

# Directions for Completing the Interscholastic Athletic Opportunities Data Form and the Accuracy Certification Statement (ACS)

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Pennsylvania  
**Department of Education**

**COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF EDUCATION**

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## **Pennsylvania School Code (24 P.S. § 16-1601-C)**

**Duty to disclose** – All public school entities with students enrolled in grades 7-12 shall annually submit information to the Pennsylvania Department of Education (PDE) regarding interscholastic athletic opportunities and treatment for male and female secondary school students for the preceding school year. If a school does not sponsor an interscholastic athletic team for grades 7-12, you will have to complete only Page 1 – General Information of the disclosure form and upload the form.

**PDE's duties** – PDE has established an *Interscholastic Athletic Opportunities Disclosure Form* for the submission of the required information for the preceding school year by all public school entities of secondary students. PDE will post all submitted *Interscholastic Athletic Opportunities Disclosure Forms* on its website. Once each local education agency (LEA) completes and submits its disclosure form, the LEA will submit an Accuracy Certification Statement (ACS) signed by the superintendent or executive director through the Future Ready Comprehensive Planning Portal (FRCPP). PDE will post the data supplied by the LEAs to its website by January 15 of each year for the General Assembly and all other interested parties regarding interscholastic athletic opportunities and treatment of each gender and any other information as PDE deems relevant.

**Submission by school entities** – Public school entities with students enrolled in grades 7-12 must submit an *Interscholastic Athletic Opportunities Disclosure Form* by October 15 of each year.

**Public access** – No later than November 1 of each year, a school entity shall post on its website the disclosure form and also make available a hard copy of the completed *Interscholastic Athletic Opportunities Disclosure Form* for public inspection during regular business hours as well as any publicly accessible website of the school entity. The completed *Interscholastic Athletic Opportunities Disclosure Form* will constitute a public record subject to public inspection under the Right-To-Know Law.

**Notice to students and other affected individuals** – As soon as the *Interscholastic Athletic Opportunities Disclosure Form* is submitted to PDE, each school entity shall provide notice of its availability for review to students, educational personnel, student athletes and parents by posting a notice on school bulletin boards, school newspaper, any electronic mailing list or list serve, and by any other means reasonably to provide such notice.

## Guidance on Terms in the Athletic Survey

**Athletic Facilities** – Locker rooms, playing fields, gymnasiums, field houses, arenas, athletic training rooms, stadiums, weight rooms or any other location used by interscholastic teams and their coaches for sports training, practice, competition and coaching.

**Equipment and Supplies** – Examples would include sport specific equipment and supplies, general equipment and supplies, instructional devices, conditioning and weight training equipment, bats, balls, hurdles, etc.

**Interscholastic Athletic Team** – A Pennsylvania Interscholastic Athletic Association (PIAA) sanctioned team. It does NOT include intramurals, club sports, or E-sports.

**Participant** – A secondary school student who is a student in grades 7-12. The athlete will participate in the practices, scrimmages, competitions and play-offs for any part or an entire season.

**School Entity** – A school within a school district, joint school district, full-time area vocational-technical school, cyber or charter school that provides interscholastic athletic opportunities for secondary school students.

**Secondary School Student** – A student who attends a school entity in grades 7-12.

**Travel** – Transportation, housing furnished during travel, and per diem dining allowances.

**Uniforms** – Clothing for practice and games such as shoes, rain gear, and warm-up suits.

**Facilities** – Building or field rentals, lights, grass seed, field paint, etc.

**Others** – Officials, security, time keepers, janitorial expenses specific to a team and other expenses that are not mentioned above

## Who Must Report?

1. School districts, joint school districts, area vocational-technical school and charter schools that provide interscholastic athletic opportunities for secondary school students (grades 7-12).
2. Public school entities that do not fund athletic teams will only submit page 1.

Information collected and submitted on the *Interscholastic Athletic Opportunities Disclosure Form* will be through the Pennsylvania Information Management Services (PIMS).

