Student Status	Student Status
	Termination Code	
Yearsinusschools	Years in US Schools	
K12.ProgramInfo	FRM Code	Economically Disadvantaged Status Food Program Eligibility
	Gate Code	Gifted and Talented
K12.ProgramInfo.PA	Homeless	Participation Information Code (Homeless)
	Programprovidertype code	Program Provider Type Code
K12.ScheduleInfo	Instructional Strategy	Course Delivery Model Code
K12.Setup.PA	Calendar Program Code	Calendar Program Codes
	Rotation Pattern Code	Rotation Pattern Code
K12.Staff	Job Class	Job Class Code Long

Screen	Table	Corresponding State Field
	Position Status	Active/Inactive Indicator
K12.StaffInfo.PA	Activity Code	Activity Code
	Assignment Code	Assignment Code
Revelation	Ethnicity	Race or Ethnicity Code
	Gender	Gender
	Hispanic Ethnicity	Race or Ethnicity code

## K12 LOOKUP TABLES

Verify that the following state code values are mapped in the following K12 Lookup Tables.

### Diploma Type Lookup Table

Follow this path to access the Diploma Type Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12 > Diploma Type.**

The Pennsylvania Department of Education requires all schools to use the diploma type codes documented in the following table. The student's diploma type is entered in the Diploma Type field on the Student Screen > Other Info tab.

The screenshot shows the 'Student.PA' interface. At the top, it displays 'Student Name: Abbott, Billy C.', 'School: Hope High School', 'Homeroom: 231', and 'Teacher: Gordon, K.'. Below this are several tabs: Demographics, Parent/Guardian, Other Info (selected), Emergency, Enrollment, Enrollment History, Classes, Documents, Student Contact Log, and Sta. The 'Other Info' tab contains fields for Last Name (Abbott), First Name (Billy), Middle Name (C), Suffix, Perm ID (905483), Grade (12), Gender (Male), and State Student Number (0001341311). The 'Graduation Information' section includes fields for Graduation Date, Expected Graduation Month, Expected Graduation Year (2009), Graduation Status, Expected Post Graduate Activity, and a dropdown menu for 'Diploma Type', which is highlighted with a red box.

Figure 3.1 – Student screen, Other Info tab

Verify the following state codes are defined in the **State Code** column of the Diploma Type Lookup Table. You must map each diploma type state code to the corresponding standard **Synergy SIS** codes defined in the **Code** column. The codes are listed in alphanumeric order by Code.

State Code	Description
806	Regular diploma
816	GED Credential

### Disadvantaged Lookup Table

Follow this path to access the Disadvantaged Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12 > Disadvantaged.**

The Disadvantaged codes are used to identify a student that is economically disadvantaged. The Economically Disadvantaged Status code is entered on the State tab of the Student.PA screen.

Student Name: **Abbott, Billy C.** School: Hope High School Homeroom: 231 Teacher: Gordon, K.

Demographics Parent/Guardian Other Info Emergency Enrollment Enrollment History Classes Documents Student Contact Log **State**

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender	State Student Number
Abbott	Billy	C		905483	12	Male	0001341311

**General**

Student Status Home Address County Code

Economically Disadvantaged Status Guardian Relationship  Repeating Last Year  Single Parent  Displaced Homemaker  Foreign Exchange Student

Figure 3.2 – Student.PA screen, State tab

If the Economically Disadvantaged Status field is blank for a student, the FRM code assigned to that student on the Free and Reduced Meals screen is used to calculate the student’s economically disadvantaged status.

Verify the following state codes are defined in the **State Code** column of the Disadvantaged Lookup Table. You must map each grade state code to the corresponding standard **Synergy SIS** codes defined in the **Code** column. The codes are listed in alphanumeric order by Code.

State Code	Description
N	No
Y	Yes

## Grade Lookup Table

Follow this path to access the Grade Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12 > Grade.**

The Pennsylvania Department of Education requires all schools to use the grade level reporting codes documented in the following table. The student’s grade level is entered in the Grade field on the Student Screen > Enrollment tab.

Student.PA

Student Name: **Abbott, Billy C.** School: Hope High School Homeroom: 231 Teacher: Gordon, K.

Demographics Parent/Guardian Other Info Emergency **Enrollment** Enrollment History Classes Documents Student Contact Log St

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender	State Student Number
Abbott	Billy	C		905483	12	Male	0001341311

Figure 3.3 – Student.PA screen, Enrollment tab with Grade field

Verify the following state codes are defined in the **State Code** column of the Grade Lookup Table. You must map each grade state code to the corresponding standard **Synergy SIS** codes defined in the **Code** column. The codes are listed in alphanumeric order by Code.

State Code	Description
PKA	PreK Half Date — Morning (AM)
PKP	PreK Half Date — Afternoon (PM)
PKF	PreK Full Day
K4A	K4 Half Day — Morning (AM)

State Code	Description
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
EUG	Elementary Ungraded
007	Grade 7
008	Grade 8
009	Grade 9
010	Grade 10
011	Grade 11
012	Grade 12
SUG	Secondary Ungraded
AAP	Adult Affidavit Program



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the Grade Lookup Table with all of the valid state values; or enter the state values only for those grades that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

## Graduation Status Lookup Table

Follow this path to access the Grade Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12 > Graduation Status.**

The Pennsylvania Department of Education requires all schools to use the graduation status codes documented in the following table. The student's graduation status is entered in the Graduation Status field on the Student Screen > Other Info tab.

The screenshot shows the 'Student.PA' interface. At the top, it displays 'Student Name: Abbott, Billy C.', 'School: Hope High School', 'Homeroom: 231', and 'Teacher: Gordon, K.'. Below this are several tabs: Demographics, Parent/Guardian, Other Info (selected), Emergency, Enrollment, Enrollment History, Classes, Documents, Student Contact Log, and Sta. The 'Other Info' tab contains fields for Last Name (Abbott), First Name (Billy), Middle Name (C), Suffix, Perm ID (905483), Grade (12), Gender (Male), and State Student Number (0001341311). The 'Graduation Information' section is highlighted with a red box and includes fields for Graduation Date, Expected Graduation Month, Expected Graduation Year (2009), Graduation Status (a dropdown menu), Expected Post Graduate Activity, and Diploma Type.

Figure 3.4 – Student screen, Other Info tab

Verify the following state codes are defined in the **State Code** column of the Graduation Status Lookup Table. You must map each graduation status state code to the corresponding standard **Synergy SIS** codes defined in the **Code** column. The codes are listed in alphanumeric order by Code.

State Code	Description
A	Dropped out: academic problems
B	Dropped out: behavior problems
C	Dropped out: child, married, or pregnant
D	Dropped out: disliked school
E	Exceeded maximum school age and did not complete a state or district-approved educational program
F	Exceeded maximum school age and completed a state or district-approved educational program
G	Graduation with regular diploma or GED
L	Left PA public school system but didn't drop out (e.g., transferred out of PA, transferred to private school, died, etc.)
O	Dropped out: other reason
R	Dropped out: runaway or expelled
T	Transferred to another LEA in PA
W	Dropped out: wanted to work
X	Transferred to another school in same LEA

## Language Lookup Table

Follow this path to access the Language Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12 > Language.**

The Language Code is entered in the **Home Language** field on the Student screen > Demographics tab.

The screenshot shows the 'Student.PA' interface for a student named 'Abbott, Billy C.'. The 'Demographics' tab is active. The 'Home Language' field is highlighted with a red box and contains the value '14'. Other fields include 'Nick Name', 'Last Name Goes By', 'Email', 'Birth Date', 'Birth Certificate Num', 'Birth Verification', 'Town of Birth', 'Birth State', and 'Birth Country'.

Student.PA									
Student Name: <b>Abbott, Billy C.</b> School: <b>CT_Hope High School</b> Homeroom: <b>231</b> Teacher: <b>Gordon, K.</b>									
Demographics		Parent/Guardian	Other Info	Emergency	Enrollment	Enrollment History	Classes	Documents	Student Contact L
Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender	SASID		
Abbott	Billy	C		905483	Grade 12	Male	0001341311		
Student Information									
No Photo	Home Language	Nick Name	Last Name Goes By	Email					
	14			Billy.Abbott@esd.com					
Edupoint	Birth Date	Birth Certificate Num	Birth Verification						
	05/11/1994								
On file	Town of Birth	Birth State	Birth Country						
	Mesa	California	United States of America						

Figure 3.5 – Student.PA screen, Demographics tab

Verify the Language state codes are defined in the State Code column of the Language Lookup Table. Refer to “Appendix J – Language Codes” in the *Pennsylvania Information Management System User Guide, Volume 2*. Use the following URL to download this guide from the Pennsylvania Information Management System (PIMS) Web site: <http://www.portal.state.pa.us/portal/server.pt/community/pims-pennsylvania-information-management-system/8959>.



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the Language Lookup Table with all of the valid state values; or enter the state values only for those languages that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

## Staff Education Level Lookup Table

Follow this path to access the Grade Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12 > Staff Education Level.**

The Staff Education Level code identifies the extent of format instruction the staff member has received (i.e., the highest grade level in school completed or its equivalent, or the highest degree received). The staff's education level is entered in the Highest Education Level field on the Staff.PA Screen > General tab.

The screenshot shows the 'Staff.PA' screen for a staff member named 'Aderson, Gordon'. The 'General' tab is selected. The 'Highest Education Level' dropdown menu is highlighted with a red box and contains the code '5'. Other fields include Last Name (Aderson), First Name (Gordon), Gender (Male), Type (Teacher), Birth Date (01/13/1967), and Social Security Number (123-45-6789).

Figure 3.6 – Staff.PA screen, General tab

Verify the following state codes are defined in the **State Code** column of the Staff Education Level Lookup Table. You must map each state code to the corresponding standard **Synergy SIS** codes defined in the **Code** column. The codes are listed in alphanumeric order by Code.

State Code	Description
0819	Vocational certificate, not college degree
1044	High school diploma
1049	Some college but no degree
1050	Associate's degree (2 years or more)
1051	Bachelor's (Baccalaureate degree (e.g., P.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.)
2409	High school equivalency (e.g., GED)
9998	Less than HS graduate

## K12 COURSE HISTORY INFO.PA LOOKUP TABLES

Verify that the following state code values are mapped in the following K12 CourseHistoryInfo.PA Lookup Table.

### Academic Instructional Cd Lookup Table

Follow this path to access the Academic Instructional Cd Lookup Table: **SYNERGYSIS > System > Setup > LookupTableDefinition > K12.CourseHistoryInfo.PA > AcademicInstructionalCd.**

The Pennsylvania Department of Education requires all schools to use the academic instructional code documented in the following table. The Academic Instruction code is a YES/NO indicator for secondary CTE students that specifies whether or not ALL of the student's CTE program's academic instructional component is administered and provided by the reported educating CTE school (CIP Location Code reported in Field 4 of the CTE Student Fact Template). The academic component instruction for the approved secondary program in which the student is reported as enrolled (CIP Code, Field 6 of the CTE Student Fact Template) is documented within the Career and Technical Education Information System (CATS). This field does not apply to the AAP students reported in CTE Student Fact Template.

The Academic Instr Code field is on the Student CTE.PA Screen > CTE Program Tab > Student CTE Grid Detail screen on the CTE Student Fact tab.

The screenshot shows the 'Student CTE Grid Detail' screen in a Mozilla Firefox browser window. The page title is 'Student CTE.PA: Abbott, Billy C.: Student CTE Grid Detail - Mozilla Firefox'. The URL is 'edupoint12.hammer.net/Pennsylvania/Render.aspx'. The screen has a 'Save' and 'Close' button at the top left. Below the title bar, there are tabs for 'CTE Student Fact' and 'Industry Credentials'. The 'CTE Student Fact' tab is active. The form contains several fields: 'CIP Location Code', 'Enter Date', 'Exit Date', 'Delivery Method Cd (Pgm Override)', 'CTE Status Type Code', '# of Pgm Hrs Completed', 'Total Hrs (Pgm Override)', 'CTE Pgm Performance Cd', and 'Academic Instr Cd'. The 'Academic Instr Cd' field is highlighted with a red box. Below these fields is an 'Indicator Flags' section with a grid of dropdown menus for 'Agriculture Exp', 'Cooperative Work', 'Registered Apprentice', 'Job Exploration', 'Pell Grant', 'Internship', 'Schl-Sponsored Enterprise', and 'Work-Based Exp'.

Figure 3.7 – Student CTE Grid Detail, in CTE Programs

Verify the following state codes are defined in the **State Code** column of the Academic Instructional Cd Lookup Table. You must map each code state code to the corresponding standard **Synergy SIS** codes defined in the **Code** column.

State Code	Description
Y	Indicates that all of the secondary student's reported CTE program's approved academic instructional component is administered and provided by the reported educating CTE school (CIP Location Code reported in Field 4 of the CTE Student Fact Template).
N	Indicates that NOT ALL or NOT ANY of the secondary student's reported CTE program's approved academic instructional component is administered and provided by the reported educating CTE school (CIP Location Code reported in Field 4 of the CTE Student Fact Template).
N/A	Indicates the template record applies to an AAP student.

### CTE Program Performance Lookup Table

Follow this path to access the CTE Program Performance Lookup Table: **Synergy SIS > System > Setup > LookupTableDefinition > K12.CourseHistoryInfo.PA > Cte Program Performance.**

If the student is an Adult Affidavit Program (AAP) student, the CTE Program Performance code indicates whether the adult CTE student is reported as enrolled in a program 9CIP reported in Field 6 of the CTE Student Fact Template) supported by Perkins funds; and if the student achieved a passing grade for the occupational instruction received during the reporting year. The CTE Program Performance Code is entered on the K12-Course History Info PA > Student CTE Programs.PA Screen > CTE Program Tab > Student CTE Grid Detail screen.

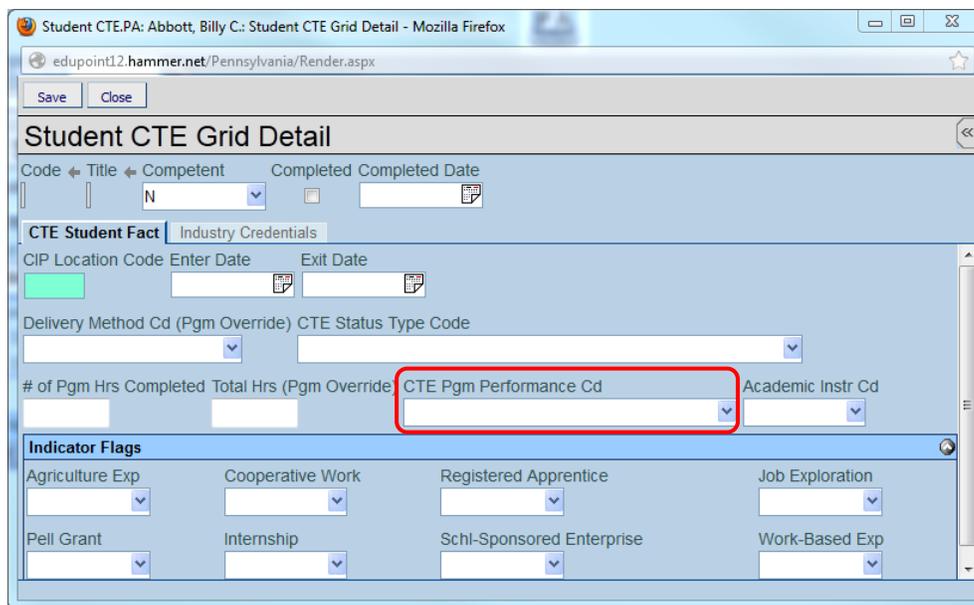


Figure 3.8 – Student CTE Grid Detail, in Student CTE.PA

Verify the following state code values are defined in the **State Code** column of the CTE Program Performance Code Lookup Table. You must map each state code to the corresponding standard **Synergy SIS** codes defined in the **Code** column.

State Code	Description
Y	Yes
N	No
N/A	Adult Student CTE Program Not Graded or Not Perkins Funded

## CTE Status Type Code Table

Follow this path to access the CTE Status Type Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.CourseHistoryInfo.PA > Cte Status Type Code.**

The CTE Status Type code is a 2-digit code reflecting the most appropriate CTE student status after the student received all related technical instructions for the reporting year with the specific program (CIP code). The Status Type Code is entered on the Student CTE.PA Screen > CTE Program Tab > Student CTE Grid Detail screen.

Figure 3.9 – Student CTE Grid Detail, in Student CTE.PA

Verify the following state codes are defined in the **State Code** column of the CTE Status Type Code Lookup Table. You must map each state code to the corresponding standard **Synergy SIS** codes defined in the **Code** column. The codes are listed in numerical order by Code.

State Code	Description
10	Continued or will continue CTE at this school

State Code	Description
11	Continue AAP CTE at this school
22	Transferred or will transfer to a different school
23	Exited CTE without completing reported AAP
28	Transferred or will transfer to non-CTE program at this same school
30	Completed CTE program and did not graduate
40	Completed CTE program and graduated
41	Completed CTE AAP
60	Graduated and did not complete CTE program
71	Dropped out of school

## Delivery Method Code Lookup Table

Follow this path to access the Delivery Method Code Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.CourseHistoryInfo.PA > Delivery Method Code.**

The Pennsylvania Department of Education requires all schools to use the delivery method code documented in the following table. The Delivery Method Cd identifies the PDE-approved delivery method associated with the appropriate CIP code of the approved reimbursable secondary program (owned and operated by your LEA) serving the student and reported in Field 6 of the CTE Student Fact Template. If the Delivery Method Code Override field is blank for a student, then the two CTE Program fields are used.

The Delivery Method Cd Override field is entered on the Student CTE.PA Screen > CTE Program Tab > Student CTE Grid Detail screen.

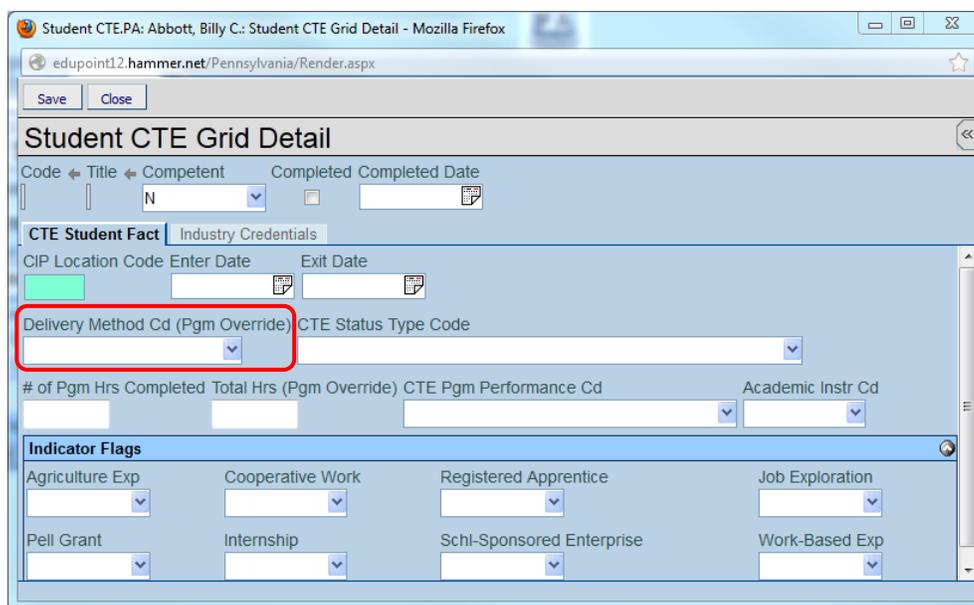


Figure 3.10 – Student CTE Grid Detail, in Student CTE.PA

Verify the following state codes are defined in the **State Code** column of the Delivery Method Code Lookup Table. You must map each state code to the corresponding standard **Synergy SIS** codes defined in the **Code** column. The codes are listed in alphanumeric order by Code.

State Code	Description
50	Occupational
60	Tech Prep
70	Program of Student
80	Adult Affidavit Program

### Industry Credential Code Lookup Table

Follow this path to access the Industry Credential Code Table: **SYNERGYSIS > System > Setup > Lookup Table Definition > K12.CourseHistoryInfo.PA > Industry Credential Cd.**

The Industry Credential Code identifies the industry certification and industry certification provider of the credential that the CTE student earned during the reporting period and as a result of the student's enrollment in the program (CIP Code) reported in Field 5 of this CTE Student Industry Credentials Template.

The Industry Credential Code field is entered on the Student CTE.PA Screen > CTE Program tab > Student CTE Grid Detail screen > Industry Credentials tab.

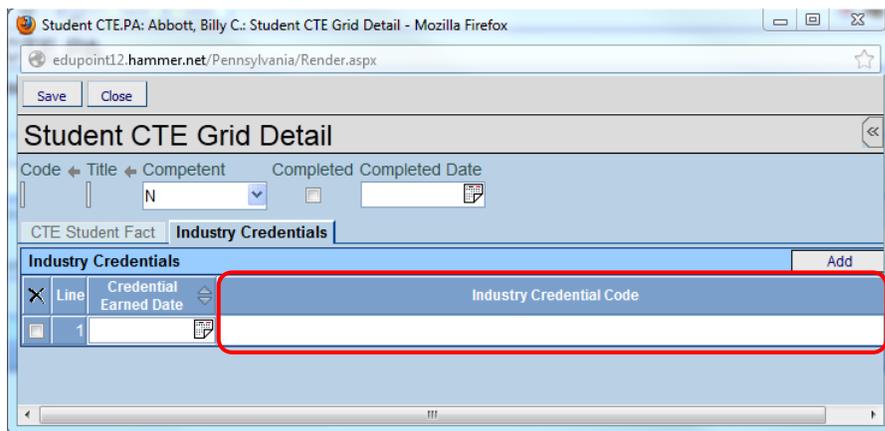


Figure 3.11 – Student CTE Grid Detail, in Student CTE.PA

Verify the Industry Credential Code state values are defined in the State Code column of the Industry Credential Code Lookup Table.



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the Industry Credential Code Lookup Table with all of the valid Industry Credential Code values; or enter the state values only for those Industry Credential Codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

## K12.COURSEINFO LOOKUP TABLES

Verify that the following state code values are mapped in the following K12.CourseInfo Lookup Table.

### Academic Type Lookup Table

Follow this path to access the Academic Type Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.CourseInfo > Academic Type.**

The Academic Type Lookup table defines the values used to identify an Honors course on the PIMS Course Template. If the State Code field equals H (Honors), a Yes is extracted for the Honors Indicator field; otherwise, an N is extracted.

The Academic Type is entered in the Academic Type field on the Course tab of the District Course screen.

The screenshot shows the 'District Course' screen for Course ID AR01, titled 'Intro To Art'. The 'Course Info' section is expanded, showing fields for Course Duration (S2-Semester 2), Department (AR-Art), College Prep (unchecked), Credit (0.50), and Max Credit (0.50). The 'Academic Type' dropdown menu is highlighted with a red box and currently shows 'Regular'. Other options include Teacher Aide, Extended Day, College Approved, and Distance Learning Course, all of which are unchecked.

Figure 3.12 – District Course screen, Course tab

Verify the following state codes are defined in the **State Code** column of the Academic Type Lookup Table. The codes are listed in alphanumeric order by **Code**.

Code	Description
H	Honors
N	Non-Academic
R	Regular

## Course Duration Lookup Table

Follow this path to access the Course Duration Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.CourseInfo > Course Duration.**

The Course Duration Lookup table defines the values extracted for the Supplementary Course Differentiator field included in the PIMS Course Template. The Supplementary Course Differentiator code is entered in the **Course Duration** field on the Course tab of the District Course screen.

The screenshot shows the 'District Course' screen for Course ID AR01, titled 'Intro To Art'. It features a table with columns for Course ID, Course Title, Course Short Title, Mandatory, and Inactive. Below this is the 'Course Info' section, which includes a 'Course Duration' dropdown menu (highlighted with a red box) set to 'S2-Semester 2', a 'Department' dropdown set to 'AR-Art', and input fields for 'College Prep' (unchecked), 'Credit' (0.50), and 'Max Credit' (0.50). Other options include 'Academic Type' (Regular), 'Teacher Aide', 'College Approved', 'Extended Day', and 'Distance Learning Course'.

Figure 3.13 – District Course screen, Course tab

Verify the following state codes are defined in the **State Code** column of the Course Duration Lookup Table. The codes are listed in alphanumeric order by **Code**.

Code	Description
Q1	Course offered in Marking Period 1
Q2	Course offered in Marking Period 2
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 and 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

Code	Description
P4	Course offered in (6-week) Marking Period 5
P6	Course offered in (6-week) Marking Period 6
SP	Course offered in all 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

## K12.DEMOGRAPHICS LOOKUP TABLES

Verify that the following state code values are mapped in the following K12.Demographic Lookup Table.

### Post Secondary Lookup Table

Follow this path to access the Post Secondary Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Demographics > Post Secondary.**

The Post Secondary code is entered in the **Expected Post Graduate Activity** field on the Other Info tab of the Student.PA screen to identify a student's plans after graduation.

The screenshot shows the 'Student.PA' screen with the 'Other Info' tab selected. The student's name is 'Abbott, Billy C.', school is 'Hope High School', and grade is '12'. The 'Expected Post Graduate Activity' field is highlighted with a red box, indicating where the post-secondary code should be entered. Other fields include 'Last Name', 'First Name', 'Middle Name', 'Suffix', 'Perm ID', 'Grade', 'Gender', 'State Student Number', 'Graduation Date', 'Expected Graduation Month', 'Expected Graduation Year', 'Graduation Status', and 'Diploma Type'.

Figure 3.14 – Student.PA screen, Other Info tab

Verify the following state codes are defined in the **State Code** column of the Post Secondary Lookup Table. The codes are listed in alphanumeric order by **Code**.

<b>Code</b>	<b>Description</b>
010	Community College — in PA
020	Private 2-Year College – in PA
030	State University — in PA
040	State-related Commonwealth University — in PA
050	Private 4-year College or University — in PA
060	Other Postsecondary School (AST or ASB Degree) — in PA
070	Other Postsecondary School (non-degree)
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
120	Homemaker
130	Military
140	White collar worker
150	Blue Collar worker
160	Service Worker
170	Unemployed
180	Unknown
998	GED/other Education
997	Special Education Students with an IEP only

## K12.DISCIPLINE LOOKUP TABLES

Verify that the following state code values are mapped in the following K12.Discipline Lookup Table.

### Incident Context Lookup Table

Follow this path to access the Incident Context Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Discipline > Incident Context.**

The Incident Context Lookup Table stores the Incident Time Frame Code state values used to identify the time the incident occurred. The incident context is entered in the Incident Context Code field on the Information tab of the Incidents screen.

The screenshot shows the 'Incidents' screen with the 'Information' tab selected. The incident details include: Incident ID: 3, Incident Date: 08/23/2011, Referred By: Smith, Joe, Entered By: Wilson, Rob, Organization Name: Hope High School. The 'Incident Context Code' dropdown menu is highlighted with a red box and shows 'Before school hours' selected. Other fields include Incident Cost, Incident Context Comment, State Incident Number, Weapons, and Location.

Figure 3.15 – Incidents screen, Information tab

Verify the Incident Time Frame Code state code values are defined in the **State Code** column of the Incident Context Lookup Table. The codes are listed in alphanumeric order by **Code**.

Code	Description
1	Before school hours
2	During school hours
3	After school hours

## Incident Location Lookup Table

Follow this path to access the Incident Location Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Discipline > Incident Location.**

The Incident Location Lookup Table stores the Incident Place Code values extracted to the PIMS Incident Template to identify the place where the incident occurred. The incident location is entered in the Location field on the Information tab of the Incidents screen.

The screenshot shows the 'Incidents' screen with the 'Information' tab selected. The 'Location' grid at the bottom contains one entry with the location 'At an offsite alternative placement' selected in a dropdown menu. A red box highlights this dropdown menu.

Figure 3.16 – Incidents screen, Information tab, Location grid

Verify the Incident Place Code state values are defined in the **State Code** column of the Incident Location Lookup Table. The codes are listed in alphanumeric order by **Code**.

Code	Description
1	On school property/grounds
2	At an offsite alternative placement facility
3	At a school-sponsored event or an event within the school's jurisdiction
4	Off school grounds at an activity under the jurisdiction of another school
5	Off school grounds at an activity, function, or event sponsored by the school
6	On district provided public conveyance providing transportation to and from school
7	On district provided public conveyance providing transportation to a school-sponsored activity, event, or function
8	Off school grounds while en route to or from school

## Referral Results Lookup Table

Follow this path to access the Referral Results Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Discipline > Referral Results.**

The Referral Results Lookup table stores the Adjudication Code state values used to identify the type of adjudication of the offender for an incident. The referral results code is entered in the Referral Results field on the Information tab of the Student Disposition screen.

The screenshot shows the 'Student Disposition' form for student Abbott, Billy C. at Hope High School, Grade 12. The 'Referral to Law Enforcement' section is expanded, showing fields for 'Hearing Review Date', 'Referral Results' (highlighted with a red box), 'Police Report Num', and 'Was Referred to Law Enforcement'. Below this is the 'Associated Violations' table.

Line	Violation	View Order	Violation Description
1	<input checked="" type="checkbox"/>		Fighting

Figure 3.17 – Student Disposition, Referral to Law Enforcement section

Verify the Adjudication Code state values are defined in the **State Code** column of the Referral Results Lookup Table. The codes are listed in alphanumeric order by **Code**.

Code	Description
1	Adjudicated delinquent
2	Convicted as adult
3	Probation
4	Citation
5	Fined
6	Unknown

## Relationship to School Lookup Table

Follow this path to access the Referral Results Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Discipline > Relationship to School.**

The Relationship to School Lookup Table stores the Relationship to School state values used to identify the type of victim involved in the incident. The Relationship to School value is entered in the Relation to School field on the Information tab of the Other Involved Persons grid, which is located on the Incidents screen.

The screenshot shows the 'Incidents' screen for Incident ID 3. The 'Other Involved Persons' grid lists one person, 'Wilson'. The 'Information' tab for this person is active, showing fields for Personal Information. The 'Relation To School' dropdown menu is highlighted with a red box and contains the value '23'. Other fields include PersonID, First Name (R), Middle Name, Last Name (Wilson), Suffix, Gender, Race Or Ethnicity, Grade Level, and Birth Date.

Figure 3.18 – Incidents screen, Other Involved Person grid, Information tab

Verify the Relation to School state values are defined in the **State Code** column of the Relation to School Lookup Table. The codes are listed in alphanumeric order by **Code**.

Code	Description
1	Student
2	Student with IEP
3	Student from another school
4	Parent
5	Adult visitor / intruder
6	District employee
7	Other or unknown
8	School / school facility

## K12.DISCIPLINEINFO.PA LOOKUP TABLES

Verify that the following state code values are mapped in the following K12.DisciplineInfo.PA Lookup Table.

### Arrested Code Lookup Table

Follow this path to access the Arrested Code Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.DisciplineInfo.PA > Arrested Code.**

The Arrested Code Lookup table stores the Arrested code state values used to identify whether or not the offender was arrested for the incident. The arrested code is entered in the Arrested Code field on the Additional Information tab of the Discipline Incidents grid on the Student Incident screen.

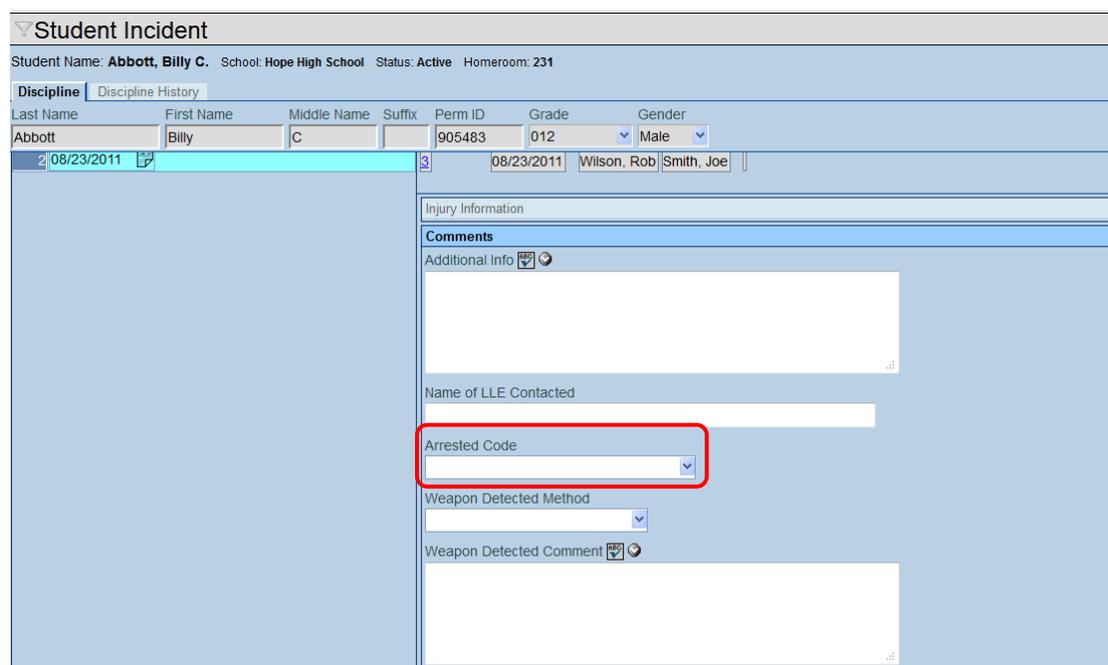


Figure 3.19 – Student Incident screen, Discipline Incidents grid, Additional Information tab

Verify the Arrested Code state values are defined in the **State Code** column of the Arrested Code Lookup Table. The codes are listed in alphanumeric order by **Code**.

Code	Description
N	Not arrested
YW	Arrested for weapons violation
YN	Arrested but not for weapons violation
P	Arrest pending

## Parent Involvement Lookup Table

Follow this path to access the Parent Involvement Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.DisciplinelInfo.PA > Parent Involvement.**

The Parent Involvement Lookup Table stores the Parent Involvement Code state values used to identify the type of parental involvement for the offender and the incident. The parental involvement code is entered in the Parental Involvement Code field on the Additional Information tab of the Discipline Incidents grid on the Student Incident screen.

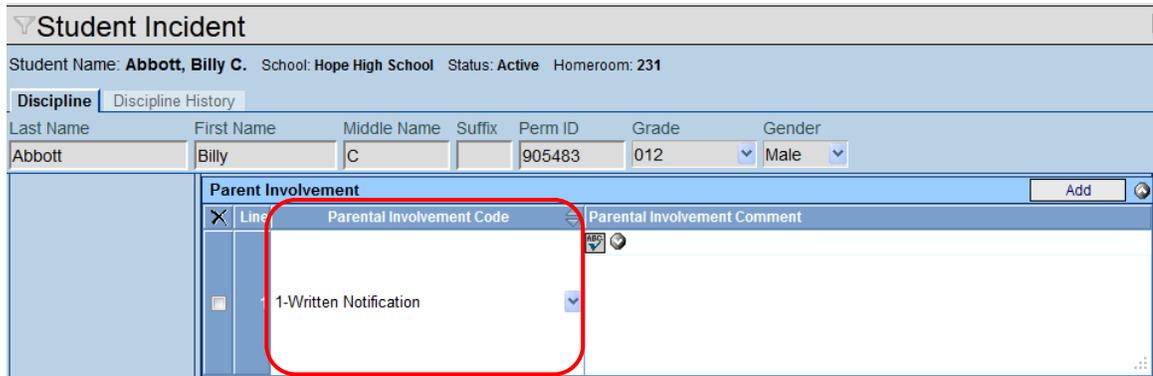


Figure 3.20 – Student Incident screen, Discipline Incidents grid, Additional Information tab, Parental Involvement grid

Verify the Parental Involvement Code state values are defined in the **State Code** column of the Parental Involvement Lookup Table. The codes are listed in alphanumeric order by **Code**.

Code	Description
1	Written notification
2	Telephone conference
3	School conference
4	Family counseling
5	Law enforcement/legal involvement
6	Other

## Weapon Detected Method Lookup Table

Follow this path to access the Weapon Detected Method Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.DisciplineInfo.PA > Weapon Detected Method.**

The Weapon Detected Method Lookup Table stores the weapon detected method state codes values that describe how the weapons involved in the incident by the offender were detected. The weapon detected method code is entered in the Weapon Detected Method field on the Additional Information tab of the Discipline Incidents grid on the Student Incident screen.

The screenshot shows the 'Student Incident' interface. At the top, it displays 'Student Name: Abbott, Billy C.', 'School: Hope High School', 'Status: Active', and 'Homeroom: 231'. Below this is a 'Discipline' tab with a 'Discipline History' sub-tab. A grid shows a single incident on '08/23/2011' for student 'Abbott, Billy C.' with a 'Perm ID' of '905483' and 'Grade' of '012'. The 'Additional Information' tab is active, showing fields for 'Injury Information', 'Comments', 'Name of LLE Contacted', 'Arrested Code', 'Weapon Detected Method' (highlighted with a red box), and 'Weapon Detected Comment'.

Figure 3.21 – Student Incident screen, Discipline Incidents grid, Additional Information tab

Verify the Weapon Detected Method state values are defined in the **State Code** column of the Weapon Detected Method Lookup Table. The codes are listed in alphanumeric order by **Code**.

Code	Description
1	Detected by scanner/security
2	Detected by school staff
3	Detected by fellow student
4	Detected by other adult visitor
5	Other

## K12.ENROLLMENT LOOKUP TABLES

Verify that the following state code values are mapped in the following K12.Enrollment Lookup Table.

### Access 504 Lookup Table

Follow this path to access the Access 504 Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Enrollment > Access 504.**

The Access 504 Lookup Table stores the values used in the ADA Status Indicator field on the Enrollment tab of the Student.PA screen. The ADA Status indicates whether the student qualifies as an individual with a disability, as defined in section 3 of the Americans with Disabilities Act of 1990 (ADA).

The screenshot shows the Student.PA screen for a student named Abbott, Billy C. The Enrollment tab is active. The ADA Status Indicator field is highlighted with a red box and contains the value '1'. Other fields include Last Name (Abbott), First Name (Billy), Middle Name (C), Perm ID (905483), Grade (12), Gender (Male), State Student Number (0001341311), Last Activity Date (08/09/2011), Effective Date, Grade (12), Previous Grade Exit Code, FTE (1.00), Tuition Payer Code (Eligible for state funding), Instructional Setting, Program Code (01), Special Enrollment Code, Special Program Code, and Homebound.

Figure 3.22 – Student.PA screen, Enrollment tab

Verify the ADA Status Indicator state code values are defined in the **State Code** column of the Access 504 Lookup Code Table. The codes are listed in alphanumeric order by **Code**.

Code	Description
N	No
Y	Yes

## Enter Code Lookup Table

Follow this path to access the Special Program Code Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Enrollment > Enter Code.**

The Enter Code Lookup Table stores the values used in the Enter Code field on the Enrollment tab of the Student.PA screen. The Enter code identifies the type of entry for student enrollment purposes.

The screenshot shows the 'Student.PA' interface with the 'Enrollment' tab selected. The student's name is 'Abbott, Billy C.' and the school is 'Hope High School'. The 'Enter Code' field in the 'Enrollment Information' section is highlighted with a red box and contains the value 'E1'. Other fields include 'Enter Date' (08/30/2011), 'Leave Date', and 'Leave Code' (ADA/ADM).

Figure 3.23 – Student.PA screen, Enrollment tab

Verify the Enter Code state code values are defined in the **State Code** column of the Enter Code Lookup Table. The codes are listed in alphanumeric order by **Code**.

Code	Description
E1	Student who was enrolled in this local education agency (LEA) on the last day of the prior school year and was promoted to the next grade level. Also include as E1 a student who is enrolling in kindergarten or who dropped out in the prior school year but returned and was promoted to the next grade level. E1 is used for the purpose of computer “roll over.”
E2	Student who has not previously, during the current school year, been enrolled in a Pennsylvania or out-of-state school. Include a student who transfers to the local education agency during the summer months.
E3	Student from outside of Pennsylvania who has not previously, during the current school year, been enrolled in a Pennsylvania school but who has, during the current school year, been enrolled in an out-of-state or out-of-country school
E4	Student who was enrolled in this local education agency on the last day of the prior school year and has been retained in grade level. Also include as E4 a student who dropped out in the prior school year but returned and was retained in grade level. E4 is used for the purpose of tracking a “retained student.”
R1	Student received from another room or group in the same school but remained in the same grade level.
R2	Student received from a public school operated by the same local education agency.
R3	Student received from a nonpublic school or a home education program in his/her school district of residence.
R4	Student received from a public school in Pennsylvania not operated by this local education agency and was not previously enrolled in this LEA during the current school year. Included is a student transferring from a comprehensive area vocational-technical school, charter school, intermediate unit-operated institutionalized children’s program or state-owned school located inside or outside the school district.

Code	Description
R5	Student received from a nonpublic school or a home education program in Pennsylvania but outside his/her school district of residence.
R6	Student returns to the same local education agency where previously entered in the current school year. R6 includes a student re-entering after a short-term stay in an institution.
R7	Student received from another state or country that was previously enrolled in a school in Pennsylvania during the current school year.
R8	Student re-enters the same school district after being expelled or dropping-out during the current school year.
R9	Student re-enters after his/her residency status changed and he/she remained in the same homeroom or school.
R10	Student received from another room or public school in the same local education agency due to grade level change.

### Leave Code Lookup Table

Follow this path to access the Leave Code Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Enrollment > Leave Code.**

The Leave Code Lookup Table stores the values used in the Leave Code field on the Enrollment tab of the Student.PA screen. The Leave code identifies the reason a student is no longer enrolled in the district.

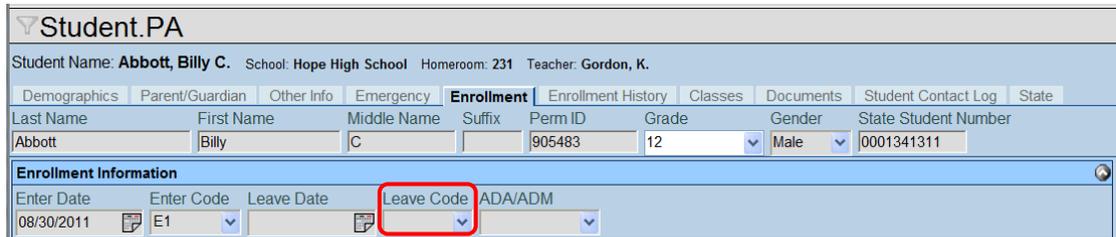


Figure 3.24 – Student.PA screen, Enrollment tab

Verify the Leave Code state code values are defined in the **State Code** column of the Leave Code Lookup Table. The codes are listed in alphanumeric order by **Code**.

Code	Description
W1	Student transferred to another room or group in the same school. Use with re-entry code R1.
W2	Student transferred to another public school in the same local education agency. Use with re-entry code R2.
W3	Student transferred to a nonpublic school or a home education program. Use W3 code for student who transfers to Job Corp with secondary education, and student educated out-of-state/foreign exchange program.
W4	Student moved from his/her school district of residence.
W5	Student transferred to and is reported by another local education agency.

Code	Description
W6	Student quit school after passing required attendance age or student is illegally absent for ten consecutive days and compulsory attendance prosecution is not being pursued. (See Chapter 11, Section 11.24, "Regulations of the State Board of Education.")
W7	Student issued a General Employment Certificate. Use W7 code for a student who joins Job Corp without secondary education.
W8	Student issued a Farm or Domestic Service Exemption Permit.
W9A	Student fulfilled graduation requirements.
W9B	Student withdrew early to attend a postsecondary institution.
W10	Student deceased.
W11	Student physically or mentally incapacitated. (See Section 1329 of "Pennsylvania Public School Code of 1949.")
W12	Student committed to correctional institution.
W13	Student drafted or enlisted in the military service.
W14	Student attended kindergarten and withdrew.
W15	Neglected or dependent student is in the care of a child care agency. Use this code until placement status is determined, and then replace with appropriate withdrawal code.
W16A	Runaway student or whereabouts of family unknown.
W16B	Student kidnapped.
W17	Student expelled.
W18	Student lacks proper immunization.
W19	Student's curriculum changed. W19 includes a student whose curriculum changed among the categories of regular education, special education, vocational education and alternative education. Use with re-entry code R1 or R2.
W20	Student's grade level changed during the current school year. Use with re-entry code R10.
W21	<p>Student's residency status changed. Examples of W21 include:</p> <ul style="list-style-type: none"> <li>• A nonresident student becomes a resident or vice versa</li> <li>• A nonresident student's district of residence changed</li> <li>• A nonresident institutionalized "1306 acknowledged" student becomes a nonresident institutionalized "1306 unknown district of residence" student.</li> </ul> <p>Use with re-entry code R1, R2 or R9.</p>

## Special Program Code Lookup Table

Follow this path to access the Special Program Code Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Enrollment > Special Program Code.**

The Special Program Code is used to identify a special education student, if that student is assigned at least one Challenge Type in the Special Ed Student Services screen.

