

# ClassLink ClassMate

Introduction to:

**PIMS October 2011 Student  
Related Submission**



# PIMS October 2011 Submission

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- ClassLink Hosted Site Information
- Insert PAMasterID
- No Occupational Enrollment Report
- Student Master Information Data Entry
- Student Contact Information Data Entry
- Student Scheduling Data Entry
- Student Special Pop Management Data Entry
- ClassMate Data Validations
- ClassMate-PIMS Verification Report



# PIMS October 2011 Submission

- Student PIMS Information Data Entry
- PIMS Export Management
- State Reporting Data Validations
- ClassMate-PIMS Verification Report
- ClassMate PIMS Reports
- ClassMate Data Automation
- New Federal Race/Ethnicity Requirement
- Remaining PIMS Reporting Dates & Templates
- PIMS ACS Due Dates



## New PIMS Procedures for 2011-12

### *Highlights of Changes for the Upcoming Year*

#### Student/Snapshot

Gifted and Talented required data

Years IN US Schools – added new valid values

#### Staff/Staff Snapshot

Added new Termination Code – Retired PPID

Local Contract changed from Required data to Optional

#### Appendix A Course Codes

Retired several course codes



## New PIMS Procedures for 2011-12

### *Highlights of Changes for the Upcoming Year*

#### Appendix F Programs Fact Codes

Added new tutoring codes

#### Appendix H

Gifted with Disability Challenge type to be used ONLY as a secondary disability

#### Appendix L Student Status Codes

Court Placed now reads Court Placed (Not in foster)

Agency Placed now reads Agency Placed (Not in foster home)



## New PIMS Procedures for 2011-12

### *Highlights of Changes for the Upcoming Year*



#### **Appendix Q** *Added 3 new Industry Certifications*

**405** – American Academy of Orthopedic Surgeons –  
Assessment and Treatment of Trauma

**401** – American Heart Association – Advanced Cardiac Life Support For  
EMT(ACLS)

**403** – American Heart Association – Pediatric Emergency Assessment  
Recognition & Stabilization (PEARS)

#### **Appendix Z** *Added new Infraction Code Under category Sexual related Offenses:*

Sexual Offense (Crime against A Person)

**3124.2** Institutionalized Sexual Assault

#### **Appendix AA**

*Location Fact Corrected the Race/Ethnicity codes to match Federal codes*

Asian = **9**

Native Hawaiian or Other Pacific Islander (not Hispanic) = **10**

## Overview of PIMS October Submission

**The reporting window is 10/03/2011 –10/21/2011**

The following templates are required for the PIMS October 2011 Submission:

### District Snapshot

PDE has indicated that CTC's are not required to submit this template.

### Programs Fact

PDE has indicated that Part-Time CTC schools not participating in the specified program list found in the PIMS User Manual Volume 2 Appendix F - Program Codes are not required to submit the Programs Fact data file. If your site does not participate in one of these programs when you try to export this template you will get a message stating "Process could not Create a Program Fact Template"

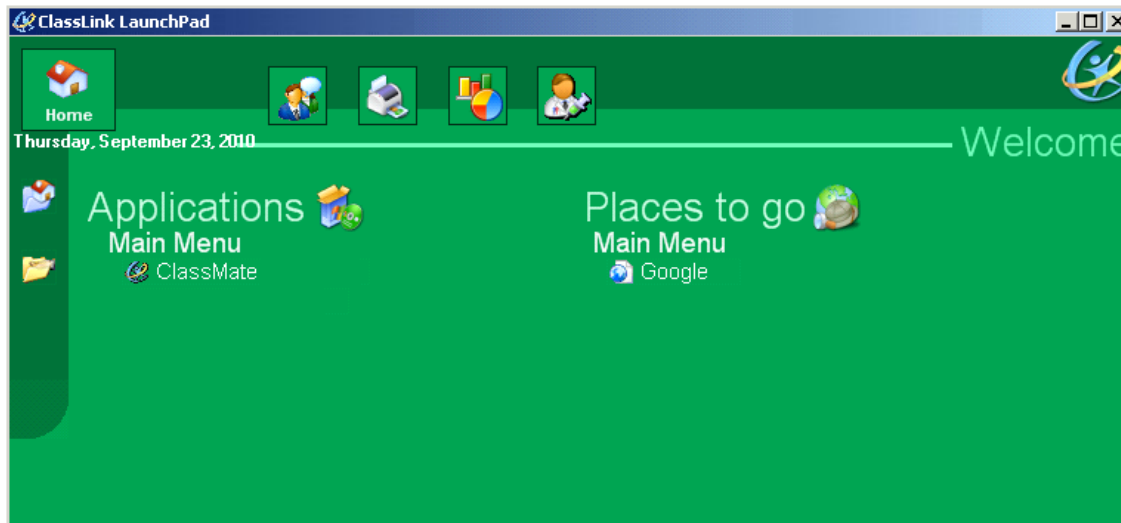
- School Enrollment
- Student
- Student Snapshot

## ClassLink Hosted Site Information

- For clients who are hosted by ClassLink you will need to connect to LaunchPad before proceeding.
- To connect to LaunchPad to go your Internet Browser (ex: Internet Explorer, FireFox, etc) type in <http://www.classlink.com/sites/schoolacronymcm>
- Click the Back Again button
- At the Windows Server login enter your username & password
  - Username is first initial, last name: example: jdoe
  - Password is typically Password1, unless you have already logged into LaunchPad and changed it
- If you need assistance with the LaunchPad URL for your site or your LaunchPad username/password please contact us at: 1-888-963-7550 ext: 132.

## ClassLink Hosted Site Information

- Once at the LaunchPad you can click on ClassMate & log-in. Then proceed with the exporting your PIMS October 2011 files from ClassMate.
- Once you have your export files exported from ClassMate you can access the Internet from the LaunchPad by clicking on Google.
- Once the Internet Browser is open you can go to the PDE Site and proceed.
- This is a Sample of what the LaunchPad screen looks like, please note your LaunchPad screen may look a little different.



## Insert PAsecureID's

### Getting Started:

Double click > **My Modules** > Double Click

**PIMS Management** > Click **Student PAsecureID Information**

- Click **Edit** located along the top of screen
- Click on **Insert Student information**.

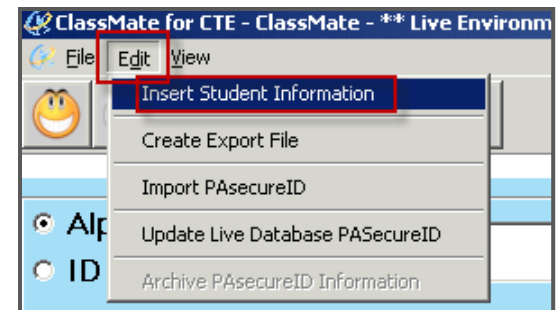
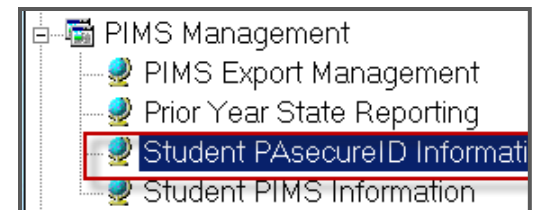
This process will insert the students into the module.

**Note:** Each time you open the **Student PAsecureID** module you should always perform the Insert Student Information process to bring in any new students who enrolled since the last insert.