## Collection of Data

1. The data collection for interscholastic athletic opportunities will be for the prior school year (July 1 – June 30) and submitted by no later than October 15 annually.
2. Non-school (booster clubs, alumni and other non-school) contributions, donations, gifts-in-kind, and purchases for each school year shall be collected and reported on the *Interscholastic Athletic Opportunities Disclosure Form* by October 15. From the school year 2014-15 onward, PDE has required submission of this data.

## Interscholastic Athletic Opportunities Disclosure Form

The form to collect the data is available on PDE's website. Additional specific information about the *Interscholastic Athletic Opportunities Disclosure Form* and uploading the data through the Pennsylvania Information Management System (PIMS) is available on PDE's website.

*For those schools with girls' wrestling teams – this was a newly approved PIAA sport for the 2023-24 SY. For this year, those with this sport reported the participants as well as competitions under boys wrestling and added a comment in the comments box.*

*Effective the 2024-25 SY, PDE has added space on the spreadsheet to report your girls wrestling team data so please report the data here. From this point forward, you no longer need to add a comment in the comments box.*

## General Information (Page 1)

**\*All eligible LEAs and school entities must complete the following sections:**

1. LEA and School Information – Make selection from drop-down box. This will include all schools that have students enrolled in grades 7-12. You are reporting data at the school level, not the district level.
2. School Enrollment Data – PDE will pre-populate the enrollment data. When all information has been completed on the disclosure form it should be given to the LEA's PIMS administrator for input in the PIMS system by October 15.
3. Contact Information – Complete the contact information for the LEA's Title IX Compliance Officer and the name of the person completing this form.
4. Interscholastic Team Sponsorship – If your school does not fund athletic sports, you should complete the General Information section (Page 1) and submit.

## Team Information (Page 2)

1. Team – Select the specific sport.
2. Boys/Girls – Indicate if there are boys and/or girls on the team.
3. Level of Competition – Varsity, Junior Varsity, Freshman, 8<sup>th</sup> Grade or 7<sup>th</sup> Grade.
4. Total Number of Participants – The number of athletes on the team. If a team roster was established, report the number of participants rostered. If participants for a team were not selected or rostered, report zero participants.
5. Season Team Competes – Indicate fall, winter, or spring.
6. Team History – You can transfer prior year data and you can make any updates.
7. Total Number of Competitions Scheduled per Season – Include the total number of scrimmages and games listed on the PIAA schedule.
8. Total Number of Competitions Played per Season – The amount of games actually played, including scrimmages that are listed on the schedule. Post season games should not be included. *Note: If for any reason, a team had no games or competitions, you need to report the actual number of competitions scheduled and the number played.*
9. Numbers of Coaches per Team – In Pennsylvania high school athletics, we only have part-time coaches. We do not have any full-time coaches. Do not include the volunteer coaches. You must report the number of head and assistant coaches (both full- and part-time) hired for each team, regardless of whether participants were rostered, or competitions played.
10. Percentage of Time Spent by Each Athletic Trainer with Each Team – Provide your best estimate.

## Financial Information (Page 3)

**The Collection Date Range is from July 1 – June 30**

1. Team – Select the specific sport.
2. Boys/Girls – Indicate number of boys and /or girls on the team.
3. Level of Competition – Varsity, Junior Varsity, Freshman, 8th Grade or 7th Grade. If you have a combination grade-level team, use the grade level you used last year.
4. School's Annual Expenditures for Each Team:
  - a. Travel – Transportation, housing furnished during travel, and per diem dining costs.
  - b. Uniforms – Purchase and/or replacement of athletic uniforms for practice or games.
  - c. Supplies and Equipment – Attributed to the team.
  - d. Facilities – Expenditures for construction, renovation, maintenance, rental, expansion and repair of athletic facilities. For facilities shared by multiple teams, calculate per team costs by dividing the percentage of time used by each team. If the facilities are shared by the physical education/gym classes or community teams, please **do not** need to include them. If you have a facility that is only for the athletic team, you must include those expenses.
  - e. Other – If you have any miscellaneous expenditure that does not fit in the other categories include them here (security, janitorial, time keepers, etc.).
  - f. Coaching Staff Compensation per Sport per Season – Fall, winter and spring
  - g. Total Compensation for All Athletic Trainers per Academic Year – If someone fills the position of Athletic Trainer such as the Nurse or Athletic Director, include the expenses as Athletic Trainer.