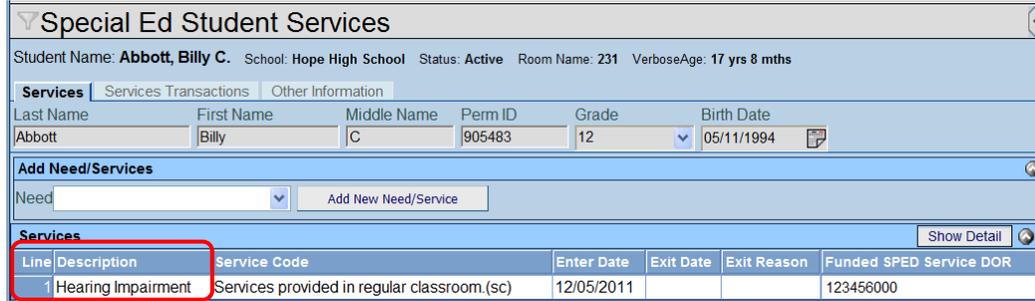


Figure 3.25 – Special Ed Student Services screen, Services tab

Verify the Special Education state code values are defined in the **State Code** column of the Special Program Code Table. The codes are listed in alphanumeric order by **Code**.

Code	Description
Y	Has IEP
E	Exited IEP < 2 years
N	No IEP or exited IEP > 2 years

## SRUserDd01 Lookup Table

Follow this path to access the SRUserDd01 Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Enrollment > SRUserDd01**. This table stores the district codes extracted for the Pennsylvania state reports.

This SRUserDd01 code is entered in the following fields on the Enrollment tab of the Student.PA screen:

- **District Code of Residence**
- **Funding District Code**

The screenshot shows the 'Student.PA' interface. At the top, it displays student information: Student Name: **Abbott, Billy C.**, School: **Hope High School**, Homeroom: **231**, Teacher: **Gordon, K.** Below this is a navigation bar with tabs: Demographics, Parent/Guardian, Other Info, Emergency, **Enrollment**, Enrollment History, Classes, Documents, Student Contact Log, and State. The main form area is divided into sections: Enrollment Information, Enrollment Activity, and **State Enrollment Activity**. The 'State Enrollment Activity' section contains several fields: 'Override ADA/ADM of No ADA Status Indicator' (checkbox), 'ADA Status Indicator' (dropdown with value '1'), 'District Code of Residence' (dropdown with value '123456000'), 'Funding District Code' (dropdown), 'Residence Status Code' (dropdown), 'Current District Code' (dropdown), and 'Current School Code' (dropdown). At the bottom, there are fields for 'Homebound Instruction Minutes', 'District Code of Sending Charter School', and 'Sending Charter School [Location] Code'. A red box highlights the 'District Code of Residence' and 'Funding District Code' fields.

Figure 3.26 – Student.PA screen, Enrollment tab

Verify the district state codes are defined in the State Code column of the SrUserDd01 Lookup Table.



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the SrUserDd01 Lookup Table with all of the valid District Code of Residence values; or enter the state values only for those District Code of Residence codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

## SRUserDd02 Lookup Table

Follow this path to access the SRUserDd02 Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Enrollment > SRUserDd02.**

This SRUserDd02 code is entered in the Residence Status Code field on the Enrollment tab of the Student.PA screen. The Residence Status Code identifies the residency status of the student as of the enrollment date on the enrollment transaction. If this field is left blank, A is used.



**Note:** Populate the withdrawal record with the old residence status code and the reentry record with the new residence status code for withdrawal-reentry transactions associated with residence status changes,.

The screenshot shows the 'Student.PA' interface with the 'Enrollment' tab selected. The student's name is 'Abbott, Billy C.' and the school is 'Hope High School'. The 'Residence Status Code' dropdown menu is highlighted with a red box. Other fields visible include 'District Code of Residence' (123456000) and 'Funding District Code'.

Figure 3.27 – Student.PA screen, Enrollment tab

Verify the Residence Status state codes are defined in the State Code column of the SrUserDd02 Lookup Table. The codes are listed in alphanumeric order by **Code**.

Code	Description
A	Resident (includes 1302 guardianship and resident foster children)
B	1305: non-resident foster child (resident foster parents)
C	1305: non-resident foster child (non-resident foster parent)
D	1306: institutionalized non-resident, unknown district of residence
E	1306: institutionalized non-resident, unknown district of residence — detention
F	1306: institutionalized non-resident acknowledged
G	Non-resident district paid tuition
H	Non-resident parent paid tuition
I	Non-resident tuition waiver instate
J	Non-resident OOS

## SRUserDd03 Lookup Table

Follow this path to access the SRUserDd03 Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Enrollment > SRUserDd03**. This table stores the Sending Charter School [Location] codes extracted for the Pennsylvania state reports.

This SRUserDd03 code is entered in the Sending Charter School [Location] Code field on the Enrollment tab of the Student.PA screen. The Sending Charter School [Location] Code is the four-digit school code that identifies the charter school that contacted with the educating LEA to educate a charter school student.

The screenshot shows the 'Student.PA' interface with the 'Enrollment' tab selected. The student's name is 'Abbott, Billy C.' and the school is 'Hope High School'. The 'State Enrollment Activity' section contains several dropdown menus: 'Override ADA/ADM of No ADA Status Indicator' (set to 1), 'District Code of Residence' (123456000), 'Funding District Code', 'Residence Status Code', 'Current District Code', and 'Current School Code'. At the bottom, the 'Sending Charter School [Location] Code' field is highlighted with a red box.

Figure 3.28 – Student.PA screen, Enrollment tab

Verify that the Sending Charter School [Location] codes are defined in the State Code column of the SrUserDd03 Lookup Table.



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the SrUserDd03 Lookup Table with all of the valid Sending Charter School [Location] Code values; or enter the state values only for those Sending Charter School [Location] codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

## SRUserDd04 Lookup Table

Follow this path to access the SRUserDd04 Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Enrollment > SRUserDd04**. This table stores the District of Sending Charter School codes extracted for the Pennsylvania state reports.

This SRUserDd04 code is entered in the District Code of Sending Charter School field on the Enrollment tab of the Student.PA screen. The District Code of Sending Charter School is the nine-digit AUN that identifies the charter school that contacted with the educating LEA to educate a charter school student.

The screenshot shows the 'Student.PA' interface with the 'Enrollment' tab selected. The student's name is 'Abbott, Billy C.' and the school is 'Hope High School'. The 'State Enrollment Activity' section contains several dropdown menus: 'Override ADA/ADM of No ADA Status Indicator' (set to 1), 'District Code of Residence' (123456000), 'Funding District Code', 'Residence Status Code', 'Current District Code', 'Current School Code', 'Homebound Instruction Minutes', 'District Code of Sending Charter School' (highlighted with a red box), and 'Sending Charter School [Location] Code'.

Figure 3.29 – Student.PA screen, Enrollment tab

Verify the District Code of Sending Charter School codes are defined in the State Code column of the SrUserDd04 Lookup Table.



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the SrUserDd04 Lookup Table with all of the valid District Code of Sending Charter School values; or enter the state values only for those District Code of Sending Charter School codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

## SRUserDd05 Lookup Table

Follow this path to access the SRUserDd05 Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Enrollment > SRUserDd05**. This table stores the current district codes extracted for the Pennsylvania state reports.

The SRUserDd05 code is entered in the Current District Code field on the Enrollment tab of the Student.PA screen.

The screenshot shows the 'Student.PA' screen with the 'Enrollment' tab selected. The student's name is 'Abbott, Billy C.' and the school is 'Hope High School'. The 'Enrollment Information' section shows an enter date of '08/30/2011' and an enter code of 'E1'. The 'State Enrollment Activity' section contains several dropdown menus, with the 'Current District Code' field highlighted by a red rectangle. Other fields include 'District Code of Residence' (123456000), 'Funding District Code', 'Residence Status Code', and 'Current School Code'.

Figure 3.30 – Student.PA screen, Enrollment tab, Current District Code field

Verify the Current District state codes are defined in the State Code column of the SRUserDd05 Lookup Table.



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the SrUserDd05 Lookup Table with all of the valid Current District code values; or enter the state values only for those Current District codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

## SRUserDd06 Lookup Table

Follow this path to access the SRUserDd06 Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Enrollment > SRUserDd06**. This table stores the current school codes extracted for the Pennsylvania state reports.

The SRUserDd06 code is entered in the Current School Code field on the Enrollment tab of the Student.PA screen.

The screenshot shows the 'Student.PA' screen for a student named 'Abbott, Billy C.' at 'Hope High School'. The 'Enrollment' tab is active. The 'Current School Code' field in the 'State Enrollment Activity' section is highlighted with a red box. Other fields include 'Enter Date' (08/30/2011), 'Enter Code' (E1), 'Leave Date', 'Leave Code', 'ADA/ADM', 'District Code of Residence' (123456000), 'Funding District Code', 'Residence Status Code', 'Current District Code', and 'Homebound Instruction Minutes'.

Figure 3.31 – Student.PA screen, Enrollment tab, Current School Code field

Verify the Current School state codes are defined in the State Code column of the SrUserDd06 Lookup Table.



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the SrUserDd06 Lookup Table with all of the valid Current School code values; or enter the state values only for those Current School codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

## K12.PA LOOKUP TABLES

Verify that the following state code values are mapped in the following K12.PA Lookup Table.

### County Codes Lookup Table

Follow this path to access the County Codes Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.PA > County Codes.**

The County Codes code is entered in the **Home Address County Code** field on the State tab to identify the county where the student’s mailing address is located.

The screenshot shows the 'Student.PA' interface. At the top, it displays student information: Student Name: **Abbott, Billy C.**, School: **Hope High School**, Homeroom: **231**, Teacher: **Gordon, K.** Below this is a navigation bar with tabs: Demographics, Parent/Guardian, Other Info, Emergency, Enrollment, Enrollment History, Classes, Documents, Student Contact Log, and **State**. The 'State' tab is active, showing a table with columns: Last Name, First Name, Middle Name, Suffix, Perm ID, Grade, Gender, and State Student Number. The data row shows: Last Name: **Abbott**, First Name: **Billy**, Middle Name: **C**, Suffix: (empty), Perm ID: **905483**, Grade: **12**, Gender: **Male**, State Student Number: **0001341311**. Below the table is the 'General' section. It contains a 'Student Status' dropdown menu and a 'Home Address County Code' dropdown menu. The 'Home Address County Code' dropdown is highlighted with a red box and shows the value **01-Adams**. Below these are checkboxes for 'Economically Disadvantaged Status', 'Guardian Relationship', 'Repeating Last Year', 'Single Parent', 'Displaced Homemaker', and 'Foreign Exchange Student'. There are also dropdown menus for 'No' and 'M'.

Figure 3.32 – Student.PA screen, State tab with County Code field

Verify the Home Address County Code state codes are defined in the State Code column of the County Code Lookup Table. Refer to “Appendix D – State and County Codes” in the *Pennsylvania Information Management System User Guide, Volume 2*. Use the following URL to download this guide from the Pennsylvania Information Management System (PIMS) Web site: [http://www.portal.state.pa.us/portal/server.pt/community/pims-pennsylvania\\_information\\_management\\_system/8959](http://www.portal.state.pa.us/portal/server.pt/community/pims-pennsylvania_information_management_system/8959).



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the County Code Lookup Table with all of the valid state values; or enter the state values only for those county codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

## Employment Verification Lookup Table

Follow this path to access the County Codes Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.PA > Employment Verification.**

The Employment Verification code is entered in the **Employment Eligibility Verification** field on the General tab of the State.PA screen.

The screenshot shows the 'Staff.PA' screen for a staff member named Aderson, Gordon. The 'General' tab is active. The 'Employment Eligibility Verification' dropdown menu is highlighted with a red box. The dropdown menu is currently empty, and the 'School Security Officers' sub-menu is open, showing 'Staff Qualification Status Code' and 'Authorized to Carry Weapon Indicator' options.

Figure 3.33 – Staff.PA screen, General tab

Verify the Employment Eligibility Verification state codes are defined in the State Code column of the Employment Verification Lookup Table. The codes are listed in alphanumeric order by **Code**.

Code	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)
1022	Alien registration receipt card with photograph (INS Form I-151 or I-155)
1023	Unexpired temporary resident card (INS Form I-688)
1024	Unexpired employment authorization card (INS Form I-688A)
1025	Unexpired reentry permit (INS Form I-327)
1026	Unexpired refugee travel document (INS Form I-571)
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)

Code	Description
1034	Unexpired employment authorization document issued by the INS (other than those listed above)
9999	Other

## Gifted Talented

Follow this path to access the Gifted Talented Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.PA > Gifted Talented.**

The Gifted Talented code is entered in the Gate Code field when a GATE record is entered for a student in the Student GATE screen.

The screenshot shows the 'Student GATE' interface. At the top, it displays 'Student Name: Zuniga, Kathleen', 'School: Hope High School', 'Status: Active', and 'Room: ANNX'. Below this is a form for student details with fields for Last Name (Zuniga), First Name (Kathleen), Middle Name, Suffix, Perm ID (117756), Grade (011), and Gender (Female). The 'Current GATE Code' section includes fields for Gate Code (GN-Gifted, does not have), Enter Date (05/29/2012), Gate Grade (Grade 11), Gate Program, and Number Times Tested. There are also checkboxes for Gate Category: High Achievement, Intellectual, Leadership, Specific Academic, and Visual/Performing Arts (checked). The 'GATE History' section is a table with columns: Line, Enter Date, Gate Code, Gate Grade, Exit Date, Exit Reason, Test Scores (Test, FS, Partial, Screen, MC), and Comment. The first row shows Line 1, Enter Date 05/29/2012, Gate Code Gt, Gate Grade Grade 11, and Test Scores.

Figure 3.34 – Student GATE screen

Verify the following state codes are defined in the **State Code** column of the Gifted Talented Lookup Table. The codes are listed in alphanumeric order by **Code**.

Code	Description
GN	Gifted, does not have GIEP
GY	Gifted, does have GIEP
N	Not Applicable

## Guardian Relationship Lookup Table

Follow this path to access the Guardian Relationship Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.PA > Guardian Relationship.**

The Guardian Relationship code is entered in the **Guardian Relationship** field on the State tab to identify a person’s status in relation to legal adulthood, as specified by state law.

The screenshot shows the 'Student.PA' screen with the 'State' tab selected. The student's name is 'Abbott, Billy C.', school is 'Hope High School', and teacher is 'Gordon, K.'. The 'Guardian Relationship' field is highlighted with a red box and contains the value 'M'. Other fields include 'Economically Disadvantaged Status' (No), 'Repeating Last Year' (unchecked), 'Single Parent' (unchecked), 'Displaced Homemaker' (unchecked), and 'Foreign Exchange Student' (unchecked).

Figure 3.35 – Student.PA screen, State tab with Guardian Relationship field

Verify the following state codes are defined in the **State Code** column of the Guardian Relationship Lookup Table. The codes are listed in alphanumeric order by **Code**.

Code	Description
A	Adult
E	Emancipated minor
M	Minor (for the purposes of PIMS, a student is considered a minor until the age of 21)

## Local Contract Lookup Table

Follow this path to access the County Codes Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.PA > Local Contract.**

The Local Contract code is entered in the **Local Contract** field on the General tab of the State.PA screen.

The screenshot shows the 'Staff.PA' screen with the 'General' tab selected. The 'Default Position Status' dropdown menu is open, and 'Local Contract' is selected and highlighted with a red box. Other visible fields include Last Name: Aderson, First Name: Gordon, Middle Name: (empty), Suffix: (empty), Gender: Male, Type: Teacher, Current Hire Date: 07/29/2007, Current Exit Date: (empty), Termination Code: (empty), Employment Eligibility Verification: (empty), Default Job Class: 12, Default Assignment Type: Teacher, and FTE: 1.00. There are also checkboxes for 'Exclude From State Reporting', 'Do Not Display in ParentVUE', and 'Authorized to Carry Weapon Indicator'.

Figure 3.36 – Staff.PA screen, General tab

Verify the Local Contract state codes are defined in the State Code column of the Local Contract Lookup Table. The codes are listed in alphanumeric order by **Code**.

Code	Description
N	Is in Negotiations
Y	Has a Current Contract

## Staff Qualification Status Lookup Table

Follow this path to access the Staff Qualification Status Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.PA > Staff Qualification Status.**

The Staff Qualification Status code is entered in the **Staff Qualification Status** field on the General tab of the State.PA screen.

Figure 3.37 – Staff.PA screen, General tab

Verify the Staff Qualification Status state codes are defined in the State Code column of the Staff Qualification Status Lookup Table. The codes are listed in alphanumeric order by **Code**.

Code	Description
SSO	School Security Officer
SRO	School Resource Officer
SPO	School Police Officer

## Student Status Lookup Table

Follow this path to access the Student Status Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.PA > Student Status.**

The Student Status code is entered in the **Student Status** field on the State tab to identify the current status of the student.

The screenshot shows the 'Student.PA' screen with the 'State' tab selected. The student's name is 'Abbott, Billy C.' and the 'Student Status' field is highlighted with a red box. The 'Home Address County Code' is '01-Adams'. Other fields include 'Last Name', 'First Name', 'Middle Name', 'Suffix', 'Perm ID', 'Grade', 'Gender', and 'State Student Number'.

Figure 3.38 – Student.PA screen, State tab with Student Status field

Verify the following state codes are defined in the **State Code** column of the Student Status Lookup Table. The codes are listed in alphanumeric order by **Code**.

Code	Description
A	Home schooled student attending public school part-time
B	Court placed (not in a foster home)
D	Special Education student placed outside district
E	Special Education student placed inside district
F	Student placed into an alternative education program
G	Special Education student placed into an Alternative Education program
H	APS student — funding approved
I	Student attends IU
J	ELL student tested outside district/school
K	Special Education student placed in a hospital
L	Special Education student placed in a correctional facility
M	Special Education student placed in a day treatment / education program
N	Special Education student placed in a residential treatment / education program
O	Non-Public student attending a public school part-time or full-time
P	APS student — funding not approved
R	Agency placed (not in a foster home)

## Termination Code Lookup Table

Follow this path to access the Termination Code Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.PA > Termination Code.**

The Termination Code is entered in the **Termination Code** field on the General tab of the State.PA screen.

Figure 3.39 – Staff.PA, General tab

Verify the Termination Code state codes are defined in the State Code column of the Termination Code Lookup Table. The codes are listed in alphanumeric order by **Code**.

Code	Description
01	Resigned / Terminated, Remained in Education
02	Resigned / Terminated, Left Education
03	Furloughed / Laid Off
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)

## Yearsinusschools Lookup Table

Follow this path to access the Yearsinusschools Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.PA > Yearsinusschools.**

The Years in US Schools code is entered in the **Years in US Schools** field on the Other Info tab when a student meets the Title III immigrant definition for federal funding purpose, as follows:

- the student is of age 3 – 21;
- the student was not born in any state; and
- the student has not been attending one or more schools in any one or more states for more than three full academic years.

The screenshot shows the 'Student.PA' interface with the 'Other Info' tab selected. The 'Years in US Schools' dropdown menu is highlighted with a red box. The form contains the following data:

Student.PA							
Student Name: <b>Abbott, Billy C.</b> School: Hope High School Homeroom: 231 Teacher: Gordon, K.							
Demographics   Parent/Guardian   <b>Other Info</b>   Emergency   Enrollment   Enrollment History   Classes   Documents   Student Contact Log   State							
Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender	State Student Number
Abbott	Billy	C		905483	12	Male	0001341311
Other Information							
District Enter Date	Original Enter Code	Original Enter Grade	Final Withdrawal Date	Immigration Date			
08/09/2011							
State Entry Date	School Entry Date	First Date Enrolled in a US School	Years in US Schools	Grade 9 Entry Date			
		08/09/1999					
Psych Records	Special Ed Screening Date	Family Code	Dwelling Type	Social Security Number			
	09/25/2001	Two adult family	House	123-45-6789			

Figure 3.40 – Student.PA screen, Other Info tab with Years in US Schools field

Verify the following state codes are defined in the **State Code** column of the Yearsinusschools Lookup Table. The codes are listed in alphanumeric order by **Code**.

Code	Description
1	0-12 months (1 year)
2	13-24 months (2 years)
3	25-36 months (3 years)

## K12.PROGRAMINFO LOOKUP TABLES

Verify that the following state code values are mapped in the following K12.ProgramInfo Lookup Table.

### FRM Code Lookup Table

Follow this path to access the FRM Code Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.ProgramInfo > FRM Code.**

This table stores the FRM Code values used to identify a student that is eligible to participate in the Free and Reduced Meals program. It is also used to determine if a student is economically disadvantaged, if the Economic Disadvantaged Status Code entered on the State tab of the Student.PA screen is blank. A student is identified as economically disadvantaged when that student is eligible to participate in the Free and Reduced Meal program.

This FRM Code is entered in the **Frm Code** field on the **Student Programs > Free and Reduced Meals > FRM** tab.

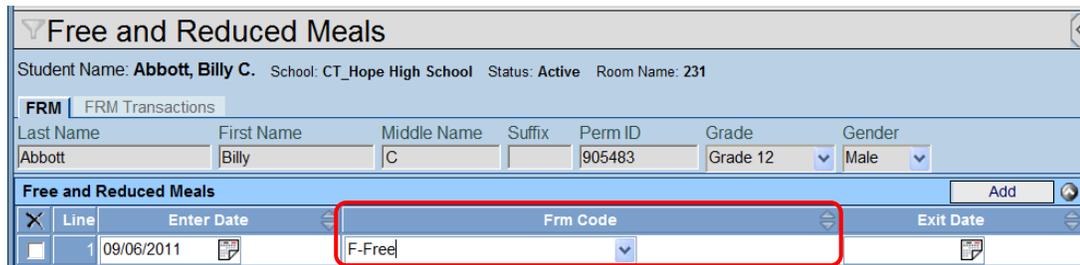


Figure 3.41 — Free and Reduced Meals screen, FRM tab

Verify the following state codes are defined in the **State Code** column of the FRM Code Lookup Table. The codes are listed in alphanumeric order by **Code**.

Code	Description
FF	Free Eligible / Free Participating
FN	Free Eligible / Not Participating
FR	Free Eligible / Reduced Price Participation
NN	Not Eligible or Participating
RN	Reduced Price Eligible / Not Participating
RR	Reduced Price Eligible / Reduced Price Participating

## GATE Code Lookup Table

Follow this path to access the GATE Code Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.ProgramInfo > GATE Code.**

This table stores the GATE Code values. The GATE Code identifies students that are considered gifted with or without a Gifted IEP.

The GATE Code is entered in the **Gate Code** field on the **Student GATE > Student GATE** screen.

The screenshot shows the 'Student GATE' interface for a student named Ashley Acevedo. The 'Current GATE Code' section is highlighted with a red box, showing the 'Gate Code' as 'GY-Gifted, has GIEP', 'Enter Date' as '02/01/2012', and 'Gate Grade' as 'Grade 10'. Below this, the 'GATE History' table is visible with one entry for the same date and code.

Student GATE						
Student Name: <b>Acevedo, Ashley</b> School: Hope High School Status: Active Room:						
Student GATE						
Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender
Acevedo	Ashley			901830	10	Female
Current GATE Code						
Gate Code	Enter Date	Gate Grade	Gate Program	Number Times Tested		
GY-Gifted, has GIEP	02/01/2012	Grade 10				
GATE Category						
<input type="checkbox"/> High Achievement <input type="checkbox"/> Intellectual <input type="checkbox"/> Leadership <input type="checkbox"/> Specific Academic <input type="checkbox"/> Visual/Performing Arts						
GATE History						
Line	Enter Date	Gate Code	Gate Grade	Exit Date	Exit Reason	Test Scores
1	02/01/2012	GY	Grade 10			Test FS Partial Screen MC Comment

Figure 3.42 — Student GATE screen

Verify the following state codes are defined in the **State Code** column of the GATE Code Lookup Table. The codes are listed in alphanumeric order by **Code**.

Code	Description
GN	Gifted, does not have a GIEP
GY	Gifted, does have a GIEP
N	Not gifted

## K12.PROGRAMINFO.PA LOOKUP TABLES

Verify that the following state code values are mapped in the following K12.ProgramInfo.PA Lookup Table.

### Homeless Code Lookup Table

Follow this path to access the Homeless Code Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.ProgramInfo.PA > Homeless.**

This table stores the Homeless Code values used to identify a student that is homeless or doubled up. This Homeless Code is entered in the **Homeless Code** field on the **Student Programs > Needs** screen.

The screenshot shows the 'Student Needs.PA' interface. At the top, it displays student information: Student Name: Zuniga, Kathleen; School: Hope High School; Status: Active; Room Name: ANNX; Age: 16 yrs 11 mths. Below this is a 'Needs' section with a table listing needs. The first need is 'Homeless'. To the right of this table is a detailed form for the selected need. The 'Program Code' dropdown is set to 'Homeless'. The 'Enter Date' is 08/26/2011. The 'Exit Date' and 'Exit Reason' fields are empty. The 'Program Intensity' and 'Program Comment' fields are also empty. The 'Homeless' dropdown menu is open, showing 'S-Shelter (transitional housing, awaiting foster care)' selected. The 'Provider Type Code' field is empty.

Figure 3.43 — Student Programs Needs screen

Verify the following state codes are defined in the **Homeless Code** column of the Homeless Code Lookup Table. The codes are listed in alphanumeric order by **Code**.

Code	Description
S	Shelter, transitional housing, awaiting foster care
D	Doubled up
U	Unsheltered (e.g., cars, parks, campgrounds, temporary trailer, abandoned building)
H	Hotels/motels

### Program Provider Type Code Lookup Table

Follow this path to access the Program Provider Type Code Lookup Table:  
**Synergy SIS > System > Setup > Lookup Table Definition > K12.ProgramInfo.PA > Progprovidertypecode.**

This table stores the Program Provider Type Code values used to identify the number of the provider or agency from which the student is receiving SES tutoring services. This field is required only for students where the Student Needs program code is 003 – SES Tutoring (Federal) – Reading or 004 – SES Tutoring (Federal) - Math.

This Program Provider Type Code is entered in the **Program Provider Type Code** field on the **Student Programs > Needs** screen.

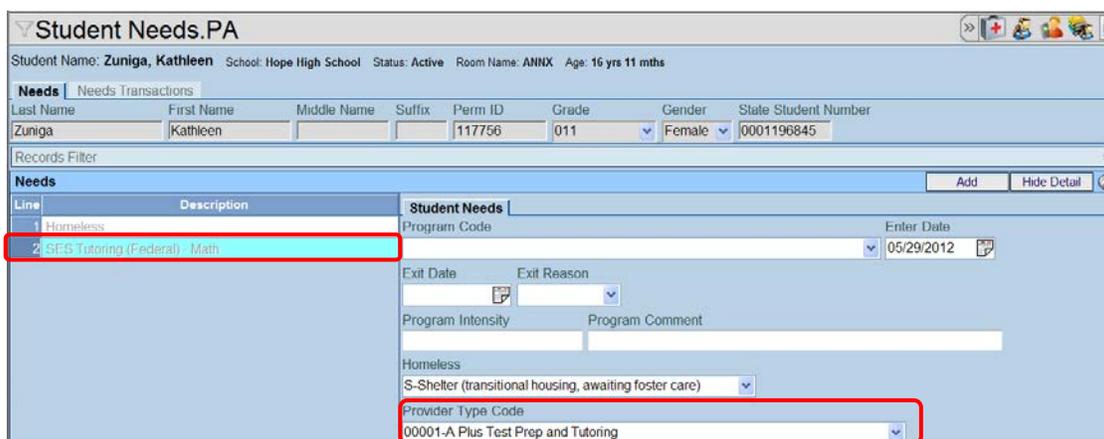


Figure 3.44 — Student Programs Needs screen

Verify the Program Provider Type state codes are defined in the State Code column of the Programprovidertypecode Lookup Table.



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the Programprovidertypecode Lookup Table with all of the Program Provider Type values; or enter the state values only for those Program Provider Type codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

## K12.SCHEDULEINFO LOOKUP TABLES

Verify that the following state code values are mapped in the following K12.ScheduleInfo Lookup Table.

### Instructional Strategy Lookup Table

Follow this path to access the Instructional Strategy Code Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.ScheduleInfo > Instructional Strategy**.

The Instructional Strategy code identifies the method used to deliver instruction to the student in a course section. This code is extracted for the Course Delivery Model Code field on the PIMS Student Course Enrollment extract,

The Instructional Strategy code is entered in the Instructional Strategy field on the Current Students tab of the Section screen.

Figure 3.45 – Section screen

Verify the following state codes are defined in the **State Code** column of the Instructional Strategy Lookup Table. The codes are listed in alphanumeric order by **Code**.

Code	Description
0340	In School
0341	Other K-12 Educational Institution
0342	Post-secondary Facility
0752	Community Facility
0754	Hospital
0997	Business
2192	Home

Code	Description
3018	Library/Media Center
9998	Online Course
9999	Other

## K12.SETUP.PA LOOKUP TABLES

Verify that the following state code values are mapped in the following K12.Setup.PA Lookup Table.

### Calendar Program Code Lookup Table

Follow this path to access the Calendar Program Code Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Setup.PA > Calendar Program Code.**

This table stores the Calendar Program Code values used to provide additional context for calendars created by LEAs for students in certain special situations

Enter the Calendar Program Code in the **Calendar Program Code** field on the **PA > Setup > State Requirements > School Calendar Details** screen.

The screenshot shows the 'SchoolCalendar.Detail' screen. The 'Calendar Programs Code' dropdown menu is highlighted with a red rectangle. Other visible fields include 'Calendar Description', 'Track', 'Rotation Pattern Code', and 'Graduation Ceremony Date'. Below these are several numerical input fields for session loss and make-up days, all currently set to 0.

Figure 3.46 — School Calendar Detail screen

Verify the following state codes are defined in the **State Code** column of the Calendar Program Code Lookup Table. Refer to “Appendix R – Calendar Program Codes” in the *Pennsylvania Information Management System User Guide, Volume 2*. Use the following URL to download this guide from the Pennsylvania Information Management System (PIMS) Web site: [http://www.portal.state.pa.us/portal/server.pt/community/pims-pennsylvania\\_information\\_management\\_system/8959](http://www.portal.state.pa.us/portal/server.pt/community/pims-pennsylvania_information_management_system/8959).



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the Calendar Program Code Lookup Table with all of the valid state values; or enter the state values only for those calendar programs that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional

codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

## Rotation Pattern Code Lookup Table

Follow this path to access the Rotation Pattern Code Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Setup.PA > Rotation Pattern Code.**

This table stores the Rotation Pattern Code values.

Enter the Pattern Rotation Code in the **Rotation Pattern Code** field on the **PA > Setup > State Requirements > School Calendar Details** screen.

Figure 3.47 — School Calendar Detail screen

Verify the following state codes are defined in the **State Code** column of the Rotation Pattern Code Lookup Table. The codes are listed in alphanumeric order by **Code**.

Code	Description
H	Half Day (Part-Time CTC, AVTS, PD, K)
1	One Week
2	Two Weeks
3	Three Weeks
9	Nine Weeks
S	Semester
O	Other
A	Alternative Day (Part-Time PD or K)

## K12.STAFF. LOOKUP TABLES

Verify that the following state code values are mapped in the following K12.Staff Lookup Table.

### Job Class Lookup Table

Follow this path to access the Rotation Pattern Code Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Staff > Job Class.**

This table stores the Job Class values. The Job Class reflects the nature and degree of an individual's participation in the work force.

Enter the Job Class in the **Default Job Class** field in the Other Info section of the **Staff.PA** screen.

The screenshot shows the 'Staff.PA' screen for a staff member named Aderson, Gordon. The 'Other Info' section is expanded, showing fields for 'Current Hire Date', 'Current Exit Date', 'Termination Code', 'Default Position Status', 'Local Contract', and 'Employment Eligibility Verification'. The 'Default Job Class' dropdown menu is highlighted with a red box and shows the value 'Contractual, er'.

Figure 3.48 — Staff.PA screen. Other Info section

Verify the following state codes are defined in the **State Code** column of the Job Class Lookup Table. The codes are listed in alphanumeric order by **Code**.

Code	Description
1379	Contractual, employed directly by LEA
1383	Employed or affiliated with outside organization (sub-contracted)
1386	Other employment status

## Position Status Lookup Table

Follow this path to access the Position Status Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Staff > Position Status.**

This table stores the Position Status values. The Position Status identifies an employee's employment status. The value extracted for the PIMS Staff Template and PIMS Staff Snapshot Template is based on the employee's Default Position Status, as documented in the state code table.

Enter the Position Status in the **Default Position Status** field in the Other Info section of the **Staff.PA** screen.

The screenshot shows the 'Staff.PA' screen for a staff member named Aderson, Gordon. The 'Other Info' section is expanded, showing fields for 'Current Hire Date' (07/29/2007), 'Current Exit Date', 'Termination Code', 'Exclude From State Reporting', and 'Do Not Display in ParentVUE'. The 'Default Position Status' dropdown menu is highlighted with a red box and is set to 'Active'. Other fields include 'Local Contract', 'Employment Eligibility Verification', and 'Default Job Class' (Contractual, er).

Figure 3.49 — Staff.PA screen, Other Info section

Verify the following state codes are defined in the **State Code** column of the Position Status Lookup Table. The codes are listed in alphanumeric order by **Code**.

Code	Description	Extract Value
Blank	Active	1 – Active
A	Active	
T	Terminated	2 – Terminated
H	Charter School	3 – Appropriate leave code for any individual on leave for an extended period of 1 or more semesters
M	Military Leave	
O	Other	
S	Sabbatical Leave	
U	Suspension	
W	Workers' Compensation	

## K12.STAFF.PA LOOKUP TABLES

Verify that the following state codes are mapped in the following K12.Staff.PA Lookup Tables.

### Activity Code Lookup Table

Follow this path to access the Activity Code Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.StaffInfo.PA > Activity Code.**

The Activity Code identifies the type of qualification or training that a staff member has received. It is assigned in the Development Facts Records grid on the Credentials tab of the Staff.PA screen.

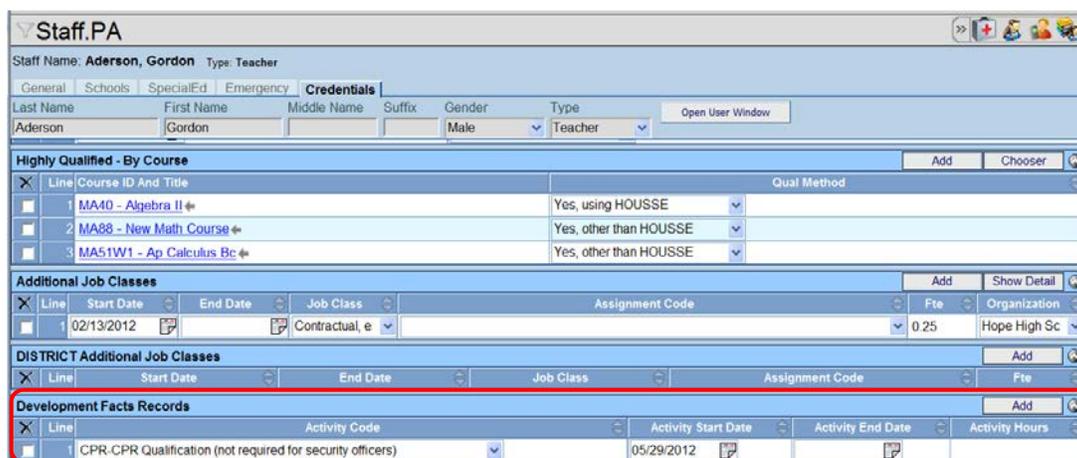


Figure 3.50 – Staff.PA screen, Credentials tab, Development Facts Records grid

Verify the following state codes are defined in the **State Code** column of the Activity Code Lookup Table. The codes are listed in alphanumeric order by **Code**.

Code	Description
INITIAL	Initial Training Date
WEAP	Firearms qualification (not required for security officers)
CPR	CPR qualification (not required for security officers)
FIRSTAID	First Aid qualification (not required for security officers)
MPOETC	MPOETC training
NASRO	NASRO training
LOCAL	Local training

## Assignment Code Lookup Table

Follow this path to access the Assignment Code Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.StaffInfo.PA > Assignment Code.**

The Assignment Code identifies certified or non-certified assignment assigned to a staff member. Use 9998 for school security staff.

The Assignment Code is assigned to:

- School personnel in the Additional Job Classes grid on the Credentials tab of the Staff.PA screen
- District personnel in the DISTRICT Additional Job Classes grid on the Credentials tab of the Staff.PA screen

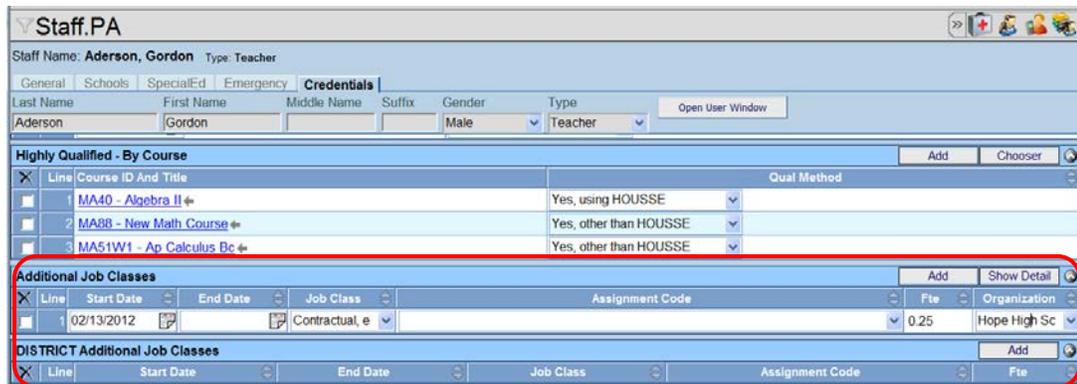


Figure 3.51 – Staff.PA screen, Credentials tab, Additional Job Classes grid/DISTRICT Additional Job Class grid

Verify the Assignment state codes are defined in the **State Code** column of the Assignment Code Lookup Table. Refer to “Appendix B – Staff Assignment Codes” in the *Pennsylvania Information Management System User Guide, Volume 2, v1.1*. Use the following URL to download this guide from the Pennsylvania Information Management System (PIMS) Web site: [http://www.portal.state.pa.us/portal/server.pt/community/pims-pennsylvania\\_information\\_management\\_system/8959](http://www.portal.state.pa.us/portal/server.pt/community/pims-pennsylvania_information_management_system/8959).



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the Assignment Code Lookup Table with all of the valid state values; or enter the state values only for those assignment codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

After importing the state codes, you can manually enter additional codes in this table, if applicable.

# REVELATION LOOKUP TABLES

Verify that the following state code values are mapped in the following Revelation Lookup Tables.

## Ethnicity Lookup Table

Follow this path to access the Ethnicity Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > Revelation > Ethnicity**. Use this table to define the state codes for the student’s race.

The student’s race is identified in the **Race and Ethnicity** section of the **Student.PA > Demographics** tab.

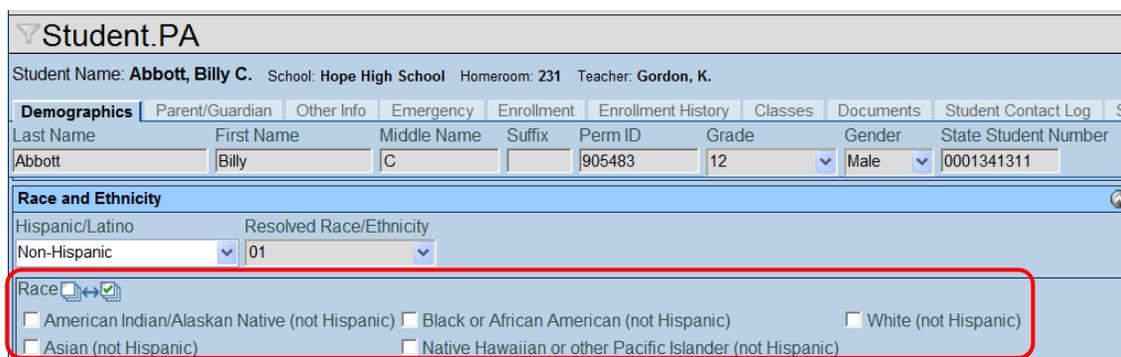


Figure 3.52 – Student.PA screen, Demographics tab

Each race field is extracted as a Y or N value, where Y indicates the student is of that race and N indicates that the student is not of that race. The value assigned in the Alt Code 3 field on the Ethnicity Lookup Table determines the value extracted.

Name: Ethnicity Namespace: Revelation Locked: N							
<input type="checkbox"/> Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code							
Place a H in alt code 3 column for any ethnicity that is Hispanic.							
Lookup Values							
X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3
<input type="checkbox"/>	1	1	1	American Indian/Alaskan Native (not H			AI
<input type="checkbox"/>	2	3	3	Black or African American (not Hispan			B
<input type="checkbox"/>	3	5	5	White (not Hispanic)			W
<input type="checkbox"/>	4	9	9	Asian (not Hispanic)			A
<input type="checkbox"/>	5	10	10	Native Hawaiian or other Pacific Island			P

Figure 3.53 – Revelation, Ethnicity Lookup Table

For example, if a student has the Asian (not Hispanic) and Black or African American (not Hispanic) Race check boxes selected on Student.PA > Demographics tab, the extracted race value are calculated as follows:

- Race – American Indian = N
- Race – Asian = Y
- Race – Black = Y
- Race – Pacific Islander = N
- Race – White = N

The following table shows the **Alt Code 3** value assigned to each Ethnicity state code.

Code	Description	Alt Code 3
1	American Indian or Alaskan Native	AI
3	Asian	A
5	Black or African American	B
9	Native Hawaiian or Other Pacific Islander	P
10	White	W

## Gender Lookup Table

Follow this path to access the Country Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > Revelation > Gender**. Use this table to define the state codes for the student’s gender.

The Gender is entered in the **Gender** field on the **Student.PA > Demographics** tab for each student.

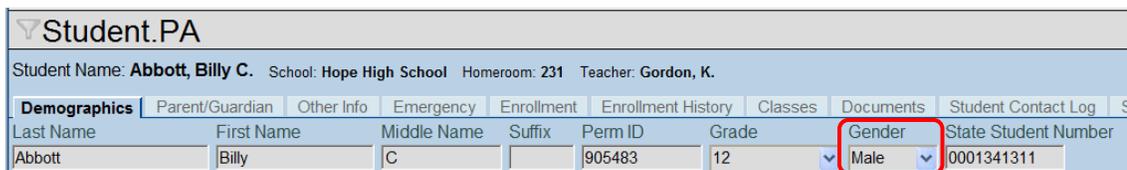


Figure 3.54 – Student.PA screen, Demographics tab

Verify the following state codes are defined in the **State Code** column of the Gender Code Lookup Table. The codes are listed in alphanumeric order by **Code**.

Code	Description
F	Female
M	Male

## Hispanic Ethnicity Lookup Table

Follow this path to access the Ethnicity Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > Revelation > Hispanic Ethnicity**. Use this table to define the state codes used to identify students with a Hispanic or Latino ethnicity.

The student's Hispanic/Latino ethnicity is identified in the **Race and Ethnicity** section of the **Student.PA > Demographics** tab.

The screenshot shows the 'Student.PA' interface. At the top, it displays 'Student Name: Abbott, Billy C.', 'School: Hope High School', 'Homeroom: 231', and 'Teacher: Gordon, K.'. Below this is a navigation bar with tabs: Demographics (selected), Parent/Guardian, Other Info, Emergency, Enrollment, Enrollment History, Classes, Documents, Student Contact Log, and SI. The Demographics tab contains fields for Last Name (Abbott), First Name (Billy), Middle Name (C), Suffix, Perm ID (905483), Grade (12), Gender (Male), and State Student Number (0001341311). The 'Race and Ethnicity' section is expanded, showing a dropdown for 'Hispanic/Latino' with 'Non-Hispanic' selected (highlighted by a red box) and a 'Resolved Race/Ethnicity' dropdown with '01' selected. Below this are checkboxes for 'Race' categories: American Indian/Alaskan Native (not Hispanic), Black or African American (not Hispanic), White (not Hispanic), Asian (not Hispanic), and Native Hawaiian or other Pacific Islander (not Hispanic).

Figure 3.55 – Student.PA screen, Demographics tab

Verify the following state codes are defined in the **State Code** column of the Hispanic Ethnicity Lookup Table. The codes are listed in alphanumeric order by **Code**.

Code	Description
N	Non-Hispanic
Y	Hispanic

## **Chapter Four: DISTRICT COURSE DATA ENTRY**

In this chapter, the following topics are covered:

- ▶ Location of specific course values located in the District Course Screen

## DISTRICT COURSE SCREEN

Use the District Course Screen to identify the courses offered at all schools in the district. Complete the following fields for each course included in the Pennsylvania state reports.