For documentation on PAsecureID's please visit our Documentation website:

<http://www.classlink.com/classmate/institute.shtml>

Download the **Introduction: PAsecureID** documentation



## Run the No Occupational Enrollment Report

**Location: Reports < Student Enrollment < No Occupational Enrollment Report**

Review this report and resolve any students listed on the report.

- Students should be either scheduled in courses/classes for the 2011-2012 School year using **Modules < Student Enrollment < Student Scheduling**

**OR**

- Students who are not returning to the CTC for the 2011-2012 School year should be deleted using **Modules < Student Enrollment < Remove/Return Student**

**NO Students should remain on this report as it will affect your PIMS Submissions.**

## Performing Student Master Information Data Entry

**Location: Modules < Student Enrollment < Student Master Information Module**

Data Entry to be performed or reviewed in this module:

- **Address Tab**
  - Address 1
  - City, State
  - Zip Code
- **Student Information Tab**
  - Current Grade Level
  - Gender
  - Birth Date
  - Ethnicity

## Performing Student Master Information Data Entry

**Location: Modules < Student Enrollment < Student Master Information Module**

Data Entry to be performed or reviewed in this module:

- Career Objective Tab
  - **Post Secondary Plan**
    - Information is obtained from what the student marks on their Career Objective Form
  - **Career Pathway**
    - Information is obtained from what the student marks on their Career Objective Form
  - **Home Room**
    - Should be populated automatically for each student.
    - If not auto populated then go to Modules < System Administrator < ClassMate Master Control < State Reporting Tab < #2 Enrollment Activity. Click True < Click Save.
      - This may be a step that you need to contact your System Administrator to perform.

## Performing Student Contact Information Data Entry

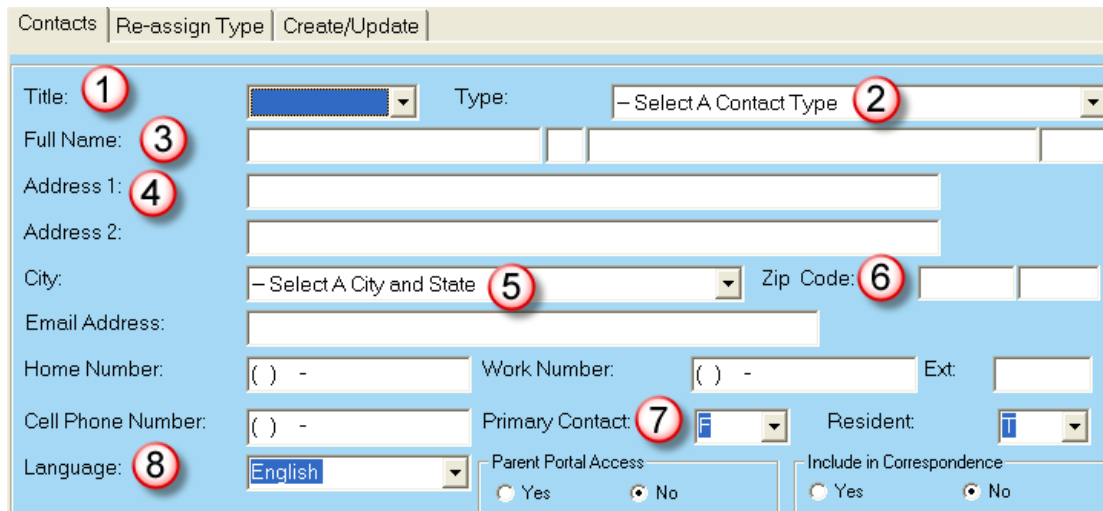
**Location: Modules < Student Enrollment < Student Contact Information Module**

Data Entry to be performed or reviewed in this module:

- Student must have a contact who is marked Primary Contact is T (True)

- This contact must have the following:

- 1) A title
- 2) Contact type
- 3) Full Name
- 4) Address
- 5) City & State
- 6) Zip Code
- 7) Be Flagged as Primary Contact T
- 8) Language selected



The screenshot shows the 'Create/Update' form for a contact in the ClassLink system. The form includes the following fields and options, with numbered callouts indicating required data points:

- 1**: Title (dropdown menu)
- 2**: Type (dropdown menu, currently set to '- Select A Contact Type')
- 3**: Full Name (text input field)
- 4**: Address (text input field, split into Address 1 and Address 2)
- 5**: City (dropdown menu, currently set to '- Select A City and State')
- 6**: Zip Code (text input field)
- 7**: Primary Contact (checkbox, currently checked)
- 8**: Language (dropdown menu, currently set to 'English')

Other fields include Email Address, Home Number, Work Number, Cell Phone Number, Ext., Resident (checkbox), Parent Portal Access (radio buttons for Yes/No), and Include in Correspondence (radio buttons for Yes/No).

## Performing Student Scheduling Data Entry

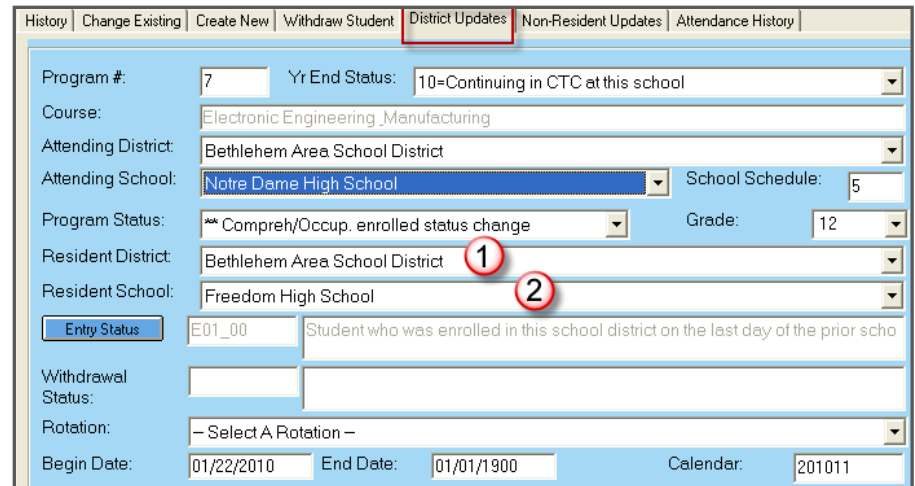
Location: Modules < Student Enrollment

< Student Scheduling Module

Data Entry to be performed in this module:

- **District Updates Tab**

- Resident District
- Resident School
- The Resident District & School MUST be selected for ALL CTE programs that the student is enrolled in for the 2011-12 school year
- For the majority of the students the attending district/school & resident district/school will be the same except when the student is attending a non public school (ie: private school, catholic school, etc) or when student is a 1305/1306, etc.
- Since PIMS does not recognize the non public schools in the Resident School box select the Public High School for the Resident District that the student would attend if not at the non public school.