*Note: You do not need to report anticipated or planned expenditures – only report actual expenditures that were made.*

## Non-School funds (Page 3)

Effective the 2014-15 school year, all school entities are required to collect and to submit financial data pertaining to interscholastic athletics from the previous school year (July 1 – June 30). This includes the information above along with non-school contributions, donations, gifts-in-kind, and purchases by October 15 of each year.



## Gender and Race Info (Page 4)

Effective 2014-2015 school year, all school entities are required to collect and to submit the number of students that participate in all athletic programs by race and by gender. *If a student participates in more than one athletic program/sport, the student should be counted for each athletic program in which he or she participates.*

The LEA should supply the race and gender data on the left side of the sheet from its enrollment; the right side of the sheet pertains to the counts of student athletes.

*For those schools that had a girls' wrestling team in the 2023-24 SY – please do not continue to add your data under boys' wrestling as the 2024-25 SY data collection has space for reporting girls' wrestling as its own sport.*

## Comments (Page 5)

**\*Limited to 100 characters**

Please provide all applicable comments on this page. For best results, compose in a Word document, then copy and paste into the formula bar at the top of the form. Next, hit enter. The Comments section is limited to 100 characters. For specific questions or clarifications, please send an email to [RA-AthleticOppReport@pa.gov](mailto:RA-AthleticOppReport@pa.gov). If you need to include more than 100 characters in your Comment section, you could create a PDF and post that on your school's website with the disclosure form.

*Effective the 2024-25 SY, PDE has added space on the spreadsheet to report your girls wrestling team data so please report the data here. From this point forward, you no longer need to add a comment in the comments box.*

## PIMS Submission (Page 6)

The data collected on the *Interscholastic Athletic Opportunities Disclosure Form* must be submitted to PDE via PIMS by October 15 of each year. The *Page 6 - PIMS Input Page* tab is uploaded to PIMS. The data on this tab comprises a full set of data (6,344 records) for each location submitted. Do not add records to or delete records from this tab. A location with more or less than 6,344 records will have data errors.

Additional information about the process for uploading the data can be found in the PIMS Manual, Volume 1, Location Fact Template for Interscholastic Athletic Opportunities Data.

## Accuracy Certification Statement Form

The Accuracy Certification Statement (ACS) is reviewed on the FRCPP and can be found under the School Services Office folder in Reports. This is an LEA-level, not district-based, report that is formatted to depict the data for all schools under the same administrative unit number (AUN). The form should be reviewed to ensure that data are accurate prior to electronically signing and submitting the report.

The ACS must be completed and electronically signed by the Chief School Administrator and the point of contact listed on the Profile page, then submitted to PDE via the FRCPP by November 15 annually.

Each LEA must submit the required Accuracy Certification Statement, with the exception of part-time CTCs and Intermediate Units (IUs) and entities without any students enrolled in grades 7-12. If an LEA has students enrolled in grades 7-12 but does not sponsor sports programs, the LEA must still submit an ACS.

## Contacts

If you have any questions regarding:

- The data upload process and any data accuracy checks for the Interscholastic Athletic Opportunities disclosure form, please contact the PIMS Help Desk at 1-800-661-2423.
- Receiving access to the FRCPP please contact your Local Security Administrator (LSA) at your LEA.
- Technical issues with the FRCPP please contact [RA-EDFRCPP@pa.gov](mailto:RA-EDFRCPP@pa.gov). Please be sure your Chief School Administrator info is correct in EdNA, by checking the State's Educational Names and Addresses database [www.EdNA.pa.gov](http://www.EdNA.pa.gov).
- The content of the Interscholastic Athletic data report, please contact the School Services Office at [RA-AthleticOppReport@pa.gov](mailto:RA-AthleticOppReport@pa.gov)

## Additional Resources

[Disclosure form, directions, and data reports.](#)