To display the District Course Screen:

1. Navigate to **Synergy SIS > Course > District Course**.
2. From the Tab area, search for a course and modify the fields as needed.

### Course Tab

The screenshot shows the 'District Course' screen with the 'Course' tab selected. The course details are as follows:

Course ID	Course Title	Course Short Title	Mandatory	Inactive	Always Show In Course History	Add
AR01	Intro To Art	Intro To Art	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Course Info**

Course Duration	Department	College Prep Credit	Max Credit
S2-Semester 2	AR-Art	<input type="checkbox"/> 0.50	0.50

**Academic Type**: Regular

**Options**:  Teacher Aide,  Extended Day,  Distance Learning Course,  Online Course,  Pass/Fail Only,  College Approved

Figure 4.1 – District Course screen, Course tab

Field	Required	Note
<b>Course ID</b>	<b>Yes</b>	District Course ID
<b>Course Title</b>	<b>Yes</b>	Course Description
<b>Course Duration</b>	<b>Yes</b>	Supplementary Course Differentiator
<b>Academic Type</b>	<b>Yes</b>	Honors Indicator
<b>College Approved</b>	<b>Yes</b>	Cumulative Postsecondary Credits Earned  This check box must be selected to include the course history credits completed for that course in the Cumulative Postsecondary Credits Earned calculation on the CTE Student Fact Template.

The screenshot shows two main sections: 'Other Information' and 'Course Subject Areas'. In the 'Other Information' section, the 'Instructional Level' dropdown is highlighted with a red box. Below it, the 'Technical Course' checkbox is also highlighted with a red box. In the 'Course Subject Areas' section, the 'Subject Area 1' dropdown is highlighted with a red box. Other fields include 'Old SIS Course ID' (AR01), 'Category Code' (2880), and various checkboxes for reporting and eligibility.

Figure 4.2 – District Course Screen, Course tab, Course Subject Areas and Other Information sections

Field	Required	Note
<b>Subject Area 1</b>	<b>Yes</b>	Local Subject Area
<b>Instructional Level</b>	<b>Yes</b>	Course Level
<b>Technical Course</b>		Career and Technical Indicator

The screenshot shows the 'Other Provider Information' section. The 'Voc Ed Type' dropdown is highlighted with a red box. Below it, the 'Qualifies for Alternate State Funding' checkbox is present, followed by the 'Funding Source' dropdown which is also highlighted with a red box. At the bottom, the 'Course Type' dropdown is highlighted with a red box. Other fields include 'Apportionment Category' and 'Proficiency Core'.

Figure 4.3 – District Course Screen, Course tab, Other Provider Information section

Field	Required	Note
<b>Voc Ed Type</b>	<b>Yes</b>	College/Career
<b>Funding Source</b>	<b>Yes</b>	Targeted Program
<b>Course Type</b>	<b>Yes</b>	Delivery Type

## Description Tab

District Course

Course ID: AR01 Course Title: Intro To Art

Course | **Description** | Year Override | Pre/Corequisite | Schools Teaching

Course ID	Course Title	Course Short Title	Mandatory	Inactive
AR01	Intro To Art	Intro To Art	<input type="checkbox"/>	<input type="checkbox"/>

Introduction To Art

**National Course Classification**

Subject Area  Course Level

Course Code

Sequence Available Credit

Figure 4.4 – District Course screen, Description tab

Field	Required	Note
<b>Course Level</b>		Gifted Indicator

Course ID: AR01 Course Title: Intro To Art

Course | **Description** | Year Override | Pre/Corequisite | Schools Teaching

Course ID	Course Title	Course Short Title	Mandatory	Inactive
AR01	Intro To Art	Intro To Art	<input type="checkbox"/>	<input type="checkbox"/>

No credit

Standard Addressed

Grad Requirement Indicator

End Of Course Indicator

IB Indicator  AP Indicator

AICE Indicator  IGCSE Indicator

College Code  College Course Code  College Course Credits  State Course Code

Figure 4.5 – District Course screen, Description tab

Field	Required	Note
<b>Grade Requirement Indicator</b>		Requirements Indicator Code
<b>IB Indicator</b>		International Baccalaureate Indicator
<b>AP Indicator</b>		Advanced Placement Indicator

# Chapter Five: SECTION DATA ENTRY

In this chapter, the following topics are covered:

- ▶ Location of specific section values located in the Section Screen

## SECTION SCREEN

Use the Section Screen to identify the course section in which a student is enrolled and the method used to deliver the course instructions. Complete the following fields for each course section included in the Pennsylvania state reports.

To display the Section Screen:

1. Navigate to **Synergy SIS > Schedule > Section**.
2. From the Tab area, search for a course section and modify the fields as needed.

### Current Students Tab

The screenshot shows the 'Section' screen with the 'Current Students' tab selected. The 'Section ID' field is highlighted with a red box. The 'Instructional Strategy' field is also highlighted with a red box. The screen displays the following information:

- Section ID: 0001, Course Title: Life Science, School Year: 2011-2012
- Current Students tab selected
- Section ID: 0001, Course ID: SC422, Course Title: Life Science, Staff Name: Toff, Robert, Room Name: 120
- Section Info: Begin Period: 4, End Period: 4, Term Code: S2, Exclude Attendance: Include in Attendance, Exclude Grading: Include in Grading, Attendance Type: [dropdown], Supplemental Funding Category: [dropdown], Instructional Minutes Override: [checkbox] Using Elementary Minutes, Instructional Strategy: [dropdown], Category Code Override: [dropdown], Distance Learning: [checkbox], Independent Study: [checkbox]
- Student Seat Totals: Male: 14, Female: 11, Totals: 25, Max: 24, Open Seats: 0
- Teacher Aide Seats: Total: 0, Max: 0, Open Seats: 0
- Grade Book Specialist: Grade Book Specialist Group: [dropdown]
- State Reporting: Course Excluded From State Reporting: [checkbox], Exclude From State Reporting NCLB Core: [checkbox]

Figure 5.1 – Section screen, Current Students tab

Field	Required	Note
Section ID	Yes	Section Code Long
Instructional Strategy		Course Delivery Model Code

## **Chapter Six: CTE PROGRAMS DATA ENTRY**

In this chapter, the following topics are covered:

- ▶ Location of specific course values located in the CTE Programs Screen

# CTE PROGRAMS.PA

Use the CTE Programs.PA screen to identify the CTE programs offered at all schools in the district. Complete the following fields for each CTE program included in the Pennsylvania state reports.

To display the CTE Programs.PA Screen:

1. Navigate to **Synergy SIS > Course > CTE Programs**.
2. From the Tab area, search for a course and modify the fields as needed.

## CTE Program Tab

The screenshot shows the 'CTE Programs.PA' interface. At the top, there's a header 'CTE Programs.PA'. Below it, a tab labeled 'CTE Program' is active. The main form area contains several fields: 'Code' (100303), 'Title' (PREPRESS/DESKTOP PUBLISHING AND DIGITAL II), 'State Code' (PA), 'Tech Prep' (checkbox), 'Grant' (checkbox), and 'Funded Inactive' (checkbox). Below these are 'Delivery Method Code' (dropdown) and 'Total Program Hours' (text input). A section titled 'Career Clusters' contains a grid of checkboxes for various clusters: Agriculture, Food & Natural Resources; Architecture & Construction; Arts, A/V Technology & Communications; Business Management & Administration; Education & Training; Finance; Government & Public Administration; Health Science; Hospitality & Tourism; Human Services; Information Technology; Law, Public Safety, Corrections & Security; Manufacturing; Marketing; Science, Technology, Engineering & Mathematics; and Transportation, Distribution & Logistics.

Figure 6.1 – CTE Programs.PS screen, CTE Program tab

Field	Required	Note
Code	Yes	CIP Code

# Chapter Seven: STUDENT SCREEN DATA ENTRY

In this chapter, the following topics are covered:

- ▶ Location of specific student data entry values located in the Student Screen

# STUDENT SCREEN

Use the Student screen to collect student information required for Pennsylvania state reporting. Complete the following fields in the Student screen for each student in the school and/or district.

To display the Student screen:

1. Navigate to **Synergy SIS > Student > Student**.
2. From the Tab area, search for a student and modify the fields as needed.

## Demographics Tab

The screenshot shows the 'Student.PA' interface. At the top, it displays 'Student Name: Abbott, Billy C.', 'School: Hope High School', 'Homeroom: 231', and 'Teacher: Gordon, K.'. Below this is a navigation bar with tabs: Demographics (selected), Parent/Guardian, Other Info, Emergency, Enrollment, Enrollment History, Classes, Documents, Student Contact Log, and State. The 'Demographics' tab is active, showing fields for Last Name (Abbott), First Name (Billy), Middle Name (C), Suffix, Perm ID (905483), Grade (12), Gender (Male), and State Student Number (0001341311). Below this is the 'Student Information' section, which includes a 'No Photo' indicator, 'Edupoint' logo, and 'On file' status. The 'Student Information' section has several fields: Home Language (14), Nick Name, Last Name Goes By, Email (Billy.Abbott@esd.com), Birth Date (05/11/1994), Birth Verification, Birth Certificate Num, Birth Place (Mesa), Birth State (California), and Birth Country (United States of America). Red boxes in the original image highlight the Demographics tab, the name and ID fields, and the Home Language field.

Figure 7.1 – Student.PA screen, Demographics tab, Student Information and Race and Ethnicity

Field	Required	Note
<b>Last Name</b>	Yes	Last Name Long Legal Last Name
<b>First Name</b>	Yes	First Name Long Legal First Name
<b>Middle Name</b>	Yes	Middle Name Legal Middle Name
<b>Suffix</b>	Yes	Name Suffix Legal Name Suffix
<b>Perm ID</b>	Yes	Alternate Student ID
<b>Gender</b>	Yes	Gender
<b>State Student Number</b>	Yes	Student ID PASecureID
<b>Birth Date</b>	Yes	Birth Date
<b>Birth Country</b>	Yes	Country of Birth

Student.PA  
 Student Name: **Abbott, Billy C.** School: **Hope High School** Homeroom: **231** Teacher: **Gordon, K.**

Demographics | Parent/Guardian | Other Info | Emergency | Enrollment | Enrollment History | Classes | Documents | Student Contact Log | State

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix:  Perm ID: **905483** Grade: **12** Gender: **Male** State Student Number: **0001341311**

Student Information

**Race and Ethnicity**

Hispanic/Latino: **Non-Hispanic** Resolved Race/Ethnicity: **Two or More**

Race

American Indian/Alaskan Native (not Hispanic)  Black or African American (not Hispanic)  White (not Hispanic)  
 Asian (not Hispanic)  Native Hawaiian or other Pacific Islander (not Hispanic)

Figure 7.2 – Student.PA screen, Demographics tab, Race and Ethnicity

Field	Required	Note
<b>Hispanic/Latino</b>	<b>Yes</b>	Race Ethnicity Race or Ethnicity
<b>Race</b>	<b>Yes</b>	Race Ethnicity Race or Ethnicity Note: Select either Hispanic/Latino or at least one other race.

Student.PA  
 Student Name: **Abbott, Billy C.** School: **Hope High School** Homeroom: **231** Teacher: **Gordon, K.**

Demographics | Parent/Guardian | Other Info | Emergency | Enrollment | Enrollment History | Classes | Documents | Student Contact Log | State

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix:  Perm ID: **905483** Grade: **12** Gender: **Male** State Student Number: **0001341311**

**Home Address**

Address: **1959 S Val Vista Dr**  Mail same as Home Address  
 Effective Date:

City: **Mesa** State: **AZ** ZIP Code: **85234** + 4  
 Grid Code: **741B**

Home Address County Code:

**Mail Address**

Address: **1959 S Val Vista Dr**  
 Mailing Address 2:   
 Mailing Address 3:   
 City: **Mesa** State: **AZ** Zip Code: **85234** + 4

School of Residence: **Hope High School** Reason for Attendance:  Reason for Attendance Date:

Figure 7.3 – Student.PA screen, Demographics tab, Home Address and Mail Address

Field	Required	Note
<b>Home Address</b>		
<b>School of Residence</b>	<b>Yes</b>	Location Code of Residence
<b>Mail Address</b>		
<b>Address</b>	<b>Yes</b>	Address 1
<b>Mailing Address 2</b>	<b>No</b>	Address 2
<b>Mailing Address 3</b>	<b>No</b>	Address 3
<b>City</b>	<b>Yes</b>	City
<b>State</b>	<b>Yes</b>	State

Field	Required	Note
Zip Code	Yes	Zip
+4	No	Zip

## Other Info Tab

Student.PA  
 Student Name: **Abbott, Billy C.** School: **Hope High School** Homeroom: **231** Teacher: **Gordon, K.**

Demographics | Parent/Guardian | **Other Info** | Emergency | Enrollment | Enrollment History | Classes | Documents | Student Contact Log | State

Last Name: Abbott | First Name: Billy | Middle Name: C | Suffix: | Perm ID: 905483 | Grade: 12 | Gender: Male | State Student Number: 0001341311

**Other Information**

District Enter Date: 08/09/2011 | Original Enter Code: | Original Enter Grade: | Final Withdrawal Date: | Immigration Date: |

State Entry Date: | School Entry Date: 08/09/1999 | First Date Enrolled in a US School: | Years in US Schools: | Grade 9 Entry Date: |

Psych Records: | Special Ed Screening Date: 09/25/2001 | Family Code: Two adult family | Dwelling Type: House | Social Security Number: 123-45-6789

Us Citizen     Chronic Illness     Excessive Debt Indicator  
 Directory List Exclude     Migrant     General Equivalency Diploma  
 Refugee     Foster Home

Figure 7.4 – Student.PA screen, Other Info tab, Other Information

Field	Required	Note
District Enter Date	Yes	District Entry Date
State Entry Date	Yes	State Entry Date
School Entry Date	Yes	School Entry Date
First Date Enrolled in a US School	Yes	First Date Enrolled in US School
Years in US Schools	Yes	Years in US Schools
Grade 9 Entry Date	Yes	Grade 09 Entry Date
Social Security Number	Yes	Social Security Social Security Number

Student.PA  
 Student Name: **Abbott, Billy C.** School: **Hope High School** Homeroom: **231** Teacher: **Gordon, K.**

Demographics | Parent/Guardian | **Other Info** | Emergency | Enrollment | Enrollment History | Classes | Documents | Student Contact Log | State

Last Name: Abbott | First Name: Billy | Middle Name: C | Suffix: | Perm ID: 905483 | Grade: 12 | Gender: Male | State Student Number: 0001341311

**Graduation Information**

Graduation Date: | Expected Graduation Month: | Expected Graduation Year: 2009 | Graduation Status: |

Expected Post Graduate Activity: | Diploma Type: |

Figure 7.5 – Student.PA screen, Other Info tab, Graduation Information

Field	Required	Note
-------	----------	------

Field	Required	Note
<b>Expected Graduation Year</b>		Expected Graduation Timeframe
<b>Graduation Status</b>	Yes	Graduation Status
<b>Expected Post Graduate Activity</b>		Expected Post Graduate Activity
<b>Diploma Type</b>		Diploma Type Code

## Enrollment Tab

Student.PA  
 Student Name: **Zuniga, Kathleen** School: **Hope High School** Homeroom: **ANNX** Teacher: **Blackburn M., M.**

Demographics Parent/Guardian Other Info Emergency **Enrollment** Enrollment History Classes Documents Student Contact Log State

Last Name First Name Middle Name Suffix Perm ID Grade Gender State Student Number  
 Zuniga Kathleen 117756 11 Female 0001196845

**Enrollment Information**  
 Enter Date Enter Code Leave Date Leave Code ADA/ADM  
 08/30/2011 E1

**Enrollment Activity**  
 Last Activity Date EffectiveDate  
 08/09/2011

Grade Previous Grade Exit Code FTE Tuition Payer Code Instructional Setting  
 11 1.00 Eligible for state funding

Program Code Special Enrollment Code **Special Program Code** Homebound  
 01

Figure 7.6 – Student.PA screen, Enrollment tab, Enrollment Activity

Field	Required	Note
<b>Grade</b>	Yes	Current Grade Level
<b>Special Program Code</b>	Yes	Special Education Note: Required only if the student has a Special Ed Services record.

Student.PA  
 Student Name: **Zuniga, Kathleen** School: **Hope High School** Homeroom: **ANNX** Teacher: **Blackburn M., M.**

Demographics Parent/Guardian Other Info Emergency **Enrollment** Enrollment History Classes Documents Student Contact Log State

Last Name First Name Middle Name Suffix Perm ID Grade Gender State Student Number  
 Zuniga Kathleen 117756 11 Female 0001196845

**State Enrollment Activity**  
 Override ADA/ADM of No ADA Status Indicator District Code of Residence Funding District Code  
 123456000

Residence Status Code Current District Code Current School Code

Homebound Instruction Minutes District Code of Sending Charter School Sending Charter School [Location] Code

Figure 7.7 – Student.PA screen, Enrollment tab, State Enrollment Activity

Field	Required	Note
-------	----------	------

Field	Required	Note
<b>ADA Status Indicator</b>	Yes	ADA Status Indicator
<b>District Code of Residence</b>	Yes	District Code of Residence
<b>Funding District Code</b>	Yes	Funding District Code
<b>Residence Status Code</b>		Residence Status Code
<b>Current District Code</b>	Yes	Current District Code
<b>Homebound Instruction Minutes</b>		Homebound Instruction Minutes
<b>Sending Charter [Location] School</b>		Sending Charter School [Location] Code
<b>District Code of Sending Charter School</b>		District Code of Sending Charter School

## Enrollment History Tab

Student.PA

Student Name: **Zuniga, Kathleen** School: Hope High School Homeroom: ANNX Teacher: Blackburn M., M.

Demographics | Parent/Guardian | Other Info | Emergency | Enrollment | **Enrollment History** | Classes | Documents | Student Contact Log | State

Last Name: Zuniga First Name: Kathleen Middle Name: Suffix: Perm ID: 117756 Grade: 11 Gender: Female State Student Number: 0001196845

Line	School Year	Enter Date	Enter Code	Leave Date	Leave Code	Grade	School	ADA/ADM	Track	Summer Withdrawal Code	Summer Withdrawal Date
1	2011-2012	08/30/2011	E1			11	Hope High School				

Figure 7.8 – Student.PA screen, Enrollment History tab

Field	Required	Note
<b>Enter Date</b>	Yes	Activity Date Enrollment Date
<b>Enter Code</b>		Enrollment Code
<b>Leave Date</b>	Yes	Activity Date Enrollment Date
<b>Leave Code</b>		Enrollment code
<b>Enrollment Grade level</b>		Grade

## State Tab

Student.PA

Student Name: **Abbott, Billy C.** School: **Hope High School** Homeroom: **231** Teacher: **Gordon, K.**

Demographics Parent/Guardian Other Info Emergency Enrollment Enrollment History Classes Documents Student Contact Log **State**

Last Name First Name Middle Name Suffix Perm ID Grade Gender State Student Number

Abbott Billy C 905483 12 Male 0001341311

**General**

Student Status Home Address County Code

Economically Disadvantaged Status Guardian Relationship  Repeating Last Year  Single Parent  Displaced Homemaker  Foreign Exchange Student

Figure 7.9 – Student.PA screen, State tab

Field	Required	Note
<b>Student Status</b>	<b>Yes</b>	Student Status
<b>Home Address County Code</b>	<b>Yes</b>	Home Address State County Code
<b>Economically Disadvantaged Status</b>	<b>Yes</b>	Economic Disadvantaged Status Code
<b>Guardian Relationship</b>	<b>Yes</b>	Guardian Relationship
<b>Repeating Last Year</b>	<b>Yes</b>	Repeating Last Year
<b>Single Parent</b>	<b>Yes</b>	Single Parent
<b>Displaced Homemaker</b>	<b>Yes</b>	Displaced Homemaker
<b>Foreign Exchange Student</b>	<b>Yes</b>	Foreign Exchange Student



## **Chapter Eight: STUDENT CTE.PA SCREEN DATA ENTRY**

In this chapter, the following topics are covered:

- ▶ Location of specific CTE student data entry values located in the Student CTE.PA Screen

## STUDENT CTE.PA SCREEN

Use the Student CTE.PA screen to collect CTE student information required for Pennsylvania state reporting. Complete the following fields in the Student CTE.PA screen for each student in the school and/or district enrolled in a CTE program, including AAP students.

To display the Student CTE.PA screen:

1. Navigate to **Synergy SIS > Course History > Student CTE.**
2. From the Tab area, search for a student and modify the fields as needed.

### Student CTE Grid Detail Screen — CTE Student Fact Tab

The screenshot shows the 'Student CTE Grid Detail' screen for student Abbott, Billy C. The 'CTE Student Fact' tab is active. The following fields are highlighted with red boxes:

- Code:** 100303
- CIP Location Code:** 273
- Delivery Method Cd (Pgm Override):** 70-Program of Study
- CTE Status Type Code:** 10-Continued or will continue CTE at this school
- # of Pgm Hrs Completed:** (blank)
- CTE Pgm Performance Cd:** N-No
- Academic Instr Cd:** Y-Yes
- Indicator Flags:** Agriculture Exp, Cooperative Work, Registered Apprenticeship, Job Exploration, Pell Grant, Internship, Schl-Sponsored Enterprise, Work-Based Exp.

Figure 8.1 – Student CTE.PA screen, Student CTE Grid Detail, CTE Student Fact

Field	Required	Note
<b>Code</b>	Yes	CIP Code
<b>CIP Location Code</b>	Yes	CIP Location Code Student Location Code
<b>Delivery Method Cd (Pgm Override)</b>	Yes	Delivery Method Code  If this field is blank, the program extracts this value from the Tech Prep or Delivery Method Code entered on the CTE Program.PA screen.
<b>CTE Status Type Code</b>	Yes	CTE Status Type Code
<b># Pgm Hrs</b>	Yes	Number of Program Hours Completed

<b>Field</b>	<b>Required</b>	<b>Note</b>
<b>CTE Pgm Performance Cd</b>	<b>Conditional</b>	CTE Program Performance Code Required only if the student is an AAP student
<b>Academic Instr Cd</b>	<b>Yes</b>	Academic Instruction Code
<b>Agriculture Exp</b>	<b>No</b>	Agriculture Experience Indicator
<b>Cooperative Work</b>	<b>No</b>	Cooperative Work Indicator
<b>Registered Apprentice</b>	<b>No</b>	Registered Apprentice Indicator
<b>Job Exploration</b>	<b>No</b>	Job Exploration Indicator
<b>Pell Grant</b>	<b>Conditional</b>	Pell Grant Indicator Required only if the student is an AAP student
<b>Internship</b>	<b>No</b>	Internship Indicator
<b>Schl-Sponsored Enterprise</b>	<b>No</b>	School-Sponsored Enterprise Indicator
<b>Work-Based Exp</b>	<b>No</b>	Work-based Experience Indicator

### Student CTE Grid Detail Screen — Industry Credentials Tab

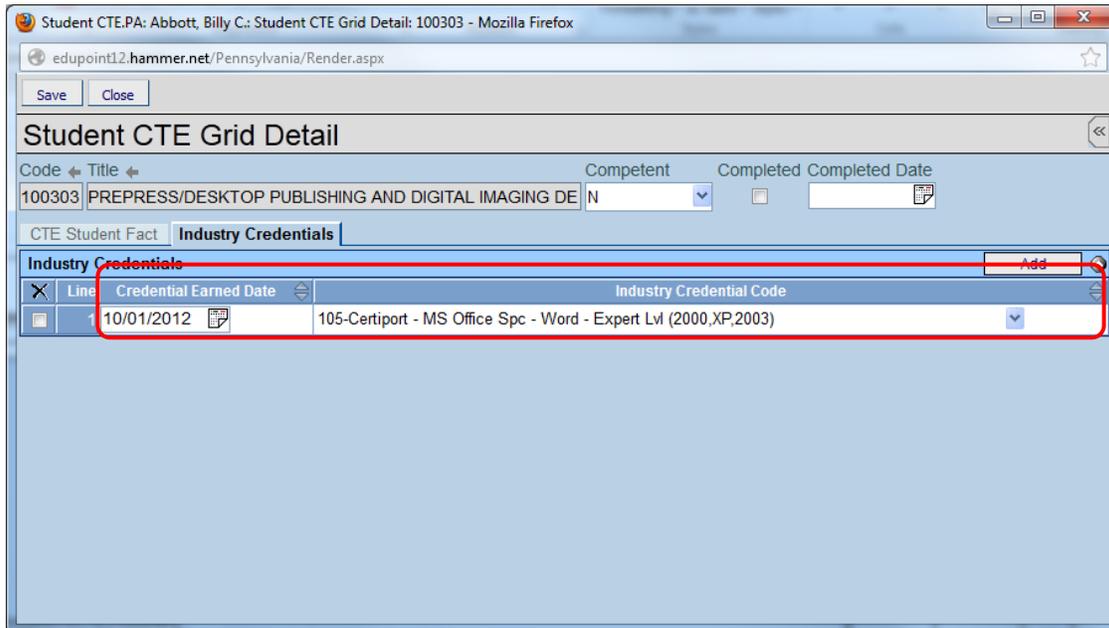


Figure 8.2 – Student CTE.PA screen, Student CTE Grid Detail, Industry Credentials

<b>Field</b>	<b>Required</b>	<b>Note</b>
<b>Credential Earned Date</b>	<b>Yes</b>	Credential Earned Date
<b>Industry Credential Code</b>	<b>Yes</b>	Industry Credential Code



# **Chapter Nine: ENGLISH LANGUAGE LEARNERS SCREEN DATA ENTRY**

In this chapter, the following topics are covered:

- ▶ Location of students' English language learner (ELL) program participation data entry values

## ENGLISH LANGUAGE LEARNERS SCREEN

Use the English Language Learners screen to identify the students that participated in an English Language Learners program, as required for Pennsylvania state reporting. Complete the following fields in the English Language Learners screen for each student in the school and/or district.

To display the English Language Learners screen:

1. Navigate to **Synergy SIS > Student Programs > English Language Learners**.
2. From the Tab area, search for a student and modify the fields as needed.

The screenshot shows the 'English Language Learners' screen for student Abbott, Billy C. The student's information includes Last Name: Abbott, First Name: Billy, Middle Name: C, Suffix: , Perm ID: 905483, Grade: 12, and Gender: Male. The 'ELL Status' section is expanded, showing fields for Last Activity Date (09/05/2011), Effective Date, Program (0), Grade, Des Code, Current Language Ability, Exit Date, Exit Reason, and Mainstream Eligibility.

Figure 9.1 – English Language Learners, ELL tab, ELL Status

Field	Required	Note

# **Chapter Ten: FREE AND REDUCED MEALS SCREEN DATA ENTRY**

In this chapter, the following topics are covered:

- ▶ Location of students' Free and Reduced Meals program participation data entry values

## FREE AND REDUCED MEALS SCREEN

Use the Free and Reduced Meals screen to identify the students that participated in a Free and Reduced Meals program, as required for Pennsylvania state reporting. Complete the following fields in the Free and Reduced Meals screen for each student in the school and/or district.

The FRM code assigned to a student is used to calculate the following:

- Economic Disadvantage Status Code (if the Economically Disadvantaged Status field on the Student.PA > State tab is blank) — if the first character of the student’s assigned FRM code equals F or R, the student is considered economically disadvantaged:

If the first character of the student’s assigned FRM code equals N or is blank, the student is not identified as economically disadvantaged.

- Food Program Eligibility — if the first character of the student’s assigned FRM code equals F or R, the student is identified as eligible for the Free and Reduced Meals program.

If the first character of the student’s assigned FRM code equals N or is blank, the student is identified as ineligible for the Free and Reduced Meals program.

To display the Free and Reduced Meals screen:

1. Navigate to **Synergy SIS > Student Programs > Free And Reduced Meals**.
2. From the Tab area, search for a student and modify the fields as needed.

The screenshot shows the 'Free and Reduced Meals' screen for student Abbott, Billy C. The student's information is displayed at the top: Last Name: Abbott, First Name: Billy, Middle Name: C, Suffix: , Perm ID: 905483, Grade: 12, Gender: Male. Below this is a table for 'Free and Reduced Meals' transactions. The table has columns for Line, Enter Date, Frm Code, and Exit Date. The first row shows Line 1, Enter Date 09/06/2011, and Frm Code FF-Free Eligible / Free Participating. The 'Frm Code' field is highlighted with a red box.

Figure 10.1 – Free and Reduced Meals screen

Field	Required	Note
<b>Frm Code</b>	<b>Yes</b>	Economic Disadvantaged Status Code Food Program Eligibility

# **Chapter Eleven: SPECIAL ED STUDENT SERVICES SCREEN DATA ENTRY**

In this chapter, the following topics are covered:

- ▶ Location of special education student services data entry values

## SPECIAL ED STUDENT SERVICES SCREEN

Use the Special Ed Student Services screen to identify the services provided to special education students, as required for Pennsylvania state reporting. Complete the following fields in the Special Ed Student Services screen for each student in the school and/or district.

A student assigned a special education service is identified as a Special Education student in the PIMS Student Template.

To display the Special Ed Student Services screen:

1. Navigate to **Synergy SIS > Student Programs > Special Ed Student Services**.
2. From the Tab area, search for a student and modify the fields as needed.

The screenshot shows the 'Special Ed Student Services' interface for student 'Abbott, Billy C.'. The 'Services' tab is selected, displaying a table with one service entry: '1 Hearing Impairment'. The 'Primary Need' checkbox for this entry is highlighted with a red box. The interface also includes fields for 'Need' and 'Add New Need/Service'.

Figure 11.1 – Special Ed Student Services, Services tab

Field	Required	Note
Need	Yes	Challenge Type
Primary Need	Yes	Primary Need

# Chapter Twelve: STUDENT GATE SCREEN DATA ENTRY

In this chapter, the following topics are covered:

- ▶ Location of gifted student data entry values

# STUDENT GATE SCREEN

Use the Student GATE screen to identify gifted students, as required for Pennsylvania state reporting. Complete the following fields in the Student GATE screen for each student in the school and/or district.

To display the Student GATE screen:

1. Navigate to **Synergy SIS > Student Programs > Student GATE**.
2. From the Tab area, search for a student and modify the fields as needed.

**Student GATE**

Student Name: **Acevedo, Ashley** School: Hope High School Status: Active Room:

**Student GATE**

Last Name: Acevedo First Name: Ashley Middle Name: Suffix: Perm ID: 901830 Grade: 10 Gender: Female

**Current GATE Code**

Gate Code: GY-Gifted, has GEIP Enter Date: 02/01/2012 Gate Grade: Grade 10 Gate Program: Number Times Tested:

Gate Category:  High Achievement  Intellectual  Leadership  Specific Academic  Visual/Performing Arts

**GATE History**

Line	Enter Date	Gate Code	Gate Grade	Exit Date	Exit Reason	Test	FS	Partial	Screen	MC	Comment
1	02/01/2012	GY	Grade 10								

Figure 12.1 – Student GATE screen

Field	Required	Note
Gate Code	Yes	Gifted and Talented

# Chapter Thirteen: STUDENT NEEDS SCREEN DATA ENTRY

In this chapter, the following topics are covered:

- ▶ Location of student needs data entry values

## STUDENT NEEDS SCREEN

Use the Student Needs screen to identify the special services in which students are enrolled, as required for Pennsylvania state reporting. Complete the following fields in the Student Needs screen for each applicable student in the school and/or district.

To display the Student Needs screen:

1. Navigate to **Synergy SIS > Student Programs > Student Needs**.
2. From the Tab area, search for a student and modify the fields as needed.

The screenshot shows the 'Student Needs.PA' interface. At the top, it displays student information: Student Name: Zuniga, Kathleen; School: Hope High School; Status: Active; Room Name: ANNX; Age: 16 yrs 11 mths. Below this is a 'Needs' tab and a table with columns: Last Name, First Name, Middle Name, Suffix, Perm ID, Grade, Gender, and State Student Number. The table contains one row for Kathleen Zuniga. Below the table is a 'Needs' section with an 'Add' button and a 'Hide Detail' button. The 'Homeless' entry is expanded, showing a 'Student Needs' form with fields for Program Code (Homeless), Enter Date (08/26/2011), Exit Date, Exit Reason, Program Intensity, Program Comment, Homeless status (S-Shelter (transitional housing, awaiting foster care)), and Provider Type Code.

Figure 13.1 – Student Needs screen

Field	Required	Note
<b>Program Code</b>		Program Code
<b>Enter Date</b>		Beginning Date
<b>Exit Date</b>		Ending Date
<b>Program Intensity</b>		Program Intensity
<b>Program Comment</b>		Program Comment
<b>Homeless</b>		Participation Information Code (Homeless)
<b>Provider Type Code</b>		Program Provider Type Code

# **Chapter Fourteen: DISCIPLINE INCIDENT SCREEN DATA ENTRY**

In this chapter, the following topics are covered:

- ▶ Location of discipline incident data entry values

# INCIDENTS SCREEN

To display the Incidents screen:

1. Navigate to **Synergy SIS > Discipline Incident > Incidents**.
2. From the Tab area, search for an incident and modify the fields as needed.

## Information Tab

**Incidents**

Incident ID: 3 Incident Date: 08/23/2011 Referred By: Smith, Joe Entered By: Wilson, Rob Organization Name: Hope High School

**Information** | Participants | Violations | Documents

Date	Time	Incident ID	Referrer Last Name	Referrer First Name	Referrer Type	Referral Date	Staff Name
08/23/2011	1:15 PM	3	Smith	Joe		08/23/2011	Wilson, Rob

**Violation(s) associated with incident require that this incident be reported to police.**

Description: Student was in possession of a firearm on campus.

Private Description:

Gang Related  Hate Related

Incident Cost:  Incident Context Code: Before school hours Incident Context Comment:  State Incident Number:

**Weapons**

Number Of Firearms:  Number Of Non-Firearms:

**Location**

Link	Location	Location Text
	At an offsite alternative placement	

Figure 14.1 – Incidents screen, Information tab

Field	Required	Note
<b>Date</b>	<b>Yes</b>	Incident Date
<b>Incident ID</b>	<b>Yes</b>	Incident ID Local Incident ID
<b>Incident Context Code</b>	<b>Yes</b>	Incident Time Frame Code
<b>State Incident Number</b>	<b>Yes</b>	Incident ID Local Incident ID
<b>Location</b>	<b>Yes</b>	Incident Place Code

## Student Incident Detail Tab

The screenshot shows the 'Incidents' application interface. At the top, it displays 'Incidents' with a dropdown arrow. Below this, incident details are shown: Incident ID: 3, Incident Date: 08/23/2011, Referred By: Smith, Joe, Entered By: Wilson, Rob, Organization Name: Hope High School. The 'Participants' tab is selected, showing a table with columns for Date, Time, Incident ID, Referrer Last Name, Referrer First Name, Referrer Type, Referral Date, and Staff Name. A green banner states: 'Violation(s) associated with incident require that this incident be reported to police.' Below this is the 'Participant Totals' section with input fields for Offender (1), Additional Victims (2), Total Victims (0), and Bystander or Witness (0). The 'Students Involved' section lists two students: 1. Abbott, Billy C. (highlighted in red) and 2. Acosta, Eugene A. The 'Student Incident Detail' for Abbott, Billy C. is shown, including Incident ID (3), Incident Date (08/23/2011), Entered By (Wilson, Rob), and Referred By (Smith, Joe). The 'Student Incident Information' section includes Incident Role (Offender), Cost to victim, School of Residence, Last Change Date (03/01/2011 11:29:00), and Last Change User (Wilson, Rob). At the bottom, there are checkboxes for 'Explained To Student' (checked), 'Teacher Conference', 'Student Assistance Referral' (highlighted in red), and 'Disability Manifest'.

Figure 14.2 – Incidents screen, Participants tab, Students Involved details for Offender Incident Role

Field	Required	Note
<b>Student Name</b>	<b>Yes</b>	Used to extract Offender ID if the offender is a student (Incident Role equals Offender).  Used to extract the Victim ID if the victim is a student (Incident Role equals Victim)
<b>Student Assistance Referral</b>	<b>Yes</b>	Student Assistance Program Referral Indicator

## Incident Violations Tab

Enter this information only if the offender is a student.

**Incidents**

Incident ID: 3 Incident Date: 08/23/2011 Referred By: Smith, Joe Entered By: Wilson, Rob Organization Name: Hope High School

Information **Participants** Violations Documents

Date: 08/23/2011 Time: 1:15 PM Incident ID: 3 Referrer Last Name: Smith Referrer First Name: Joe Referrer Type: Referral Date: 08/23/2011 Staff Name: Wilson, Rob

Violation(s) associated with incident require that this incident be reported to police.

Line	Student Name	Student Incident Detail	Incident Detail	Incident Violations	Interventions	Additional Information	Enrollment Restrictions
1	<a href="#">Abbott, Billy C.</a>						
2	<a href="#">Acosta, Eugene A.</a>	Incident ID	Incident Date	Entered By	Referred By	Referrer Type	
		3	08/23/2011	Wilson, Rob	Smith, Joe		

**Incident Violations** Add

Line	Committed Violation	Number	Severity	Description	Weapons
1	<input checked="" type="checkbox"/>	1		*Kidnapping > Kidnapping	<a href="#">None</a>
2	<input checked="" type="checkbox"/>	2		*Dangerous Items > Other Weapons > Billy Club	<a href="#">None</a>
3	<input checked="" type="checkbox"/>	2		*Dangerous Items > Firearms > Handgun	<a href="#">Handgun</a>
4	<input checked="" type="checkbox"/>	4		Alcohol > Sale, Distribution, or Intent to Sale or Distribut	<a href="#">None</a>
5	<input checked="" type="checkbox"/>	5		Alcohol > Possession	<a href="#">None</a>
6	<input checked="" type="checkbox"/>	10		*Vandalism > Vandalism of school property	<a href="#">None</a>

\* Incidents must be marked as Committed before a Severity can be assigned.

Figure 14.3 — Incidents screen, Participants tab, Students Involved grid, Incident Violations tab

Field	Required	Note
<b>Description</b>	<b>Yes</b>	Infraction Code
<b>Weapons</b>	<b>Conditional</b>	Weapon Count Required if the Infraction Code falls between 39 and 46.

## Incident Violation Screen

Figure 14.4 – Incident Violation Screen

<b>Field</b>	<b>Required</b>	<b>Note</b>
<b>Additional Text</b>	<b>No</b>	Infraction Comment

## Additional Information Tab

Enter this information only if the offender or victim is a student.

Figure 14.5 – Incidents screen, Participants tab, Students Involved grid, Additional Information tab 1 of 2

Figure 14.6 – Incidents screen, Participants tab, Students Involved grid, Additional Information tab 2 of 2

Field	Required	Note
<b>Injuries Sustained</b>	<b>Yes</b>	Injury Severity Code  If Injuries Sustained or Serious Bodily Injury check box is selected, extract a value of 2 – victim sustained physical injury. If neither check box is selected, extract a value of 1 – victim did not sustain physical injury.
<b>Serious Bodily Injury</b>	<b>Yes</b>	

Field	Required	Note
<b>Medical Treatment</b>	<b>Yes</b>	Medical Treatment Required
<b>Injury Description</b>		Incident Victim Comment  Required if the Medical Treatment check box is selected.
<b>Nam of LLE Contacted</b>		Name of LLE Contacted
<b>Arrested Code</b>	<b>Yes</b>	Arrested Code
<b>Weapon Detected Method</b>		Weapon Detected Method Code
<b>Weapon Detected Comment</b>		Weapon Detected Comment
<b>Parental Involvement Code</b>	<b>Yes</b>	Parental Involvement Code
<b>Parental Involvement Comment</b>		Parental Involvement Comment

## Other Involved Persons Details

Enter this information only if the offender or victim is not a student.

The screenshot shows the 'Incidents' screen with the 'Participants' tab selected. Under 'Other Involved Persons', a table lists one participant: 'Wilson'. To the right of this table is a 'Personal Information' form. Several fields in this form are highlighted with red boxes: 'PersonID', 'Grade Level', 'Birth Date', and 'Relation To School'. The 'Incident ID' is 3, the date is 08/23/2011 at 1:15 PM, and the referrer is Joe Smith.

Figure 14.7 – Incidents screen, Participants tab, Other Involved Person details 1 of 3

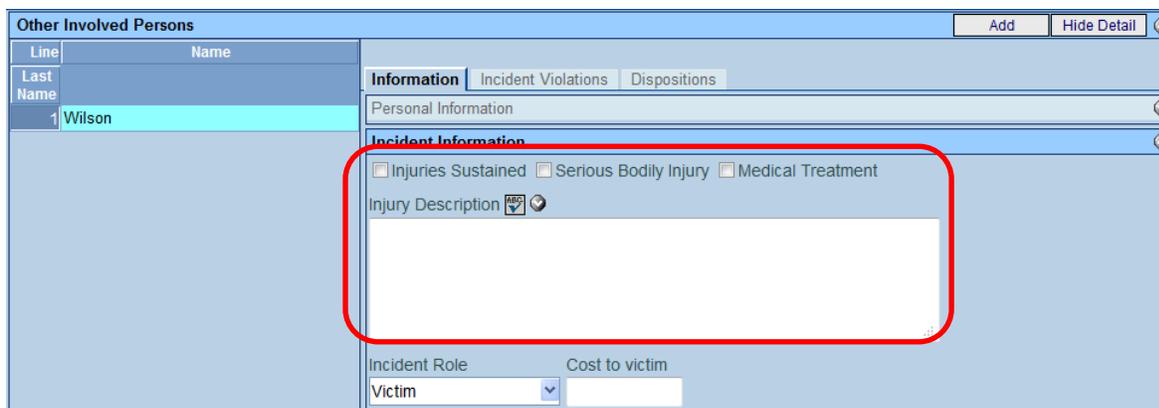


Figure 14.8 – Incidents screen, Participants tab, Other Involved Person details 2 of 3

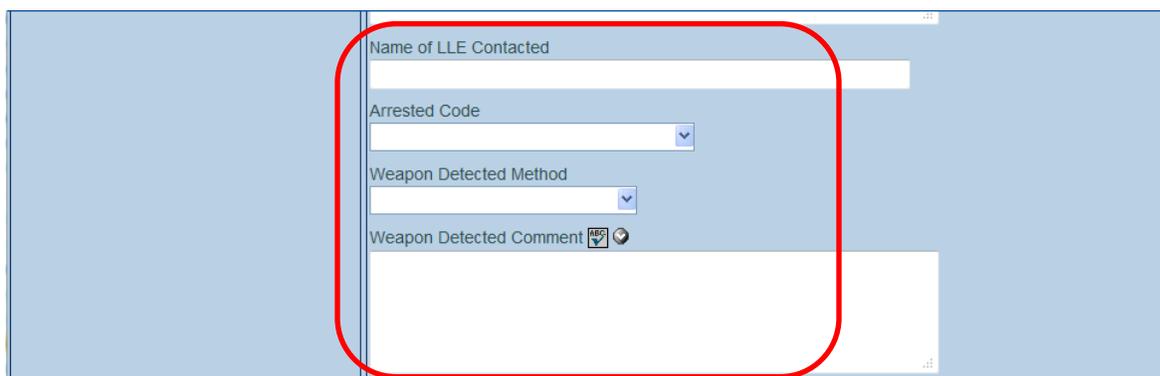


Figure 14.9 – Incidents screen, Participants tab, Other Involved Person details 3 of 3

Field	Required	Note
<b>Person ID</b>	Yes	Victim ID Offender ID Person ID  Extracted only if the offender or victim is not a student.
<b>Grade Level</b>	Yes	Grade Level at Time of Incident
<b>Birth Date</b>	Yes	Age at Time of Incident  Calculation: Birth Date – Incident Date
<b>Relation to School</b>	Yes	Offender Type or Victim Type  Extracted only if the offender or victim is not a student.
<b>Injuries Sustained</b>	Yes	Injury Severity Code
<b>Serious Bodily Injury</b>	Yes	If Injuries Sustained or Serious Bodily Injury check box is selected, extract a value of 2 – victim sustained physical injury. If neither check box is selected, extract a value of 1 – victim did not sustain physical injury.
<b>Medical Treatment</b>	Yes	

Field	Required	Note
<b>Injury Description</b>		Incident Victim Comment  Required if the Medical Treatment Required check box is selected.
<b>Nam of LLE Contacted</b>		Name of LLE Contacted  Extract only if the offender is not a student.
<b>Arrested Code</b>	Yes	Arrested Code  Extract only if the offender is not a student
<b>Weapon Detected Method</b>		Weapon Detected Method Code  Extract only if the offender is not a student
<b>Weapon Detected Comment</b>		Weapon Detected Comment  Extract only if the offender is not a student

## Student Disposition Screen

**Student Disposition**

Student Name: **Abbott, Billy C.** School Name: **Hope High School** Grade: **Grade 12**

**Information**

Disposition Number: 5 Disposition Date: 10/30/2012 Staff Name: Wilson, Rob

**Disposition Description**

Disposition Code: In school suspension Place Moved To: Modification: Authority Code: Zero Tolerance

Additional Text: Comment:

**Dates**

Start Date: 10/30/2012 End Date: 11/02/2012 Disposition Review Date Completed: Receives Support Services:

Attendance Reason Code: Sus Hours: Reassignment Days:

Figure 14.10 – Student Disposition add

Field	Required	Note
<b>Disposition Code</b>	Yes	Disciplinary Action Code
<b>Comment</b>	No	Disciplinary Action Comment
<b>Receives Support Services</b>	No	Received Services Indicator
<b>Reassignment Days</b>	No	Disciplinary Action Duration



# Chapter Fifteen: STAFF SCREEN DATA ENTRY

In this chapter, the following topics are covered:

- ▶ Location of specific staff data entry values located in the Staff Screen

## STAFF SCREEN

Use the Staff screen to collect staff information required for Pennsylvania state reporting. Complete the following fields in the Staff screen for each staff member in the school and/or district.