The screenshot shows the 'District Updates' tab in the PIMS system. The form contains the following fields and values:

- Program #: 7
- Yr End Status: 10=Continuing in CTC at this school
- Course: Electronic Engineering\_Manufacturing
- Attending District: Bethlehem Area School District
- Attending School: Notre Dame High School
- School Schedule: 5
- Program Status: \*\*\* Compreh/Occup. enrolled status change
- Grade: 12
- Resident District: Bethlehem Area School District (marked with a red circle 1)
- Resident School: Freedom High School (marked with a red circle 2)
- Entry Status: E01\_00
- Withdrawal Status: (empty)
- Rotation: - Select A Rotation -
- Begin Date: 01/22/2010
- End Date: 01/01/1900
- Calendar: 201011

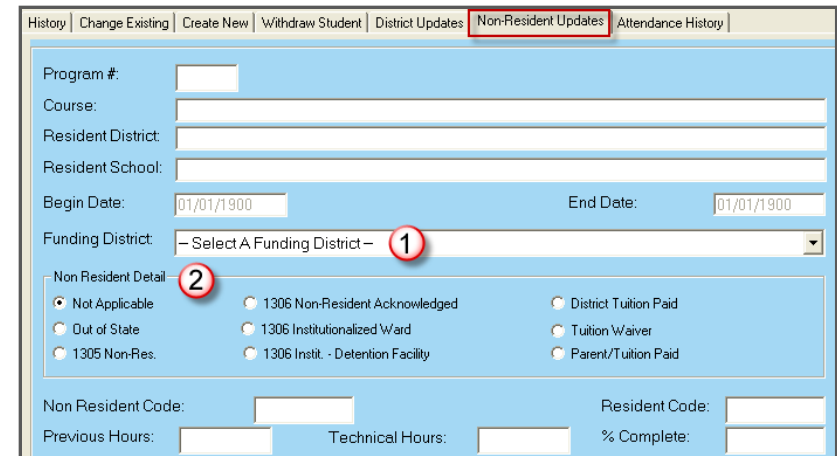
## Performing Student Scheduling Data

### Entry

**Location: Modules < Student Enrollment < Student Scheduling Module**

Data Entry to be performed in this module:

- **Non-Resident Updates Tab**
  - 1) Non Resident Detail – select as applicable 1305 Non-Res, 1306 Non-Resident Acknowledged, etc
  - 2) Funding District
    - Typically the Funding District is the same district as the Resident District EXCEPT in the case of some 1305/1306 students – Refer to PIMS Manual Volume 1 Page 25 for additional information .



## Performing Student Special Pop

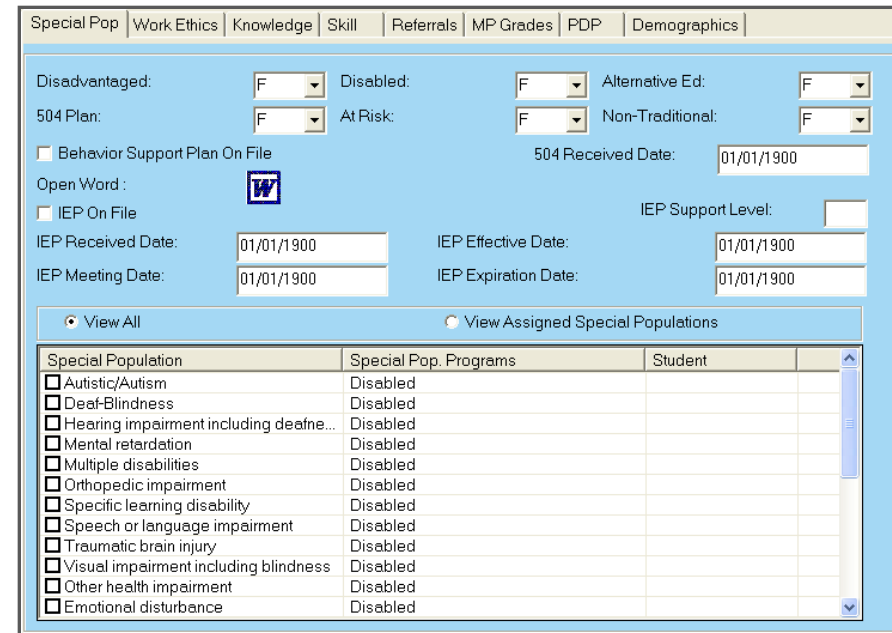
### Management Data Entry

Location: Modules < Special Populations

< Student Special Pop Management Module

Data Entry to be performed or reviewed in this module:

- All students who are Disadvantaged, Disabled, Alternative Ed, 504 Plan, At Risk, and/or Non-Traditional are flagged as T (True)
- All Special Population students have their necessary Special Population Programs assigned
- Students who receive Free or Reduced price lunch make sure to assign either Free Lunch or Reduced Price Lunch Assignment



The screenshot shows the 'Special Pop' management interface. It includes tabs for 'Special Pop', 'Work Ethics', 'Knowledge', 'Skill', 'Referrals', 'MP Grades', 'PDP', and 'Demographics'. The form contains several dropdown menus for 'Disadvantaged', 'Disabled', 'Alternative Ed', '504 Plan', 'At Risk', and 'Non-Traditional', all set to 'F'. There are checkboxes for 'Behavior Support Plan On File' and 'IEP On File'. Date fields for '504 Received Date', 'IEP Received Date', 'IEP Effective Date', 'IEP Meeting Date', and 'IEP Expiration Date' are all set to '01/01/1900'. An 'Open Word' button is present. Below the form is a table with two radio buttons: 'View All' (selected) and 'View Assigned Special Populations'.

Special Population	Special Pop. Programs	Student
<input type="checkbox"/> Autistic/Autism	Disabled	
<input type="checkbox"/> Deaf-Blindness	Disabled	
<input type="checkbox"/> Hearing impairment including deafne...	Disabled	
<input type="checkbox"/> Mental retardation	Disabled	
<input type="checkbox"/> Multiple disabilities	Disabled	
<input type="checkbox"/> Orthopedic impairment	Disabled	
<input type="checkbox"/> Specific learning disability	Disabled	
<input type="checkbox"/> Speech or language impairment	Disabled	
<input type="checkbox"/> Traumatic brain injury	Disabled	
<input type="checkbox"/> Visual impairment including blindness	Disabled	
<input type="checkbox"/> Other health impairment	Disabled	
<input type="checkbox"/> Emotional disturbance	Disabled	

## Free or Reduced Price Lunch Special Note

- Even if your site does not serve lunch to students you will still need to contact your sending schools to obtain the Free or Reduced Price lunch information as PDE & PIMS requires **ALL** CTC's to submit this data as a required data element.
- Once you obtain the Free or Reduced Price lunch status for your student enter it into ClassMate in the Student **Special Pop Management Module**

## Performing Student Special Pop Management Data Entry

**Location: Modules < Special Populations < Student Special Pop Management Module**

Data Entry to be performed or reviewed in this module:

- Students who are Single Parents they need to have a Single Parent Assignment
- Students who are Gifted with or without Disability they need to have a Gifted with Disability or Gifted without Disability Assignment
- Students who are Displaced Homemaker they need to have a Displaced Homemaker Assignment
- Enter all student disabilities, if a student has multiple disabilities the primary must be entered in Student PIMS Information Module.

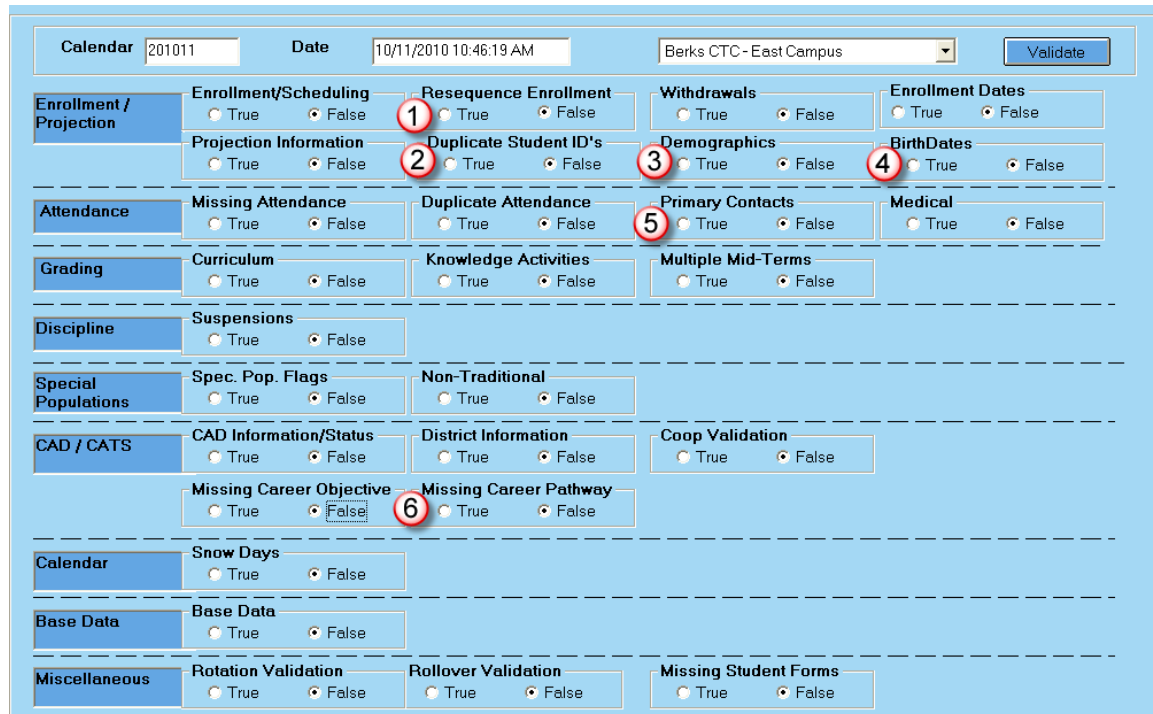
## ClassMate Data Validations

**Location: Modules < Student Enrollment < ClassMate Data Validations**

Continue to run ClassMate Data Validations on a regular bases and right before a PIMS submission.

### ClassMate Data Validations (6)

1. Resequence Enrollment
2. Duplicate Student ID's
3. Demographics
4. Birth Dates
5. Primary Contacts
6. Missing Career Pathways



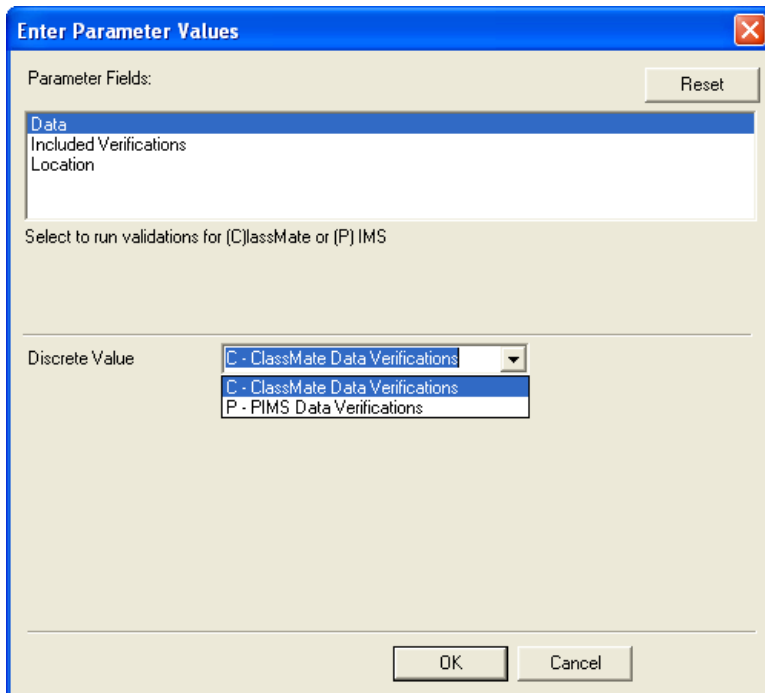
Calendar: 201011    Date: 10/11/2010 10:46:19 AM    Berks CTC - East Campus    Validate

<b>Enrollment / Projection</b>	Enrollment/Scheduling <input type="radio"/> True <input type="radio"/> False	Resequence Enrollment <input checked="" type="radio"/> 1 True <input type="radio"/> False	Withdrawals <input type="radio"/> True <input type="radio"/> False	Enrollment Dates <input type="radio"/> True <input type="radio"/> False
	Projection Information <input type="radio"/> True <input type="radio"/> False	Duplicate Student ID's <input checked="" type="radio"/> 2 True <input type="radio"/> False	Demographics <input checked="" type="radio"/> 3 True <input type="radio"/> False	Birth Dates <input checked="" type="radio"/> 4 True <input type="radio"/> False
<b>Attendance</b>	Missing Attendance <input type="radio"/> True <input type="radio"/> False	Duplicate Attendance <input type="radio"/> True <input type="radio"/> False	Primary Contacts <input checked="" type="radio"/> 5 True <input type="radio"/> False	Medical <input type="radio"/> True <input type="radio"/> False
<b>Grading</b>	Curriculum <input type="radio"/> True <input type="radio"/> False	Knowledge Activities <input type="radio"/> True <input type="radio"/> False	Multiple Mid-Terms <input type="radio"/> True <input type="radio"/> False	
<b>Discipline</b>	Suspensions <input type="radio"/> True <input type="radio"/> False			
<b>Special Populations</b>	Spec. Pop. Flags <input type="radio"/> True <input type="radio"/> False	Non-Traditional <input type="radio"/> True <input type="radio"/> False		
<b>CAD / CATS</b>	CAD Information/Status <input type="radio"/> True <input type="radio"/> False	District Information <input type="radio"/> True <input type="radio"/> False	Coop Validation <input type="radio"/> True <input type="radio"/> False	
	Missing Career Objective <input type="radio"/> True <input type="radio"/> False	Missing Career Pathway <input checked="" type="radio"/> 6 True <input type="radio"/> False		
<b>Calendar</b>	Snow Days <input type="radio"/> True <input type="radio"/> False			
<b>Base Data</b>	Base Data <input type="radio"/> True <input type="radio"/> False			
<b>Miscellaneous</b>	Rotation Validation <input type="radio"/> True <input type="radio"/> False	Rollover Validation <input type="radio"/> True <input type="radio"/> False	Missing Student Forms <input type="radio"/> True <input type="radio"/> False	

## Running ClassMate-PIMS Verification Report

**Location: Reports < PIMS Management < ClassMate-PIMS Verification Report**

If you do not see the report, please ask your System Administrator to assign it to you. The ClassMate-PIMS Verification Report will give you the following parameter options:



### Parameter Values

**Data:** Select ClassMate Data Verification

**Included Verifications:** Select Student Verifications

**Location:** Select the Location, Multi-Locations will run this report for each location

## Running ClassMate-PIMS Verification Report

**Location: Reports < PIMS Management < ClassMate-PIMS Verification Report**

The ClassMate Data Verification Report contains the following:

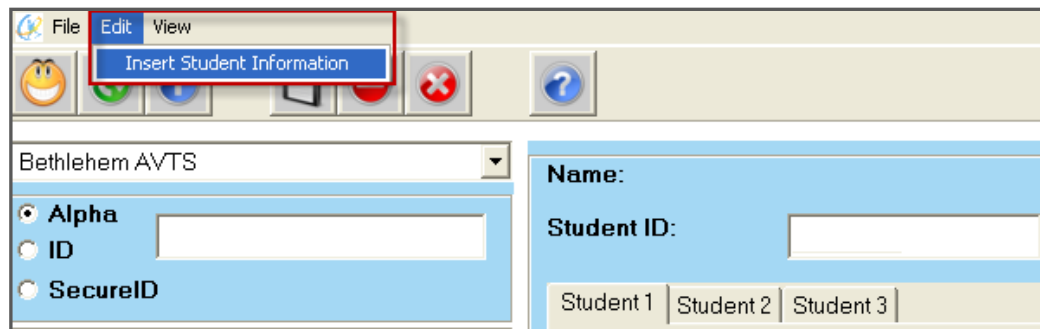
1. Free Lunch
2. Reduced Price Lunch
3. Single Parent
4. Displaced Homemaker
5. Gifted
6. Home Language Default, Non-English Speaking Primary Resident
7. Home Language Default, Primary Contact Not Resident
8. No Homeroom
9. LEP Participation
10. IEP Students / Primary Disability
11. Program Technical Hours

## Performing Student PIMS Information Data Entry

**Location: Modules < PIMS Management < Student PIMS Information Module**

Upon opening the module go to **Edit < Insert Student Information**.

- This will update the students that appear in this module.
- Perform this step each time you come into the Student PIMS Information Module.



## Performing Student PIMS Information

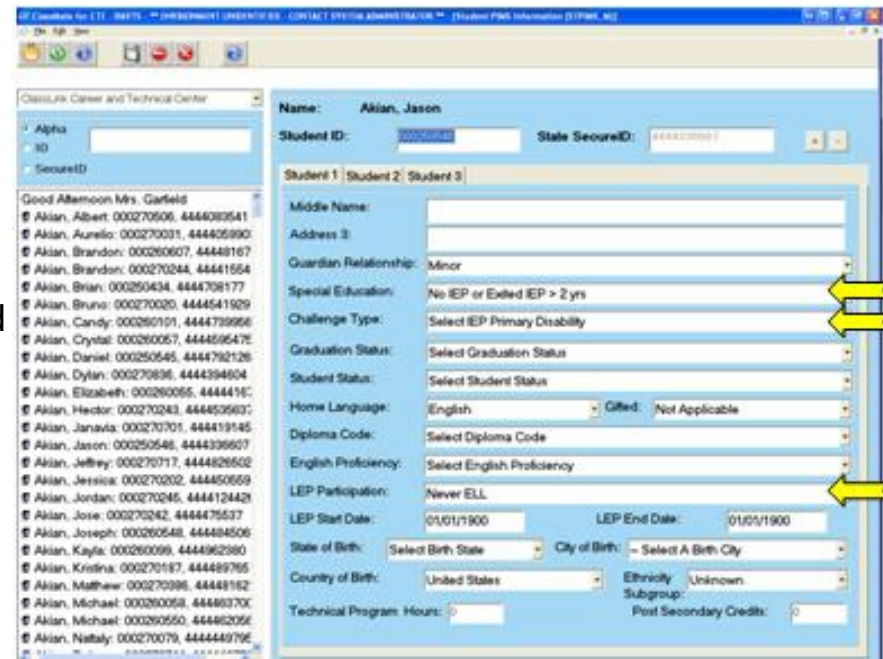
### Data Entry

Location: Modules < PIMS Management < Student PIMS Information Module

Student 1 Tab - Data Entry to be performed or reviewed

in this module:

- **Special Education:**
- Update the special education data for IEP students where applicable.
- **IEP Primary Disability:**
- Enter the primary disability for all IEP students. If in ClassMate a student has multiple disabilities you need to select a Primary in Student PIMS as PIMS only accepts one disability.
- **LEP Participation:**
- Update the Limited English Proficiency data for ELL students where applicable.

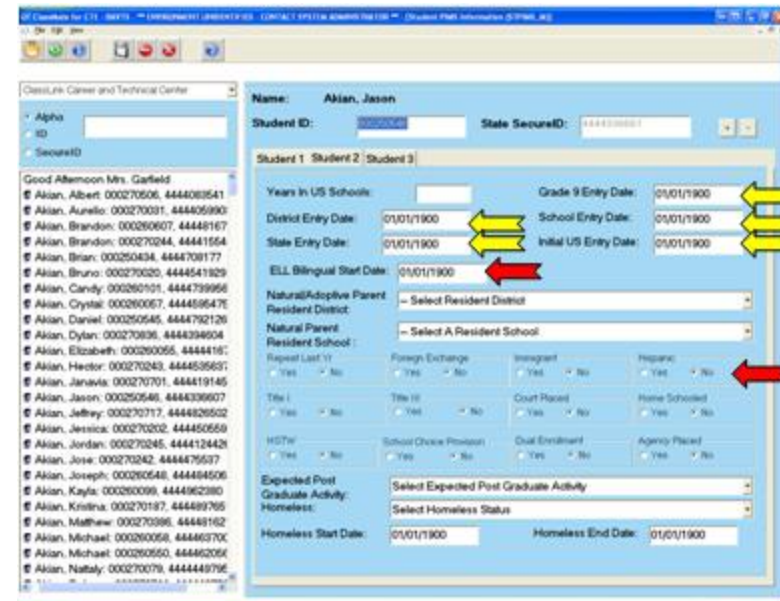


## Performing Student PIMS Information Data Entry

**Location: Modules < PIMS Management < Student PIMS Information Module**

**Student 2 Tab - Data Entry to be performed or reviewed in this module:**

- **Grade 9 Entry Date: (if known)**
- Enter the date the student first entered grade 9.
- **School/District Entry: (if known)**
- Enter the date the student entered the school and district.
- **State Entry Date: (if known)**
- Enter the date the student entered the state or was first enrolled in PA school.
- **Default Dates:**
- The default enrollment date will be used for all dates with an 01/01/1900 value listed in the Student PIMS module.
- **ELL Bilingual Start Date:** Enter the date the student started the ELL Program.
- **Hispanic:**
- If the student is Hispanic, click yes. No multi racial selection can be made. If student is not Hispanic, multi racial selections can be made.