To display the Student screen:

1. Navigate to **Synergy SIS > Staff > Staff**.
2. From the Tab area, search for a staff member and modify the fields as needed.

### General Tab

The screenshot shows the 'Staff.PA' interface with the 'General' tab selected. The 'Staff Info' section contains the following fields and values:

- Last Name:** Aderson
- First Name:** Gordon
- Gender:** Male
- Social Security Number:** 123-45-6789
- State ID:** (empty)
- E-Mail:** GAderson@ees.k12.org
- Birth Date:** 01/13/1967
- Highest Education Level:** 5

Figure 15.1 – Staff.PA screen, General tab, Staff Info

Field	Required	Note
<b>Last Name</b>	<b>Yes</b>	Last Name Long
<b>First Name</b>	<b>Yes</b>	First Name Long
<b>Middle Name</b>		Middle Name
<b>Suffix</b>		Name Suffix
<b>Gender</b>	<b>Yes</b>	Gender
<b>Social Security Number</b>	<b>Yes</b>	Social Security Number Alternate Staff ID Primary Instructor ID
<b>State ID</b>	<b>Yes</b>	Staff ID Alternate Staff ID Primary Instructor ID
<b>E-Mail</b>		E-mail Address
<b>Birth Date</b>		Birth Date
<b>Highest Education Level</b>		Highest Degree Institution Code

Staff.PA  
Staff Name: **Aderson, Gordon** Type: Teacher

General Schools SpecialEd Emergency Credentials

Last Name First Name Middle Name Suffix Gender Type  
Aderson Gordon Male Teacher

**Race and Ethnicity**

Hispanic/Latino Resolved Race/Ethnicity  
Non-Hispanic 01

Race

American Indian/Alaskan Native (not Hispanic)  Black or African American (not Hispanic)  White (not Hispanic)  
 Asian (not Hispanic)  Native Hawaiian or other Pacific Islander (not Hispanic)

Figure 15.2– Staff.PA screen, General tab, Race and Ethnicity Info

Field	Required	Note
<b>Hispanic/Latino</b>	<b>Yes</b>	Race Ethnicity Race or Ethnicity
<b>Race</b>	<b>Yes</b>	Race or Ethnicity Note: Select either Hispanic/Latino or at least one other race.

Staff.PA  
Staff Name: **Aderson, Gordon** Type: Teacher

General Schools SpecialEd Emergency Credentials

Last Name First Name Middle Name Suffix Gender Type  
Aderson Gordon Male Teacher

**Home Address**

Address Address2  
City State ZIP Code +4  
Map it

**Mail Address**

Address  
City State Zip Code +4  
Map it

**Phone Numbers** Add

X	Line	Primary	Type	Phone	Extension	Contact	Not Listed
<input type="checkbox"/>	1	<input type="checkbox"/>	Cell	623-555-4758		<input type="checkbox"/>	<input type="checkbox"/>

Figure 15.3 – Staff.PA screen, General tab, Home Address and Phone Numbers Info

Field	Required	Note
<b>Address</b>		Address 1
<b>Address2</b>		Address 2
<b>City</b>		City
<b>State</b>		State
<b>Zip Code</b>		Full Zip Code
<b>+4</b>		
<b>Phone</b>		Home Phone, where Phone Type equals H (Home)

Figure 15.4 – Staff.PA screen, General tab, Other Info

Field	Required	Note
<b>Current Hire Date</b>		Current Service Date
<b>Current Exit Date</b>		Exit Date
<b>Termination Code</b>		Termination Code
<b>Exclude From State Reporting</b>		Select this check box to exclude this staff record from the state reporting record selection process.
<b>Default Position Status</b>		Active/Inactive Indicator
<b>Local Contract</b>		Local Contract
<b>Employment Eligibility Verification</b>		Employment Eligibility Verification
<b>Default Job Class</b>		Job Class Code
<b>Staff Qualification Status Code</b>		Staff Qualification Status Code
<b>Authorized to Carry Weapon Indicator</b>		Authorized to Carry Weapon Indicator
<b>FTE</b>		

Staff.PA  
 Staff Name: Aderson, Gordon Type: Teacher

General Schools SpecialEd Emergency Credentials

Last Name: Aderson First Name: Gordon Middle Name: Suffix: Gender: Male Type: Teacher

**Experience**

Years In District State Teaching Experience Years Of Educational Service

Division Administrative Experience State Administrative Experience Total Administrative Experience

ELL Indicator Language Of Instruction

Figure 15.5 – Staff.PA screen, General tab, Experience

Field	Required	Note
Years in District		Years Experience in District
Years Of Educational Service		Years Experience

## Credentials Tab

Staff.PA  
 Staff Name: Aderson, Gordon Type: Teacher

General Schools SpecialEd Emergency Credentials

Last Name: Aderson First Name: Gordon Middle Name: Suffix: Gender: Male Type: Teacher

**Highly Qualified - By Course** Add Chooser

Line	Course ID And Title	Qual Method
1	MA40 - Algebra II	Yes, using HOUSSE
2	MA88 - New Math Course	Yes, other than HOUSSE
3	MA51W1 - Ap Calculus Bc	Yes, other than HOUSSE

**Additional Job Classes** Add Show Detail

Line	Start Date	End Date	Job Class	Assignment Code	Fte	Organization
1	02/13/2012		Contractual, e		0.25	Hope High Sc

**DISTRICT Additional Job Classes** Add

**Development Facts Records** Add

Line	Activity Code	Activity Start Date	Activity End Date	Activity Hours
1	CPR-CPR Qualification (not required for security officers)	05/29/2012		

Figure 15.6 – Staff.PA screen, Credentials tab

Field	Required	Note
<b>Additional Job Classes grid</b>		
Start Date	Yes	Assignment Date
End Date		Completion Date
Assignment Code	Yes	Assignment Code
Fte	Yes	Percent Time Assigned
Organization	Yes	Location Code
<b>DISTRICT Additional Job Classes grid</b>		

<b>Field</b>	<b>Required</b>	<b>Note</b>
<b>Start Date</b>	<b>Yes</b>	Assignment Date
<b>End Date</b>		Completion Date
<b>Assignment Code</b>	<b>Yes</b>	Assignment Code
<b>Fte</b>	<b>Yes</b>	Percent Time Assigned
<b>Development Facts Records grid</b>		
<b>Activity Code</b>	<b>Yes</b>	Activity Code
<b>Activity Start Date</b>	<b>Yes</b>	Activity Start Date
<b>Activity Hours</b>	<b>Yes, if Activity Code equal equals MPOETC, NASRO, or LOCAL</b>	Activity Hours

# Chapter Sixteen: REPORTS

In this chapter, the following topics are covered:

- ▶ Navigating the Report Screens
- ▶ What are the available Pennsylvania State reports
- ▶ How to customize the reports before printing

## NAVIGATING THE REPORT SCREENS

You generate the Pennsylvania State Reporting reports and extracts from a customized report screen. While the information required on this report screen may change, some functions apply to all report screens. This section discusses these report screen similarities.

You access the Pennsylvania state reporting options report screens from the **PA** folder in the **Navigation Tree**.

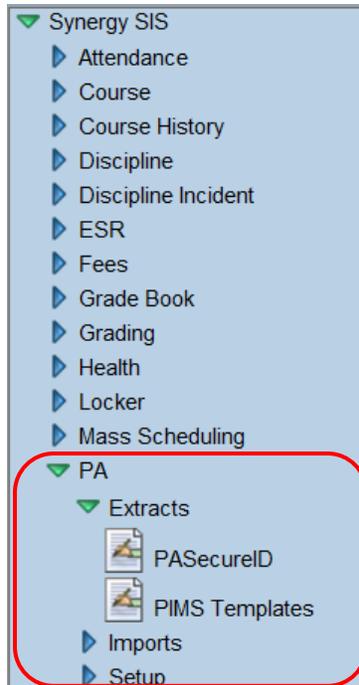


Figure 16.1 – PA Reports folder content

You access a specific report or extract screen by clicking the icon that represents that report or extract. For example, to access the PIMS Templates screen, click the **PIMS Templates**  button.

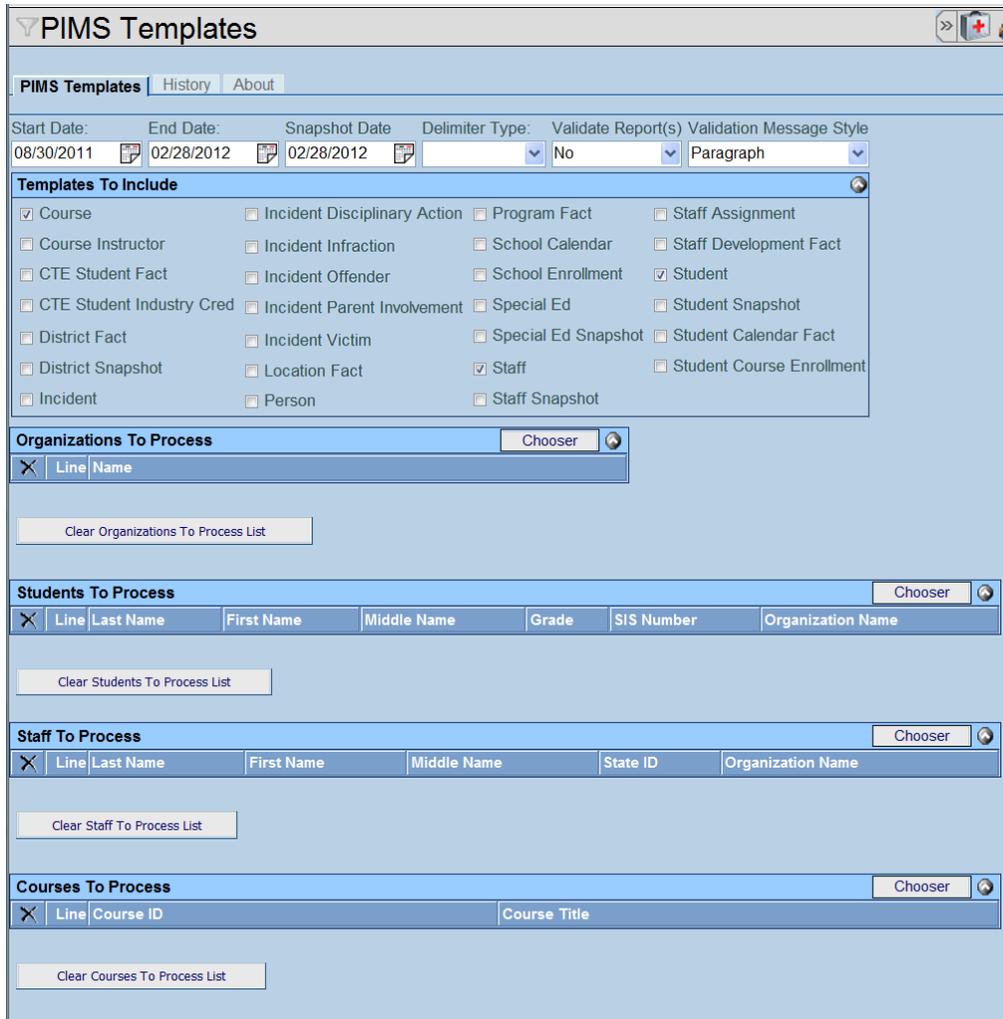


Figure 16.2 – PIMS Templates Screen

The Report Screen has three tabs:

- Report Interface tab (see page [142](#))
- History tab (see page [142](#))
- About tab (see page [145](#))

## The Report Interface Tab

Use the Report Interface tab to enter the fields required to extract the Pennsylvania State Reporting Data for the report or data file (see [Figure 16.2 – PIMS Templates Screen](#)). The Report Interface tab may have the following components used to enter the record selection criteria:

- Data Entry fields – examples include the Record Type, As of Date, Start Date, End Date, Validate Report(s), and Validation Message
- Organizations to Process – use the Organizations to Process list to include all students enrolled in selected schools or districts in the extract or report. If an Organization to Process is selected, leave the remaining “to Process” lists blank.
- Students to Process – use the Students to Process list to include specific student records in the extract or report.
- Staff to Process – use the Staff to Process list to include specific staff records in the extract or report, if applicable.
- Courses to Process – use the Courses to Process list to include specific course records in the extract or report, if applicable

The Organizations to Process list is mutually exclusive from the other “to Process” lists. This means that only the Organization to Process list or the other lists can be used to extract the records that meet the record selection criteria; not both.

After the report selection criteria is entered, click the **Generate Extract** button to create the extract file or report. Each time an extract or report is submitted, a record is added to the History tab.

## The History Tab

All files, logs, and reports generated by the users are stored in the SQL database. Use the History tab to screen these files, logs, and reports; screen the parameters used to generate a file, log, or report; screen an error log; and screen the data results in the Extract Viewer.

Each time a file, log, or report is saved to the History tab, the SQL database increases in size. To keep the size of the SQL database manageable, click the **Clear Report History** button to remove history records that are no longer required. You can click the Pinned button to prevent a report from being removed by the Clear Report History process.

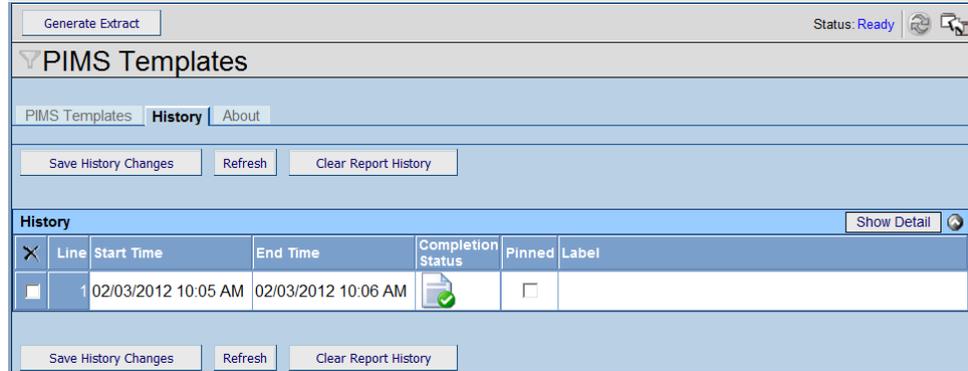


Figure 16.3 – PIMS Templates Screen, History tab

The following table explains each column heading.

Column Heading	Definition
<b>Line</b>	A line number is use to automatically sequence each history record. The records are sequenced in ascending order, beginning with the most recent history record.
<b>Start Time</b>	The date and time this report instance started running is displayed.
<b>End Time</b>	The date and time this report instance finished running is displayed.
<b>Completion Status</b>	The following buttons represent the status of each report instance:  Process is running/did not complete.  Process Completed  Report stopped due to errors
<b>Pinned</b>	Click the <b>Pinned</b> check box to prevent a report from being removed by the Clear Report History process. You may want to use this option to keep a copy of the report for historical purposes.
<b>Label</b>	When a report is pinned, you can type a descriptive label for the report to be saved (for example, 2010/2011 Final Submission).

Click a **Line** number, and then click the **Show Details** button to display details for that report instance. The **Parameters** tab shows the values used to extract the student date for this report instance.

**PIMS Templates** >>  

PIMS Templates **History** | About

Save History Changes | Refresh | Clear Report History

**History** Hide Detail 

Line	Start Time	Parameters	Files
1	03/07/2012 03:11 PM		
2	03/07/2012 03:11 PM	Starting Date: 08/30/2011	
3	02/29/2012 12:32 PM	Ending Date: 02/28/2012	
4	02/28/2012 02:49 PM	Snapshot Date: 02/28/2012	
5	02/28/2012 02:47 PM	ValidateReports: N	
6	02/28/2012 02:33 PM	ValidationStyle: P	
7	02/28/2012 02:29 PM		
8	02/28/2012 10:12 AM		

Figure 16.4 –History tab with details example

Click the **Files** tab to screen the results of the report instance.

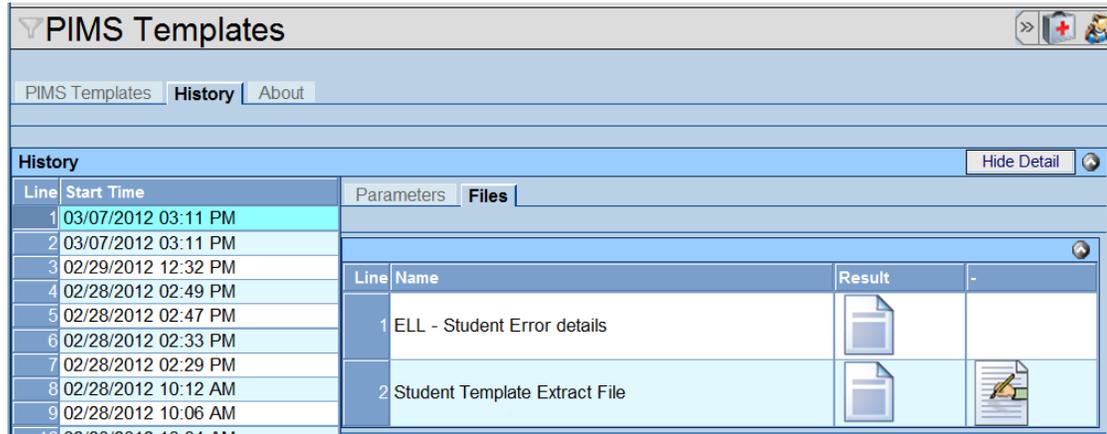


Figure 16.5 –History tab, Files tab example

Click the **Paper** button to save the extract file (or error log) to the computer or network.

Click the **Hide Detail** button to hide the history file details.

## The Extract Viewer

On the History > Files tab, click the **Paper and Pencil** button to open the extract viewer to screen, add and modify the extracted student records; and to add a student record to the extract.

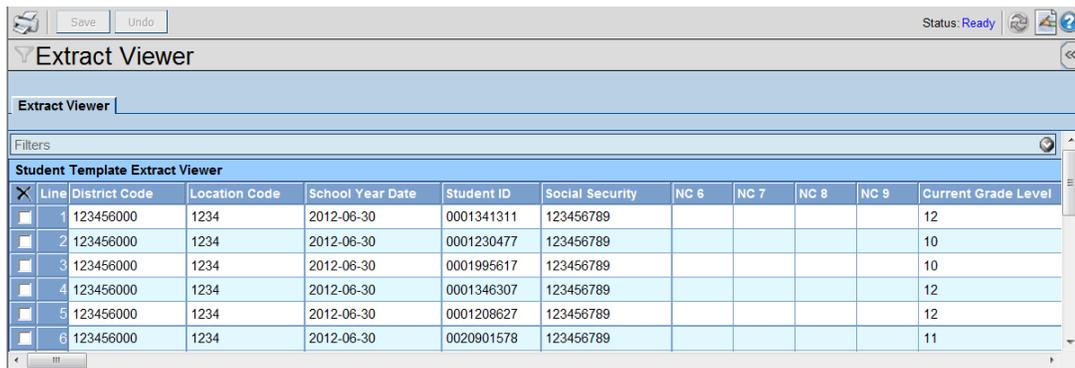


Figure 16.6 – Extract Viewer example

To modify the data:

1. Click the **Line** number of the record to be modified.
2. Tab to the field to be changed or click and drag the **Horizontal scroll bar**.
3. Make the necessary change to the data.
4. Click the **Save** button to save the changes to the data.
5. When finished modifying the data, close the extract viewer. A modified data extract is saved with the following name ([Extract File Name] (Modified)).

To delete records from the extract viewer:

1. Click to select the check box in the **Delete** column (  ) that corresponds to the record to be deleted.
2. Click the **Save** button to save the changes to the data.
3. When finished modifying the student data, close the extract viewer. A modified data extract is saved with the following name ([Extract File Name] (Modified)).

## The About Tab

The About tab contains state-specific information about the extract or report.

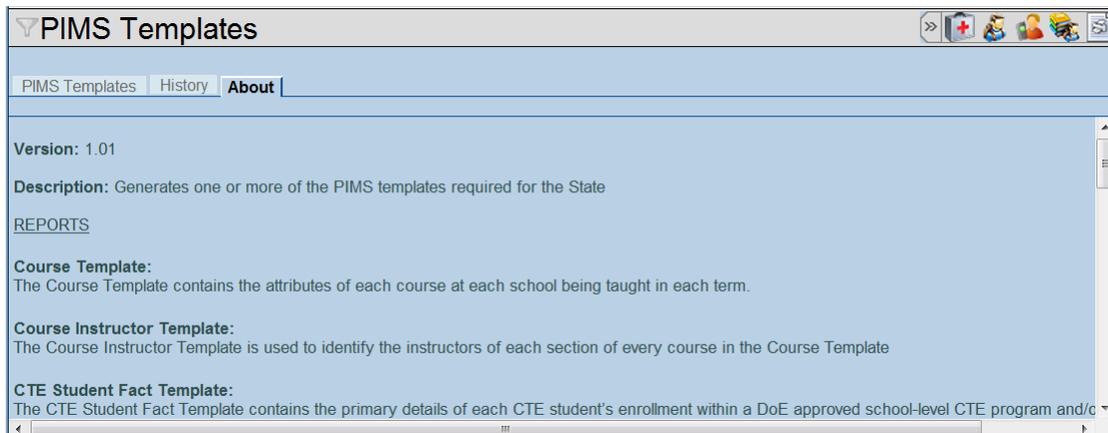


Figure 16.7 – About tab example

## PIMS TEMPLATES

The Pennsylvania State Department of Education uses the PIMS Templates to collect the following data:

- Student data for all Pre-K through Grade 12 and the Adult Affidavit Program (AAP) students enrolled in a public school; and all Pennsylvania students enrolled in an Approved Private School (APS) or Private Residential Rehabilitation Institute (PRRI).
- Staff data for all certificated and non-certificated elementary and secondary professional who are employed in a public school. Professional personnel who are employed by another PA public LEA with whom the district has contracted to provide services to students reported by your LEA are also included in the staff templates.

Refer to the following guides for more information about the PIMS Templates. You can download these guides from the Pennsylvania Information Management System (PIMS) Web site: [http://www.portal.state.pa.us/portal/server.pt/community/pims-pennsylvania\\_information\\_management\\_system/8959](http://www.portal.state.pa.us/portal/server.pt/community/pims-pennsylvania_information_management_system/8959).

- Pennsylvania Information Management System User Manual, Volume 1
- Pennsylvania Information Management System User Manual, Volume 2

Currently, the following templates are available in the Pennsylvania State Reporting program for Synergy.

Template	Description
PIMS Course Instructor Template	Use the PIMS Course Instructor Template to report courses associated with the students enrolled in each section and the instructors of each section.
PIMS Course Template	Use the PIMS Course Template to collect the attributes of each course at each school.
PIMS CTE Student Fact	Use the PIMS CTE Student Fact template to report the primary details of each CTE student's enrollment within a DOE approved school-level CTE program and/or registered adult affidavit CTE operated by each LEA.
PIMS CTE Student Industry Credential	Use the PIMS CTE Student Industry Credential template to report the industry certifications earned by students due to their enrollment within a PDE-approved reimbursable secondary CTE program.
PIMS Incident Offender Disciplinary Action	Use the PIMS Incident Offender Disciplinary Action template to track disciplinary sanctions as well as referral to or participation in remedial programs. Each know offender should have one and only one sanction record in this template, which identifies the "highest" or most sever sanction.
PIMS Incident Offender Infraction	Use the PIMS Incident Offender Infraction template to connect an incident and the offender to an infraction. If multiple infractions apply to the incident/offender, submit one record for each infraction.
PIMS Incident Offender Parent Involvement	Use the PIMS Incident Offender Parent Involvement template to connect an incident and the offender to one or more parental involvement types.

Template	Description
	This template should include multiple parental involvement with the same incident number and offender ID.
PIMS Incident Template	Use the PIMS Incident template to report primary details of a discipline incident. The LEA should submit one record for each applicable School Safety incident.
PIMS Incident Victim	Use the PIMS Incident Victim template to connect on or more victims to each specific incident. Please note that not all incidents will have victims.
PIMS PA Secure Id	Use the PAsSecureID extract to request a State Student ID for students actively enrolled in your school that are not currently assigned a State Student ID.
PIMS Programs Fact Template	Use the PIMS Programs Fact Template to report student participation in a particular group of programs (e.g., Title I, Title III, ELL, etc.). Refer to "Appendix F – Program Codes" in the <i>Pennsylvania Information Management System User Manual, Volume 2</i> , for a list of valid programs.
PIMS School Calendar Template	Use the PIMS School Calendar Template to submit each unique school calendar associated with a student or group of students to the School Calendar file.
PIMS School Enrollment Template	Use the PIMS School Enrollment Template to report student enrollment and withdrawal activity at each school in the LEA to the Pennsylvania DOE.
PIMS Staff Assignment Template	Use the PIMS Staff Assignment template to collect point-in-time information on staff assignments.
PIMS Staff Development Template	Use the PIMS Staff Development Fact Template to collect qualification and training information for the following staff positions: School Security Officers, School Resource Officers, and School Police Officers. Collect this information for staff that are directly employed or contracted by the district.
PIMS Staff/Staff Snapshot Templates	<p>Use the PIMS Staff Template to report professional employee records to the Pennsylvania DOE.</p> <p>Use the PIMS Staff Snapshot Template to report the staff population in the school on a specific date to the Pennsylvania DOE.</p>
PIMS Staff Template	Use the PIMS Staff Template to report professional employee records to the Pennsylvania DOE.
PIMS Student Calendar Fact Template	Use the PIMS Student Calendar Fact Template to associate a student's membership days with a unique school calendar previously uploaded to the School Calendar file.
PIMS Student Course Enrollment Template	Use the Student Course Enrollment Template to collect student course enrollment information in each course/section combination.
PIMS Student/Student Snapshot Template	<p>Use the PIMS Student template to submit one record for each student actively enrolled in your school to the Pennsylvania DOE.</p> <p>Use the PIMS Student Snapshot template reports students actively enrolled in your school on a specific date to the Pennsylvania DOE.</p>

## Navigating to the PIMS Template Screen

Navigate to **Synergy SIS > PA > Reports > PIMS Templates** to access the PIMS Template screen.

The screenshot displays the 'PIMS Templates' configuration interface. At the top, there is a 'Generate Extract' button. Below it, the title 'PIMS Templates' is shown with a dropdown arrow. The interface includes several sections for configuring report parameters:

- Navigation:** 'PIMS Templates', 'History', and 'About' tabs.
- Date and Style Settings:**
  - Start Date: 08/30/2011
  - End Date: 02/28/2012
  - Snapshot Date: 02/28/2012
  - Delimiter Type: (dropdown)
  - Validate Report(s): No
  - Validation Message Style: Paragraph
- Grade Selection:** A grid of checkboxes for various grade levels including 001-010, AAP, EUG, K4A-K5P, PKA, PKF, PKP, and SUG.
- Templates To Include:** A grid of checkboxes for report types such as Course, Incident Disciplinary Action, Program Fact, Staff Assignment, etc.
- Organizations To Process:** A section with a 'Chooser' button and a table with columns for Line and Name.
- Students To Process:** A section with a 'Chooser' button and a table with columns for Line, Last Name, First Name, Middle Name, Grade, SIS Number, State ID, and Organization Name.
- Staff To Process:** A section with a 'Chooser' button and a table with columns for Line, Last Name, First Name, Middle Name, State ID, and Organization Name.
- Courses To Process:** A section with a 'Chooser' button and a table with columns for Line, Course ID, and Course Title.

Each of these list sections includes a 'Clear [Category] To Process List' button.

Figure 16.8 – PIMS Templates screen

## Generating a PIMS Template

To generate one or more PIMS templates:

1. In the **Start Date** and **End Date** fields, click the **Calendar**  button to select the custom date range for the report; or type each date in M/D/YY format. For the student templates, any student with an enrollment record that falls between the start and end dates, and that meets the other student selection criteria, is included on the report.

For the staff templates, any staff member with an employment record that falls between the start and end date, and that meets the other staff report criteria, is included on the report.

2. If generating a snapshot template, in the **Snapshot Date** field, click the **Calendar**  button to select the snapshot date for the report; or type the snapshot date in M/D/YY format. For staff templates, any student with an enrollment record that falls on the snapshot date, and that meets the other student selection criteria, is included on the report.

For the staff templates, any staff member with an employment record on that date, and that meets the other staff selection criteria, is included in the report.

Leave the **Snapshot Date** blank if the PIMS template report is not a snapshot template.

3. In the **Validate Report(s)** field, click to select **Yes** to validate the student data selected for the template or **No** to not validate the student data selected for the template.
4. In the **Validation Message Style** field, click to select **One Per Line** to list one error message per line on the error report; or click to select **Paragraph** to list the error messages in paragraph format.
5. In the **Templates To Include** section, click to select the check box that corresponds to each template to be generated.

If a PIMS Staff template is selected, the **Staff to Process** section displays at the bottom of the screen.

6. In the **Grade** section, click to select each check box that corresponds to a grade level of the students to be included in the extract. Use this option to filter the **Students To Process** list by grade level.

For example, if grade level 11 and 12 are selected and specific students are listed in the Students to Process list, the extract will include only those students in the list whose grade level is 11 or 12.

7. In **Organizations To Process**, click the **Chooser** button to select the organizations in which the students to be included in the file extract are enrolled. Leave this section blank to include students from all organizations in the record selection process.
8. In **Students To Process**, click the **Chooser** button to select the students to be included in the file extract. Leave this section blank to include all students in the record selection process.

If specific student records are selected for the extract, any organizations selected in the **Organizations To Process** section are ignored during the record selection process.

9. In **Staff To Process**, click the **Chooser** button to select the staff to be included in the file extract. Leave this section blank to include all staff in the record selection process.

If specific staff records are selected for the extract, any organizations selected in the **Organizations To Process** section are ignored during the record selection process.

This section displays only when a PIMS Staff extract option is selected in the **Templates to Include** block.

10. In **Courses To Process**, click the **Chooser** button to select the courses to be included in the file extract. Leave this section blank to include all courses in the record selection process.

If specific course records are selected for the extract, any organizations selected in the **Organizations To Process** section are ignored during the record selection process.

This section displays only when a PIMS Course extract option is selected in the **Templates to Include** block.

11. Click the **Generate Extract** button. The **Job Status** screen appears. When the extract process is finished, the **Job Status** screen automatically closes.
12. Click the **History** tab to view the job status (see [Figure 16.3](#) on page [143](#)). If the job is not displayed, click the **Refresh** button to refresh the History screen.
13. Click to select a job record, and then click the **Show Details** button to view the job details and to access the extract file viewer.

Refer to [The History Tab](#) procedure on page [142](#) for more information.

14. Click the **Files** tab to view the PIMS Template Extract File (see [Figure 16.6](#) on page [145](#)).

15. Click the **Paper and Pencil**  button to view the PIMS template files in the Extract Viewer.

You can modify the student data displayed in the Extract File viewer. Refer to [The Extract Viewer](#) procedure on page [145](#) for more information.

16. Click and drag the **Horizontal** scroll bar to view/verify the extracted student data.
17. When the student data is verified correct, upload the PIMS template to the Pennsylvania Information Management Systems (PIMS).

# PASecureID EXTRACT

Use the PASecureID Extract to create a student extract file to upload into PASecureID. The PASecureID Extract file is used to assign PASecureID numbers to an LEA's students.

For further information, click the following link to download the PASecureID Quick Reference Guide and other available documentation: [http://www.portal.state.pa.us/portal/server.pt/directory/pasecureid\\_how\\_to\\_guides\\_training\\_docs/71500](http://www.portal.state.pa.us/portal/server.pt/directory/pasecureid_how_to_guides_training_docs/71500).

## Navigating to the PASecureID Screen

Navigate to **Synergy SIS > PA > Extracts > PASecureID** to access the PASecureID screen.

The screenshot shows the PASecureID interface with the following elements:

- Buttons:** "Generate Extract" at the top left.
- Navigation:** "PA Secure ID", "History", and "About" tabs.
- Filters:**
  - "Blank State IDs ONLY" dropdown.
  - "Start Date:" 08/01/2011
  - "End Date:" 03/08/2012
  - "Validate Report(s)" dropdown set to "No".
  - "Validation Message Style" dropdown set to "One Per Line".
- Grade Selection:** A box containing checkboxes for grades 001 through 010, and categories AAP, EUG, K4A, K4F, K4P, K5A, K5F, K5P, PKA, PKF, PKP, and SUG.
- Organizations To Process:** A section with a "Chooser" button and a table with columns "Line" and "Name".
- Clear Organizations To Process List** button.
- Students To Process:** A section with a "Chooser" button and a table with columns: Line, Last Name, First Name, Middle Name, Grade, SIS Number, State ID, and Organization Name.
- Clear Students To Process List** button.

Line	Last Name	First Name	Middle Name	Grade	SIS Number	State ID	Organization Name
1	Abbott	Billy	C	012	905483	0001341311	Hope High School

Figure 16.9 – PASecureID screen

## Generating a PASecureID Extract File

To generate the PASecureID extract file:

1. In the **Blank State IDs ONLY** field, click to select **Yes** to include only students with a blank state ID in the file extract. Click to select **No** (or leave the field blank) to include students with and without assigned state IDs.
2. In the **Start Date** and **End Date** fields, click the **Calendar**  button to select the custom date range for the report; or type each date in M/D/YY format. Any student with an enrollment record that falls between the start and end dates, and does not have an assigned PASecureID, is included on the extract.
3. In the **Validate Report(s)** field, click to select **Yes** to validate the student data selected for the template or **No** to not validate the student data selected for the template.
4. In the **Validation Message Style** field, click to select **One Per Line** to list one error message per line on the error report; or click to select **Paragraph** to list the error messages in paragraph format.
5. In the **Grade** section, click to select each check box that corresponds to a grade level of the students to be included in the extract. Use this option to filter the **Students To Process** list by grade level.

For example, if grade level 11 and 12 are selected and specific students are listed in the Students to Process list, the extract will include only those students in the list whose grade level is 11 or 12.

6. In **Organizations To Process**, click the **Chooser** button to select the organizations in which the students to be included in the file extract are enrolled. Leave this section blank to include students from all organizations in the record selection process.
7. In **Students To Process**, click the **Chooser** button to select the students to be included in the file extract. Leave this section blank to include all students in the record selection process.

If specific student records are selected for the extract, any organizations selected in the **Organizations To Process** section are ignored during the record selection process.

8. Click the **Generate Extract** button. The **Job Status** screen appears. When the extract process is finished, the **Job Status** screen automatically closes.
9. Click the **History** tab to view the job status (see [Figure 16.3](#) on page [143](#)). If the job is not displayed, click the **Refresh** button to refresh the History screen.
10. Click to select a job record, and then click the **Show Details** button to view the job details and to access the extract file viewer.

Refer to [The History Tab](#) procedure on page [142](#) for more information.

11. Click the **Files** tab to view the PIMS Template Extract File (see [Figure 16.6](#) on page [145](#)).

12. Click the **Paper and Pencil**  button to view the PASecureID extract file Extract File viewer.

You can modify the student data displayed in the Extract File viewer. Refer to [The Extract Viewer](#) procedure on page [145](#) for more information.

13. Click and drag the **Horizontal** scroll bar to view/verify the extracted student data.
14. When the student data is verified correct, upload the PASecureID to the Pennsylvania Department of Education.

# Chapter Seventeen: EXTRACT FILE MAPPING

In this chapter, the following topics are covered:

- ▶ PAMSecureID Extract
- ▶ PIMS Templates

# PASECUREID EXTRACT

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
<b>Header Record Layout</b>								
1	RECORD TYPE	2	N/A	N/A	N/A	N/A	A/N	Required Value equals TH
2	EXTRACT DATE	10	N/A	N/A	N/A	N/A	A/N	Required Format: mm/dd/yyyy
3	EXTRACT TIME	8	N/A	N/A	N/A	N/A	A/N	Required 24-hour format: hh:mm:ss
4	TRANSMISSION ID	10	N/A	N/A	N/A	N/A	N	Required
5	VERSION	10	N/A	N/A	N/A	N/A	A/N	Required Value equals 1.0
6	DELIMITER	25	N/A	N/A	N/A	N/A	A/N	Required Value equals DELIMITER
<b>Detail Record Layout</b>								
1	RECORD TYPE	2	N/A	N/A	N/A	N/A	A/N	Required Value equals ID
2	CURRENT SCHOOL CODE	4	K12-EnrollmentInfo-StudentEnrollmentActivity-SRUserDD06 If blank, extract K12-School-StateSchoolCode	Student.PA>Enrollment Or Organization>School	Current School Code	K12-Enrollment-SrUserDD06	A/N	Required
3	RESIDENT DISTRICT CODE	9	K12.Enrollment Info.Student EnrollmentActivity-DistrictOf Residence If blank, K12-Setup-DistrictSetup-DistrictNumber	Student.PA>Enrollment Or Organization>District	District Code of Residence	K12-Enrollment-SrUserDD01	A/N	Required
4	LEGAL LAST NAME	60	K12-Student-LastName	Student.PA>Demographics	Last Name	N/A	A/N	Required
5	LEGAL FIRST NAME	60	K12-Student-FirstName	Student.PA>Demographics	First Name	N/A	A/N	Required
6	LEGAL MIDDLE NAME	60	K12-Student-MiddleName	Student.PA>Demographics	Middle Name	N/A	A/N	Required
7	LEGAL NAME SUFFIX	10	K12-Student-Suffix	Student.PA>Demographics	Suffix	N/A	A/N	Required
8	GENDER	1	K12-Student-Gender	Student.PA>Demographics	Gender	K12-Revelation-Gender	A/N	Required
9	DATE OF BIRTH	10	K12-Student-BirthDate	Student.PA>Demographics	Birth Date	N/A	A/N	Required Format: mm/dd/yyyy
10	CURRENT GRADE LEVEL	3	K12-EnrollmentInfo-StudentEnrollment Activity-Grade	Student.PA>Enrollment	Grade	K12.Grade	A/N	Required

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
11	LOCAL STUDENT ID	20	K12-Student-SisNumber	Student.PA>Demographics	Perm ID	N/A	A/N	Required
12	SOCIAL SECURITY NUMBER	11	K12-Student-SocialSecurity Number	Student.PA>Other Info	Social Security Number	N/A	A/N	Optional Used to expedite the near match process, reduces duplicate IDs and aids in the identification of duplicate IDs
13	RACE/ETHNICITY	N/A	Calculated based on K12-Student-HispanicIndicator and K12-Student-EthnicCode	Student.PA>Demographics	Hispanic/Latino Race>American Indian/Alaskan Native (not Hispanic) Race>Asian (not Hispanic) Race>Black or African America (not Hispanic) Race>Native Hawaiian or other Pacific Islander (not Hispanic) Race>White (not Hispanic)	K12-Revelation-Ethnicity K12-Revelation-Hispanic Ethnicity	A/N	Required
14	PASECUREID	10	K12-Student-StateStudent Number	Student.PA>Demographics	State Student Number	N/A	A/N	Must be provided, if available. If the student does not have an assigned PASecureID, this field is blank.
15	CURRENT DISTRICT CODE	9	K12-EnrollmentInfo-StudentEnrollment Activity-SRUserDD05 If blank, K12-Setup-DistrictSetup-DistrictNumber	Student.PA>Enrollment Or Organization>District	Current District Code	K12-Enrollment-SrUserDD05	A/N	Required
16	CURRENT SCHOOL YEAR	4	Calculated	N/A	N/A	N/A	N	Required Format: yyyy Use the ending year of the current school year (e.g., 2012 for 2011-2012 school year).
<b>Trailer Record Layout</b>								
1	RECORD TYPE	2	N/A	N/A	N/A	N/A	A/N	Required Value equals TT
2	TRANSMISSION ID	10	N/A	N/A	N/A	N/A	N	Required Matches the Transmission ID in the Header record
3	NUMBER OF RECORDS	10	N/A	N/A	N/A	N/A	N	Required The number of records in the file, including the TH and TT records. Left-aligned without trailing spaces

# PIMS TEMPLATES

## PIMS Course Instructor Template

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
1	DISTRICT CODE	9	K12-Setup-DistrictSetup-DistrictNumber	Organization>District	District Number	N/A	A/N	Required
2	LOCATION CODE	4	K12-School-StateSchoolCode If blank, K12-School-School Code	K12.Setup.School or Organization>School	State CTDS Code Or School Code	N/A	A/N	Required
3	SCHOOL YEAR DATE	10	Calculated by extracting the last day in June of the current school year	K12.Setup.School Setup	Calculated	N/A	N	Required Format: YYYY-MM-DD
4	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
5	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
6	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
7	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
8	PRIMARY INSTRUCTOR ID	7	K12-Staff-StateID or, if blank, K12-Staff-SocialSecurity Number	K12.PA.Staff.PA	State ID Or Social Security Number	N/A	A/N	Required Format: 99999999 or SS99999 for security staff If blank, format is 99999999
9	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
10	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
11	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
12	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
13	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
14	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
15	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
16	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
17	SUPPLEMENTARY COURSE DIFFERENTIATOR	2	K12-CourseInfo-Course-CourseDuration	K12.CourseInfo. Course District	Course Duration	K12-CourseInfo-Course Duration	A/N	Required Formally called SEMESTER
18	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
19	COURSE CODE LONG	12	K12-CourseInfo-Course-CourseID	K12.CourseInfo. Course District	Course ID	N/A	A/N	Required
20	PRIMARY INSTRUCTION LANGUAGE CODE	16	K12-ScheduleInfo-Section-ELanguage	K12.Section (Additional Staff)	Primary EL Language	K12-Language	A/N	Optional

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
21	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
22	SECTION CODE LONG	25	K12-SectionInfo-Section-SectionID	K12.Section (Current Students)	Section ID	N/A	A/N	Required

## PIMS Course Template

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
1	DISTRICT CODE	9	K12-Setup-DistrictSetup-DistrictNumber	Organization>District	District Number	N/A	A/N	Required
2	LOCATION CODE	4	K12-School-StateSchoolCode If blank, K12-School-School Code	K12.Setup.School or Organization>School	State CTDS Code Or School Code	N/A	A/N	Required
3	SCHOOL YEAR DATE	10	Calculated by extracting the last day in June of the current school year	K12.Setup.School Setup	Calculated	N/A	N	Required Format: YYYY-MM-DD
4	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
5	COURSE NAME	50	K12-CourseInfo-Course-CourseTitle	K12.CourseInfo. Course District	Course Title	N/A	A/N	Required
6	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
7	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
8	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
9	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
10	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
11	HONORS INDICATOR	1	K12-CourseInfo-Course-AcademicType	K12.CourseInfo. Course District	Academic Type		A/N	Required
12	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
13	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
14	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
15	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
16	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
17	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
18	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
19	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
20	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
21	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
22	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
23	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
24	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
25	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
26	SUPPLEMENTARY COURSE DIFFERENTIATOR	2	K12-CourseInfo-Course-CourseDuration	K12.CourseInfo. Course District	Course Duration	K12-CourseInfo-Course Duration	A/N	Required Formally called SEMESTER
27	COURSE CODE LONG	12	K12-CourseInfo-Course-CourseID	K12.CourseInfo. Course District	Course ID	N/A	A/N	Required
28	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
29	ALTERNATE COURSE CODE	12	K12-CourseInfo-CourseAltCode-AltCode	K12.CourseInfo. Course District	Alt Code	N/A	N/A	Required
30	REQUIREMENTS INDICATOR CODE	1	K12-CourseInfo-MN-CourseMN-GradRequirementIndicator	K12.CourseInfo. Course District (Description page)	Grad Requirement Indicator	N/A	A/N	Required
31	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
32	DUAL CREDIT	1	Calculate based on AltCode in Field 29. Y if code is a dual enrollment code and N if any other code.	N/A	N/A	N/A	A/N	Required
33	ADVANCED PLACEMENT INDICATOR	1	K12-CourseInfo-Course-APIndicator	K12.CourseInfo. Course District (Description page)	AP Indicator	N/A	A/N	Required
34	CAREER AND TECHNICAL INDICATOR	1	K12-CourseInfo-Course-TechnicalCourse	K12.CourseInfo. Course District (Course page)	Technical Course	N/A	A/N	Required
35	GIFTED INDICATOR	1	K12-CourseInfo-CourseLevelList-SCEDCourseLevel = GIFTED, a Y (Yes) is extracted. Otherwise, an N (No) is extracted.	K12.CourseInfo. Course District (Description page)	Course Level	N/A	A/N	Required
36	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
37	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
38	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
39	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
40	INTERNATIONAL BACCALAUREATE INDICATOR	1	K12-CourseInfo-Course-IBIndicator	K12.CourseInfo. Course District (Description page)	IB Indicator	N/A	A/N	Required
41	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
42	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
43	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
44	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
45	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
46	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	

## PIMS CTE Student Fact Template

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
1	DISTRICT CODE	9	K12-Setup-DistrictSetup-DistrictNumber	Organization>District	District Number	N/A	A/N	Required
2	SCHOOL YEAR DATE	10	Calculated by extracting the last day in June of the current school year	K12.Setup.School Setup	Calculated	N/A	N	Required Format: YYYY-MM-DD
3	STUDENT ID	10	K12-Student-StateStudent Number	K12.PA.Student.PA (Demographics)	State Student Number	N/A	N	Required
4	CIP Location Code	4	K12-CourseHistory Info-PA-Student CTEProgramPA-CipLocationCode	K12.PA.Course HistoryInfo.Student CTEProgram	CIP Location Code	N/A	N	Required
5	Student Location Code	4	K12-CourseHistory Info-PA-Student CTEProgramPA-CipLocationCode	K12.PA.Course HistoryInfo.Student CTEProgram	CIP Location Code	N/A	N	Required
6	CIP Code	10	K12-CourseInfo-CTEProgram-Code	K12.CourseInfo.CTE Programs	Code	N/A	N	Required

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
7	Delivery Method Code	2	K12-CourseHistoryInfo-PA-StudentCTEProgramPA-DeliveryMethodCd Over  If the Delivery Method Code (Override) field is blank, extract a value of 60 – Tech Prep if the Tech Prep check box (K12-CourseInfo-CTEProgram-TechPrep) is selected.  If both the Delivery Method Code (Override) and Tech Prep check box are blank, extract the Delivery Method Code (K12-CourseInfo-PA-CTEProgram PA-Delivery MethodCode) defined for the CTE Program.	K12.PA.CourseHistoryInfo.StudentCTEProgram Or K12.CourseInfo.CTE Programs	Delivery Method Cd Over Or Delivery Method if Tech Prep is not blank	K12.CourseHistoryInfo.PA.DELIVERY_METHOD_CODE	A/N	Required
8	Reporting Date	10	Calculated	N/A	N/A	N/A	Date	2012-06-30
9	Reporting Date Period Level	10	Hardcoded as YEAR	N/A	N/A	N/A	A/N	YEAR
10	CTE Status Type Code	2	K12-CourseHistoryInfo-PA-StudentCTEProgramPA-CTEStatusType Code  If not populated, extract code 30, 40, or 60 based on the Completed check box and Grad Status on the Student.PA screen, Other Info tab.  If the Grad Status code equals any of the following state values, extract a value of 71: A, B, C, D, O, R, or W.  If the Withdrawal Code equals W10, extract a value of 80.	K12.PA.CourseHistoryInfo.StudentCTEProgram	CTE Status Type Code	K12.CourseHistoryInfo.PA.CTE_STATUS_TYPE_CODE	A/N	Required

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
11	CTE Program Completion Plan Date	N/A	Hard code as N/A	N/A	N/A	N/A	N/A	N/A
12	Registered Apprentice Indicator	1	K12-CourseHistoryInfo-PA-StudentCTEProgramPA-ApprenticeInd	K12.PA.CourseHistoryInfo.StudentCTEProgram	Registered Apprentice	N/A	A/N	Y – Student did actively participate in this learning component during reporting year  N – Student did not actively participate in this learning component during reporting year
13	Internship Indicator	1	K12-CourseHistoryInfo-PA-StudentCTEProgramPA-InternshipInd	K12.PA.CourseHistoryInfo.StudentCTEProgram	Internship	N/A	A/N	Y – Student did actively participate in this learning component during reporting year  N – Student did not actively participate in this learning component during reporting year
14	Cooperative Work Indicator	1	K12-CourseHistoryInfo-PA-StudentCTEProgramPA-CooperativeWorkInd	K12.PA.CourseHistoryInfo.StudentCTEProgram	Cooperative Work	N/A	A/N	Y – Student did actively participate in this learning component during reporting year  N – Student did not actively participate in this learning component during reporting year
15	Job Exploration Indicator	1	K12-CourseHistoryInfo-PA-StudentCTEProgramPA-JobExplorationInd	K12.PA.CourseHistoryInfo.StudentCTEProgram	Job Exploration	N/A	A/N	Y – Student did actively participate in this learning component during reporting year  N – Student did not actively participate in this learning component during reporting year
16	Agriculture Experience Indicator	1	K12-CourseHistoryInfo-PA-StudentCTEProgramPA-AgricultureExpInd	K12.PA.CourseHistoryInfo.StudentCTEProgram	Agriculture Exp	N/A	A/N	Y – Student did actively participate in this learning component during reporting year  N – Student did not actively participate in this learning component during reporting year

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
17	School-Sponsored Enterprise Indicator	1	K12-CourseHistoryInfo-PA-StudentCTEProgramPA-SchlSponEnterpriseInd	K12.PA.CourseHistoryInfo.StudentCTEProgram	Schl-Sponsored Enterprise	N/A	A/N	Y – Student did actively participate in this learning component during reporting year  N – Student did not actively participate in this learning component during reporting year
18	Number of Program Hours Completed	7	K12-CourseHistoryInfo-PA-StudentCTEProgramPA-NumPgmHrsCompleted	K12.PA.CourseHistoryInfo.StudentCTEProgram	# of Pgm Hrs Completed	N/A	N	Format: 99999.99  Required
19	Percentage of Program Completed	6	Calculated  K12-CourseHistoryInfo-PA-StudentCTEProgramPA-NumPgmHrsCompleted / K12-CourseHistoryInfo-PA-StudentCTEProgramPA-TotalHoursOverride  If / K12-CourseHistoryInfo-PA-StudentCTEProgramPA-TotalHoursOverride is blank, then K12-CourseHistoryInfo-PA-StudentCTEProgramPA-NumPgmHrsCompleted / K12-CourseInfo-PA-CTEProgramPA-TotalHours	K12.PA.CourseHistoryInfo.StudentCTEProgram  Or  K12-CourseInfo-PA-CTEProgramPA	Total Hrs (Pgm Override)  Or  Total Program Hours	N/A	N	Format: 999.99  Required
20	Cumulative Postsecondary Credits Earned	6	Calculate based on course history credits completed. The College Approved check box (K12-CourseInfo-Course-CollegeApproved) must be selected to include the credits earned for a completed course in the calculation.	K12.PA.CourseHistoryInfo.StudentCTEProgram	N/A	N/A	N	Format: 999.99  Required
21	Not Collected	N/A	N/A	N/A	N/A	N/A	N/A	

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
22	Word-based Experience Indicator	1	K12-CourseHistoryInfo-PA-StudentCTEProgramPA-WorkBasedExpInd	K12.PA.CourseHistoryInfo.StudentCTEProgram	Work-Based Exp	N/A	A/N	Y – Student did actively participate in this learning component during reporting year  N – Student did not actively participate in this learning component during reporting year
23	Not Collected	N/A	N/A	N/A	N/A	N/A	N/A	
24	Not Collected	N/A	N/A	N/A	N/A	N/A	N/A	
25	CTE Program Performance Code	20	K12-CourseHistoryInfo-PA-StudentCTEProgramPA-CTEPrgPerformance	K12.PA.CourseHistoryInfo.StudentCTEProgram	CTE Pgm Performance Cd	K12.CourseHistoryInfo.PA.CTE_PROGRAM_PERFORMANCE	A/N	Required only for AAP students
26	Pell Grant Indicator	1	K12-CourseHistoryInfo-PA-StudentCTEProgramPA-PellGrantInd	K12.PA.CourseHistoryInfo.StudentCTEProgram	Pell Grant	N/A	A/N	Y = Yes N = No  Required only for AAP students
27	Academic Instruction Code	3	K12-CourseHistoryInfo-PA-StudentCTEProgramPA-AcademicInstrCd	K12.PA.CourseHistoryInfo.StudentCTEProgram	Academic Instr Cd	K12.CourseHistoryInfo.PA.ACADEMIC_INSTRUCTIONAL_CD	A/N	Required

### PIMS CTE Student Industry Credential Template

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
1	DISTRICT CODE	9	K12-Setup-DistrictSetup-DistrictNumber	Organization>District	District Number	N/A	A/N	Required
2	SCHOOL YEAR DATE	10	Calculated by extracting the last day in June of the current school year	K12.Setup.School Setup	Calculated	N/A	N	Required Format: YYYY-MM-DD
3	STUDENT ID	10	K12-Student-StateStudent Number	K12.PA.Student.PA (Demographics)	State Student Number	N/A	N	Required
4	Student Location Code	4	K12-CourseHistoryInfo-PA-StudentCTEProgramPA-CipLocationCode	K12.PA.CourseHistoryInfo.StudentCTEProgram	CIP Location Code	N/A	N	Required
5	CIP Code	10	K12-CourseInfo-CTEProgram-Code	K12.CourseInfo.CTE Programs	Code	N/A	N	Required

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
6	Delivery Method Code	2	K12-CourseHistoryInfo-PA-StudentCTEProgramPA-DeliveryMethodCd Over  If the Delivery Method Code (Override) field is blank, extract a value of 60 – Tech Prep if the Tech Prep check box (K12-CourseInfo-CTEProgram-TechPrep) is selected.  If both the Delivery Method Code (Override) and Tech Prep check box are blank, extract the Delivery Method Code (K12-CourseInfo-PA-CTEProgram PA-Delivery MethodCode) defined for the CTE Program.	K12.PA.CourseHistoryInfo.StudentCTEProgram Or K12.CourseInfo.CTE Programs	Delivery Method Cd Over Or Delivery Method if Tech Prep is not blank	K12.CourseHistoryinfo.PA.DELIVERY_METHOD_CODE	A/N	Required
7	Industry Credential Code	12	K12-CourseHistoryInfo-PA-StudentCTEPgmIndCredPA-IndustryCredCd	K12.PA.CourseHistoryInfo.StudentCTEProgram	Industry Credential Code	K12.CourseHistoryinfo.PA.INDUSTRY_CREDENTIAL_CODE	A/N	Required
8	Credential Earned Date	10	Calculate based on K12-CourseHistoryInfo-PA-StudentCTEPgmIndCredPA-CredEarnedDate	K12.PA.CourseHistoryInfo.StudentCTEProgram	Credential Earned Date	N/A	Date	Required Format: YYYY-MM-DD
9	Credential Eanred Period Level	10	Defaults to YEAR per the state's requirements; cannot be changed.	N/A	N/A	N/A	A/N	Required

## PIMS Incident Offender Disciplinary Action Template

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
1	Submitting District Code	20	K12-Setup-DistrictSetup-DistrictNumber	Organization>District	District Number	N/A	A/N	Required
2	Incident ID	30	K12-DisciplineInfo-SchoolIncident-StateIncidentNum  If the State Incident Number field is blank, extract K12-DisciplineInfo-SchoolIncident-IncidentID	K12.DisciplineInfo.PA.IncidentsPA (Information tab)	State Incident Num  Or  Incident ID	N/A	A/N	Required
3	Offender ID	20	K12-Student-StateStudent Number	K12.DisciplineInfo.PA.IncidentsPA (Participants tab)	State Student Number	N/A	A/N	Required
4	Disciplinary Action Code	20	K12.DisciplineInfo.DistrictDisposition Code.StateCode  Or  K12.DisciplineInfo.DistrictDisposition Code.StateCode DispCode	K12.DisciplineInfo.PA.StudentIncident DisciplinePA (Discipline tab)  Or  K12.DisciplineInfo.PA.IncidentsPA (Participants tab)	Disposition Code	N/A	A/N	Required
5	School Year Date	10	Calculated  Always the last day of June in the current school year	N/A	N/A	N/A	Date	Required  Format: YYYY-MM-DD
6	Not collected	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7	Not collected	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8	Disciplinary Action Duration	6	K12-DisciplineInfo-StudentIncident Disposition-Reassignment Days	K12.DisciplineInfo.PA.StudentIncident DisciplinePA (Discipline tab)  Or  K12.DisciplineInfo.PA.IncidentsPA (Participants tab)	Reassignment Days	N/A	N	Format: 999.99
9	Not collected	N/A	N/A	N/A	N/A	N/A	N/A	N/A
10	Received Services Indicator	3	K12-DisciplineInfo-StudentIncidentDis position-ReceiveSupportS ervices	K12.DisciplineInfo.PA.Student DispositionPA	Receives Support Services	N/A	A/N	
11	Disciplinary Action Comment	500	K12-DisciplineInfo-StudentIncidentDis position-Comment	K12.DisciplineInfo.PA.Student DispositionPA	Comment	N/A	A/N	

## PIMS Incident Offender Infraction Template

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
1	Submitting District Code	20	K12-Setup-DistrictSetup-DistrictNumber	Organization>District	District Number	N/A	A/N	Required
2	Incident ID	30	K12-DisciplineInfo-SchoolIncident-StateIncidentNum  If the State Incident Number field is blank, extract K12-DisciplineInfo-SchoolIncident-IncidentID	K12.DisciplineInfo.PA.IncidentsPA (Information tab)	State Incident Num  Or Incident ID	N/A	A/N	Required
3	Offender ID	20	K12-Student-StateStudent Number for a student offender  Or K12-DisciplineInfo-PA-StudentNon IncidentDiscipline PA-PersonID for a non-student offender	K12.DisciplineInfo.PA.IncidentsPA (Participants tab)	State Student Number  Or Person ID	N/A	A/N	Required
4	Infraction Code	20	K12-DisciplineInfo-StudentIncident Violation-Violation Description for a student offender  or K12-DisciplineInfo-ViolationIncident NonStudentGrid-Violation Description for a non-student offender	K12.DisciplineInfo.PA.IncidentsPA (Violations tab)	Violation Description	N/A	A/N	Required
5	School Year Date	10	Calculated  Always the last day of June in the current school year	N/A	N/A	N/A	Date	Required  Format: YYYY-MM-DD
6	Weapon Count	4	K12-DisciplineInfo-ViolationIncident StudentGrid-Weapons for a student offender  K12-DisciplineInfo-PA-StudentNon IncidentDiscipline PA-WeaponCount for a non-student offender	K12.DisciplineInfo.PA.IncidentsPA (Violations tab)	Weapons	N/A	N	Required if the Infraction Code (Field 4) falls between 39 and 46.  Format: 9999

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
7	Infraction Comment	500	K12-DisciplineInfo-StudentIncidentViolation-AdditionalText for a student offender  Or K12-DisciplineInfo-StudentNonIncidentDiscipline-AdditionalInfo for a non-student offender	K12.DisciplineInfo.PA.IncidentsPA (Violations tab)	Additional Text	N/A	A/N	

### PIMS Incident Offender Parent Involvement Template

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
1	Submitting District Code	20	K12-Setup-DistrictSetup-DistrictNumber	Organization>District	District Number	N/A	A/N	Required
2	Incident ID	30	K12-DisciplineInfo-SchoolIncident-StateIncidentNum  If the State Incident Number field is blank, extract K12-DisciplineInfo-SchoolIncident-IncidentID	K12.DisciplineInfo.PA.IncidentsPA (Information tab)	State Incident Num  Or Incident ID	N/A	A/N	Required
3	Offender ID	20	K12-Student-StateStudent Number	K12.DisciplineInfo.PA.IncidentsPA (Participants tab)	State Student Number	N/A	A/N	Required
4	Parental Involvement Code	20	K12-DisciplineInfo-PA-Student IncidentDiscipline PA-Parental InvolvementCode	K12.DisciplineInfo.PA.IncidentsPA (Participants tab)	Parental Involvement Code	K12.Discipline Info.PA. Parent Involvement.	A/N	Required
5	School Year Date	10	Calculated  Always the last day of June in the current school year	N/A	N/A	N/A	Date	Required  Format: YYYY-MM-DD
6	Parental Involvement Comment	500	K12-DisciplineInfo-PA-Student IncidentDiscipline PA-Parental Involvement Comment	K12.DisciplineInfo.PA.IncidentsPA (Participants tab)	Parental Involvement Comment	N/A	A/N	

### PIMS Incident Template

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
1	Submitting District Code	20	K12-Setup-DistrictSetup-DistrictNumber	Organization>District	District Number	N/A	A/N	Required
2	School Year Date	10	Calculated  Always the last day of June in the current school year	N/A	N/A	N/A	Date	Required  Format: YYYY-MM-DD
3	Incident ID	30	K12-DisciplineInfo-SchoolIncident-StateIncidentNum  If the State Incident Number field is blank, extract K12-DisciplineInfo-SchoolIncident-IncidentID	K12.DisciplineInfo.PA.IncidentsPA (Information tab)	State Incident Num  Or  Incident ID	N/A	A/N	Required
4	Incident Date	10	K12-DisciplineInfo-SchoolIncident-IncidentDate	K12.DisciplineInfo.PA.IncidentsPA (Information tab)	Incident Date	N/A	Date	Required  Format: YYYY-MM-DD
5	Location Code of Incident	12	K12.School.StateSchoolCode  If the State School Code field is blank, extract K12.School.SchoolCode.	K12.DisciplineInfo.PA.IncidentsPA (Information tab)	School of Enrollment	N/A	A/N	Required
6	Local Incident ID	30	K12-DisciplineInfo-SchoolIncident-StateIncidentNum  If the State Incident Number field is blank, extract K12-DisciplineInfo-SchoolIncident-IncidentID	K12.DisciplineInfo.PA.IncidentsPA (Information tab)	State Incident Num  Or  Incident ID	N/A	A/N	
7	Incident Place Code	20	K12-DisciplineInfo-SchoolIncidentLocation-Location	K12.DisciplineInfo.PA.IncidentsPA (Information tab)	Location	K12.Discipline.Incident Location	A/N	Required
8	Incident Time Frame Code	5	K12-DisciplineInfo-SchoolIncident-IncidentContext Code	K12.DisciplineInfo.PA.IncidentsPA (Information tab)	Incident Context Code	K12.Discipline.Incident Context	A/N	Required if the Incident Place Code is equal to 1 – On school property/ grounds
9	Incident Against Property Indicator	5	Calculated  Extract a value of Y-Yes if the Infraction Code equals 30, 31, 32, or 33.  Otherwise, extract a value of N-No.	K12.DisciplineInfo.PA.IncidentsPA (Information tab)	N/A	N/A	A/N	Required
10	Not collected	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
11	Not collected	N/A	N/A	N/A	N/A	N/A	N/A	N/A
12	Not collected	N/A	N/A	N/A	N/A	N/A	N/A	N/A
13	Not collected	N/A	N/A	N/A	N/A	N/A	N/A	N/A
14	Not collected	N/A	N/A	N/A	N/A	N/A	N/A	N/A
15	Not collected	N/A	N/A	N/A	N/A	N/A	N/A	N/A
16	Not collected	N/A	N/A	N/A	N/A	N/A	N/A	N/A

### PIMS Incident Victim Template

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
1	Submitting District Code	20	K12-Setup-DistrictSetup-DistrictNumber	Organization>District	District Number	N/A	A/N	Required
2	Incident ID	30	K12-DisciplineInfo-SchoolIncident-StateIncidentNum  If the State Incident Number field is blank, extract K12-DisciplineInfo-SchoolIncident-IncidentID	K12.DisciplineInfo.PA.IncidentsPA (Information tab)	State Incident Num  Or Incident ID	N/A	A/N	Required
3	Victim ID	20	K12-Student-StateStudent Number for a student victim.  Or K12-DisciplineInfo-PA-StudentNon IncidentDiscipline PA-PersonID for a non-student victim.	K12.DisciplineInfo.PA.IncidentsPA (Participants tab)	State Student Number  Or Person ID	N/A	A/N	Required
4	School Year Date	10	Calculated  Always the last day of June in the current school year	N/A	N/A	N/A	Date	Required  Format: YYYY-MM-DD

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
5	Victim Type	20	Calculate for the following codes for student victims:  1-Student 2-Student with IEP 3-Student from another school  Extract the value entered in K12-DisciplineInfo-StulncNonIncidentDiscipline-RelationToSchool for any non-student victim.	K12.DisciplineInfo.PA.IncidentsPA (Participants tab), if the victim is not a student	Relation to School, if the victim is not a student.	K12.Discipline.Relationship to School	A/N	Required
6	Age at Time of Incident	3	Calculate based on K12-Student-BirthDate and K12-DisciplineInfo-SchoolIncident-IncidentDate for a student victim.  Calculate based on K12-Discipline Info-StudentNon IncidentDiscipline-BirthDate and K12-DisciplineInfo-SchoolIncident-IncidentDate for a non-student victim.	K12.DisciplineInfo.PA.IncidentsPA (Participants tab)	Birth Date Incident Date	N/A	N	Required
7	Grade Level Code at Time of Incident	4	Calculate based on K12-DisciplineInfo-SchoolIncident-IncidentDate and K12-EnrollmentInfo-StudentEnrollment Activity-Grade for a student victim.  Extract the value entered in K12-DisciplineInfo-PA-StudentNon IncidentDiscipline PA-GradeLevel for a non-student victim.	K12.DisciplineInfo.PA.IncidentsPA (Participants tab)	Incident Date Grade Level	K12.Grade	A/N	
8	Student Assistance Program Referral Indicator	3	K12-DisciplineInfo-PA-Student IncidentDiscipline PA-Student AssistanceReferral	K12.DisciplineInfo.PA.IncidentsPA (Participants tab)	Student Assistance Referral	N/A	A/N	Required  Y – Yes N – No

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
9	Injury Severity Code	20	Calculate based on K12-DisciplineInfo-StudentIncidentDiscipline-InjuriesSustained or K12-DisciplineInfo-StudentIncidentDiscipline-SeriousBodily Injury for student victims  Calculate based on K12-DisciplineInfo-StudentNonIncidentDiscipline-InjuriesSustained or K12-DisciplineInfo-StudentNonIncidentDiscipline-SeriousBodily Injury for non-student victims	K12.DisciplineInfo.PA.IncidentsPA (Participants tab)	Injuries Sustained Serious Bodily Injury	N/A	A/N	Required  Extract a value of 2-Victim sustained physical injury if the Injuries Sustained and/or Serious Bodily Injury check boxes are selected.  Extract an value of 1-Victim did not sustain physical injury if both check boxes are not selected.
10	Medical Treatment Required	3	K12-DisciplineInfo-PA-Student IncidentDiscipline PA-Medical Treatment for a student victim.  K12-DisciplineInfo-PA-StudentNon IncidentDiscipline PA-Medical Treatment for a non-student victim.	K12.DisciplineInfo.PA.IncidentsPA (Participants tab)	Medical Treatment	N/A	A/N	Required  Extract a value of Y-Yes if the Medical Treatment check box is selected.  Extract a value of N-No if the Medical Treatment check box is not selected.
11	Not collected	N/A	N/A	N/A	N/A	N/A	N/A	N/A
12	Incident Victim Comment	500	K12-DisciplineInfo-StudentIncidentDiscipline-Injury Description if a student victim.  K12-DisciplineInfo-StudentNon IncidentDiscipline-InjuryDescription if a non-student victim.	K12.DisciplineInfo.PA.IncidentsPA (Participants tab)	Injury Description	N/A	A/N	Required only if the Medical Treatment Required (field 10) value is equal to Y-Yes.

## PIMS Programs Fact Template

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
1	DISTRICT CODE	9	K12-Setup-DistrictSetup-DistrictNumber	Organization>District	District Number	N/A	A/N	Required
2	LOCATION CODE	4	K12-School-StateSchoolCode If blank, K12-School-School Code	K12.Setup.School or Organization>School	State CTDS Code Or School Code	N/A	A/N	Required
3	SCHOOL YEAR DATE	10	Calculated by extracting the last day in June of the current school year	K12.Setup.School Setup	Calculated	N/A	N	Required Format: YYYY-MM-DD
4	STUDENT ID	10	K12-Student-StateStudent Number	K12.PA.Student.PA (Demographics)	State Student Number	N/A	N	Required
5	PROGRAMS CODE	8	K12-ProgramInfo-StudentNeedsProgram-ProgramCode	K12.PA.ProgramInfo.StudentNeeds.PA (Needs)	Needs	N/A	A/N	Required
6	BEGINNING DATE	10	K12-ProgramInfo-StudentNeedsProgram-EnterDate	K12.PA.ProgramInfo.StudentNeeds.PA (Needs)	Enter Date	N/A	N	Required Format: YYYY-MM-DD
7	ENDING DATE	10	K12-ProgramInfo-StudentNeedsProgram-ExitDate	K12-ProgramInfo-StudentNeedsProgram-ExitDate	Exit Date	N/A	N	Required Format: YYYY-MM-DD
8	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
9	PROGRAM INTENSITY	20	K12-PA-ProgramInfo-StudentNeedsProgram-ProgIntensity	K12.PA.ProgramInfo.StudentNeeds.PA	Program Intensity		N	Optional
10	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
11	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
12	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
13	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
14	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
15	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
16	PROGRAM COMMENT	60	K12-PA-ProgramInfo-StudentNeedsProgram-ProgComment	K12.PA.ProgramInfo.StudentNeeds.PA	Program Comment	N/A	A/N	Required only for students assigned a program code of 011 or 012
17	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
18	PARTICIPATION INFORMATION CODE (HOMELESS)	1	K12-PA-ProgramInfoStudentNeedsProgram-ParticipationInfo	K12.PA.ProgramInfo.StudentNeeds.PA	Homeless	K12-ProgramInfo-PA-Homeless	A/N	Required only for students reported with Program Code 032 - Homeless
19	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
20	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
21	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
22	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
23	PROGRAM PROVIDER TYPE CODE		K12-PA-ProgramInfo-StudentNeeds-ProviderType	K12.PA.ProgramInfo.StudentNeeds.PA	Provider Type Code	K12-ProgramInfo-PA-Programprovide rtypecode	A/N	Required only for students where the program code is 003 or 004
24	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
25	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	

### PIMS School Calendar Template

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
1	DISTRICT CODE OF INSTRUCTION	9	K12-Setup-DistrictSetup-DistrictNumber	Organization>District	District Number	N/A	A/N	Required
2	SCHOOL YEAR DATE	10	Calculated by extracting the last day in June of the current school year	K12.Setup.School Setup	Calculated	N/A	N	Required Format: YYYY-MM-DD
3	CALENDAR ID	12	K12-Setup-PA-SchoolCalendar-CalendarId	K12.PA.Setup.State Requirements	Calculated	N/A	A/N	Required
4	CALENDAR DESCRIPTION	100	K12-Setup-PA-SchoolCalendar-CalendarDesc	K12.PA.Setup.State Requirements	Calendar Description	N/A	A/N	Required
5	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
6	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
7	ROTATION PATTERN CODE	1	K12-Setup-PA-SchoolCalendar-RotationPattern	K12.PA.Setup.State Requirements	Rotation Pattern Code	K12-Setup-PA-Pattern Rotation Code	A/N	Required for part-time CTC, AVTS programs and part-time pre-kindergarten or kindergarten
8	CALENDAR PROGRAMS CODE	8	K12-Setup-PA-SchoolCalendar-CalendarProg	K12.PA.Setup.State Requirements	Calendar Programs Code	K12-Setup-PA-Calendar Programs Code	A/N	Required for students in certain special situations.
9	CALENDAR START DATE	10	Calculated	N/A	N/A	N/A	N	Required Format: YYYY-MM-DD
10	CALENDAR END DATE	10	Calculated	N/A	N/A	N/A	N	Required Format: YYYY-MM-DD
11	INSTRUCTION START DATE	10	Calculated	N/A	N/A	N/A	N	Required Format: YYYY-MM-DD
12	INSTRUCTION END DATE	10	Calculated	N/A	N/A	N/A	N	Required Format: YYYY-MM-DD

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
13	GRADUATION CEREMONY DATE	10	K12-Setup-PA-SchoolCalendar-GradCeremonyDte	K12.PA.Setup.State Requirements	Graduation Ceremony Date	N/A	N	Required only for students in Grade 12 Format: YYYY-MM-DD
14	NUMBER OF SCHEDULED SCHOOL DAYS	3	K12-Setup-PA-SchoolCalendar-SchedSchoolDays	K12.PA.Setup.State Requirements	Number Scheduled School Days	N/A	N	Required Format: 999
15	INSTRUCTIONAL MINUTES IN STANDARD DAY	3	K12-Setup-PA-SchoolCalendar-InstructionalMinutes	K12.PA.Setup.State Requirements	Instructional Minutes in Standard Day	N/A	N	Required Format: 999
16	TOTAL DAYS IN SESSION LOST DUE TO STRIKE	3	K12-Setup-PA-SchoolCalendar-DaysLostDueToStrike	K12.PA.Setup.State Requirements	Due to Strike	N/A	N	Required Format: 999
17	TOTAL DAYS IN SESSION LOST TO ACT 80	3	K12-Setup-PA-SchoolCalendar-DaysLostDueToAct80	K12.PA.Setup.State Requirements	Due to Act 80	N/A	N	Required Format: 999
18	TOTAL DAYS IN SESSION LOST DUE TO OTHER REASONS	3	K12-Setup-PA-SchoolCalendar-DaysLostDueToOtherReasons	K12.PA.Setup.State Requirements	Due to Other Reasons	N/A	N	Required Format: 999
19	TOTAL MAKE-UP DAYS	3	K12-Setup-PA-SchoolCalendar-TotalMakeupDays	K12.PA.Setup.State Requirements	Total Make-Up Days	N/A	N	Required Format: 999
20	TOTAL INSTRUCTIONAL MINUTES LOST TO PLANNED SHORTENED DAYS	3	K12-Setup-PA-SchoolCalendar-MinsLostDueToShortenedDay	K12.PA.Setup.State Requirements	Total Instructional Minutes Lost to Planned Shortened Days	N/A	N	Required Format: 999

## PIMS School Enrollment Template

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
1	DISTRICT CODE	9	K12-Setup-DistrictSetup-DistrictNumber	Organization>District	District Number	N/A	A/N	Required
2	LOCATION CODE	4	K12-School-StateSchoolCode If blank, K12-School-School Code	K12.Setup.School or Organization>School	State CTDS Code Or School Code	N/A	A/N	Required
3	SCHOOL YEAR DATE	10	Calculated by extracting the last day in June of the current school year	K12.Setup.School Setup	Calculated	N/A	N	Required Format: YYYY-MM-DD
4	STUDENT ID	10	K12-Student-StateStudent Number	K12.PA.Student.PA (Demographics)	State Student Number	N/A	N	Required
5	ACTIVITY DATE	10	K12-EnrollmentInfo-StudentEnrollment-EnterDate or K12-EnrollmentInfo-StudentEnrollment-LeaveDate	K12.PA.Student.PA (Enrollment History)	Enter Date Or Leave Date	N/A	N	Optional Format: YYYY-MM-DD
6	ENROLLMENT DATE	10	K12-EnrollmentInfo-StudentEnrollment-EnterDate or K12-EnrollmentInfo-StudentEnrollment-LeaveDate	K12.PA.Student.PA (Enrollment History)	Enter Date Or Leave Date	N/A	N	Required Format: YYYY-MM-DD
7	ENROLLMENT CODE	6	K12-EnrollmentInfo-StudentEnrollment-EnterCode or K12-EnrollmentInfo-StudentEnrollment-LeaveCode	K12.PA.Student.PA (Enrollment History)	Enter Code Or Leave Code	K12-Enrollment-Enter Code or K12-Enrollment-Leave Code	A/N	Required
8	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
9	ENROLLMENT GRADE LEVEL	3	K12-EnrollmentInfo-StudentEnrollment-Grade	K12.PA.Student.PA (Enrollment History)	Grade	K12-Grade	A/N	Required
10	RESIDENCE STATUS CODE	1	K12-EnrollmentInfo-StudentEnrollment Activity-SREnrUserDD02 (Residence Status Code)	K12.PA.Student.PA (Enrollment)	Residence Status Code	K12-Enrollment-SRUserDD02	A/N	Required
11	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	

## PIMS Staff Assignment Template

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
1	DISTRICT CODE	9	K12-Setup-DistrictSetup-DistrictNumber	Organization>District	District Number	N/A	A/N	Required
2	STAFF ID	9	K12-Staff-StateID or, if blank, K12-Staff-SocialSecurity Number	K12.PA.Staff.PA	State ID Or Social Security Number	N/A	A/N	Required Format: 999999999 or SS99999 for security staff
3	ASSIGNMENT CODE	4	K12-StaffInfo-PA-AdditionalJobClassesPA-AssignmentCode  Or  K12-StaffInfo-PA-AdditionalDisJobClassesPA-AssignmentCode	K12.PA.Staff. (Credentials)	(Additional Job Classes grid) Assignment Code  Or  (DISTRICT Additional Job Classes grid) Assignment Code	K12-Staff.PA-Assignment Code	N	Required
4	LOCATION CODE	4	K12-School-StateSchoolCode  If blank, K12-School-SchoolCode	K12.PA.Staff. (Credentials)	(Additional Job Classes grid) Organization		N	Required
5	SCHOOL YEAR DATE	10	Calculated  This is always the last day in June of the current school year.	K12.Setup.School Setup	N/A	N/A	N	Required Format: YYYY-MM-DD
6	ASSIGNMENT DATE	10	K12-StaffInfo-StaffAdditionalJobClasses-StartDate  OR  K12-StaffInfo-PA-AdditionalDisJobClassesPA-StartDate	K12.PA.Staff. (Credentials)	(Additional Job Classes grid) Start Date  Or  (DISTRICT Additional Job Classes grid) Start Date	N/A	N	Required Format: YYYY-MM-DD
7	COMPLETION DATE	10	K12-StaffInfo-StaffAdditionalJobClasses-EndDate  OR  K12-StaffInfo-PA-AdditionalDisJobClassesPA-EndDate	K12.PA.Staff. (Credentials)	(Additional Job Classes grid) End Date  Or  (DISTRICT Additional Job Classes grid) End Date	N/A	N	Required Format: YYYY-MM-DD
6	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
7	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
8	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
9	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
10	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
11	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
12	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
13	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
14	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
15	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
16	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
17	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
18	PERCENT TIME ASSIGNED	4	K12-StaffInfo-StaffAdditionalJobClasses-Fte  OR K12-StaffInfo-PA-AdditionalDisJobClassesPA-FTE	K12.PA.Staff.(Credentials)	(Additional Job Classes grid) Fte  Or (DISTRICT Additional Job Classes grid) Fte	N/A	N	Required Format: 999.99

### PIMS Staff Development Template

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
1	DISTRICT CODE	9	K12-Setup-DistrictSetup-DistrictNumber	Organization>District	District Number	N/A	A/N	Required
2	STAFF ID	9	K12-Staff-StateID or, if blank, K12-Staff-SocialSecurityNumber	K12.PA.Staff.PA	State ID Or Social Security Number	N/A	A/N	Required Format: 999999999 or SS99999 for security staff
3	ACTIVITY CODE	8	K12-PA-Staff-ActivityCode	K12.PA.Staff.(Credentials)	Activity Code	K12-Staff.PA-Activity Code	A/N	Required
4	ACTIVITY START DATE	10	K12-PA-Staff-ActivityStartDate	K12.PA.Staff.(Credentials)	Activity Start Date	N/A	N	Required Format: YYYY-MM-DD
5	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
6	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
7	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
8	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
9	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
10	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
11	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
12	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
13	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
14	ACTIVITY HOURS	10.3	K12-PA-Staff-ActivityHours	K12.PA.Staff.Credentials	Activity Hours	N/A	N	Required if Activity Code equals MPOETC, NASRO, or LOCAL

## PIMS Staff Snapshot Template

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
1	DISTRICT CODE	9	K12-Setup-DistrictSetup-DistrictNumber	Organization>District	District Number	N/A	A/N	Required
2	STAFF ID	9	K12-Staff-StateID or, if blank, K12-Staff-SocialSecurity Number	K12.PA.Staff.PA	State ID Or Social Security Number	N/A	A/N	Required Format: 999999999 or SS99999 for security staff
3	SOCIAL SECURITY NUMBER	9	K12-Staff-SocialSecurity Number	K12.PA.Staff.PA	Social Security Number	N/A	N	Optional Format: 999999999
4	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
5	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
6	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
7	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
8	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
9	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
10	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
11	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
12	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
13	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
14	LOCATION CODE	4	K12-School-StateSchoolCode	K12.Setup.School	State CTDS Code	N/A	A/N	Required
15	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
16	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
17	STAFF EMPLOYMENT TYPE CODE	1	Calculated based on K12-Staff-Fte. FTE equals 1.00 for a full-time employee and less than 1.00 for a part-time employee.	K12.PA.Staff.PA	FTE	N/A	A/N	Required
18	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
19	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
20	GENDER CODE	1	K12-Staff-Gender	K12.PA.Staff.PA	Gender	K12-Revelation-Gender	A/N	Required

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
21	RACE OR ETHNICITY CODE	1	Calculation based on race and ethnicity. K12-Staff-HispanicIndicator and K12-Staff-EthnicCode	K12.PA.Staff.PA	Hispanic/Latino Race>American Indian/Alaskan Native (not Hispanic) Race>Asian (not Hispanic) Race>Black or African America (not Hispanic) Race>Native Hawaiian or other Pacific Islander (not Hispanic) Race>White (not Hispanic)	K12-Revelation-Ethnicity K12-Revelation-Hispanic Ethnicity	A/N	Required
22	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
23	HOME PHONE	14	Revelation-RevPersonPhone-Phone - Use Alt Code 3 of Type (value of H) to find a home phone. If no value was defined for the staff, then calculate base on primary checkbox	K12.PA.Staff.PA	Phone	N/A	A/N	Optional
24	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
25	ADDRESS 1	40	K12-Staff-HomeAddress	K12.PA.Staff.PA	Address	N/A	A/N	Required
26	ADDRESS 2	40	K12-Staff-HomeAddress2	K12.PA.Staff.PA	Address 2	N/A	A/N	Optional
27	CITY	30	K12-Staff-HomeCity	K12.PA.Staff.PA	City	N/A	A/N	Required
28	STATE	2	K12-Staff-HomeState	K12.PA.Staff.PA	State	K12-Revelation-State	A/N	Required
29	FULL ZIP CODE	10	K12-Staff-HomeZipcode5 and K12-Staff-HomeZipcode4	K12.PA.Staff.PA	ZIP Code and + 4	N/A	N	Required Format: 9999999999
30	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
31	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
32	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
33	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
34	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
35	CURRENT SERVICE DATE	10	K12-Staff-HireDate	K12.PA.Staff.PA	Hire Date	N/A	N	Required Format: YYYY-MM-DD

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
36	EXIT DATE	10	K12-Staff-ExitDate	K12.PA.Staff.PA	Exit Date	N/A	N	Required only for staff no longer employed by the district. Format: YYYY-MM-DD
37	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
38	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
39	YEARS EXPERIENCE	2	K12-Staff-YearsOfEdSrv	K12.PA.Staff.PA	Years Of Educational Service	N/A	N	Required Format: 99
40	BIRTH DATE	10	K12-Staff-BirthDate	K12.PA.Staff.PA	Birth Date	N/A	N	Required Format: YYYY-MM-DD
41	ACTIVE/INACTIVE INDICATOR	1	K12-Staff-DefaultPositionStatus	K12.PA.Staff.PA	Default Position Status	K12-Staff-Position Status	A/N	Required if left blank, default to A
42	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
43	YEARS EXPERIENCE IN DISTRICT	2	K12-Staff-YearsInDist	K12.PA.Staff.PA	Years in District	N/A	N	Required Format: 99
44	JOB CLASS CODE LONG	4	K12-Staff-DefaultJobClass	K12.PA.Staff.PA	Default Job Class		N	Optional
45	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
46	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
47	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
48	STAFF QUALIFICATION STATUS CODE	20	K12-PA-Staff-StaffQualification	K12.PA.Staff.PA	Staff Qualification Status Code	K12-PA-Staff Qualification Status	A/N	Required only for school security staff
49	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
50	SNAPSHOT DATE	10	K12-PA-PIMS-PIMSTemplatesUI-AsofDate	K12.PA.Reports.PIMS Templates	Snapshot Date	N/A	N/A	Required for Staff Snapshot Template Format: YYYY-MM-DD
51	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
52	ANNUAL SALARY	10	N/A	N/A	N/A	N/A	N	Required Extract as blank; user must populate this field value in the extract file; round to the nearest dollar Format: 9999999999
53	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
54	TERMINATION CODE	2	K12-PA-Staff-Termination	K12.PA.Staff.PA	Termination Code	K12-PA-Termination Code	A/N	Required only for employees no longer employed by the district
55	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
56	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
57	ALTERNATE STAFF ID	20	K12-Staff-StateID or, if blank, K12-Staff-SocialSecurity Number	K12.PA.Staff.PA	State ID Or Social Security Number	N/A	A/N	Required Format: 999999999 or SS99999 for security staff
58	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
59	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
60	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
61	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
62	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
63	LOCAL CONTRACT	3	K12-PA-Staff-Contract	K12.PA.Staff.PA	Local Contract	K12-PA-Local Contract	A/N	Optional
64	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
65	FIRST NAME LONG	60	K12-Staff-FirstName	K12.PA.Staff.PA	First Name	N/A	A/N	Required
66	LAST NAME LONG	60	K12-Staff-LastName	K12.PA.Staff.PA	Last name	N/A	A/N	Required
67	NAME SUFFIX	10	K12-Staff-Suffix	K12.PA.Staff.PA	Suffix	N/A	A/N	Optional
68	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
69	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
70	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
71	HIGHEST DEGREE INSTITUTION CODE	4	K12-Staff-HighestEducationLevel	K12.PA.Staff.PA	Highest Education Level	K12-Staff Education Level	N	Required
72	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
73	ADDRESS 3	40	RevAddress – StreetExtra	K12.PA.Staff.PA		NA/	A/N	Optional
74	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
75	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
76	E-MAIL ADDRESS	80	K12-Staff-Email	K12.PA.Staff.PA	E-Mail	N/A	A/N	Optional
77	MIDDLE NAME	60	K12-Staff-MiddleName	K12.PA.Staff.PA	Middle Name	N/A	A/N	Optional
78	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
79	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
80	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
81	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
82	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
83	EMPLOYMENT ELIGIBILITY VERIFICATION	4	K12-PA-Staff-EmploymentVerif	K12.PA.Staff.PA	Employment Eligibility Verification	K12-PA-Employment Verification	A/N	Optional

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
84	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
85	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
86	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
87	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
88	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
89	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
90	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
91	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
92	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
93	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
94	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
95	AUTHORIZED TO CARRY WEAPON INDICATOR	1	K12-PA-Staff-Weapon	K12.PA.Staff.PA	Authorized to Carry Weapon Indicator	N/A	A/N	Required for school security staff

### PIMS Staff Template

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
1	DISTRICT CODE	9	K12-Setup-DistrictSetup-DistrictNumber	Organization>District	District Number	N/A	A/N	Required
2	STAFF ID	9	K12-Staff-StateID or, if blank, K12-Staff-SocialSecurity Number	K12.PA.Staff.PA	State ID Or Social Security Number	N/A	A/N	Required Format: 999999999 or SS99999 for security staff
3	SOCIAL SECURITY NUMBER	9	K12-Staff-SocialSecurity Number	K12.PA.Staff.PA	Social Security Number	N/A	N	Optional Format: 999999999
4	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
5	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
6	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
7	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
8	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
9	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
10	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
11	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
12	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
13	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
14	LOCATION CODE	4	K12-School-StateSchoolCode	K12.Setup.School	State CTDS Code	N/A	A/N	Required
15	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
16	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
17	STAFF EMPLOYMENT TYPE CODE	1	Calculated based on K12-Staff-Fte. FTE equals 1.00 for a full-time employee and less than 1.00 for a part-time employee.	K12.PA.Staff.PA	FTE	N/A	A/N	Required
18	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
19	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
20	GENDER CODE	1	K12-Staff-Gender	K12.PA.Staff.PA	Gender	K12-Revelation-Gender	A/N	Required
21	RACE OR ETHNICITY CODE	1	Calculation based on race and ethnicity. K12-Staff-HispanicIndicator and K12-Staff-EthnicCode	K12.PA.Staff.PA	Hispanic/Latino Race>American Indian/Alaskan Native (not Hispanic) Race>Asian (not Hispanic) Race>Black or African America (not Hispanic) Race>Native Hawaiian or other Pacific Islander (not Hispanic) Race>White (not Hispanic)	K12-Revelation-Ethnicity K12-Revelation-Hispanic Ethnicity	A/N	Required
22	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
23	HOME PHONE	14	Revelation-RevPersonPhone-Phone - Use Alt Code 3 of Type (value of H) to find a home phone. If no value was defined for the staff, then calculate base on primary checkbox	K12.PA.Staff.PA	Phone	N/A	A/N	Optional
24	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
25	ADDRESS 1	40	K12-Staff-HomeAddress	K12.PA.Staff.PA	Address	N/A	A/N	Required
26	ADDRESS 2	40	K12-Staff-HomeAddress2	K12.PA.Staff.PA	Address 2	N/A	A/N	Optional
27	CITY	30	K12-Staff-HomeCity	K12.PA.Staff.PA	City	N/A	A/N	Required