The screenshot displays the 'Student 2' tab in the PIMS Student Information Module for Jason Akian. The form includes the following fields and options:

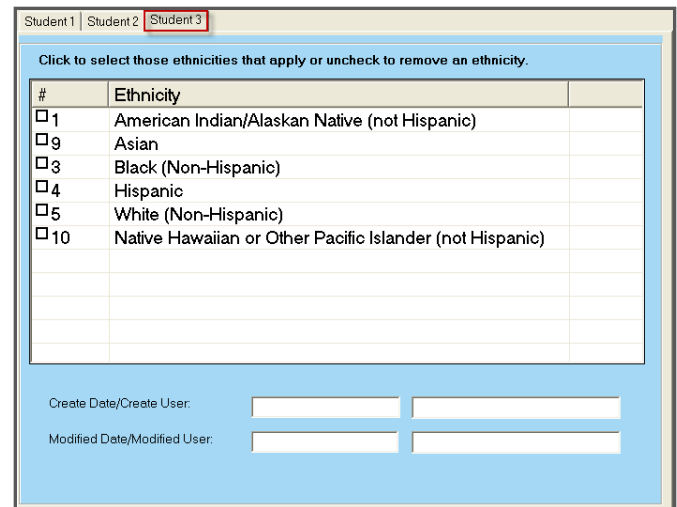
- Name:** Akian, Jason
- Student ID:** [Field]
- State Secure ID:** [Field]
- Years in US Schools:** [Field]
- Grade 9 Entry Date:** 01/01/1900 (indicated by a yellow arrow)
- District Entry Date:** 01/01/1900 (indicated by a yellow arrow)
- School Entry Date:** 01/01/1900 (indicated by a yellow arrow)
- State Entry Date:** 01/01/1900 (indicated by a yellow arrow)
- Initial US Entry Date:** 01/01/1900 (indicated by a yellow arrow)
- ELL Bilingual Start Date:** 01/01/1900 (indicated by a red arrow)
- Natural/Adoptive Parent Resident District:** -- Select Resident District
- Natural Parent Resident School:** -- Select A Resident School
- Repeat Last 11:** Yes / No
- Foreign Exchange:** Yes / No
- Immigrant:** Yes / No
- Hispanic:** Yes / No (indicated by a red arrow)
- Title I:** Yes / No
- Title II:** Yes / No
- Court Placed:** Yes / No
- Home Schooled:** Yes / No
- WOTW:** Yes / No
- School Choice Provision:** Yes / No
- Dual Enrollment:** Yes / No
- Agency Placed:** Yes / No
- Expected Post Graduate Activity:** Select Expected Post Graduate Activity
- Homeless:** Select Homeless Status
- Homeless Start Date:** 01/01/1900
- Homeless End Date:** 01/01/1900

## Performing Student PIMS Information Data Entry

**Location: Modules < PIMS Management < Student PIMS Information Module**

Student 3 Tab - Data Entry to be performed or reviewed in this module:

- If Student is Multi-Racial then based of the Federal guidelines select all the appropriate ethnicities in Student PIMS module, Student 3 tab.
- If student is not Hispanic, Click all ethnicities that apply to the student on the Student 3 tab, even the ethnicity that you select in Student Master information. A Primary ethnicity still must be selected in the Student Master Information module.
- Any student flagged as Hispanic we will automatically mark the student as Hispanic yes in Student PIMS.
- If a student only has one Ethnicity select that in Student Master Information Module and that data will be exported when PIMS data is exported.



Student 1 | Student 2 | **Student 3**

Click to select those ethnicities that apply or uncheck to remove an ethnicity.

#	Ethnicity	
<input type="checkbox"/> 1	American Indian/Alaskan Native (not Hispanic)	
<input type="checkbox"/> 9	Asian	
<input type="checkbox"/> 3	Black (Non-Hispanic)	
<input type="checkbox"/> 4	Hispanic	
<input type="checkbox"/> 5	White (Non-Hispanic)	
<input type="checkbox"/> 10	Native Hawaiian or Other Pacific Islander (not Hispanic)	

Create Date/Create User:

Modified Date/Modified User:

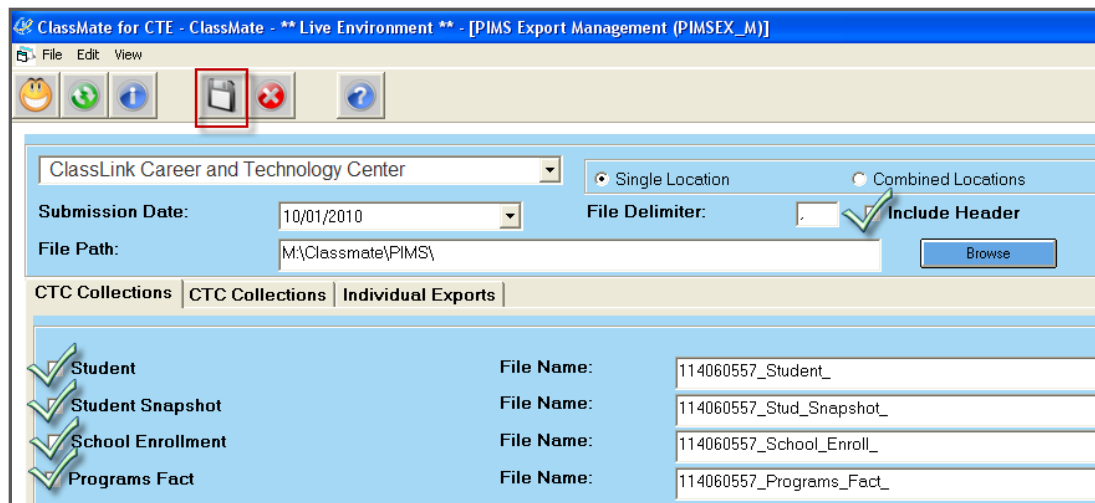
## Student PIMS Information Module Note

- The data contained in the Student PIMS Information Module stays with the student for the students entire time at the CTC
- Each year clients need to verify the data within Student PIMS Information module for accuracy and update as necessary
- All information contained in Student PIMS information overrides ClassMate
  - Example: If John Doe in 201011 was flagged in Student PIMS as Has IEP for Special Education, then in 20112 John no longer has an IEP then in Student PIMS the Special Education information needs to be updated to reflect the change.

## PIMS Export Management

### Location: Modules < PIMS Management < PIMS Export Management

- Check the boxes for the templates that are due for October 2011: Student, Student Snapshot, School Enrollment, & Program Fact (if applicable for your site)
- If you want the file headers included on your export files check the Include Header box
  - If you export your files with the headers included on the PIMS Site when you upload the files you will need to check the boxes for each file that stating that your files include headers.
- To export the files click Save (floppy disk icon)



ClassMate for CTE - ClassMate - \*\* Live Environment \*\* - [PIMS Export Management (PIMSEX\_M)]

File Edit View

ClassLink Career and Technology Center

Submission Date: 10/01/2010

File Path: M:\Classmate\PIMS\

File Delimiter: ,

Single Location Combined Locations

Include Header

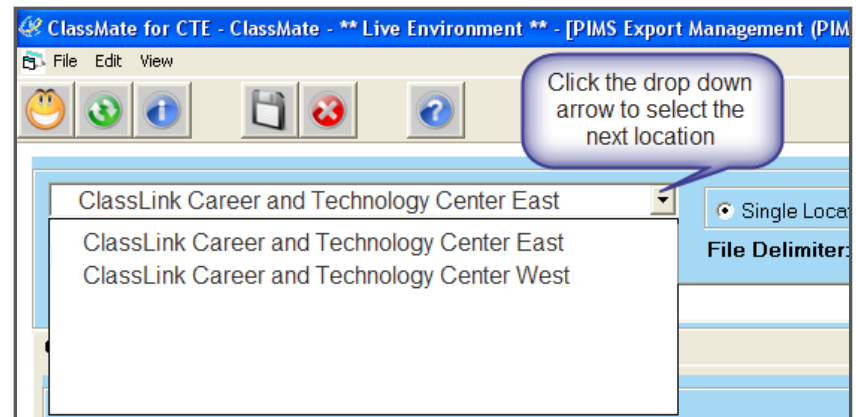
CTC Collections | CTC Collections | Individual Exports