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
28	STATE	2	K12-Staff-HomeState	K12.PA.Staff.PA	State	K12-Revelation-State	A/N	Required
29	FULL ZIP CODE	10	K12-Staff-HomeZipcode5 and K12-Staff-HomeZipcode4	K12.PA.Staff.PA	ZIP Code and + 4	N/A	N	Required Format: 9999999999
30	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
31	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
32	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
33	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
34	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
35	CURRENT SERVICE DATE	10	K12-Staff-HireDate	K12.PA.Staff.PA	Hire Date	N/A	N	Required Format: YYYY-MM-DD
36	EXIT DATE	10	K12-Staff-ExitDate	K12.PA.Staff.PA	Exit Date	N/A	N	Required only for staff no longer employed by the district. Format: YYYY-MM-DD
37	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
38	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
39	YEARS EXPERIENCE	2	K12-Staff-YearsOfEdSrvc	K12.PA.Staff.PA	Years Of Educational Service	N/A	N	Required Format: 99
40	BIRTH DATE	10	K12-Staff-BirthDate	K12.PA.Staff.PA	Birth Date	N/A	N	Required Format: YYYY-MM-DD
41	ACTIVE/INACTIVE INDICATOR	1	K12-Staff-DefaultPositionStatus	K12.PA.Staff.PA	Default Position Status	K12-Staff-Position Status	A/N	Required If left blank, default to A
42	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
43	YEARS EXPERIENCE IN DISTRICT	2	K12-Staff-YearsInDist	K12.PA.Staff.PA	Years in District	N/A	N	Required Format: 99
44	JOB CLASS CODE LONG	4	K12-Staff-DefaultJobClass	K12.PA.Staff.PA	Default Job Class		N	Optional
45	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
46	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
47	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
48	STAFF QUALIFICATION STATUS CODE	20	K12-PA-Staff-StaffQualification	K12.PA.Staff.PA	Staff Qualification Status Code	K12-PA-Staff Qualification Status	A/N	Required only for school security staff
49	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
50	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
51	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
52	ANNUAL SALARY	10	N/A	N/A	N/A	N/A	N	Required Extract as blank; user must populate this field value in the extract file; round to the nearest dollar Format: 9999999999
53	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
54	TERMINATION CODE	2	K12-PA-Staff-Termination	K12.PA.Staff.PA	Termination Code	K12-PA-Termination Code	A/N	Required only for employees no longer employed by the district
55	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
56	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
57	ALTERNATE STAFF ID	20	K12-Staff-StateID or, if blank, K12-Staff-SocialSecurity Number	K12.PA.Staff.PA	State ID Or Social Security Number	N/A	A/N	Required Format: 999999999 or SS99999 for security staff
58	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
59	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
60	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
61	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
62	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
63	LOCAL CONTRACT	3	K12-PA-Staff-Contract	K12.PA.Staff.PA	Local Contract	K12-PA-Local Contract	A/N	Optional
64	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
65	FIRST NAME LONG	60	K12-Staff-FirstName	K12.PA.Staff.PA	First Name	N/A	A/N	Required
66	LAST NAME LONG	60	K12-Staff-LastName	K12.PA.Staff.PA	Last name	N/A	A/N	Required
67	NAME SUFFIX	10	K12-Staff-Suffix	K12.PA.Staff.PA	Suffix	N/A	A/N	Optional
68	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
69	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
70	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
71	HIGHEST DEGREE INSTITUTION CODE	4	K12-Staff-HighestEducationLevel	K12.PA.Staff.PA	Highest Education Level	K12-Staff Education Level	N	Required
72	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
73	ADDRESS 3	40	RevAddress – StreetExtra	K12.PA.Staff.PA		N/A	A/N	Optional
74	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
75	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
76	E-MAIL ADDRESS	80	K12-Staff-Email	K12.PA.Staff.PA	E-Mail	N/A	A/N	Optional
77	MIDDLE NAME	60	K12-Staff-MiddleName	K12.PA.Staff.PA	Middle Name	N/A	A/N	Optional
78	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
79	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
80	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
81	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
82	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
83	EMPLOYMENT ELIGIBILITY VERIFICATION	4	K12-PA-Staff-EmploymentVerif	K12.PA.Staff.PA	Employment Eligibility Verification	K12-PA-Employment Verification	A/N	Optional
84	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
85	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
86	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
87	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
88	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
89	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
90	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
91	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
92	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
93	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
94	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
95	AUTHORIZED TO CARRY WEAPON INDICATOR	1	K12-PA-Staff-Weapon	K12.PA.Staff.PA	Authorized to Carry Weapon Indicator	N/A	A/N	Required for school security staff

## PIMS Student Calendar Template

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
1	DISTRICT CODE OF INSTRUCTION	9	K12-Setup-DistrictSetup-DistrictNumber	Organization>District	District Number	N/A	A/N	Required
2	SCHOOL YEAR DATE	10	Calculated by extracting the last day in June of the current school year	K12.Setup.School Setup	Calculated	N/A	N	Required Format: YYYY-MM-DD
3	CALENDAR ID	12	K12-Setup-PA-SchoolCalendar-CalendarId	K12.PA.Setup.State Requirements	Calculated	N/A	A/N	Required
4	STUDENT ID	10	K12-Student-StateStudent Number	K12.PA.Student.PA (Demographics)	State Student Number	N/A	N	Required
5	DISTRICT CODE OF RESIDENCE	9	K12.EnrollmentInfo.StudentEnrollmentActivity-DistrictOfResidence If blank, K12-Setup-DistrictSetup-DistrictNumber	K12.PA.Student.PA (Enrollment)	District Code of Residence	K12-Enrollment-SRUserDd01	N	Required
6	FUNDING DISTRICT CODE	9	Use K12-EnrollmentInfo-StudentEnrollmentActivity-SREnrUserDD01	K12.PA.Student.PA (Enrollment)	Funding District Code	K12-Enrollment-SRUserDd01	N	Required
7	RESIDENCE STATUS CODE	1	K12-EnrollmentInfo-StudentEnrollmentActivity-SREnrUserDD02 (Residence Status Code)	K12.PA.Student.PA (Enrollment)	Residence Status Code	K12-Enrollment-SRUserDD02	A/N	Required
8	DAYS ENROLLED	3	Calculated	N/A	N/A	N/A	N	Required Format: 999
9	DAYS PRESENT	3	Calculated	N/A	N/A	N/A	N	Required Format: 999
10	PERCENTAGE OF TIME ENROLLED FOR CALENDAR	3	K12-EnrollmentInfo-StudentEnrollmentActivity-FTE	K12.PA.Student.PA (Enrollment)	FTE	N/A	N	Required Extract FTE as a percentage. Format: 999
11	CURRENT GRADE LEVEL	3	K12-EnrollmentInfo-StudentEnrollmentActivity-Grade	K12.PA.Student.PA (Enrollment)	Grade	K12-Grade	A/N	Required
12	HOMEBOUND INSTRUCTION MINUTES	5	K12-EnrollmentInfo-StudentSchoolYear-SRUserNum01	K12.PA.Student.PA (Enrollment)	Homebound Instruction Minutes	N/A	N	Required Format: 99999
13	SENDING CHARTER SCHOOL [LOCATION] CODE	4	K12-EnrollmentInfo-StudentEnrollmentActivity-SREnrUserDD03	K12.PA.Student.PA (Enrollment)	Sending Charter School [Location] Code	K12-Enrollment-SRUserDD03	A/N	Required only for non-charter school LEAs educating a charter school student

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
14	DISTRICT CODE OF SENDING CHARTER SCHOOL	9	K12-EnrollmentInfo-StudentEnrollmentActivity-SREnrUserDD04	K12.PA.Student.PA (Enrollment)	District Code of Sending Charter School	K12-Enrollment-SRUserDD04	A/N	Required only for non-charter school LEAs educating a charter school student

## PIMS Student Course Enrollment Template

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
1	DISTRICT CODE	9	K12-Setup-DistrictSetup-DistrictNumber	Organization>District	District Number	N/A	A/N	Required
2	LOCATION CODE	4	K12-School-StateSchoolCode If blank, K12-School-School Code	K12.Setup.School or Organization>School	State CTDS Code Or School Code	N/A	A/N	Required
3	SCHOOL YEAR DATE	10	Calculated by extracting the last day in June of the current school year	K12.Setup.School Setup	Calculated	N/A	N	Required Format: YYYY-MM-DD
4	ENROLLMENT PERIOD NUMBER	3	K12-Setup-PA-DistrictState RequirementsPA-EnrollmentPeriod Number	K12.PA.Setup. District State Requirements	Enrollment Period Number	N/A	N	Required Per PDE, all LEAS should enter 002 in this field.
5	EFFECTIVE DATE	10	K12-ScheduleInfo-ClassStudent-EnterDate	K12.ScheduleInfo. Section	Enter Date	N/A	N	Required Format: YYYY-MM-DD
6	ENROLLMENT CODE	6	Calculated based on the student's entry and leave date for the class. Valid values are E1 – Student Enrolls in a Course and W1 – Student withdraws from a course.	N/A	N/A	N/A	A/N	Required
7	STUDENT ID	10	K12-Student-StateStudent Number	K12.PA.Student.PA (Demographics)	State Student Number	N/A	N	Required Format: 9999999999
8	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
9	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
10	REQUEST SEQUENCE	3	Calculated	N/A	N/A	N/A	N	Required Format: 999
11	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
12	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
13	SUPPLEMENTARY COURSE DIFFERENTIATOR	2	K12-CourseInfo-Course-CourseDuration	K12.CourseInfo. Course District	Course Duration	K12-CourseInfo-Course Duration	A/N	Required Formally called SEMESTER

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
14	COURSE CODE LONG	12	K12-CourseInfo-Course-CourseID	K12.CourseInfo.Course District	Course ID	N/A	A/N	Required
15	COURSE DELIVERY MODEL CODE	4	K12-ScheduleInfo-Section-Instructional Strategy	K12.Schedule info.Section	Instructional Strategy	K12-ScheduleInfo-Instructional Strategy	N	Optional
16	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
17	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
18	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
19	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
20	SECTION CODE LONG	25	K12-SectionInfo-Section-SectionID	K12.Section (Current Students)	Section ID	N/A	A/N	Required

### PIMS Student Snapshot Template

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
1	DISTRICT CODE	9	K12-Setup-DistrictSetup-DistrictNumber	Organization>District	District Number	N/A	A/N	Required
2	LOCATION CODE	4	K12-School-StateSchoolCode If blank, K12-School-School Code	K12.Setup.School or Organization>School	State CTDS Code Or School Code	N/A	A/N	Required
3	SCHOOL YEAR DATE	10	Calculated by extracting the last day in June of the current school year	K12.Setup.School Setup	Calculated	N/A	N	Required Format: YYYY-MM-DD
4	STUDENT ID	10	K12-Student-StateStudent Number	K12.PA.Student.PA (Demographics)	State Student Number	N/A	N	Required
5	SOCIAL SECURITY NUMBER	9	K12-Student-SocialSecurity Number	K12.PA.Student.PA (Other Info)	Social Security Number	N/A	N	Optional
6	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
7	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
8	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
9	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
10	CURRENT GRADE LEVEL	3	K12-EnrollmentInfo-StudentEnrollment Activity-Grade	K12.PA.Student.PA (Enrollment)	Grade	K12.Grade	A/N	Required
11	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
12	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
13	HOME ROOM	20	K12-Setup.School Room-RoomName	K12.PA.Student.PA (Other Info)	Homeroom	N/A	A/N	Required

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
14	BIRTH DATE	10	K12-Student-BirthDate	K12.PA.Student.PA (Demographics)	Birth Date	N/A	N	Required FORMAT:YYYY-MM-DD
15	GENDER CODE	2	K12-Student-Gender	K12.PA.Student.PA (Demographics)	Gender	K12-Revelation-Gender	A/N	Required
16	ADDRESS 1	40	K12-Student-MailAddress	K12.PA.Student.PA (Demographics)	Address	N/A	A/N	Required only for CTE secondary students and Perkins funded CTE adult affidavit program students. Extract the parents' home address for special education students.
17	ADDRESS 2	40	K12-PA-Student-Address 2	K12.PA.Student.PA (Demographics)	Mailing Address 2	N/A	A/N	Required only for CTE secondary students and Perkins funded CTE adult affidavit program students. Extract the parents' home address for special education students.
18	CITY	30	K12-Student-MailCity	K12.PA.Student.PA (Demographics)	City	N/A	A/N	Required only for CTE secondary students and Perkins funded CTE adult affidavit program students. Extract the parents' home address for special education students.
19	STATE CODE	2	K12-Student-MailState	K12.PA.Student.PA (Demographics)	State	N/A	A/N	Required only for CTE secondary students and Perkins funded CTE adult affidavit program students. Extract the parents' home address for special education students.
20	FULL ZIP CODE	10	K12-Student-MailZipCode5 K12-Student-MailZipCode4 if not blank	K12.PA.Student.PA (Demographics)	Zip Code +4	N/A	A/N	Required only for CTE secondary students and Perkins funded CTE adult affidavit program students. Extract the parents' home address for special education students.
21	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
22	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
23	GUARDIAN RELATIONSHIP	1	K12-PA-Student-Guardian Relationship	K12.PA.Student.PA (State)	Guardian Relationship	K12-PA-Guardian Relationship	A/N	Required

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
24	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
25	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
26	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
27	RACE OR ETHNICITY CODE	1	Calculation based on race and ethnicity. K12-Student-HispanicIndicator and K12-Student-EthnicCode	K12.PA.Student.PA (Demographics)	Hispanic/Latino Race>American Indian/Alaskan Native (not Hispanic) Race>Asian (not Hispanic) Race>Black or African America (not Hispanic) Race>Native Hawaiian or other Pacific Islander (not Hispanic) Race>White (not Hispanic)	K12-Revelation-Ethnicity K12-Revelation-Hispanic Ethnicity	A/N	Required
28	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
29	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
30	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
31	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
32	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
33	ECONOMIC STATUS (FOOD PROGRAM PARTICIPANT)	1	K12.ProgramInfo.FRM-ProgramCode	K12.ProgramInfo.Free and Reduced Meals (FRM)	FRM Code	K12-ProgramInfo-FRM Code	A/N	Required
34	CHALLENGE TYPE	N/A	K12.ProgramInfo.Setup.SpecialEd NeedDefinition-StateCode	K12.ProgramInfo.Special Ed Student Services	Need/Services	K12-Enrollment-Special Program Code	A/N	Required only if the Special Education field (Field 38) equals IEP
35	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
36	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
37	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
38	SPECIAL EDUCATION	N/A	Calculated if K12-ProgramInfo-SpecialEdStudent Services record exists for the student	K12.ProgramInfo.Special Ed Student Services	N/A	K12-Enrollment-Special Program Code	A/N	Required
39	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
40	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
41	LEP/ELL STATUS	N/A					A/N	Required
42	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
43	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
44	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
45	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
46	REPEATING LAST YEAR	N/A	K12-EnrollmentInfo-StudentSchoolYear.SRUserCheck01	K12.PA.Student.PA (State)	Repeating Last Year	N/A	A/N	Required
47	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
48	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
49	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
50	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
51	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
52	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
53	EXPECTED GRADUATION TIMEFRAME	4	K12-Student-ExpectedGraduationYear, K12-Student-ExpectedGraduationMonth	K12.PA.Student.PA (Other Info)	Expected Graduation Year	N/A	A/N	Required only for student who have entered grade 9
54	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
55	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
56	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
57	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
58	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
59	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
60	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
61	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
62	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
63	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
64	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
65	GRADUATION STATUS CODE	NA/	K12-Student-GraduationStatus	K12.PA.Student.PA (Other Info)	Graduation Status	K12-Graduation Status	A/N	Required only if the student has a graduation status, dropout status, or transfer status.
66	EXPECTED POST-GRADUATE ACTIVITY	N/A	K12-Student-PostSecondary	K12.PA.Student.PA (Other Info)	Expected Post Graduate Activity	K12-Demographics-Post Secondary	A/N	Required only for dropouts and high school graduates.
67	STUDENT STATUS	N/A	K12-PA-StudentStatus	K12.PA.Student.PA (State)	Student Status	K12-PA-Student Status	A/N	Required only for students that fall into one of the situations described in Appendix L.

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
68	DATE FIRST ENROLLED IN AN ESL or BILINGUAL EDUCATION PROGRAM (CORE)	4	CALCULATED from ELL based on first Program date.	K12.PA.Student.PA (Other Info)		N/A	N	Format: YYYY-MM-DD
69	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
70	ADA STATUS INDICATOR	N/A	K12.Enrollment Info.Student EnrollmentActivity-Access504	K12.PA.Student.PA (Enrollment)	ADA Status	K12-Enrollment-Access 504	A/N	Required
71	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
72	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
73	FOREIGN EXCHANGE STUDENT	N/A	K12-PA-PAForeignExch	K12.PA.Student.PA (State)	Foreign Exchange Student	N/A	A/N	Required
74	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
75	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
76	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
77	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
78	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
79	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
80	GIFTED AND TALENTED	N/A	K12-StudentPrograms-StudentGate History-Gate Code; if student has no GATE record extract N.	K12.ProgramInfo.Stu dentGATE	Gate Code	K12-ProgramInfo-GATE Code	A/N	Required
81	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
82	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
83	Snap Shot Date	N/A	Default to the Snapshot Date entered on the report interface	PIMS Template Report Interface	Snapshot Date	N/A	N/A	Format: YYYY-MM-DD
84	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
85	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
86	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
87	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
88	ECONOMIC DISADVANTAGED STATUS CODE	N/A	K12-Student-Disadvantaged. If blank, K12-ProgramInfo. FRM-ProgramCode	K12.PA.Student.PA (State) Or K12.ProgramInfo. Free and Reduced Meals (FRM)	Economically Disadvantaged Status Or FRM	K12-Disadvantaged	A/N	Required
89	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
90	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
91	DIPLOMA TYPE	N/A	K12-Student-DiplomaType	K12.PA.Student.PA (Other Info)	Diploma Type	K12-Diploma Type	A/N	Required only for student that has graduated.
92	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
93	ALTERNATE STUDENT ID	25	K12-Student-SisStudentNumber	K12.PA.Student.PA (Demographics)	Perm ID	N/A	A/N	Required
94	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
95	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
96	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
97	GRADE 09 ENTRY DATE	10	K12-PA-PAGradeEntry; IF blank, calculate using First Entry Date where Grade = 009	K12.PA.Student.PA (Other Info)	Grade 9 Entry Date	N/A	A/N	Required only for students enrolled in grades 9-12 or SUG students who are considered at the 9 <sup>th</sup> grade level or above.
98	DISTRICT ENTRY DATE	10	Calculated or use K12-Student-OriginalEnterDate. If this field is blank use the calculated date. If the calculated date is later than the Original Enter Date use the calculated date.	K12.PA.Student.PA (Enrollment)	District Enter Date	N/A	N	Required Format: YYYY-MM-DD
99	SCHOOL ENTRY DATE	10	Calculated or use K12-PA-UsEntryDate. If this field is blank use THE calculated date. If the calculated date is later than the US enter date use the calculated date.	K12.PA.Student.PA (Enrollment)	School Entry Date	N/A	N	Required Format: YYYY-MM-DD
100	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
101	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
102	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
103	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
104	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
105	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
106	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
107	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
108	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
109	STATE ENTRY DATE	10	Calculated or use K12-Student-OriginalStateEnter Date. If this field is blank use the calculated date. If the calculated date is later than the Original Enter Date use the calculated date.	K12.PA.Student.PA (Enrollment)	State Entry Date	N/A	N	Required Format: YYYY-MM-DD
110	DATE FIRST ENROLLED IN A US SCHOOL	10	Calculated or use K12-PA-UsEntryDateScho ol. If this field is blank use the calculated date.	K12.PA.Student.PA (Enrollment)	First Date Enrolled in a US School	N/A	N	Required Format: YYYY-MM-DD
111	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
112	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
113	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
114	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
115	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
116	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
117	DISTRICT CODE OF RESIDENCE	9	K12.Enrollment Info.Student EnrollmentActivity-DistrictOf Residence	K12.PA.Student.PA (Enrollment)	District Code of Residence	K12-EnrollmentInfo-Districtof ResidenceDD	N	Required
118	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
119	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
120	STUDENT IS A SINGLE PARENT	N/A	K12-StudentPA-PASingleParent	K12.PA.Student.PA (State)	Single Parent	N/A	A/N	Required only for CTE secondary students and CTE adult affidavit program students.
121	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
122	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
123	HOME LANGUAGE CODE	N/A	K12-Student-HomeLanguage	K12.PA.Student.PA (Demographics)	Home Language	K12-Language	A/N	Required for all students except student enrolled in an Adult Affidavit Program
124	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
125	YEARS IN US SCHOOLS	4	K12-StudentPA-YearsInUSSchools	K12.PA.Student.PA (Other Info)	Years in US Schools	K12-PA-Yearsinusschools	N	Required if the student first enrolled in a US school for 3 years ago or less
126	NAME SUFFIX	10	K12-Student-Suffix	K12.PA.Student.PA (Demographics)	Suffix	N/A	A/N	Optional
127	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
128	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
129	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
130	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
131	FOOD PROGRAM ELIGIBILITY	N/A	K12-ProgramInfo-FRM-ProgramCode - Calculation based on this field and dates	K12.ProgramInfo. Free and Reduced Meals (FRM)	FRM Code	K12-ProgramInfo-FRM Code	A/N	Required
132	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
133	LAST NAME LONG	60	K12-Student-LastName	K12.PA.Student.PA (Demographics)	Last Name	N/A	A/N	Required
134	FIRST NAME LONG	60	K12-Student-FirstName	K12.PA.Student.PA (Demographics)	First Name	N/A	A/N	Required
135	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
136	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
137	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
138	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
139	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
140	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
141	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
142	MIDDLE NAME	60	K12-Student-MiddleName	K12.PA.Student.PA (Demographics)	Middle Name	N/A	A/N	Optional
143	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
144	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
145	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
146	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
147	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
148	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
149	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
150	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
151	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
152	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
153	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
154	ADDRESS 3	40	K12-PA-Address3	K12.PA.Student.PA (Demographics)	Mailing Address 3	N/A	A/N	Optional
155	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
156	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
157	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
158	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
159	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
160	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
161	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
162	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
163	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
164	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
165	LOCATION CODE OF RESIDENCE	4	K12.School.StateSchoolCode OR K12.School.SchoolCode based off K12-EnrollmentInfo-StudentSchoolYear-SchoolResidenceGU	K12.PA.Student.PA (Demographics)	School of Residence	K12-EnrollmentInfo-SchoolResidence	N	Required
166	DISPLACED HOMEMAKER	1	K12-Student-DisplacedHomemaker	K12.PA.Student.PA (State)	Displaced Homemaker	N/A	A/N	Required only for CTE secondary students and CTE adult affidavit program students.
167	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
168	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
169	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
170	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
171	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
172	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
173	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
174	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
175	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
176	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
177	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
178	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
179	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
180	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
181	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
182	HOME ADDRESS STATE COUNTY CODE	N/A	K12-PA-HomeAddressCounty	K12.PA.Student.PA (State)	Home Address County Code	K12-PA-County Codes	A/N	Optional

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
183	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
184	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
185	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
186	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
187	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
188	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
189	FUNDING DISTRICT CODE	9	K12.Enrollment Info.Student EnrollmentActivity-SrEnrUserDD01 Or, if blank K12-School-DistrictCode	K12.PA.Student.PA (Enrollment)	Funding District Code	K12-Enrollment-SRUserDd01	N	Required

### PIMS Student Template

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
1	DISTRICT CODE	9	K12-Setup-DistrictSetup-DistrictNumber	Organization>District	District Number	N/A	A/N	Required
2	LOCATION CODE	4	K12-School-StateSchoolCode If blank, K12-School-School Code	K12.Setup.School or Organization>School	State CTDS Code Or School Code	N/A	A/N	Required
3	SCHOOL YEAR DATE	10	Calculated by extracting the last day in June of the current school year	K12.Setup.School Setup	Calculated	N/A	N	Required Format: YYYY-MM-DD
4	STUDENT ID	10	K12-Student-StateStudent Number	K12.PA.Student.PA (Demographics)	State Student Number	N/A	N	Required
5	SOCIAL SECURITY NUMBER	9	K12-Student-SocialSecurity Number	K12.PA.Student.PA (Other Info)	Social Security Number	N/A	N	Optional
6	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
7	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
8	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
9	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
10	CURRENT GRADE LEVEL	3	K12-EnrollmentInfo-StudentEnrollment Activity-Grade	K12.PA.Student.PA (Enrollment)	Grade	K12.Grade	A/N	Required
11	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
12	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
13	HOME ROOM	20	K12-Setup.School Room-RoomName	K12.PA.Student.PA (Other Info)	Homeroom	N/A	A/N	Required
14	BIRTH DATE	10	K12-Student-BirthDate	K12.PA.Student.PA (Demographics)	Birth Date	N/A	N	Required FORMAT:YYYY-MM-DD
15	GENDER CODE	2	K12-Student-Gender	K12.PA.Student.PA (Demographics)	Gender	K12-Revelation-Gender	A/N	Required
16	ADDRESS 1	40	K12-Student-MailAddress	K12.PA.Student.PA (Demographics)	Address	N/A	A/N	Required only for CTE secondary students and Perkins funded CTE adult affidavit program students. Extract the parents' home address for special education students.
17	ADDRESS 2	40	K12-PA-Student-Address 2	K12.PA.Student.PA (Demographics)	Mailing Address 2	N/A	A/N	Required only for CTE secondary students and Perkins funded CTE adult affidavit program students. Extract the parents' home address for special education students.
18	CITY	30	K12-Student-MailCity	K12.PA.Student.PA (Demographics)	City	N/A	A/N	Required only for CTE secondary students and Perkins funded CTE adult affidavit program students. Extract the parents' home address for special education students.
19	STATE CODE	2	K12-Student-MailState	K12.PA.Student.PA (Demographics)	State	N/A	A/N	Required only for CTE secondary students and Perkins funded CTE adult affidavit program students. Extract the parents' home address for special education students.
20	FULL ZIP CODE	10	K12-Student-MailZipCode5 K12-Student-MailZipCode4 if not blank	K12.PA.Student.PA (Demographics)	Zip Code +4	N/A	A/N	Required only for CTE secondary students and Perkins funded CTE adult affidavit program students. Extract the parents' home address for special education students.
21	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
22	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
23	GUARDIAN RELATIONSHIP	1	K12-PA-Student-Guardian Relationship	K12.PA.Student.PA (State)	Guardian Relationship	K12-PA-Guardian Relationship	A/N	Required
24	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
25	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
26	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
27	RACE OR ETHNICITY CODE	1	Calculation based on race and ethnicity. K12-Student-HispanicIndicator and K12-Student-EthnicCode	K12.PA.Student.PA (Demographics)	Hispanic/Latino Race>American Race>Native (not Hispanic) Race>Asian (not Hispanic) Race>Black or African America (not Hispanic) Race>Native Hawaiian or other Pacific Islander (not Hispanic) Race>White (not Hispanic)	K12-Revelation-Ethnicity K12-Revelation-Hispanic Ethnicity	A/N	Required
28	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
29	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
30	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
31	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
32	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
33	ECONOMIC STATUS (FOOD PROGRAM PARTICIPANT)	1	K12.ProgramInfo.FRM-ProgramCode	K12.ProgramInfo.Free and Reduced Meals (FRM)	FRM Code	K12-ProgramInfo-FRM Code	A/N	Required
34	CHALLENGE TYPE	N/A	K12.ProgramInfo.Setup.SpecialEd NeedDefinition-StateCode	K12.ProgramInfo.Special Ed Student Services	Need/Services	K12-Enrollment-Special Program Code	A/N	Required only if the Special Education field (Field 38) equals IEP
35	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
36	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
37	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
38	SPECIAL EDUCATION	N/A	Calculated if K12-ProgramInfo-SpecialEdStudent Services record exists for the student	K12.ProgramInfo.Special Ed Student Services	N/A	K12-Enrollment-Special Program Code	A/N	Required
39	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
40	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
41	LEP/ELL STATUS	N/A					A/N	Required
42	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
43	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
44	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
45	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
46	REPEATING LAST YEAR	N/A	K12-EnrollmentInfo-StudentSchool Year. SRUserCheck01	K12.PA.Student.PA (State)	Repeating Last Year	N/A	A/N	Required
47	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
48	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
49	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
50	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
51	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
52	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
53	EXPECTED GRADUATION TIMEFRAME	4	K12-Student-ExpectedGraduationYear, K12-Student-ExpectedGraduationMonth	K12.PA.Student.PA (Other Info)	Expected Graduation Year	N/A	A/N	Required only for student who have entered grade 9
54	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
55	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
56	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
57	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
58	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
59	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
60	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
61	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
62	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
63	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
64	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
65	GRADUATION STATUS CODE	NA/	K12-Student-GraduationStatus	K12.PA.Student.PA (Other Info)	Graduation Status	K12-Graduation Status	A/N	Required only if the student has a graduation status, dropout status, or transfer status.
66	EXPECTED POST-GRADUATE ACTIVITY	N/A	K12-Student-PostSecondary	K12.PA.Student.PA (Other Info)	Expected Post Graduate Activity	K12-Demographics-Post Secondary	A/N	Required only for dropouts and high school graduates.

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
67	STUDENT STATUS	N/A	K12-PA-StudentStatus	K12.PA.Student.PA (State)	Student Status	K12-PA-Student Status	A/N	Required only for students that fall into one of the situations described in Appendix L.
68	DATE FIRST ENROLLED IN AN ESL or BILINGUAL EDUCATION PROGRAM (CORE)	4	CALCULATED from ELL based on first Program date.	K12.PA.Student.PA (Other Info)		N/A	N	Format: YYYY-MM-DD
69	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
70	ADA STATUS INDICATOR	N/A	K12.Enrollment Info.Student EnrollmentActivity-Access504	K12.PA.Student.PA (Enrollment)	ADA Status	K12-Enrollment-Access 504	A/N	Required
71	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
72	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
73	FOREIGN EXCHANGE STUDENT	N/A	K12-PA-PAForeignExch	K12.PA.Student.PA (State)	Foreign Exchange Student	N/A	A/N	Required
74	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
75	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
76	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
77	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
78	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
79	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
80	GIFTED AND TALENTED	N/A	K12-StudentPrograms-StudentGate History-Gate Code; if student has no GATE record extract N.	K12.ProgramInfo.Stu dentGATE	Gate Code	K12-ProgramInfo-GATE Code	A/N	Required
81	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
82	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
83	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
84	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
85	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
86	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
87	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
88	ECONOMIC DISADVANTAGED STATUS CODE	N/A	K12-Student-Disadvantaged. If blank, K12-ProgramInfo. FRM-ProgramCode	K12.PA.Student.PA (State) Or K12.ProgramInfo. Free and Reduced Meals (FRM)	Economically Disadvantaged Status Or FRM	K12-Disadvantaged	A/N	Required

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
89	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
90	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
91	DIPLOMA TYPE	N/A	K12-Student-DiplomaType	K12.PA.Student.PA (Other Info)	Diploma Type	K12-Diploma Type	A/N	Required only for student that has graduated.
92	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
93	ALTERNATE STUDENT ID	25	K12-Student-SisStudentNumber	K12.PA.Student.PA (Demographics)	Perm ID	N/A	A/N	Required
94	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
95	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
96	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
97	GRADE 09 ENTRY DATE	10	K12-PA-PAGradeEntry; IF blank, calculate using First Entry Date where Grade = 009	K12.PA.Student.PA (Other Info)	Grade 9 Entry Date	N/A	A/N	Required only for students enrolled in grades 9-12 or SUG students who are considered at the 9 <sup>th</sup> grade level or above.
98	DISTRICT ENTRY DATE	10	Calculated or use K12-Student-OriginalEnterDate. If this field is blank use the calculated date. If the calculated date is later than the Original Enter Date use the calculated date.	K12.PA.Student.PA (Enrollment)	District Enter Date	N/A	N	Required Format: YYYY-MM-DD
99	SCHOOL ENTRY DATE	10	Calculated or use K12-PA-UsEntryDate. If this field is blank use THE calculated date. If the calculated date is later than the US enter date use the calculated date.	K12.PA.Student.PA (Enrollment)	School Entry Date	N/A	N	Required Format: YYYY-MM-DD
100	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
101	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
102	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
103	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
104	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
105	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
106	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
107	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
108	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
109	STATE ENTRY DATE	10	Calculated or use K12-Student-OriginalStateEnter Date. If this field is blank use the calculated date. If the calculated date is later than the Original Enter Date use the calculated date.	K12.PA.Student.PA (Enrollment)	State Entry Date	N/A	N	Required Format: YYYY-MM-DD
110	DATE FIRST ENROLLED IN A US SCHOOL	10	Calculated or use K12-PA-UsEntryDateSchool. If this field is blank use the calculated date.	K12.PA.Student.PA (Enrollment)	First Date Enrolled in a US School	N/A	N	Required Format: YYYY-MM-DD
111	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
112	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
113	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
114	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
115	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
116	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
117	DISTRICT CODE OF RESIDENCE	9	K12.EnrollmentInfo.StudentEnrollmentActivity-DistrictOfResidence	K12.PA.Student.PA (Enrollment)	District Code of Residence	K12-EnrollmentInfo-DistrictOfResidenceDD	N	Required
118	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
119	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
120	STUDENT IS A SINGLE PARENT	N/A	K12-StudentPA-PASingleParent	K12.PA.Student.PA (State)	Single Parent	N/A	A/N	Required only for CTE secondary students and CTE adult affidavit program students.
121	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
122	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
123	HOME LANGUAGE CODE	N/A	K12-Student-HomeLanguage	K12.PA.Student.PA (Demographics)	Home Language	K12-Language	A/N	Required for all students except student enrolled in an Adult Affidavit Program
124	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
125	YEARS IN US SCHOOLS	4	K12-StudentPA-YearsInUSSchools	K12.PA.Student.PA (Other Info)	Years in US Schools	K12-PA-Yearsinusschools	N	Required if the student first enrolled in a US school for 3 years ago or less
126	NAME SUFFIX	10	K12-Student-Suffix	K12.PA.Student.PA (Demographics)	Suffix	N/A	A/N	Optional

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
127	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
128	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
129	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
130	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
131	FOOD PROGRAM ELIGIBILITY	N/A	K12-ProgramInfo-FRM-ProgramCode - Calculation based on this field and dates	K12.ProgramInfo.Free and Reduced Meals (FRM)	FRM Code	K12-ProgramInfo-FRM Code	A/N	Required
132	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
133	LAST NAME LONG	60	K12-Student-LastName	K12.PA.Student.PA (Demographics)	Last Name	N/A	A/N	Required
134	FIRST NAME LONG	60	K12-Student-FirstName	K12.PA.Student.PA (Demographics)	First Name	N/A	A/N	Required
135	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
136	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
137	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
138	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
139	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
140	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
141	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
142	MIDDLE NAME	60	K12-Student-MiddleName	K12.PA.Student.PA (Demographics)	Middle Name	N/A	A/N	Optional
143	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
144	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
145	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
146	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
147	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
148	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
149	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
150	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
151	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
152	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
153	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
154	ADDRESS 3	40	K12-PA-Address3	K12.PA.Student.PA (Demographics)	Mailing Address 3	N/A	A/N	Optional
155	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
156	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
157	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
158	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
159	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
160	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
161	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
162	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
163	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
164	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
165	LOCATION CODE OF RESIDENCE	4	K12.School.StateSchoolCode OR K12.School.SchoolCode based off K12-EnrollmentInfo-StudentSchoolYear-SchoolResidence GU	K12.PA.Student.PA (Demographics)	School of Residence	N/A	N	Required
166	DISPLACED HOMEMAKER	1	K12-Student-DisplacedHomemaker	K12.PA.Student.PA (State)	Displaced Homemaker	N/A	A/N	Required only for CTE secondary students and CTE adult affidavit program students.
167	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
168	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
169	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
170	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
171	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
172	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
173	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
174	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
175	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
176	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
177	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
178	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
179	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
180	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
181	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
182	HOME ADDRESS STATE COUNY CODE	N/A	K12-PA-HomeAddressCounty	K12.PA.Student.PA (State)	Home Address County Code	K12-PA-County Codes	A/N	Optional
183	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
184	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
185	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
186	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
187	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
188	NOT COLLECTED	N/A	N/A	N/A	N/A	N/A	N/A	
189	FUNDING DISTRICT CODE	9	K12.EnrollmentInfo.StudentEnrollmentActivity-SrEnrUserDD01 Or, if blank K12-School-DistrictCode	K12.PA.Student.PA (Enrollment)	Funding District Code	K12-Enrollment-SRUserDd01	N	Required

# Chapter Eighteen: CALCULATIONS

In this chapter, the following topics are covered:

- ▶ Calculations for the PASecureID Extract
- ▶ Calculations for the PIMS Templates

# PASecureID EXTRACT FIELD CALCULATIONS

The following table contains the calculations used to determine the values extracted for each calculated field included in the PASecureID extract. It also provides a cross-reference to the mandatory, required, and conditional fields.

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
<b>HEADER RECORD LAYOUT</b>						
1	RECORD TYPE	Value equals TH	N/A	X		
2	EXTRACT DATE		N/A	X		
3	EXTRACT TIME		N/A	X		
4	TRANSMISSION ID		N/A	X		
5	VERSION	Value equals 1.0	N/A	X		
6	DELIMITER	Value equals DELIMITER	N/A	X		
<b>DETAIL RECORD LAYOUT</b>						
1	RECORD TYPE	Value equals ID	N/A	X		
2	CURRENT SCHOOL CODE	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Extract from K12-EnrollmentInfo-StudentEnrollmentActivity-SRUserDD06  If this field is blank, extract K12-School-StateSchoolCode	Student.PA>Enrollment Or Organization>School	X		
3	RESIDENT DISTRICT CODE	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Extract from K12.EnrollmentInfo.StudentEnrollmentActivity-DistrictOfResidence  If this field is blank, extract K12-Setup-DistrictSetup-DistrictNumber	Student.PA>Enrollment Or Organization>District	X		
4	LEGAL LAST NAME	Value entered on K12-Student-LastName	Student.PA>Demographics	X		
5	LEGAL FIRST NAME	Value entered on K12-Student-FirstName	Student.PA>Demographics	X		
6	LEGAL MIDDLE NAME	Value entered on K12-Student-MiddleName	Student.PA>Demographics	X		

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
7	LEGAL NAME SUFFIX	Value entered on K12-Student-Suffix	Student.PA>Demographics	X		
8	GENDER	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12-Student-Gender	Student.PA>Demographics	X		
9	DATE OF BIRTH	Value entered on K12-Student-BirthDate	Student.PA>Demographics	X		
10	CURRENT GRADE LEVEL	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12-EnrollmentInfo-StudentEnrollmentActivity-Grade	Student.PA>Enrollment	X		
11	LOCAL STUDENT ID	Value entered on K12-Student-SisNumber	Student.PA>Demographics	X		
12	SOCIAL SECURITY NUMBER	Value entered on K12-Student-SocialSecurityNumber	Student.PA>Other Info			X
13	RACE/ ETHNICITY	Extract value entered on K12-Student-HispanicIndicator if not blank.  If K12-Student-HispanicIndicator is blank, extract value entered in the Alt Code 3 field on Revelation-RevPersonSecondaryEthnic-EthnicCode for each populated K12-Student-EthnicCode check box.	Student.PA>Demographics	X		
14	PASECUREID	Value entered on K12-Student-StateStudentNumber	Student.PA>Demographics		X	
15	CURRENT DISTRICT CODE	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Extract from K12-EnrollmentInfo-StudentEnrollmentActivity-SRUserDD05  If blank, extract K12-Setup-DistrictSetup-DistrictNumber	Student.PA>Enrollment Or Organization>District	X		
16	CURRENT SCHOOL YEAR	Calculated	N/A	X		
<b>TRAILER RECORD LAYOUT</b>						
1	RECORD TYPE	Value equals TT	N/A	X		
2	TRANSMISSION ID	Matches the Transmission ID in the Header record	N/A	X		

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
3	NUMBER OF RECORDS	Count of records in the file, including the TH and TT records. Left-aligned without trailing spaces	N/A	X		

## PIMS TEMPLATES FIELD CALCULATIONS

### PIMS Course Instructor Template

The following table contains the calculations used to determine the values extracted for each calculated field included in the PIMS Course Instructor Template. It also provides a cross-reference to the mandatory, required, and conditional fields.

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
1	DISTRICT CODE	Value entered on K12-Setup-DistrictSetup-DistrictNumber	Organization>District	X		
2	LOCATION CODE	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Extract from K12-School-StateSchoolCode.  If blank, extract from K12-School-School Code.	K12.Setup.School or Organization>School	X		
3	SCHOOL YEAR DATE	Extract the last day in June of the current school year	K12.Setup.School Setup	X		
4	NOT COLLECTED	N/A	N/A			
5	NOT COLLECTED	N/A	N/A			
6	NOT COLLECTED	N/A	N/A			
7	NOT COLLECTED	N/A	N/A			

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
8	PRIMARY INSTRUCTOR ID	Extract value entered on K12-Staff-StateID.  If K12-Staff-StateID is blank, extract value entered on K12-Staff-SocialSecurity Number.	K12.PA.Staff.PA	X		
9	NOT COLLECTED	N/A	K12.PA.Staff.PA			
10	NOT COLLECTED	N/A	N/A			
11	NOT COLLECTED	N/A	N/A			
12	NOT COLLECTED	N/A	N/A			
13	NOT COLLECTED	N/A	N/A			
14	NOT COLLECTED	N/A	N/A			
15	NOT COLLECTED	N/A	N/A			
16	NOT COLLECTED	N/A	N/A			
17	SUPPLEMENTARY COURSE DIFFERENTIATOR	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12-CourseInfo-Course-CourseDuration	K12.CourseInfo.Course District	X		
18	NOT COLLECTED	N/A	N/A			
19	COURSE CODE LONG	Value entered on K12-CourseInfo-Course-CourseID	K12.CourseInfo.Course District	X		
20	PRIMARY INSTRUCTION LANGUAGE CODE	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12-ScheduleInfo-Section-EILanguage	K12.Section (Additional Staff)			X
21	NOT COLLECTED	N/A	N/A			
22	SECTION CODE LONG	Value entered on K12-SectionInfo-Section-SectionID	K12.Section (Current Students)	X		

## PIMS Course Template

The following table contains the calculations used to determine the values extracted for each calculated field included in the PIMS Course Template. It also provides a cross-reference to the mandatory, required, and conditional fields.