<input checked="" type="checkbox"/>	Student	File Name:	114060557_Student_
<input checked="" type="checkbox"/>	Student Snapshot	File Name:	114060557_Stud_Snapshot_
<input checked="" type="checkbox"/>	School Enrollment	File Name:	114060557_School_Enroll_
<input checked="" type="checkbox"/>	Programs Fact	File Name:	114060557_Programs_Fact_

## PIMS Export Management


### Location: Modules < PIMS Management < PIMS Export Management

- Multi-location sites. After you export your files for the first site
  - Go to PIMS & upload the files for that location
  - Once files for that location are successfully uploaded, move those out of the M:\ClassMate\PIMS folder
  - Click the drop down next to the location name
  - Select the next site
  - Then check the template boxes again
  - If you want the file headers included on check the Include Header box
  - Click Save icon
- Repeat process for any additional sites



## State Reporting Data Validations

Location: Modules < State Reporting < State Reporting Validations



ClassMate for CTE - ClassMate - \*\* Live Environment \*\* - [State Validations (PIMSVL\_M)]

File Validate

200910 Date 10/05/2010 4:26:00 PM ClassLink Career and Technology Center Validate

PA

**Student/Student Snapshot** 1

Missing Students  True  False

Missing Snapshot  True  False

Blank Home Language  True  False

Blank 09 Entry Date  True  False

No PAsecureID  True  False

Duplicate PAsecureID  True  False

9999 Resident LEA  True  False

Blank Entry Dates  True  False

**Staff**

Blank Salary  True  False

No State PPID  True  False

No Assignment  True  False

Duplicate PPID/SSN  True  False

**School Enrollment** 2

Resident Status  True  False

**Program Facts** 3

LEP  True  False

Homebound  True  False

Dual Enrollment  True  False

Homeless  True  False

**Course**

Missing Courses  True  False

**Student Facts/Credentials**

Zero Hours/Percent  True  False

CIP Code Information  True  False

Technical Hours  True  False

Delivery  True  False

Post Secondary Credit  True  False

**Calendar/Student Calendar**

Days In Session/FTP  True  False

No Time Schedule  True  False

Missing Students  True  False

No Calendar  True  False

**Special Pop** 4

IEP Primary/Spec Ed  True  False

LEP/Initial US Date  True  False

Gifted  True  False

Student PIMS SpecPop  True  False

**Grades**

Start ClassMate for CTE - CL... 4:26 PM

## State Reporting Data Validations

**Location: Modules < State Reporting < State Reporting Validations**

**Before running these validations you must EXPORT your templates using the PIMS**

### **Export Management Module**

- **Student Validations**

- Blank Home Language: For current year validations, export your PIMS student data prior to performing the validation. Select the current year or prior year calendar to validate student's who have a blank home language.
- Blank 09 Entry: For current year validations, export your PIMS student data prior to performing the validation. Select the current year or prior year calendar to validate student's who have a blank Grade 9 Entry Date.
- No PAMasterID: Select the current year to validate students who have no PAMasterID in Student Master or select the projected year calendar to validate student's who have no PAMasterID for the projected year in Registration.
- Duplicate PAMasterID: Select the current year to validate students who have duplicated PAMasterID's in Student Master or select the projected year calendar to validate student's who have duplicated PAMasterID's for the projected year in Registration.

## State Reporting Data Validations

Location: Modules < State Reporting < State Reporting Validations

Before running these validations you must **EXPORT** your templates using the PIMS

### Export Management Module

- **School Enrollment**
  - Resident Status: Displays the student's Resident Status after automation process has been performed/
- **Programs Fact:**
  - LEP: Select the prior year calendar and validate to display a report listing of the prior year LEP students. For a current year student listing, run the PIMS Programs Fact Report
  - Homebound: Select the prior year calendar and validate to display a report listing of the prior year Homebound students. For a current year student listing, run the PIMS Programs Fact Report
  - Dual Enrollment: Select the prior year calendar and validate to display a report listing of the prior year Dual Enrollment students. For a current year student listing, run the PIMS Programs Fact Report
  - Homeless: Select the prior year calendar and validate to display a report listing of the prior year Homeless students. For a current year student listing, run the PIMS Programs Fact Report

## State Reporting Data Validations

Location: Modules < State Reporting < State Reporting Validations

Before running these validations you must **EXPORT** your templates using the PIMS

### Export Management Module

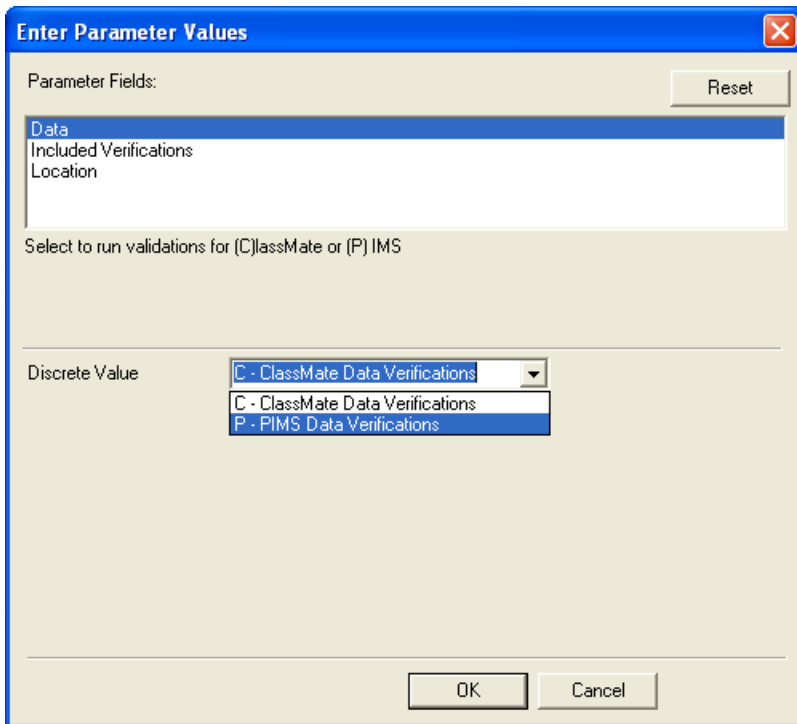
- **Special Populations:**

- IEP Primary/Spec. Ed.:
  - Select the prior year calendar and validate for a listing of prior year students who are marked as a special education student without an IEP primary or who have an IEP primary , but are not marked as a special education student.
  - Select the current year calendar and validate for a listing of current students who are marked as handicapped true in student master, but do not have an IEP primary in Student PIMS or who have an IEP Primary in student PIMS, but are marked as Handicapped false in student master.
- LEP/Initial US Date: Select the current year or prior year calendar and validate for a listing of students who are a Limited English Proficiency participate with no initial US entry date.
- Gifted: Select the current year or prior year calendar and validate for a listing of students who are marked as Gifted without a Gifted Challenge Type.