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
1	DISTRICT CODE	Value entered on K12-Setup-DistrictSetup-DistrictNumber	Organization>District	X		
2	LOCATION CODE	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Extract from K12-School-StateSchoolCode.  If blank, extract from K12-School-School Code.	K12.Setup.School or Organization>School	X		
3	SCHOOL YEAR DATE	Extract the last day in June of the current school year	K12.Setup.School Setup	X		
4	NOT COLLECTED	N/A	N/A			
5	COURSE NAME	Value entered on K12-CourseInfo-Course-CourseTitle	K12.CourseInfo.Course District	X		
6	NOT COLLECTED	N/A	N/A			
7	NOT COLLECTED	N/A	N/A			
8	NOT COLLECTED	N/A	N/A			
9	NOT COLLECTED	N/A	N/A			
10	NOT COLLECTED	N/A	N/A			
11	HONORS INDICATOR	If K12-CourseInfo-Course-AcademicType equals H, extract a Y (Yes) for this field. Otherwise, extract an N (No).  Value entered on K12-CourseInfo-Course-AcademicType	K12.CourseInfo.Course District	X		
12	NOT COLLECTED	N/A	N/A			
13	NOT COLLECTED	N/A	N/A			
14	NOT COLLECTED	N/A	N/A			
15	NOT COLLECTED	N/A	N/A			
16	NOT COLLECTED	N/A	N/A			

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
17	NOT COLLECTED	N/A	N/A			
18	NOT COLLECTED	N/A	N/A			
19	NOT COLLECTED	N/A	N/A			
20	NOT COLLECTED	N/A	N/A			
21	NOT COLLECTED	N/A	N/A			
22	NOT COLLECTED	N/A	N/A			
23	NOT COLLECTED	N/A	N/A			
24	NOT COLLECTED	N/A	N/A			
25	NOT COLLECTED	N/A	N/A			
26	SUPPLEMENTARY COURSE DIFFERENTIATOR	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12-CourseInfo-Course-CourseDuration	K12.CourseInfo.Course District	X		
27	COURSE CODE LONG	Value entered on K12-CourseInfo-Course-CourseID	K12.CourseInfo.Course District	X		
28	NOT COLLECTED	N/A	N/A			
29	ALTERNATE COURSE CODE	Value entered on K12-CourseInfo-CourseAltCode-AltCode	K12.CourseInfo.Course District	X		
30	REQUIREMENTS INDICATOR CODE	Value entered on K12-CourseInfo-MN-CourseMN-GradRequirementIndicator	K12.CourseInfo.Course District (Description page)	X		
31	NOT COLLECTED	N/A	N/A			
32	DUAL CREDIT	If K12-CourseInfo-CourseAltCode-AltCode (Field 29) is a dual enrollment code, extract a Y value.  If K12-CourseInfo-CourseAltCode-AltCode (Field 29) is any other value, extract an N value.	N/A	X		
33	ADVANCED PLACEMENT INDICATOR	Value entered on K12-CourseInfo-Course-APIndicator	K12.CourseInfo.Course District (Description page)	X		
34	CAREER AND TECHNICAL INDICATOR	Value entered on K12-CourseInfo-Course-TechnicalCourse	K12.CourseInfo.Course District (Course page)	X		

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
35	GIFTED INDICATOR	If value entered in K12-CourseInfo-CourseLevelList-SCEDCourseLevel equals GIFTED, extract a Y (Yes) for this field. Otherwise, extract an N (No).	K12.CourseInfo.Course District (Description page)	X		
36	NOT COLLECTED	N/A	N/A			
37	NOT COLLECTED	N/A	N/A			
38	NOT COLLECTED	N/A	N/A			
39	NOT COLLECTED	N/A	N/A			
40	INTERNATIONAL BACCALAUREATE INDICATOR	Value entered on K12-CourseInfo-Course-IBIndicator	K12.CourseInfo.Course District (Description page)	X		
41	NOT COLLECTED	N/A	N/A			
42	NOT COLLECTED	N/A	N/A			
43	NOT COLLECTED	N/A	N/A			
44	NOT COLLECTED	N/A	N/A			
45	NOT COLLECTED	N/A	N/A			
46	NOT COLLECTED	N/A	N/A			

## PIMS CTE Student Fact Template

The following table contains the calculations used to determine the values extracted for each calculated field included in the PIMS CTE Student Fact Template. It also provides a cross-reference to the mandatory, required, and conditional fields.

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
1	DISTRICT CODE	Value entered on K12-Setup-DistrictSetup-DistrictNumber	Organization>District	X		
2	SCHOOL YEAR DATE	Extract the last day in June of the current school year	K12.Setup.School Setup	X		
3	STUDENT ID	Valid value entered on K12-Student-StateStudentNumber	K12.PA.Student.PA (Demographics)	X		
4	CIP Location Code	Value entered on K12-CourseHistory Info-PA-StudentCTEProgramPA-CipLocationCode	K12.PA.CourseHistoryInfo.Student CTEProgram	X		
5	Student Location Code	Value entered on K12-CourseHistory Info-PA-StudentCTEProgramPA-CipLocationCode	K12.PA.CourseHistoryInfo.Student CTEProgram	X		
6	CIP Code	Value entered on K12-CourseInfo-CTEProgram-Code	K12.CourseInfo.CTE Programs	X		
7	Delivery Method Code	Value entered on K12-CourseHistory Info-PA-StudentCTEProgramPA-DeliveryMethodCdOver  If the Delivery Method Code (Override) field is blank, extract a value of 60 – Tech Prep if the Tech Prep check box (K12-CourseInfo-CTEProgram-TechPrep) is selected.  If both the Delivery Method Code (Override) and Tech Prep check box are blank, extract the Delivery Method Code (K12-CourseInfo-PA-CTEProgramPA-DeliveryMethodCode) defined for the CTE Program.	K12.PA.CourseHistoryInfo.Student CTEProgram Or K12.CourseInfo.CTE Programs	X		
8	Reporting Date	Calculated  Always the last day in June of the current school year	N/A	X		
9	Reporting Date Period Level	Hardcoded as YEAR	N/A	X		

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
10	CTE Status Type Code	<p>Value entered on K12-CourseHistory Info-PA-StudentCTEProgramPA-CTEStatusTypeCode</p> <p>If not populated, extract code 30, 40, or 60 based on the Completed check box and Grad Status on the Student.PA screen, Other Info tab.</p> <p>If the Grad Status code equals any of the following state values, extract a value of 71: A, B, C, D, O, R, or W.</p> <p>If the Withdrawal Code equals W10, extract a value of 80.</p>	K12.PA.CourseHistoryInfo.StudentCTEProgram	X		
11	CTE Program Completion Plan Date	Hard code as N/A per the state requirements	N/A	X		
12	Registered Apprentice Indicator	<p>Value entered on K12-CourseHistory Info-PA-StudentCTEProgramPA-ApprenticeInd</p> <p>Y – Student did actively participate in this learning component during reporting year</p> <p>N – Student did not actively participate in this learning component during reporting year</p>	K12.PA.CourseHistoryInfo.StudentCTEProgram			X
13	Internship Indicator	<p>Value entered on K12-CourseHistory Info-PA-StudentCTEProgramPA-InternshipInd</p> <p>Y – Student did actively participate in this learning component during reporting year</p> <p>N – Student did not actively participate in this learning component during reporting year</p>	K12.PA.CourseHistoryInfo.StudentCTEProgram			X
14	Cooperative Work Indicator	<p>Value entered on K12-CourseHistory Info-PA-StudentCTEProgramPA-CooperativeWorkInd</p> <p>Y – Student did actively participate in this learning component during reporting year</p> <p>N – Student did not actively participate in this learning component during reporting year</p>	K12.PA.CourseHistoryInfo.StudentCTEProgram			X

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
15	Job Exploration Indicator	Value entered on K12-CourseHistoryInfo-PA-StudentCTEProgramPA-JobExplorationInd  Y – Student did actively participate in this learning component during reporting year  N – Student did not actively participate in this learning component during reporting year	K12.PA.CourseHistoryInfo.StudentCTEProgram			X
16	Agriculture Experience Indicator	Value entered on K12-CourseHistoryInfo-PA-StudentCTEProgramPA-AgricultureExplInd  Y – Student did actively participate in this learning component during reporting year  N – Student did not actively participate in this learning component during reporting year	K12.PA.CourseHistoryInfo.StudentCTEProgram			X
17	School-Sponsored Enterprise Indicator	Value entered on K12-CourseHistoryInfo-PA-StudentCTEProgramPA-SchlSponEnterpriseInd  Y – Student did actively participate in this learning component during reporting year  N – Student did not actively participate in this learning component during reporting year	K12.PA.CourseHistoryInfo.StudentCTEProgram			X
18	Number of Program Hours Completed	Value entered on K12-CourseHistoryInfo-PA-StudentCTEProgramPA-NumPgmHrsCompleted	K12.PA.CourseHistoryInfo.StudentCTEProgram	X		
19	Percentage of Program Completed	Calculated (Value entered on K12-CourseHistoryInfo-PA-StudentCTEProgramPA-NumPgmHrsCompleted / Value entered on K12-CourseHistoryInfo-PA-StudentCTEProgramPA-TotalHours Override) * 100  If K12-CourseHistoryInfo-PA-StudentCTEProgramPA-TotalHours Override is blank, then (Value entered on K12-CourseHistoryInfo-PA-StudentCTEProgramPA-NumPgmHrs Completed / Value entered on K12-CourseInfo-PA-CTEProgramPA-TotalHours) * 100	K12.PA.CourseHistoryInfo.StudentCTEProgram  Or K12-CourseInfo-PA-CTEProgramPA	X		

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
20	Cumulative Postsecondary Credits Earned	Calculated based on course history credits completed.  The College Approved check box (K12-CourseInfo-Course-CollegeApproved) must be selected to include the credits earned for a completed course in the calculation.	N/A	X		
21	Not Collected	N/A	N/A			X
22	Word-based Experience Indicator	Value entered on K12-CourseHistoryInfo-PA-StudentCTEProgramPA-WorkBasedExplnd  Y – Student did actively participate in this learning component during reporting year  N – Student did not actively participate in this learning component during reporting year	K12.PA.CourseHistoryInfo.StudentCTEProgram			X
23	Not Collected	N/A	N/A			X
24	Not Collected	N/A	N/A			X
25	CTE Program Performance Code	Value entered on K12-CourseHistoryInfo-PA-StudentCTEProgramPA-CTEPrgPerformance  Required only for AAP students.	K12.PA.CourseHistoryInfo.StudentCTEProgram		X	
26	Pell Grant Indicator	Value entered on K12-CourseHistoryInfo-PA-StudentCTEProgramPA-PellGrantInd  Required only for AAP students.	K12.PA.CourseHistoryInfo.StudentCTEProgram		X	
27	Academic Instruction Code	Value entered on K12-CourseHistoryInfo-PA-StudentCTEProgramPA-AcademicInstrCd	K12.PA.CourseHistoryInfo.StudentCTEProgram	X		

## PIMS CTE Student Industry Credential Template

The following table contains the calculations used to determine the values extracted for each calculated field included in the PIMS CTE Student Industry Credential Template. It also provides a cross-reference to the mandatory, required, and conditional fields.

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
1	DISTRICT CODE	Value entered on K12-Setup-DistrictSetup-DistrictNumber	Organization>District	X		
2	SCHOOL YEAR DATE	Extract the last day in June of the current school year	K12.Setup.School Setup	X		
3	STUDENT ID	Valid value entered on K12-Student-StateStudentNumber	K12.PA.Student.PA (Demographics)	X		
4	Student Location Code	Value entered on K12-CourseHistoryInfo-PA-StudentCTEProgramPA-CipLocationCode	K12.PA.CourseHistoryInfo.StudentCTEProgram	X		
5	CIP Code	Value entered on K12-CourseInfo-CTEProgram-Code	K12.CourseInfo.CTE Programs	X		
6	Delivery Method Code	Value entered on K12-CourseHistoryInfo-PA-StudentCTEProgramPA-DeliveryMethodCdOver  If the Delivery Method Code (Override) field is blank, extract a value of 60 – Tech Prep if the Tech Prep check box (K12-CourseInfo-CTEProgram-TechPrep) is selected.  If both the Delivery Method Code (Override) and Tech Prep check box are blank, extract the Delivery Method Code (K12-CourseInfo-PA-CTEProgramPA-DeliveryMethodCode) defined for the CTE Program.	K12.PA.CourseHistoryInfo.StudentCTEProgram Or K12.CourseInfo.CTE Programs	X		
7	Industry Credential Code	Value entered on K12-CourseHistoryInfo-PA-StudentCTEProgramPA-IndustryCredCd	K12.PA.CourseHistoryInfo.StudentCTEProgram			
8	Credential Earned Date	Calculate based on K12-CourseHistoryInfo-PA-StudentCTEProgramPA-IndustryCredCd	K12.PA.CourseHistoryInfo.StudentCTEProgram			
9	Credential Eanred Period Level	Hardcoded to YEAR per the state's requirements	N/A			

## PIMS Incident Offender Disciplinary Action Template

The following table contains the calculations used to determine the values extracted for each calculated field included in the PIMS Incident Offender Disciplinary Action Template. It also provides a cross-reference to the mandatory, required, and conditional fields.

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
1	Submitting District Code	Value entered on K12-Setup-DistrictSetup-DistrictNumber.	Organization>District	X		
2	Incident ID	Value entered on K12-DisciplineInfo-SchoolIncident-StateIncidentNum.  If the State Incident Number field is blank, extract K12-DisciplineInfo-SchoolIncident-IncidentID.	K12.DisciplineInfo.PA.IncidentsPA (Information tab)	X		
3	Offender ID	Value entered on K12-Student-StateStudentNumber.	K12.DisciplineInfo.PA.IncidentsPA (Participants tab)	X		
4	Disciplinary Action Code	Value entered on K12.DisciplineInfo.DistrictDispositionCode.StateCode or K12.DisciplineInfo.DistrictDispositionCode.StateCode DispCode.	K12.DisciplineInfo.PA.Student IncidentDisciplinePA (Discipline tab)  Or  K12.DisciplineInfo.PA.IncidentsPA (Participants tab)	X		
5	School Year Date	Calculated  Always the last day of June in the current school year.  Format: YYYY-MM-DD	N/A	X		
6	Not collected	N/A	N/A			
7	Not collected	N/A	N/A			
8	Disciplinary Action Duration	Value entered on K12-DisciplineInfo-StudentIncidentDisposition-ReassignmentDays  Format: 999.99	K12.DisciplineInfo.PA.Student IncidentDisciplinePA (Discipline tab)  Or  K12.DisciplineInfo.PA.IncidentsPA (Participants tab)			X
9	Not collected	N/A	N/A			
10	Received Services Indicator	Value entered on K12-DisciplineInfo-StudentIncidentDisposition-ReceivesSupportServices	K12.DisciplineInfo.PA.Student DispositionPA			X
11	Disciplinary Action Comment	Value entered on K12-DisciplineInfo-StudentIncidentDisposition-Comment	K12.DisciplineInfo.PA.Student DispositionPA			X

## PIMS Incident Offender Infraction Template

The following table contains the calculations used to determine the values extracted for each calculated field included in the PIMS Incident Offender Infraction Template. It also provides a cross-reference to the mandatory, required, and conditional fields.

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
1	Submitting District Code	Value entered on K12-Setup-DistrictSetup-DistrictNumber.	Organization>District	X		
2	Incident ID	Value entered on K12-DisciplineInfo-SchoolIncident-StateIncidentNum.  If the State Incident Number field is blank, extract K12-DisciplineInfo-SchoolIncident-IncidentID.	K12.DisciplineInfo.PA.IncidentsPA (Information tab)	X		
3	Offender ID	Value entered on K12-Student-StateStudentNumber.	K12.DisciplineInfo.PA.IncidentsPA (Participants tab)	X		
4	Infraction Code	Value entered on K12-DisciplineInfo-StudentIncidentViolation-Violation Description for a student offender.  or K12-DisciplineInfo-ViolationIncident NonStudentGrid-Violation Description for a non-student offender.	K12.DisciplineInfo.PA.IncidentsPA (Violations tab)	X		
5	School Year Date	Calculated  Always the last day of June in the current school year.  Format: YYYY-MM-DD	N/A	X		
6	Weapon Count	Value entered on K12-DisciplineInfo-ViolationIncidentStudentGrid-Weapons for a student offender .  Value entered on K12-DisciplineInfo-PA-StudentNonIncidentDiscipline PA-WeaponCount for a non-student offender.  Required if the Infraction Code (Field 4) falls between 39 and 46.  Format: 9999	K12.DisciplineInfo.PA.IncidentsPA (Violations tab)		X	

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
7	Infraction Comment	Value entered on K12-DisciplineInfo-StudentIncidentViolation-AdditionalText for a student offender.  Value entered on K12-DisciplineInfo-StudentNonIncidentDiscipline-AdditionalInfo for a non-student offender.	K12.DisciplineInfo.PA.IncidentsPA (Violations tab)			X

### PIMS Incident Offender Parent Involvement Template

The following table contains the calculations used to determine the values extracted for each calculated field included in the PIMS Incident Offender Parent Involvement Template. It also provides a cross-reference to the mandatory, required, and conditional fields.

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
1	Submitting District Code	Value entered on K12-Setup-DistrictSetup-DistrictNumber.	Organization>District	X		
2	Incident ID	Value entered on K12-DisciplineInfo-SchoolIncident-StateIncidentNum.  If the State Incident Number field is blank, extract K12-DisciplineInfo-SchoolIncident-IncidentID.	K12.DisciplineInfo.PA.IncidentsPA (Information tab)	X		
3	Offender ID	Value entered on K12-Student-StateStudentNumber.	K12.DisciplineInfo.PA.IncidentsPA (Participants tab)	X		
4	Parental Involvement Code	Value entered on K12-DisciplineInfo-PA-StudentIncidentDisciplinePA-ParentalInvolvementCode	K12.DisciplineInfo.PA.IncidentsPA (Participants tab)	X		
5	School Year Date	Calculated  Always the last day of June in the current school year.  Format: YYYY-MM-DD	N/A	X		

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
6	Parental Involvement Comment	Value entered on K12-DisciplineInfo-PA-StudentIncidentDisciplinePA-ParentalInvolvementComment	K12.DisciplineInfo.PA.IncidentsPA (Participants tab)			X

## PIMS Incident Template

The following table contains the calculations used to determine the values extracted for each calculated field included in the PIMS Incident Offender Parent Involvement Template. It also provides a cross-reference to the mandatory, required, and conditional fields.

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
1	Submitting District Code	Value entered on K12-Setup-DistrictSetup-DistrictNumber.	Organization>District	X		
2	School Year Date	Calculated  Always the last day of June in the current school year.  Format: YYYY-MM-DD	N/A	X		
3	Incident ID	Value entered on K12-DisciplineInfo-SchoolIncident-StateIncidentNum.  If the State Incident Number field is blank, extract K12-DisciplineInfo-SchoolIncident-IncidentID.	K12.DisciplineInfo.PA.IncidentsPA (Information tab)	X		
4	Incident Date	Value entered on K12-DisciplineInfo-SchoolIncident-IncidentDate.  Format: YYYY-MM-DD	K12.DisciplineInfo.PA.IncidentsPA (Information tab)	X		
5	Location Code of Incident	Value entered on K12.School.StateSchoolCode.  If the State School Code field is blank, extract K12.School.SchoolCode.	K12.DisciplineInfo.PA.IncidentsPA (Information tab)	X		

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
6	Local Incident ID	Value entered on K12-DisciplineInfo-SchoolIncident-StateIncidentNum.  If the State Incident Number field is blank, extract K12-DisciplineInfo-SchoolIncident-IncidentID.	K12.DisciplineInfo.PA.IncidentsPA (Information tab)			X
7	Incident Place Code	Value entered on K12-DisciplineInfo-SchoolIncidentLocation-Location.	K12.DisciplineInfo.PA.IncidentsPA (Information tab)	X		
8	Incident Time Frame Code	Value entered on K12-DisciplineInfo-SchoolIncident-IncidentContextCode.  Required if the Incident Place Code is equal to 1 – On school property/ grounds.	K12.DisciplineInfo.PA.IncidentsPA (Information tab)		X	
9	Incident Against Property Indicator	Calculated  Extract a value of Y-Yes if the Infraction Code equals 30, 31, 32, or 33.  Otherwise, extract a value of N-No.	K12.DisciplineInfo.PA.IncidentsPA (Information tab)	X		
10	Not Collected	N/A	N/A			
11	Not Collected	N/A	N/A			
12	Not Collected	N/A	N/A			
13	Not Collected	N/A	N/A			
14	Not Collected	N/A	N/A			
15	Not Collected	N/A	N/A			
16	Not Collected	N/A	N/A			

## PIMS Incident Victim Template

The following table contains the calculations used to determine the values extracted for each calculated field included in the PIMS Incident Victim Template. It also provides a cross-reference to the mandatory, required, and conditional fields.

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
1	Submitting District Code	Value entered on K12-Setup-DistrictSetup-DistrictNumber.	Organization>District	X		
2	Incident ID	Value entered on K12-DisciplineInfo-SchoolIncident-StateIncidentNum.  If the State Incident Number field is blank, extract K12-DisciplineInfo-SchoolIncident-IncidentID.	K12.DisciplineInfo.PA.IncidentsPA (Information tab)	X		
3	Victim ID	Value entered on K12-Student-StateStudentNumber for a student victim.  Or  Value entered on K12-DisciplineInfo-PA-StudentNonIncidentDisciplinePA-PersonID for a non-student victim.	K12.DisciplineInfo.PA.IncidentsPA (Participants tab)	X		
4	School Year Date	Calculated  Always the last day of June in the current school year.  Format: YYYY-MM-DD	N/A	X		
5	Victim Type	Calculate for the following codes for student victims:  1-Student 2-Student with IEP, if an IEP date exists in K12-ProgramInfo-PA-PIMSSPED-IEPDate. 3-Student from another school  Extract the value entered in K12-DisciplineInfo-StulncNonIncidentDiscipline-RelationToSchool for any NON-student victim.	K12.DisciplineInfo.PA.IncidentsPA (Participants tab for a non-student victim)	X		

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
6	Age at Time of Incident	<p>Calculate based on K12-Student-BirthDate and K12-DisciplineInfo-SchoolIncident-IncidentDate for a student victim.</p> <p>Calculate based on K12-Discipline Info-StudentNonIncidentDiscipline-BirthDate and K12-DisciplineInfo-SchoolIncident-IncidentDate for a non-student victim. .</p> <p>The victim's age is the difference between the Incident Date and the Birth Date.</p>	K12.DisciplineInfo.PA.IncidentsPA (Participants tab)	X		
7	Grade Level Code at Time of Incident	<p>Calculate based on K12-DisciplineInfo-SchoolIncident-IncidentDate and K12-EnrollmentInfo-StudentEnrollment Activity-Grade for a student victim.</p> <p>Value entered on K12-DisciplineInfo-PA-StudentNonIncidentDiscipline PA-GradeLevel for a non-student victim.</p>	K12.DisciplineInfo.PA.IncidentsPA (Participants tab) for a non-student victim.			X
8	Student Assistance Program Referral Indicator	<p>Value entered on K12-DisciplineInfo-PA-StudentIncidentDisciplinePA-StudentAssistanceReferral.</p> <p>Extract a value of Y-Yes if the Student Assistance Referral check box is selected.</p> <p>Extract a value of N-No if the Student Assistance Referral check box is not selected.</p>	K12.DisciplineInfo.PA.IncidentsPA (Participants tab)	X		

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
9	Injury Severity Code	<p>Calculate based on K12-DisciplineInfo-StudentIncidentDiscipline-InjuriesSustained or K12-DisciplineInfo-StudentIncidentDiscipline-SeriousBodilyInjury for student victims</p> <p>Calculate based on K12-DisciplineInfo-StudentNonIncidentDiscipline-InjuriesSustained or K12-DisciplineInfo-StudentNonIncidentDiscipline-SeriousBodilyInjury for non-student victims</p> <p>Extract a value of 2-Victim sustained physical injury if the Injuries Sustained and/or Serious Bodily Injury check boxes are selected.</p> <p>Extract an value of 1-Victim did not sustain physical injury if both check boxes are not selected.</p>	K12.DisciplineInfo.PA.IncidentsPA (Participants tab)	X		
10	Medical Treatment Required	<p>Value entered on K12-DisciplineInfo-PA-StudentIncidentDisciplinePA-MedicalTreatment for a student victim.</p> <p>Value entered on K12-DisciplineInfo-PA-StudentNonIncidentDisciplinePA-MedicalTreatment for a non-student victim.</p> <p>Extract a value of Y-Yes if the Medical Treatment check box is selected.</p> <p>Extract a value of N-No if the Medical Treatment check box is not selected.</p>	K12.DisciplineInfo.PA.IncidentsPA (Participants tab)	X		
11	Not collected	N/A	N/A			
12	Incident Victim Comment	<p>Value entered on K12-DisciplineInfo-StudentIncidentDiscipline-InjuryDescription if a student victim.</p> <p>Value entered on K12-DisciplineInfo-StudentNonIncidentDiscipline-InjuryDescription if a non-student victim.</p> <p>Required only if the Medical Treatment Required field is assigned value of Y-Yes.</p>	K12.DisciplineInfo.PA.IncidentsPA (Participants tab)		X	

## PIMS Programs Fact Template

The following table contains the calculations used to determine the values extracted for each calculated field included in the PIMS Program Fact Template. It also provides a cross-reference to the mandatory, required, and conditional fields.

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
1	DISTRICT CODE	Value entered on K12-Setup-DistrictSetup-DistrictNumber	Organization>District	X		
2	LOCATION CODE	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Extract from K12-School-StateSchoolCode  If blank, extract from K12-School-School Code	K12.Setup.School or Organization>School	X		
3	SCHOOL YEAR DATE	Extract the last day in June of the current school year	K12.Setup.School Setup	X		
4	STUDENT ID	Valid value entered on K12-Student-StateStudentNumber	K12.PA.Student.PA (Demographics)	X		
5	PROGRAMS CODE	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Valid value entered on K12-ProgramInfo-StudentNeedsProgram-ProgramCode	K12.PA.ProgramInfo.StudentNeeds.PA (Needs)	X		
6	BEGINNING DATE	Valid value entered on K12-ProgramInfo-StudentNeedsProgram-EnterDate	K12.PA.ProgramInfo.StudentNeeds.PA (Needs)	X		
7	ENDING DATE	Valid value entered on K12-ProgramInfo-StudentNeedsProgram-ExitDate	K12-ProgramInfo-StudentNeedsProgram-ExitDate	X		
8	NOT COLLECTED	N/A	N/A			
9	PROGRAM INTENSITY	Valid value entered on K12-PA-ProgramInfo-StudentNeedsProgram-ProgIntensity	K12.PA.ProgramInfo.StudentNeeds.PA			X
10	NOT COLLECTED	N/A	N/A			
11	NOT COLLECTED	N/A	N/A			
12	NOT COLLECTED	N/A	N/A			
13	NOT COLLECTED	N/A	N/A			

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
14	NOT COLLECTED	N/A	N/A			
15	NOT COLLECTED	N/A	N/A			
16	PROGRAM COMMENT	Valid value entered on K12-PA-ProgramInfo-StudentNeedsProgram-ProgComment  Extracted only for students whose the program code is 011 or 012	K12.PA.ProgramInfo.StudentNeeds.PA		X	
17	NOT COLLECTED	N/A	N/A			
18	PARTICIPATION INFORMATION CODE (HOMELESS)	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Valid value entered on K12-PA-ProgramInfoStudentNeedsProgram-ParticipationInfo  Extracted only for students reported with Program Code 032 - Homeless	K12.PA.ProgramInfo.StudentNeeds.PA		X	
19	NOT COLLECTED	N/A	N/A			
20	NOT COLLECTED	N/A	N/A			
21	NOT COLLECTED	N/A	N/A			
22	NOT COLLECTED	N/A	N/A			
23	PROGRAM PROVIDER TYPE CODE	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Valid value entered on K12-PA-ProgramInfo-StudentNeeds-ProviderType  Extracted only for students assigned a program code of 003 or 004	K12.PA.ProgramInfo.StudentNeeds.PA		X	
24	NOT COLLECTED	N/A	N/A			
25	NOT COLLECTED	N/A	N/A			

## PIMS School Calendar Template

The following table contains the calculations used to determine the values extracted for each calculated field included in the PIMS School Calendar Template. It also provides a cross-reference to the mandatory, required, and conditional fields.

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
1	DISTRICT CODE OF INSTITUTION	Value entered on K12-Setup-DistrictSetup-DistrictNumber	Organization>District	X		
2	SCHOOL YEAR DATE	Extract the last day in June of the current school year	K12.Setup.School Setup	X		
3	CALENDAR ID	Value entered on K12-Setup-PA-SchoolCalendar-CalendarId	K12.PA.Setup.State Requirements	X		
4	CALENDAR DESCRIPTION	Value entered on K12-Setup-PA-SchoolCalendar-CalendarDesc	K12.PA.Setup.State Requirements	X		
5	NOT COLLECTED	N/A	N/A			
6	NOT COLLECTED	N/A	N/A			
7	ROTATION PATTERN CODE	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12-Setup-PA-SchoolCalendar-RotationPattern  Required for part-time CTC, AVTS programs and part-time pre-kindergarten or kindergarten	K12.PA.Setup.State Requirements		X	
8	CALENDAR PROGRAMS CODE	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12-Setup-PA-SchoolCalendar-CalendarProg  Required for students in certain special situations.	K12.PA.Setup.State Requirements		X	
9	CALENDAR START DATE	Calculated	N/A	X		
10	CALENDAR END DATE	Calculated	N/A	X		
11	INSTRUCTION START DATE	Calculated	N/A	X		
12	INSTRUCTION END DATE	Calculated	N/A	X		

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
13	GRADUATION CEREMONY DATE	Value entered on K12-Setup-PA-SchoolCalendar-GradCeremonyDte  Required only for students in Grade 12	K12.PA.Setup.State Requirements		X	
14	NUMBER OF SCHEDULED SCHOOL DAYS	Value entered on K12-Setup-PA-SchoolCalendar-SchedSchoolDays	K12.PA.Setup.State Requirements	X		
15	INSTRUCTIONAL MINUTES IN STANDARD DAY	Value entered on K12-Setup-PA-SchoolCalendar-InstructionalMinutes	K12.PA.Setup.State Requirements	X		
16	TOTAL DAYS IN SESSION LOST DUE TO STRIKE	Value entered on K12-Setup-PA-SchoolCalendar-DaysLostDueToStrike	K12.PA.Setup.State Requirements	X		
17	TOTAL DAYS IN SESSION LOST TO ACT 80	Value entered on K12-Setup-PA-SchoolCalendar-DaysLostDueToAct80	K12.PA.Setup.State Requirements	X		
18	TOTAL DAYS IN SESSION LOST DUE TO OTHER REASONS	Value entered on K12-Setup-PA-SchoolCalendar-DaysLostDueToOtherReasons	K12.PA.Setup.State Requirements	X		
19	TOTAL MAKE-UP DAYS	Value entered on K12-Setup-PA-SchoolCalendar-TotalMakeupDays	K12.PA.Setup.State Requirements	X		
20	TOTAL INSTRUCTIONAL MINUTES LOST TO PLANNED SHORTENED DAYS	Value entered on K12-Setup-PA-SchoolCalendar-MinsLostDueToShortenDay	K12.PA.Setup.State Requirements	X		

## PIMS School Enrollment Template

The following table contains the calculations used to determine the values extracted for each calculated field included in the PIMS School Enrollment Template. It also provides a cross-reference to the mandatory, required, and conditional fields.

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
1	DISTRICT CODE	Value entered on K12-Setup-DistrictSetup-DistrictNumber	Organization>District	X		
2	LOCATION CODE	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Extract from K12-School-StateSchoolCode  If blank, extract from K12-School-School Code	K12.Setup.School or Organization>School	X		
3	SCHOOL YEAR DATE	Extract the last day in June of the current school year	K12.Setup.School Setup	X		
4	STUDENT ID	Value entered on K12-Student-StateStudentNumber	K12.PA.Student.PA (Demographics)	X		
5	ACTIVITY DATE	Value entered on K12-EnrollmentInfo-StudentEnrollment-EnterDate or K12-EnrollmentInfo-StudentEnrollment-LeaveDate	K12.PA.Student.PA (Enrollment History)			X
6	ENROLLMENT DATE	Value entered on K12-EnrollmentInfo-StudentEnrollment-EnterDate or K12-EnrollmentInfo-StudentEnrollment-LeaveDate	K12.PA.Student.PA (Enrollment History)	X		
7	ENROLLMENT CODE	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12-EnrollmentInfo-StudentEnrollment-EnterCode or K12-EnrollmentInfo-StudentEnrollment-LeaveCode	K12.PA.Student.PA (Enrollment History)	X		
8	NOT COLLECTED	N/A	N/A			
9	ENROLLMENT GRADE LEVEL	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12-EnrollmentInfo-StudentEnrollment-Grade	K12.PA.Student.PA (Enrollment History)	X		

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
10	RESIDENCE STATUS CODE	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12-EnrollmentInfo-StudentEnrollmentActivity-SREnrUserDD02 (Residence Status Code)	K12.PA.Student.PA (Enrollment)	X		
11	NOT COLLECTED	N/A	N/A			

## PIMS Staff Assignment Template

The following table contains the calculations used to determine the values extracted for each calculated field included in the PIMS Staff Assignment Template. It also provides a cross-reference to the mandatory, required, and conditional fields.

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
1	DISTRICT CODE	Value entered on K12-Setup-DistrictSetup-DistrictNumber	Organization>District	X		
2	STAFF ID	Extract from K12-Staff-StateID.  If K12-Staff-StateID is blank, extract from K12-Staff-SocialSecurityNumber	K12.PA.Staff.PA	X		
3	ASSIGNMENT CODE	Value entered on K12-StaffInfo-PA-AdditionalJobClassesPA-AssignmentCode  Or  Value entered on K12-StaffInfo-PA-AdditionalDisJobClassesPA-AssignmentCode	K12.PA.Staff. (Credentials)	X		

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
4	LOCATION CODE	Value entered on K12-School-StateSchoolCode  If blank, extract K12-School-SchoolCode	K12.PA.Staff. (Credentials)	X		
5	SCHOOL YEAR DATE	Calculated  This is always the last day in June of the current school year.	K12.Setup.School Setup	X		
6	ASSIGNMENT DATE	Value entered on K12-StaffInfo-StaffAdditionalJobClasses-StartDate  OR  Value entered on K12-StaffInfo-PA-AdditionalDisJobClassesPA-StartDate	K12.PA.Staff. (Credentials)	X		
7	COMPLETION DATE	Value entered on K12-StaffInfo-StaffAdditionalJobClasses-EndDate  OR  Value entered on K12-StaffInfo-PA-AdditionalDisJobClassesPA-EndDate	K12.PA.Staff. (Credentials)		X	
6	NOT COLLECTED	N/A	N/A			
7	NOT COLLECTED	N/A	N/A			
8	NOT COLLECTED	N/A	N/A			
9	NOT COLLECTED	N/A	N/A			
10	NOT COLLECTED	N/A	N/A			
11	NOT COLLECTED	N/A	N/A			
12	NOT COLLECTED	N/A	N/A			
13	NOT COLLECTED	N/A	N/A			
14	NOT COLLECTED	N/A	N/A			
15	NOT COLLECTED	N/A	N/A			
16	NOT COLLECTED	N/A	N/A			
17	NOT COLLECTED	N/A	N/A			

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
18	PERCENT TIME ASSIGNED	Value entered on K12-StaffInfo-StaffAdditionalJobClasses-Fte  OR  Value entered on K12-StaffInfo-PA-AdditionalDisJobClassesPA-FTE	K12.PA.Staff. (Credentials)	X		

### PIMS Staff Development Template

The following table contains the calculations used to determine the values extracted for each calculated field included in the PIMS Staff Development Template. It also provides a cross-reference to the mandatory, required, and conditional fields.

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
1	DISTRICT CODE	Value entered on K12-Setup-DistrictSetup-DistrictNumber	Organization>District	X		
2	STAFF ID	Extract from K12-Staff-StateID.  If K12-Staff-StateID is blank, extract from K12-Staff-SocialSecurityNumber	K12.PA.Staff.PA	X		
4	ACTIVITY START DATE	Value entered on K12-PA-Staff-ActivityStartDate	K12.PA.Staff.Credentials	X		
5	NOT COLLECTED	N/A	N/A			
6	NOT COLLECTED	N/A	N/A			
7	NOT COLLECTED	N/A	N/A			
8	NOT COLLECTED	N/A	N/A			
9	NOT COLLECTED	N/A	N/A			
10	NOT COLLECTED	N/A	N/A			

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
11	NOT COLLECTED	N/A	N/A			
12	NOT COLLECTED	N/A	N/A			
13	NOT COLLECTED	N/A	N/A			
14	ACTIVITY HOURS	Value entered on K12-PA-Staff-ActivityHours  Extract if Activity Code equals MPOETC, NASRO, or LOCAL	K12.PA.Staff.Credentials		X	

### PIMS Staff Snapshot Template

The following table contains the calculations used to determine the values extracted for each calculated field included in the PIMS Staff Snapshot Template. It also provides a cross-reference to the mandatory, required, and conditional fields.

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
1	DISTRICT CODE	Value entered on K12-Setup-DistrictSetup-DistrictNumber	Organization>District	X		
2	STAFF ID	Extract from K12-Staff-StateID.  If K12-Staff-StateID is blank, extract from K12-Staff-SocialSecurityNumber	K12.PA.Staff.PA	X		
3	SOCIAL SECURITY NUMBER	Value entered on K12-Staff-SocialSecurityNumber	K12.PA.Staff.PA			X
4	NOT COLLECTED	N/A	N/A			
5	NOT COLLECTED	N/A	N/A			
6	NOT COLLECTED	N/A	N/A			
7	NOT COLLECTED	N/A	N/A			

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
8	NOT COLLECTED	N/A	N/A			
9	NOT COLLECTED	N/A	N/A			
10	NOT COLLECTED	N/A	N/A			
11	NOT COLLECTED	N/A	N/A			
12	NOT COLLECTED	N/A	N/A			
13	NOT COLLECTED	N/A	N/A			
14	LOCATION CODE	Value entered on K12-School-StateSchoolCode	K12.Setup.School	X		
15	NOT COLLECTED	N/A	N/A			
16	NOT COLLECTED	N/A	N/A			
17	STAFF EMPLOYMENT TYPE CODE	If K12-Staff-Fte equals 1.00, extract a value of "F" for Full Time. If K12-Staff-Fte is less than 1.00, extract a value of "P" for Part Time.	K12.PA.Staff.PA	X		
18	NOT COLLECTED	N/A	N/A			
19	NOT COLLECTED	N/A	N/A			
20	GENDER CODE	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12-Staff-Gender	K12.PA.Staff.PA	X		
21	RACE OR ETHNICITY CODE	Extract value entered on K12-Staff-HispanicIndicator if not blank.  If K12-Staff-HispanicIndicator is blank, extract value entered in the Alt Code 3 field on Revelation-RevPersonSecondaryEthnic-EthnicCode for each populated K12-Staff-EthnicCode check box.	K12.PA.Staff.PA	X		
22	NOT COLLECTED	N/A	N/A			
23	HOME PHONE	Extract Revelation-RevPersonPhone-Phone where Alt Code 3 of Type equals H. If no value was defined for the staff, then extract the phone number identified as Primary.	K12.PA.Staff.PA			X
24	NOT COLLECTED	N/A	N/A			
25	ADDRESS 1	Value entered on K12-Staff-HomeAddress	K12.PA.Staff.PA	X		

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
26	ADDRESS 2	Value entered on K12-Staff-HomeAddress2	K12.PA.Staff.PA			X
27	CITY	Value entered on K12-Staff-HomeCity	K12.PA.Staff.PA	X		
28	STATE	Value entered on K12-Staff-HomeState	K12.PA.Staff.PA	X		
29	FULL ZIP CODE	Concatenate values entered on K12-Staff-HomeZipcode5 and K12-Staff-HomeZipcode4	K12.PA.Staff.PA	X		
30	NOT COLLECTED	N/A	N/A			
31	NOT COLLECTED	N/A	N/A			
32	NOT COLLECTED	N/A	N/A			
33	NOT COLLECTED	N/A	N/A			
34	NOT COLLECTED	N/A	N/A			
35	CURRENT SERVICE DATE	Value entered on K12-Staff-HireDate	K12.PA.Staff.PA	X		
36	EXIT DATE	Value entered on K12-Staff-ExitDate Required only for staff no longer employed by the district.	K12.PA.Staff.PA		X	
37	NOT COLLECTED	N/A	N/A			
38	NOT COLLECTED	N/A	N/A			
39	YEARS EXPERIENCE	Value entered on K12-Staff-YearsOfEdSrvc	K12.PA.Staff.PA	X		
40	BIRTH DATE	Value entered on K12-Staff-BirthDate	K12.PA.Staff.PA	X		
41	ACTIVE/INACTIVE INDICATOR	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12-Staff-DefaultPositionStatus  If the field is blank, default to A.	K12.PA.Staff.PA			
42	NOT COLLECTED	N/A	N/A			
43	YEARS EXPERIENCE IN DISTRICT	Value entered on K12-Staff-YearsInDist	K12.PA.Staff.PA	X		

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
44	JOB CLASS CODE LONG	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12-Staff-DefaultJobClass	K12.PA.Staff.PA			X
45	NOT COLLECTED	N/A	N/A			
46	NOT COLLECTED	N/A	N/A			
47	NOT COLLECTED	N/A	N/A			
48	STAFF QUALIFICATION STATUS CODE	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12-PA-Staff-StaffQualification  Required only for school security staff	K12.PA.Staff.PA		X	
49	NOT COLLECTED	N/A	N/A			
50	SNAPSHOT DATE	Value entered on K12-PA-PIMS-PIMSTemplatesUI-AsofDate	K12.PA.Reports.PIMS Templates	X		
51	NOT COLLECTED	N/A	N/A			
52	ANNUAL SALARY	Extract as blank; user must populate this field value in the extract file; round to the nearest dollar		X		
53	NOT COLLECTED	N/A	N/A			
54	TERMINATION CODE	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12-PA-Staff-Termination  Required only for employees no longer employed by the district	K12.PA.Staff.PA		X	
55	NOT COLLECTED	N/A	N/A			
56	NOT COLLECTED	N/A	N/A			
57	ALTERNATE STAFF ID	Value entered on K12-Staff-StateID. If K12-Staff-StateID is blank, extract K12-Staff-SocialSecurityNumber	K12.PA.Staff.PA	X		
58	NOT COLLECTED	N/A	N/A			

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
59	NOT COLLECTED	N/A	N/A			
60	NOT COLLECTED	N/A	N/A			
61	NOT COLLECTED	N/A	N/A			
62	NOT COLLECTED	N/A	N/A			
63	LOCAL CONTRACT	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12-PA-Staff-Contract	K12.PA.Staff.PA			X
64	NOT COLLECTED	N/A	N/A			
65	FIRST NAME LONG	Value entered on K12-Staff-FirstName	K12.PA.Staff.PA	X		
66	LAST NAME LONG	Value entered on K12-Staff-LastName	K12.PA.Staff.PA	X		
67	NAME SUFFIX	Value entered on K12-Staff-Suffix	K12.PA.Staff.PA			X
68	NOT COLLECTED	N/A	N/A			
69	NOT COLLECTED	N/A	N/A			
70	NOT COLLECTED	N/A	N/A			
71	HIGHEST DEGREE INSTITUTION CODE	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12-Staff-HighestEducationLevel	K12.PA.Staff.PA	X		
72	NOT COLLECTED	N/A	N/A			
73	ADDRESS 3	Value entered on K12-PA-Staff-Address3	K12.PA.Staff.PA			X
74	NOT COLLECTED	N/A	N/A			
75	NOT COLLECTED	N/A	N/A			
76	E-MAIL ADDRESS	Value entered on K12-Staff-Email	K12.PA.Staff.PA			X
77	MIDDLE NAME	Value entered on K12-Staff-MiddleName	K12.PA.Staff.PA			X
78	NOT COLLECTED	N/A	N/A			
79	NOT COLLECTED	N/A	N/A			

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
80	NOT COLLECTED	N/A	N/A			
81	NOT COLLECTED	N/A	N/A			
82	NOT COLLECTED	N/A	N/A			
83	EMPLOYMENT ELIGIBILITY VERIFICATION	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12-PA-Staff-EmploymentVerif	K12.PA.Staff.PA			X
84	NOT COLLECTED	N/A	N/A			
85	NOT COLLECTED	N/A	N/A			
86	NOT COLLECTED	N/A	N/A			
87	NOT COLLECTED	N/A	N/A			
88	NOT COLLECTED	N/A	N/A			
89	NOT COLLECTED	N/A	N/A			
90	NOT COLLECTED	N/A	N/A			
91	NOT COLLECTED	N/A	N/A			
92	NOT COLLECTED	N/A	N/A			
93	NOT COLLECTED	N/A	N/A			
94	NOT COLLECTED	N/A	N/A			
95	AUTHORIZED TO CARRY WEAPON INDICATOR	Value entered on K12-PA-Staff-Weapon	K12.PA.Staff.PA	X		

## PIMS Staff Template

The following table contains the calculations used to determine the values extracted for each calculated field included in the PIMS Staff Template. It also provides a cross-reference to the mandatory, required, and conditional fields.

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
1	DISTRICT CODE	Value entered on K12-Setup-DistrictSetup-DistrictNumber	Organization>District	X		
2	STAFF ID	Extract from K12-Staff-StateID. If K12-Staff-StateID is blank, extract from K12-Staff-SocialSecurityNumber	K12.PA.Staff.PA	X		
3	SOCIAL SECURITY NUMBER	Value entered on K12-Staff-SocialSecurity Number	K12.PA.Staff.PA			X
4	NOT COLLECTED	N/A	N/A			
5	NOT COLLECTED	N/A	N/A			
6	NOT COLLECTED	N/A	N/A			
7	NOT COLLECTED	N/A	N/A			
8	NOT COLLECTED	N/A	N/A			
9	NOT COLLECTED	N/A	N/A			
10	NOT COLLECTED	N/A	N/A			
11	NOT COLLECTED	N/A	N/A			
12	NOT COLLECTED	N/A	N/A			
13	NOT COLLECTED	N/A	N/A			
14	LOCATION CODE	Value entered on K12-School-StateSchoolCode	K12.Setup.School	X		
15	NOT COLLECTED	N/A	N/A			
16	NOT COLLECTED	N/A	N/A			
17	STAFF EMPLOYMENT TYPE CODE	If K12-Staff-Fte equals 1.00, extract a value of "F" for Full Time. If K12-Staff-Fte is less than 1.00, extract a value of "P" for Part Time.	K12.PA.Staff.PA	X		
18	NOT COLLECTED	N/A	N/A			
19	NOT COLLECTED	N/A	N/A			

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
20	GENDER CODE	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12-Staff-Gender	K12.PA.Staff.PA	X		
21	RACE OR ETHNICITY CODE	Extract value entered on K12-Staff-HispanicIndicator if not blank.  If K12-Staff-HispanicIndicator is blank, extract value entered in the Alt Code 3 field on Revelation-RevPersonSecondaryEthnic-EthnicCode for each populated K12-Staff-EthnicCode check box.	K12.PA.Staff.PA	X		
22	NOT COLLECTED	N/A	N/A			
23	HOME PHONE	Extract Revelation-RevPersonPhone-Phone where Alt Code 3 of Type equals H. If no value was defined for the staff, then extract the phone number identified as Primary.	K12.PA.Staff.PA			X
24	NOT COLLECTED	N/A	N/A			
25	ADDRESS 1	Value entered on K12-Staff-HomeAddress	K12.PA.Staff.PA	X		
26	ADDRESS 2	Value entered on K12-Staff-HomeAddress2	K12.PA.Staff.PA			X
27	CITY	Value entered on K12-Staff-HomeCity	K12.PA.Staff.PA	X		
28	STATE	Value entered on K12-Staff-HomeState	K12.PA.Staff.PA	X		
29	FULL ZIP CODE	Concatenate values entered on K12-Staff-HomeZipcode5 and K12-Staff-HomeZipcode4	K12.PA.Staff.PA	X		
30	NOT COLLECTED	N/A	N/A			
31	NOT COLLECTED	N/A	N/A			
32	NOT COLLECTED	N/A	N/A			
33	NOT COLLECTED	N/A	N/A			
34	NOT COLLECTED	N/A	N/A			
35	CURRENT SERVICE DATE	Value entered on K12-Staff-HireDate	K12.PA.Staff.PA	X		
36	EXIT DATE	Value entered on K12-Staff-ExitDate  Required only for staff no longer employed by the district.	K12.PA.Staff.PA		X	

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
37	NOT COLLECTED	N/A	N/A			
38	NOT COLLECTED	N/A	N/A			
39	YEARS EXPERIENCE	Value entered on K12-Staff-YearsOfEdSrvc	K12.PA.Staff.PA	X		
40	BIRTH DATE	Value entered on K12-Staff-BirthDate	K12.PA.Staff.PA	X		
41	ACTIVE/INACTIVE INDICATOR	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12-Staff-DefaultPositionStatus  If the field is blank, default to A.	K12.PA.Staff.PA			
42	NOT COLLECTED	N/A	N/A			
43	YEARS EXPERIENCE IN DISTRICT	Value entered on K12-Staff-YearsInDist	K12.PA.Staff.PA	X		
44	JOB CLASS CODE LONG	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12-Staff-DefaultJobClass	K12.PA.Staff.PA			X
45	NOT COLLECTED	N/A	N/A			
46	NOT COLLECTED	N/A	N/A			
47	NOT COLLECTED	N/A	N/A			
48	STAFF QUALIFICATION STATUS CODE	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12-PA-Staff-StaffQualification  Required only for school security staff	K12.PA.Staff.PA		X	
49	NOT COLLECTED	N/A	N/A			
50	NOT COLLECTED	N/A	N/A			
51	NOT COLLECTED	N/A	N/A			

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
52	ANNUAL SALARY	Extract as blank; user must populate this field value in the extract file; round to the nearest dollar	N/A	X		
53	NOT COLLECTED	N/A	N/A			
54	TERMINATION CODE	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12-PA-Staff-Termination  Required only for employees no longer employed by the district	K12.PA.Staff.PA		X	
55	NOT COLLECTED	N/A	N/A			
56	NOT COLLECTED	N/A	N/A			
57	ALTERNATE STAFF ID	Value entered on K12-Staff-StateID. If K12-Staff-StateID is blank, extract K12-Staff-SocialSecurityNumber	K12.PA.Staff.PA	X		
58	NOT COLLECTED	N/A	N/A			
59	NOT COLLECTED	N/A	N/A			
60	NOT COLLECTED	N/A	N/A			
61	NOT COLLECTED	N/A	N/A			
62	NOT COLLECTED	N/A	N/A			
63	LOCAL CONTRACT	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12-PA-Staff-Contract	K12.PA.Staff.PA			X
64	NOT COLLECTED	N/A	N/A			
65	FIRST NAME LONG	Value entered on K12-Staff-FirstName	K12.PA.Staff.PA	X		
66	LAST NAME LONG	Value entered on K12-Staff-LastName	K12.PA.Staff.PA	X		
67	NAME SUFFIX	Value entered on K12-Staff-Suffix	K12.PA.Staff.PA			X
68	NOT COLLECTED	N/A	N/A			
69	NOT COLLECTED	N/A	N/A			

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
70	NOT COLLECTED	N/A	N/A			
71	HIGHEST DEGREE INSTITUTION CODE	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12-Staff-HighestEducationLevel	K12.PA.Staff.PA	X		
72	NOT COLLECTED	N/A	N/A			
73	ADDRESS 3	Value entered on K12-PA-Staff-Address3	K12.PA.Staff.PA			X
74	NOT COLLECTED	N/A	N/A			
75	NOT COLLECTED	N/A	N/A			
76	E-MAIL ADDRESS	Value entered on K12-Staff-Email	K12.PA.Staff.PA			X
77	MIDDLE NAME	Value entered on K12-Staff-MiddleName	K12.PA.Staff.PA			X
78	NOT COLLECTED	N/A	N/A			
79	NOT COLLECTED	N/A	N/A			
80	NOT COLLECTED	N/A	N/A			
81	NOT COLLECTED	N/A	N/A			
82	NOT COLLECTED	N/A	N/A			
83	EMPLOYMENT ELIGIBILITY VERIFICATION	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12-PA-Staff-EmploymentVerif	K12.PA.Staff.PA			X
84	NOT COLLECTED	N/A	N/A			
85	NOT COLLECTED	N/A	N/A			
86	NOT COLLECTED	N/A	N/A			
87	NOT COLLECTED	N/A	N/A			
88	NOT COLLECTED	N/A	N/A			
89	NOT COLLECTED	N/A	N/A			
90	NOT COLLECTED	N/A	N/A			

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
91	NOT COLLECTED	N/A	N/A			
92	NOT COLLECTED	N/A	N/A			
93	NOT COLLECTED	N/A	N/A			
94	NOT COLLECTED	N/A	N/A			
95	AUTHORIZED TO CARRY WEAPON INDICATOR	Value entered on K12-PA-Staff-Weapon	K12.PA.Staff.PA	X		

## PIMS Student Calendar Template

The following table contains the calculations used to determine the values extracted for each calculated field included in the PIMS Student Calendar Template. It also provides a cross-reference to the mandatory, required, and conditional fields.

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
1	DISTRICT CODE OF INSTRUCTION	Value entered on K12-Setup-DistrictSetup-DistrictNumber	Organization>District	X		
2	SCHOOL YEAR DATE	Extract the last day in June of the current school year	K12.Setup.School Setup	X		
3	CALENDAR ID	Value entered on K12-Setup-PA-SchoolCalendar-CalendarId	K12.PA.Setup.State Requirements	X		
4	STUDENT ID	Value entered on K12-Student-StateStudentNumber	K12.PA.Student.PA (Demographics)	X		

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
5	DISTRICT CODE OF RESIDENCE	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12.EnrollmentInfo.StudentEnrollmentActivity-DistrictOfResidence If K12.EnrollmentInfo.StudentEnrollmentActivity-DistrictOfResidence is blank, extract K12-Setup-DistrictSetup-DistrictNumber.	K12.PA.Student.PA (Enrollment)	X		
6	FUNDING DISTRICT CODE	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12-EnrollmentInfo-StudentEnrollmentActivity-SREnrUserDD01	K12.PA.Student.PA (Enrollment)	X		
7	RESIDENCE STATUS CODE	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12-EnrollmentInfo-StudentEnrollmentActivity-SREnrUserDD02 (Residence Status Code)	K12.PA.Student.PA (Enrollment)	X		
8	DAYS ENROLLED	Calculated	N/A	X		
9	DAYS PRESENT	Calculated	N/A	X		
10	PERCENTAGE OF TIME ENROLLED FOR CALENDAR	Value entered on K12-EnrollmentInfo-StudentEnrollmentActivity-FTE  Extract FTE as a percentage.	K12.PA.Student.PA (Enrollment)	X		
11	CURRENT GRADE LEVEL	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12-EnrollmentInfo-StudentEnrollmentActivity-Grade	K12.PA.Student.PA (Enrollment)	X		
12	HOMEBOUND INSTRUCTION MINUTES	Value entered on K12-EnrollmentInfo-StudentSchoolYear-SRUserNum01	K12.PA.Student.PA (Enrollment)	X		

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
13	SENDING CHARTER SCHOOL [LOCATION] CODE	<p>Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.</p> <p>Value entered on K12-EnrollmentInfo-StudentEnrollmentActivity-SREnrUserDD03</p> <p>Required only for non-charter school LEAs educating a charter school student</p>	K12.PA.Student.PA (Enrollment)		X	
14	DISTRICT CODE OF SENDING CHARTER SCHOOL	<p>Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.</p> <p>Value entered on K12-EnrollmentInfo-StudentEnrollmentActivity-SREnrUserDD04</p> <p>Required only for non-charter school LEAs educating a charter school student</p>	K12.PA.Student.PA (Enrollment)		X	

## PIMS Student Course Enrollment Template

The following table contains the calculations used to determine the values extracted for each calculated field included in the PIMS Student Course Enrollment Template. It also provides a cross-reference to the mandatory, required, and conditional fields.

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
1	DISTRICT CODE	Value entered on K12-Setup-DistrictSetup-DistrictNumber	Organization>District	X		
2	LOCATION CODE	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Extract from K12-School-StateSchoolCode  If blank, extract from K12-School-School Code	K12.Setup.School or Organization>School	X		
3	SCHOOL YEAR DATE	Extract the last day in June of the current school year	K12.Setup.School Setup	X		
4	ENROLLMENT PERIOD NUMBER			X		
5	EFFECTIVE DATE	Value entered on K12-ScheduleInfo-ClassStudent-EnterDate	K12.ScheduleInfo. Section	X		
6	ENROLLMENT CODE			X		
7	STUDENT ID	Value entered on K12-Student-StateStudentNumber	K12.PA.Student.PA (Demographics)	X		
8	NOT COLLECTED	N/A	N/A			
9	NOT COLLECTED	N/A	N/A			
10	REQUEST SEQUENCE			X		
11	NOT COLLECTED	N/A	N/A			
12	NOT COLLECTED	N/A	N/A			
13	SUPPLEMENTARY COURSE DIFFERENTIATOR	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12-CourseInfo-Course-CourseDuration.	K12.CourseInfo. Course District	X		
14	COURSE CODE LONG	Value entered on K12-CourseInfo-Course-CourseID.	K12.CourseInfo. Course District	X		

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
15	COURSE DELIVERY MODEL CODE	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12-Schedule Info-Section-Instructional Strategy.				X
16	NOT COLLECTED	N/A	N/A			
17	NOT COLLECTED	N/A	N/A			
18	NOT COLLECTED	N/A	N/A			
19	NOT COLLECTED	N/A	N/A			
20	SECTION CODE LONG	Value entered on K12-SectionInfo-Section-SectionID.	K12.Section (Current Students)	X		

## PIMS Student Snapshot Template

The following table contains the calculations used to determine the values extracted for each calculated field included in the PIMS Student Snapshot Template. It also provides a cross-reference to the mandatory, required, and conditional fields.

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
1	DISTRICT CODE	Value entered on K12-Setup-DistrictSetup-DistrictNumber	Organization>District	X		
2	LOCATION CODE	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Extract from K12-School-StateSchoolCode  If blank, extract from K12-School-School Code	K12.Setup.School or Organization>School	X		
3	SCHOOL YEAR DATE	Extract the last day in June of the current school year	K12.Setup.School Setup	X		
4	STUDENT ID	Value entered on K12-Student-StateStudentNumber	K12.PA.Student.PA (Demographics)	X		
5	SOCIAL SECURITY NUMBER	Value entered on K12-Student-SocialSecurityNumber	K12.PA.Student.PA (Other Info)			X
6	NOT COLLECTED	N/A	N/A			
7	NOT COLLECTED	N/A	N/A			
8	NOT COLLECTED	N/A	N/A			
9	NOT COLLECTED	N/A	N/A			
10	CURRENT GRADE LEVEL	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12-EnrollmentInfo-StudentEnrollmentActivity-Grade	K12.PA.Student.PA (Enrollment)	X		
11	NOT COLLECTED	N/A	N/A			
12	NOT COLLECTED	N/A	N/A			
13	HOME ROOM	Value entered on K12-Setup.School Room-RoomName	K12.PA.Student.PA (Other Info)	X		
14	BIRTH DATE	Value entered on K12-Student-BirthDate	K12.PA.Student.PA (Demographics)	X		

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
15	GENDER CODE	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12-Student-Gender	K12.PA.Student.PA (Demographics)	X		
16	ADDRESS 1	Value entered on K12-Student-MailAddress  Required only for CTE secondary students and Perkins funded CTE adult affidavit program students. Extract the parents' home address for special education students.	K12.PA.Student.PA (Demographics)		X	
17	ADDRESS 2	Value entered on K12-PA-Student-Address 2  Required only for CTE secondary students and Perkins funded CTE adult affidavit program students. Extract the parents' home address for special education students.	K12.PA.Student.PA (Demographics)		X	
18	CITY	Value entered on K12-Student-MailCity  Required only for CTE secondary students and Perkins funded CTE adult affidavit program students. Extract the parents' home address for special education students.	K12.PA.Student.PA (Demographics)		X	
19	STATE CODE	Value entered on K12-Student-MailState  Required only for CTE secondary students and Perkins funded CTE adult affidavit program students. Extract the parents' home address for special education students.	K12.PA.Student.PA (Demographics)		X	
20	FULL ZIP CODE	Concatenate the following values: K12-Student-MailZipCode5 K12-Student-MailZipCode4 if not blank  Required only for CTE secondary students and Perkins funded CTE adult affidavit program students. Extract the parents' home address for special education students.	K12.PA.Student.PA (Demographics)		X	
21	NOT COLLECTED	N/A	N/A			
22	NOT COLLECTED	N/A	N/A			

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
23	GUARDIAN RELATIONSHIP	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12-PA-Student-Guardian Relationship	K12.PA.Student.PA (State)	X		
24	NOT COLLECTED	N/A	N/A			
25	NOT COLLECTED	N/A	N/A			
26	NOT COLLECTED	N/A	N/A			
27	RACE OR ETHNICITY CODE	Extract value entered on K12-Student-HispanicIndicator if not blank.  If K12-Student-HispanicIndicator is blank, extract value entered in the Alt Code 3 field on Revelation-RevPersonSecondaryEthnic-EthnicCode for each populated K12-Student-EthnicCode check box.	K12.PA.Student.PA (Demographics)	X		
28	NOT COLLECTED	N/A	N/A			
29	NOT COLLECTED	N/A	N/A			
30	NOT COLLECTED	N/A	N/A			
31	NOT COLLECTED	N/A	N/A			
32	NOT COLLECTED	N/A	N/A			
33	ECONOMIC STATUS (FOOD PROGRAM PARTICIPANT)	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12.ProgramInfo.FRM-ProgramCode	K12.ProgramInfo. Free and Reduced Meals (FRM)	X		
34	CHALLENGE TYPE	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12.ProgramInfo.Setup.SpecialEd NeedDefinition-StateCode  Extracted only if the Special Education field (Field 38) equals IEP	K12.ProgramInfo. Special Ed Student Services		X	
35	NOT COLLECTED	N/A	N/A			

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
36	NOT COLLECTED	N/A	N/A			
37	NOT COLLECTED	N/A	N/A			
38	SPECIAL EDUCATION	Extract a value of "Y" if K12-ProgramInfo-SpecialEdStudentServices record exists for the student.	K12.ProgramInfo.Special Ed Student Services	X		
39	NOT COLLECTED	N/A	N/A			
40	NOT COLLECTED	N/A	N/A			
41	LEP/ELL STATUS					
42	NOT COLLECTED	N/A	N/A			
43	NOT COLLECTED	N/A	N/A			
44	NOT COLLECTED	N/A	N/A			
45	NOT COLLECTED	N/A	N/A			
46	REPEATING LAST YEAR	Value entered on K12-EnrollmentInfo-StudentSchoolYear.SRUserCheck01	K12.PA.Student.PA (State)	X		
47	NOT COLLECTED	N/A	N/A			
48	NOT COLLECTED	N/A	N/A			
49	NOT COLLECTED	N/A	N/A			
50	NOT COLLECTED	N/A	N/A			
51	NOT COLLECTED	N/A	N/A			
52	NOT COLLECTED	N/A	N/A			
53	EXPECTED GRADUATION TIMEFRAME	Value entered on K12-Student-ExpectedGraduationYear, K12-Student-ExpectedGraduationMonth	K12.PA.Student.PA (Other Info)		X	
54	NOT COLLECTED	N/A	N/A			
55	NOT COLLECTED	N/A	N/A			
56	NOT COLLECTED	N/A	N/A			
57	NOT COLLECTED	N/A	N/A			
58	NOT COLLECTED	N/A	N/A			
59	NOT COLLECTED	N/A	N/A			
60	NOT COLLECTED	N/A	N/A			

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
61	NOT COLLECTED	N/A	N/A			
62	NOT COLLECTED	N/A	N/A			
63	NOT COLLECTED	N/A	N/A			
64	NOT COLLECTED	N/A	N/A			
65	GRADUATION STATUS CODE	<p>Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.</p> <p>Value entered on K12-Student-GraduationStatus</p> <p>Required only for students in grades 7-12 and secondary ungraded (SUG) students. Includes graduate status, dropout status, and transfers.</p>	K12.PA.Student.PA (Other Info)		X	
66	EXPECTED POST-GRADUATE ACTIVITY	<p>Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.</p> <p>Value entered on K12-Student-PostSecondary</p> <p>Extracted only for dropouts and high school graduates.</p>	K12.PA.Student.PA (Other Info)		X	
67	STUDENT STATUS	<p>Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.</p> <p>Value entered on K12-PA-StudentStatus</p> <p>Required only for students that meet the criteria described in the state value list.</p>	K12.PA.Student.PA (State)		X	
68	DATE FIRST ENROLLED IN AN ESL or BILINGUAL EDUCATION PROGRAM (CORE)	CALCULATED from ELL based on first Program date.	K12.PA.Student.PA (Other Info)		X	
69	NOT COLLECTED	N/A	N/A			

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
70	ADA STATUS INDICATOR	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12.Enrollment Info.Student EnrollmentActivity-Access504	K12.PA.Student.PA (Enrollment)	X		
71	NOT COLLECTED	N/A	N/A			
72	NOT COLLECTED	N/A	N/A			
73	FOREIGN EXCHANGE STUDENT	Value entered on K12-PA-PAForeignExch	K12.PA.Student.PA (State)	X		
74	NOT COLLECTED	N/A	N/A			
75	NOT COLLECTED	N/A	N/A			
76	NOT COLLECTED	N/A	N/A			
77	NOT COLLECTED	N/A	N/A			
78	NOT COLLECTED	N/A	N/A			
79	NOT COLLECTED	N/A	N/A			
80	GIFTED AND TALENTED	Value entered on K12-StudentPrograms-StudentGate History-Gate Code; if student has no GATE record extract N.	K12.ProgramInfo.StudentGATE	X		
81	NOT COLLECTED	N/A	N/A			
82	NOT COLLECTED	N/A	N/A			
83	Snap Shot Date	Default to the Snapshot Date entered on the report interface	PIMS Template Report Interface	X		
84	NOT COLLECTED	N/A	N/A			
85	NOT COLLECTED	N/A	N/A			
86	NOT COLLECTED	N/A	N/A			
87	NOT COLLECTED	N/A	N/A			

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
88	ECONOMIC DISADVANTAGED STATUS CODE	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12-Student-Disadvantaged. If blank, K12-ProgramInfo.FRM-ProgramCode	K12.PA.Student.PA (State) Or K12.ProgramInfo.Free and Reduced Meals (FRM)	X		
89	NOT COLLECTED	N/A	N/A			
90	NOT COLLECTED	N/A	N/A			
91	DIPLOMA TYPE	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12-Student-DiplomaType  Required only for student that have graduated	K12.PA.Student.PA (Other Info)		X	
92	NOT COLLECTED	N/A	N/A			
93	ALTERNATE STUDENT ID	Value entered on K12-Student-SisStudentNumber	K12.PA.Student.PA (Demographics)	X		
94	NOT COLLECTED	N/A	N/A			
95	NOT COLLECTED	N/A	N/A			
96	NOT COLLECTED	N/A	N/A			
97	GRADE 09 ENTRY DATE	Value entered on K12-PA-PAGradeEntry; If blank, calculate using First Entry Date where Grade = 009  Required only for students enrolled in grades 9-12 or SUG students who are considered at the 9 <sup>th</sup> grade level or above.	K12.PA.Student.PA (Other Info)		X	
98	DISTRICT ENTRY DATE	Calculated or use K12-Student-OriginalEnterDate.If this field is blank use the calculated date. If the calculated date is later than the Original Enter Date use the calculated date.	K12.PA.Student.PA (Enrollment)	X		
99	SCHOOL ENTRY DATE	Calculated or use K12-PA-UsEntryDate. If this field is blank use THE calculated date. If the calculated date is later than the US enter date use the calculated date.	K12.PA.Student.PA (Enrollment)	X		

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
100	NOT COLLECTED	N/A	N/A			
101	NOT COLLECTED	N/A	N/A			
102	NOT COLLECTED	N/A	N/A			
103	NOT COLLECTED	N/A	N/A			
104	NOT COLLECTED	N/A	N/A			
105	NOT COLLECTED	N/A	N/A			
106	NOT COLLECTED	N/A	N/A			
107	NOT COLLECTED	N/A	N/A			
108	NOT COLLECTED	N/A	N/A			
109	STATE ENTRY DATE	Calculated or use K12-Student-OriginalStateEnterDate. If this field is blank use the calculated date. If the calculated date is later than the Original Enter Date use the calculated date.	K12.PA.Student.PA (Enrollment)	X		
110	DATE FIRST ENROLLED IN A US SCHOOL	Calculated or use K12-PA-UsEntryDateSchool. If this field is blank use the calculated date.  Required only for ELL students	K12.PA.Student.PA (Enrollment)		X	
111	NOT COLLECTED	N/A	N/A			
112	NOT COLLECTED	N/A	N/A			
113	NOT COLLECTED	N/A	N/A			
114	NOT COLLECTED	N/A	N/A			
115	NOT COLLECTED	N/A	N/A			
116	NOT COLLECTED	N/A	N/A			
117	DISTRICT CODE OF RESIDENCE	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12.EnrollmentInfo.StudentEnrollmentActivity-DistrictOfResidence	K12.PA.Student.PA (Enrollment)	X		
118	NOT COLLECTED	N/A	N/A			
119	NOT COLLECTED	N/A	N/A			

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
120	STUDENT IS A SINGLE PARENT	Value entered on K12-StudentPA-PASingleParent  Required only for secondary and APP CTE students.	K12.PA.Student.PA (State)	X		
121	NOT COLLECTED	N/A	N/A			
122	NOT COLLECTED	N/A	N/A			
123	HOME LANGUAGE CODE	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12-Student-HomeLanguage  Required only if language is not US English	K12.PA.Student.PA (Demographics)		X	
124	NOT COLLECTED	N/A	N/A			
125	YEARS IN US SCHOOLS	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12-StudentPA-YearsInUSSchools  Required if student meets the Title III immigrant definition for federal funding purposes.	K12.PA.Student.PA (Other Info)		X	
126	NAME SUFFIX	Value entered on K12-Student-Suffix	K12.PA.Student.PA (Demographics)			X
127	NOT COLLECTED	N/A	N/A			
128	NOT COLLECTED	N/A	N/A			
129	NOT COLLECTED	N/A	N/A			
130	NOT COLLECTED	N/A	N/A			
131	FOOD PROGRAM ELIGIBILITY	K12-ProgramInfo-FRM-ProgramCode. If FRM code equals F or R, extract a value of "Y". Otherwise, extract "N".	K12.ProgramInfo. Free and Reduced Meals (FRM)	X		
132	NOT COLLECTED	N/A	N/A			
133	LAST NAME LONG	Value entered on K12-Student-LastName	K12.PA.Student.PA (Demographics)	X		
134	FIRST NAME LONG	Value entered on K12-Student-FirstName	K12.PA.Student.PA (Demographics)	X		

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
135	NOT COLLECTED	N/A	N/A			
136	NOT COLLECTED	N/A	N/A			
137	NOT COLLECTED	N/A	N/A			
138	NOT COLLECTED	N/A	N/A			
139	NOT COLLECTED	N/A	N/A			
140	NOT COLLECTED	N/A	N/A			
141	NOT COLLECTED	N/A	N/A			
142	MIDDLE NAME	Value entered on K12-Student-MiddleName	K12.PA.Student.PA (Demographics)			X
143	NOT COLLECTED	N/A	N/A			
144	NOT COLLECTED	N/A	N/A			
145	NOT COLLECTED	N/A	N/A			
146	NOT COLLECTED	N/A	N/A			
147	NOT COLLECTED	N/A	N/A			
148	NOT COLLECTED	N/A	N/A			
149	NOT COLLECTED	N/A	N/A			
150	NOT COLLECTED	N/A	N/A			
151	NOT COLLECTED	N/A	N/A			
152	NOT COLLECTED	N/A	N/A			
153	NOT COLLECTED	N/A	N/A			
154	ADDRESS 3	Value entered on K12-PA-Address3	K12.PA.Student.PA (Demographics)			X
155	NOT COLLECTED	N/A	N/A			
156	NOT COLLECTED	N/A	N/A			
157	NOT COLLECTED	N/A	N/A			
158	NOT COLLECTED	N/A	N/A			
159	NOT COLLECTED	N/A	N/A			
160	NOT COLLECTED	N/A	N/A			

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
161	NOT COLLECTED	N/A	N/A			
162	NOT COLLECTED	N/A	N/A			
163	NOT COLLECTED	N/A	N/A			
164	NOT COLLECTED	N/A	N/A			
165	LOCATION CODE OF RESIDENCE	K12.School.StateSchoolCode OR K12.School.SchoolCode based off K12-EnrollmentInfo- StudentSchoolYear- SchoolResidenceGU  Value entered on K12-EnrollmentInfo- StudentSchool Year-SchoolResidence	K12.PA.Student.PA (Demographics)	X		
166	DISPLACED HOMEMAKER	Value entered on K12-Student- DisplacedHomemaker  Required only for secondary and AAP CTE students.	K12.PA.Student.PA (State)		X	
167	NOT COLLECTED	N/A	N/A			
168	NOT COLLECTED	N/A	N/A			
169	NOT COLLECTED	N/A	N/A			
170	NOT COLLECTED	N/A	N/A			
171	NOT COLLECTED	N/A	N/A			
172	NOT COLLECTED	N/A	N/A			
173	NOT COLLECTED	N/A	N/A			
174	NOT COLLECTED	N/A	N/A			
175	NOT COLLECTED	N/A	N/A			
176	NOT COLLECTED	N/A	N/A			
177	NOT COLLECTED	N/A	N/A			
178	NOT COLLECTED	N/A	N/A			
179	NOT COLLECTED	N/A	N/A			
180	NOT COLLECTED	N/A	N/A			
181	NOT COLLECTED	N/A	N/A			

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
182	HOME ADDRESS STATE COUNTY CODE	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12-PA-HomeAddressCounty	K12.PA.Student.PA (State)			X
183	NOT COLLECTED	N/A	N/A			
184	NOT COLLECTED	N/A	N/A			
185	NOT COLLECTED	N/A	N/A			
186	NOT COLLECTED	N/A	N/A			
187	NOT COLLECTED	N/A	N/A			
188	NOT COLLECTED	N/A	N/A			
189	FUNDING DISTRICT CODE	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12.EnrollmentInfo.StudentEnrollmentActivity - SrEnrUserDD01 If blank, extract K12-School-DistrictCode	K12.PA.Student.PA (Enrollment)	X		

## PIMS Student Template

The following table contains the calculations used to determine the values extracted for each calculated field included in the PIMS Student Snapshot Template. It also provides a cross-reference to the mandatory, required, and conditional fields.

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
1	DISTRICT CODE	Value entered on K12-Setup-DistrictSetup-DistrictNumber	Organization>District	X		
2	LOCATION CODE	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Extract from K12-School-StateSchoolCode  If blank, extract from K12-School-School Code	K12.Setup.School or Organization>School	X		
3	SCHOOL YEAR DATE	Extract the last day in June of the current school year	K12.Setup.School Setup	X		
4	STUDENT ID	Value entered on K12-Student-StateStudentNumber	K12.PA.Student.PA (Demographics)	X		
5	SOCIAL SECURITY NUMBER	Value entered on K12-Student-SocialSecurityNumber	K12.PA.Student.PA (Other Info)			X
6	NOT COLLECTED	N/A	N/A			
7	NOT COLLECTED	N/A	N/A			
8	NOT COLLECTED	N/A	N/A			
9	NOT COLLECTED	N/A	N/A			
10	CURRENT GRADE LEVEL	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12-EnrollmentInfo-StudentEnrollmentActivity-Grade	K12.PA.Student.PA (Enrollment)	X		
11	NOT COLLECTED	N/A	N/A			
12	NOT COLLECTED	N/A	N/A			
13	HOME ROOM	Value entered on K12-Setup.School Room-RoomName	K12.PA.Student.PA (Other Info)	X		
14	BIRTH DATE	Value entered on K12-Student-BirthDate	K12.PA.Student.PA (Demographics)	X		

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
15	GENDER CODE	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12-Student-Gender	K12.PA.Student.PA (Demographics)	X		
16	ADDRESS 1	Value entered on K12-Student-MailAddress  Required only for CTE secondary students and Perkins funded CTE adult affidavit program students. Extract the parents' home address for special education students.	K12.PA.Student.PA (Demographics)		X	
17	ADDRESS 2	Value entered on K12-PA-Student-Address 2  Required only for CTE secondary students and Perkins funded CTE adult affidavit program students. Extract the parents' home address for special education students.	K12.PA.Student.PA (Demographics)		X	
18	CITY	Value entered on K12-Student-MailCity  Required only for CTE secondary students and Perkins funded CTE adult affidavit program students. Extract the parents' home address for special education students.	K12.PA.Student.PA (Demographics)		X	
19	STATE CODE	Value entered on K12-Student-MailState  Required only for CTE secondary students and Perkins funded CTE adult affidavit program students. Extract the parents' home address for special education students.	K12.PA.Student.PA (Demographics)		X	
20	FULL ZIP CODE	Concatenate the following values: K12-Student-MailZipCode5 K12-Student-MailZipCode4 if not blank  Required only for CTE secondary students and Perkins funded CTE adult affidavit program students. Extract the parents' home address for special education students.	K12.PA.Student.PA (Demographics)		X	
21	NOT COLLECTED	N/A	N/A			
22	NOT COLLECTED	N/A	N/A			

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
23	GUARDIAN RELATIONSHIP	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12-PA-Student-Guardian Relationship	K12.PA.Student.PA (State)	X		
24	NOT COLLECTED	N/A	N/A			
25	NOT COLLECTED	N/A	N/A			
26	NOT COLLECTED	N/A	N/A			
27	RACE OR ETHNICITY CODE	Extract value entered on K12-Student-HispanicIndicator if not blank.  If K12-Student-HispanicIndicator is blank, extract value entered in the Alt Code 3 field on Revelation-RevPersonSecondaryEthnic-EthnicCode for each populated K12-Student-EthnicCode check box.	K12.PA.Student.PA (Demographics)	X		
28	NOT COLLECTED	N/A	N/A			
29	NOT COLLECTED	N/A	N/A			
30	NOT COLLECTED	N/A	N/A			
31	NOT COLLECTED	N/A	N/A			
32	NOT COLLECTED	N/A	N/A			
33	ECONOMIC STATUS (FOOD PROGRAM PARTICIPANT)	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12.ProgramInfo.FRM-ProgramCode	K12.ProgramInfo. Free and Reduced Meals (FRM)	X		
34	CHALLENGE TYPE	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12.ProgramInfo.Setup.SpecialEd NeedDefinition-StateCode  Extracted only if the Special Education field (Field 38) equals IEP	K12.ProgramInfo. Special Ed Student Services		X	
35	NOT COLLECTED	N/A	N/A			

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
36	NOT COLLECTED	N/A	N/A			
37	NOT COLLECTED	N/A	N/A			
38	SPECIAL EDUCATION	Extract a value of "Y" if K12-ProgramInfo-SpecialEdStudentServices record exists for the student.	K12.ProgramInfo.Special Ed Student Services	X		
39	NOT COLLECTED	N/A	N/A			
40	NOT COLLECTED	N/A	N/A			
41	LEP/ELL STATUS					
42	NOT COLLECTED	N/A	N/A			
43	NOT COLLECTED	N/A	N/A			
44	NOT COLLECTED	N/A	N/A			
45	NOT COLLECTED	N/A	N/A			
46	REPEATING LAST YEAR	Value entered on K12-EnrollmentInfo-StudentSchoolYear.SRUserCheck01	K12.PA.Student.PA (State)	X		
47	NOT COLLECTED	N/A	N/A			
48	NOT COLLECTED	N/A	N/A			
49	NOT COLLECTED	N/A	N/A			
50	NOT COLLECTED	N/A	N/A			
51	NOT COLLECTED	N/A	N/A			
52	NOT COLLECTED	N/A	N/A			
53	EXPECTED GRADUATION TIMEFRAME	Value entered on K12-Student-ExpectedGraduationYear, K12-Student-ExpectedGraduationMonth	K12.PA.Student.PA (Other Info)		X	
54	NOT COLLECTED	N/A	N/A			
55	NOT COLLECTED	N/A	N/A			
56	NOT COLLECTED	N/A	N/A			
57	NOT COLLECTED	N/A	N/A			
58	NOT COLLECTED	N/A	N/A			
59	NOT COLLECTED	N/A	N/A			
60	NOT COLLECTED	N/A	N/A			

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
61	NOT COLLECTED	N/A	N/A			
62	NOT COLLECTED	N/A	N/A			
63	NOT COLLECTED	N/A	N/A			
64	NOT COLLECTED	N/A	N/A			
65	GRADUATION STATUS CODE	<p>Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.</p> <p>Value entered on K12-Student-GraduationStatus</p> <p>Required only for students in grades 7-12 and secondary ungraded (SUG) students. Includes graduate status, dropout status, and transfers.</p>	K12.PA.Student.PA (Other Info)		X	
66	EXPECTED POST-GRADUATE ACTIVITY	<p>Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.</p> <p>Value entered on K12-Student-PostSecondary</p> <p>Extracted only for dropouts and high school graduates.</p>	K12.PA.Student.PA (Other Info)		X	
67	STUDENT STATUS	<p>Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.</p> <p>Value entered on K12-PA-StudentStatus</p> <p>Required only for students that meet the criteria described in the state value list.</p>	K12.PA.Student.PA (State)		X	
68	DATE FIRST ENROLLED IN AN ESL or BILINGUAL EDUCATION PROGRAM (CORE)	CALCULATED from ELL based on first Program date.	K12.PA.Student.PA (Other Info)		X	
69	NOT COLLECTED	N/A	N/A			

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
70	ADA STATUS INDICATOR	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12.EnrollmentInfo.StudentEnrollmentActivity-Access504	K12.PA.Student.PA (Enrollment)	X		
71	NOT COLLECTED	N/A	N/A			
72	NOT COLLECTED	N/A	N/A			
73	FOREIGN EXCHANGE STUDENT	Value entered on K12-PA-PAForeignExch	K12.PA.Student.PA (State)	X		
74	NOT COLLECTED	N/A	N/A			
75	NOT COLLECTED	N/A	N/A			
76	NOT COLLECTED	N/A	N/A			
77	NOT COLLECTED	N/A	N/A			
78	NOT COLLECTED	N/A	N/A			
79	NOT COLLECTED	N/A	N/A			
80	GIFTED AND TALENTED	Value entered on K12-StudentPrograms-StudentGateHistory-Gate Code; if student has no GATE record extract N.	K12.ProgramInfo.StudentGATE	X		
81	NOT COLLECTED	N/A	N/A			
82	NOT COLLECTED	N/A	N/A			
83	NOT COLLECTED	N/A	N/A			
84	NOT COLLECTED	N/A	N/A			
85	NOT COLLECTED	N/A	N/A			
86	NOT COLLECTED	N/A	N/A			
87	NOT COLLECTED	N/A	N/A			

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
88	ECONOMIC DISADVANTAGED STATUS CODE	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12-Student-Disadvantaged. If blank, K12-ProgramInfo.FRM-ProgramCode	K12.PA.Student.PA (State) Or K12.ProgramInfo.Free and Reduced Meals (FRM)	X		
89	NOT COLLECTED	N/A	N/A			
90	NOT COLLECTED	N/A	N/A			
91	DIPLOMA TYPE	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12-Student-DiplomaType  Required only for student that have graduated	K12.PA.Student.PA (Other Info)		X	
92	NOT COLLECTED	N/A	N/A			
93	ALTERNATE STUDENT ID	Value entered on K12-Student-SisStudentNumber	K12.PA.Student.PA (Demographics)	X		
94	NOT COLLECTED	N/A	N/A			
95	NOT COLLECTED	N/A	N/A			
96	NOT COLLECTED	N/A	N/A			
97	GRADE 09 ENTRY DATE	Value entered on K12-PA-PAGradeEntry; If blank, calculate using First Entry Date where Grade = 009  Required only for students enrolled in grades 9-12 or SUG students who are considered at the 9 <sup>th</sup> grade level or above.	K12.PA.Student.PA (Other Info)		X	
98	DISTRICT ENTRY DATE	Calculated or use K12-Student-OriginalEnterDate.If this field is blank use the calculated date. If the calculated date is later than the Original Enter Date use the calculated date.	K12.PA.Student.PA (Enrollment)	X		
99	SCHOOL ENTRY DATE	Calculated or use K12-PA-UsEntryDate. If this field is blank use THE calculated date. If the calculated date is later than the US enter date use the calculated date.	K12.PA.Student.PA (Enrollment)	X		

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
100	NOT COLLECTED	N/A	N/A			
101	NOT COLLECTED	N/A	N/A			
102	NOT COLLECTED	N/A	N/A			
103	NOT COLLECTED	N/A	N/A			
104	NOT COLLECTED	N/A	N/A			
105	NOT COLLECTED	N/A	N/A			
106	NOT COLLECTED	N/A	N/A			
107	NOT COLLECTED	N/A	N/A			
108	NOT COLLECTED	N/A	N/A			
109	STATE ENTRY DATE	Calculated or use K12-Student-OriginalStateEnterDate. If this field is blank use the calculated date. If the calculated date is later than the Original Enter Date use the calculated date.	K12.PA.Student.PA (Enrollment)	X		
110	DATE FIRST ENROLLED IN A US SCHOOL	Calculated or use K12-PA-UsEntryDateSchool. If this field is blank use the calculated date.  Required only for ELL students	K12.PA.Student.PA (Enrollment)		X	
111	NOT COLLECTED	N/A	N/A			
112	NOT COLLECTED	N/A	N/A			
113	NOT COLLECTED	N/A	N/A			
114	NOT COLLECTED	N/A	N/A			
115	NOT COLLECTED	N/A	N/A			
116	NOT COLLECTED	N/A	N/A			
117	DISTRICT CODE OF RESIDENCE	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12.EnrollmentInfo.StudentEnrollmentActivity-DistrictOfResidence	K12.PA.Student.PA (Enrollment)	X		
118	NOT COLLECTED	N/A	N/A			
119	NOT COLLECTED	N/A	N/A			

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
120	STUDENT IS A SINGLE PARENT	Value entered on K12-StudentPA-PASingleParent  Required only for secondary and APP CTE students.	K12.PA.Student.PA (State)	X		
121	NOT COLLECTED	N/A	N/A			
122	NOT COLLECTED	N/A	N/A			
123	HOME LANGUAGE CODE	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12-Student-HomeLanguage  Required only if language is not US English	K12.PA.Student.PA (Demographics)		X	
124	NOT COLLECTED	N/A	N/A			
125	YEARS IN US SCHOOLS	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12-StudentPA-YearsInUSSchools  Required if student meets the Title III immigrant definition for federal funding purposes.	K12.PA.Student.PA (Other Info)		X	
126	NAME SUFFIX	Value entered on K12-Student-Suffix	K12.PA.Student.PA (Demographics)			X
127	NOT COLLECTED	N/A	N/A			
128	NOT COLLECTED	N/A	N/A			
129	NOT COLLECTED	N/A	N/A			
130	NOT COLLECTED	N/A	N/A			
131	FOOD PROGRAM ELIGIBILITY	K12-ProgramInfo-FRM-ProgramCode. If FRM code equals F or R, extract a value of "Y". Otherwise, extract "N".	K12.ProgramInfo. Free and Reduced Meals (FRM)	X		
132	NOT COLLECTED	N/A	N/A			
133	LAST NAME LONG	Value entered on K12-Student-LastName	K12.PA.Student.PA (Demographics)	X		
134	FIRST NAME LONG	Value entered on K12-Student-FirstName	K12.PA.Student.PA (Demographics)	X		

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
135	NOT COLLECTED	N/A	N/A			
136	NOT COLLECTED	N/A	N/A			
137	NOT COLLECTED	N/A	N/A			
138	NOT COLLECTED	N/A	N/A			
139	NOT COLLECTED	N/A	N/A			
140	NOT COLLECTED	N/A	N/A			
141	NOT COLLECTED	N/A	N/A			
142	MIDDLE NAME	Value entered on K12-Student-MiddleName	K12.PA.Student.PA (Demographics)			X
143	NOT COLLECTED	N/A	N/A			
144	NOT COLLECTED	N/A	N/A			
145	NOT COLLECTED	N/A	N/A			
146	NOT COLLECTED	N/A	N/A			
147	NOT COLLECTED	N/A	N/A			
148	NOT COLLECTED	N/A	N/A			
149	NOT COLLECTED	N/A	N/A			
150	NOT COLLECTED	N/A	N/A			
151	NOT COLLECTED	N/A	N/A			
152	NOT COLLECTED	N/A	N/A			
153	NOT COLLECTED	N/A	N/A			
154	ADDRESS 3	Value entered on K12-PA-Address3	K12.PA.Student.PA (Demographics)			X
155	NOT COLLECTED	N/A	N/A			
156	NOT COLLECTED	N/A	N/A			
157	NOT COLLECTED	N/A	N/A			
158	NOT COLLECTED	N/A	N/A			
159	NOT COLLECTED	N/A	N/A			
160	NOT COLLECTED	N/A	N/A			

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
161	NOT COLLECTED	N/A	N/A			
162	NOT COLLECTED	N/A	N/A			
163	NOT COLLECTED	N/A	N/A			
164	NOT COLLECTED	N/A	N/A			
165	LOCATION CODE OF RESIDENCE	K12.School.StateSchoolCode OR K12.School.SchoolCode based off K12-EnrollmentInfo- StudentSchoolYear- SchoolResidenceGU  Value entered on K12-EnrollmentInfo- StudentSchool Year-SchoolResidence	K12.PA.Student.PA (Demographics)	X		
166	DISPLACED HOMEMAKER	Value entered on K12-Student- DisplacedHomemaker  Required only for secondary and AAP CTE students.	K12.PA.Student.PA (State)		X	
167	NOT COLLECTED	N/A	N/A			
168	NOT COLLECTED	N/A	N/A			
169	NOT COLLECTED	N/A	N/A			
170	NOT COLLECTED	N/A	N/A			
171	NOT COLLECTED	N/A	N/A			
172	NOT COLLECTED	N/A	N/A			
173	NOT COLLECTED	N/A	N/A			
174	NOT COLLECTED	N/A	N/A			
175	NOT COLLECTED	N/A	N/A			
176	NOT COLLECTED	N/A	N/A			
177	NOT COLLECTED	N/A	N/A			
178	NOT COLLECTED	N/A	N/A			
179	NOT COLLECTED	N/A	N/A			
180	NOT COLLECTED	N/A	N/A			
181	NOT COLLECTED	N/A	N/A			

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				R — Required	CR — Conditionally Required	O — Optional
182	HOME ADDRESS STATE COUNTY CODE	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12-PA-HomeAddressCounty	K12.PA.Student.PA (State)			X
183	NOT COLLECTED	N/A	N/A			
184	NOT COLLECTED	N/A	N/A			
185	NOT COLLECTED	N/A	N/A			
186	NOT COLLECTED	N/A	N/A			
187	NOT COLLECTED	N/A	N/A			
188	NOT COLLECTED	N/A	N/A			
189	FUNDING DISTRICT CODE	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field.  Value entered on K12.EnrollmentInfo.StudentEnrollmentActivity - SrEnrUserDD01 If blank, extract K12-School-DistrictCode	K12.PA.Student.PA (Enrollment)	X		



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