## Running ClassMate-PIMS Verification Report

**Location: Reports < PIMS Management < ClassMate-PIMS Verification Report**

If you do not see the report, please ask your System Administrator to assign it to you. Run The ClassMate-PIMS Verification Report will give you the following parameter options:



### Parameter Values

**Data:** Select PIMS Data Verification

**Included Verficiation:** Select Student Verifications

**Location:** Select the Location, Multi-Locations will run this report for each location

**The PIMS Data Verification Report contains the following info:**

- \*\*Poverty – used by PDE to generate Low Income Information for October
- Single Parent

## ClassMate PIMS Reports

### Location: Reports < PIMS Management

**Before submitting PIMS templates to PDE we highly recommend that clients run and review the data on the following reports:**

- Alpha PIMS Student Details (PIMS\_001)
- Alpha PIMS Snapshot Details (PIMS\_002)
- Alpha PIMS School Enrollment (PIMS\_003)
- PIMS Program Fact Report (PIMS\_004)
- ClassMate-PIMS Verification Report (PIMSVL\_2)
- Alpha Student PIMS Report (StuPIMS\_R)
- Any data inaccuracies should be fixed, then re-export templates, and re-run validations & reports.
- If you do not see these reports, please contact your System Administrator to request that they be assigned to you.

## ClassMate Data Automation

- Based off data that clients enter into ClassMate, the software auto populates the following fields in the PIMS templates
  - Home School Student attending School identified in Sending School Management with a Home School Category and a School AUN of 000009999.
  - Court Placed Student identified in Student PIMS module as Court Placed (Y)es.
  - Special Ed student identified in Student Master as Handicapped (T)rue and attending a School identified in Sending School Management as school type Public.
  - Alternative ED Student identified in Student Master as Handicapped (F)alse and Alternative Ed (T)rue.
  - Special ED Alternative ED Student identified in Student Master as Handicapped (T)rue and Alternative Ed (T)rue.
  - IU Student attending a School identified in Sending School Management with an IU Category.
  - Agency Placed Student identified in Student PIMS Module as agency placed (Y)es.
  - State Entry Date – default date is the student’s birth date if the student’s state of birth is PA and the student’s birthdate in Student Master.
  - District Entry Date – default date student’s schedule begin date.
  - School Entry Date – default date student’s schedule begin date.

## ClassMate Data Automation

- Based off data that clients enter into ClassMate, the software auto populates the following fields in the PIMS templates
  - Special Education – defaults based on Handicapped in Student Master.
  - 504 Plan – student has a 504 Plan indicator set to (T)rue in Student Master.
  - Gifted Challenge type - student has a Gifted Special Population assignment for with/without disability.
  - Single Parent: student has a Single Parent Special Populations assignment.
  - Displaced Homemaker: student has a Displaced Homemaker Special Populations Assignment.
  - Economic Status: (F) if a free lunch special population assignment exists for a student. (R) if a reduced lunch special population assignment exists for a student.
  - Free Lunch: student has a Free Lunch Special Populations assignment.
  - Reduced Price: student has a Reduced Price Lunch Special Populations assignment.
  - Food Program Eligibility – student has a Free Lunch or Reduced Lunch assignment in Special Populations.

## ClassMate Data Automation

- Based off data that clients enter into ClassMate, the software auto populates the following fields in the PIMS templates
  - Homebound: student has Homebound Attendance. Per PDE CTC's can only claim homebound instruction if the CTC is sending an instructor to the home and physically providing instruction
  - LEP Participation: student has a Limited English Proficiency Special Populations assignment.
  - Poverty Student: student has an Economically Disadvantaged assignment in Special Populations.
  - Homeless Student: student has been identified as Homeless in Student PIMS Information.
  - Foreign Exchange Student: student has been identified in Student PIMS Information as a Foreign Exchange Student

## Federal Regulation on Race/Ethnicity

**More information about this regulation can be found in the 2011-2012 PIMS Manual Volume 1 under Race/Ethnicity: Federal Race and Ethnicity Standards starting on Page 153.**

- The U.S. Department of Education (ED) revised the way state education agencies (SEA), local education agencies (LEA) and charter schools are expected to maintain, collect and report data on race and ethnicity.
- Beginning in the fall of 2010, SEAs, LEAs and charter schools are required to report aggregated data to the U.S. Department of Education using new standards for the 2010-2011 school year. *(Do not implement these new race/ethnicity standards for data collected in the fall of 2010 for the 2009-2010 school year.)*
- The new standards mandate a two-question format categorizing the race and ethnicity of students and educators. Refer to the chart on the following page for further instructions. In order to implement the required change with minimal burden, LEA requirements for collecting and maintaining race/ethnicity differ from those for reporting these data in PIMS.

## Federal Regulation on Race/Ethnicity

### Collecting Race/Ethnicity Data

- A two-part question is mandatory, with the ethnicity part asked first and the race part asked second.
- We recommend for auditing purposes that the Federal two part question below be added to registration/application forms.
- Part 1: **Ethnicity (choose one):**
  - Hispanic/Latino
  - Not Hispanic/Latino
- Part 2: **Race (choose one or more, regardless of ethnicity):**
  - American Indian or Alaskan Native
  - Asian
  - Black or African American
  - Native Hawaiian or Other Pacific Islander
  - White
- As in the past, individuals (or students' parents) are asked to self-identify themselves. Observer identification is required if individuals decline to choose a race/ethnicity.

## Federal Regulation on Race/Ethnicity

### Reporting Race/Ethnicity Data in PIMS

- LEAs should use the following standards when reporting race/ethnicity data in PIMS:

<b>if Ethnicity selected is: (Part 1)</b>	<b>and Race selected is: (Part 2)</b>	<b>then report this:</b>
Hispanic/Latino		Students are reported as Hispanic/Latino if they identify themselves as such. This designation overrides any race selected in Part 2.
Not Hispanic/Latino	American Indian or Alaskan Native	American Indian or Alaskan native only
Not Hispanic/Latino	Asian	Asian only
Not Hispanic/Latino	Black or African American	Black or African American only
Not Hispanic/Latino	Native Hawaiian or Other Pacific Islander	Native Hawaiian or Other Pacific Islander only
Not Hispanic/Latino	White	White only
Not Hispanic/Latino	Two or more races	Multi-racial

## Federal Regulation on Race/Ethnicity

### Recordkeeping

- As in the past, original records must be maintained for three years. However, when there is litigation, a claim, an audit or another action involving the records, original responses must be retained until the completion of the action.
- The above information is a summarization of standards detailed in: *MANAGING an IDENTITY CRISIS...Forum Guide to Implementing New Federal Race and Ethnicity Categories (publication NFES 2008-802)*. This publication is available from the U.S. Department of Education online (<http://nces.ed.gov/pubsearch>) or call toll free (1-877-4ED-Pubs).

## Federal Regulation on Race/Ethnicity

### Race/Ethnicity Definitions

- These are categories used to describe groups to which individuals belong, identify with, or belong to in the eyes of the community. These categories do not denote scientific definitions of anthropological origins.
- AMERICAN INDIAN/ALASKAN NATIVE – A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.
- ASIAN/PACIFIC ISLANDER – A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, Samoa, India, and Vietnam.
- BLACK (NON-HISPANIC) – A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).
- HISPANIC – A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- WHITE (NON-HISPANIC) – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).

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