



Pennsylvania
Department of Education



Pennsylvania Information
Management System

Volume 2

User Manual

Version 1.1

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PIMS User Manual Volume 2 Change Summary

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

| Version | Appendix | Title | Change |
|---------|----------|--|--|
| 1.0 | B | Staff Assignment Codes | Delete Staff Assignment Code 1998 (School Safety and Security Coordinator) |
| 1.0 | AQ | Weapons Codes | Update definitions for #2 and #3 |
| 1.1 | AJ | Act 16 Funds | Updated costs for 23-24 SY |
| 1.1 | AK | Subtest Identifiers | PSSA/PASA Science change from 4 th to 5 th grade |
| 1.1 | AR | Values to use in the Student Local Assessment Subtest Template | Multiple changes highlighted in yellow |

Appendix A – Course Codes

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

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

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

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

Appendix B – Staff Assignment Codes

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

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

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

Appendix C – Highest Level of Education Completed

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

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

Appendix D – State and County Codes

State Codes

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

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

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

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

Territories

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

Outside USA

| Code | State |
|------|-------------|
| XX | Outside USA |

PA County Codes

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

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

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

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

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

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

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

Outside PA

| County Code | County Name |
|-------------|-------------|
| 00 | Outside PA |

Appendix E – Enrollment and Withdrawal Codes

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

School Entry and Withdrawal Codes

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

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

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

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

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

Appendix F – Program Codes

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

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

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

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

NOTES:

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

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

Appendix G – Employment Eligibility Verification Codes

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

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

Appendix H – Disability Codes (Challenge Types)

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

| Disability Code | Disability Description |
|-----------------|--|
| 2121 | Autistic/Autism |
| 2122 | Deaf-blindness |
| 2123 | Hearing impairment including deafness |
| 2124 | Intellectual disability |
| 2125 | Multiple disabilities |
| 2126 | Orthopedic impairment |
| 2127 | Emotional disturbance |
| 2128 | Specific learning disability |
| 2129 | Speech or language impairment |
| 2130 | Traumatic brain injury |
| 2131 | Visual impairment including blindness |
| 2132 | Other health impairment |
| 2134 | Developmental delay NOTE: this code is not valid for the Special Education collection |
| 2135 | Infants and Toddlers with Disabilities NOTE: this code is not valid for the Special Education collection |

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

| Disability Code | Disability Description |
|-----------------|------------------------|
| 2106 | Gifted with Disability |

Appendix J – Language Codes

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

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

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

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

Appendix K – Grade Level

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

| Code | Grade Level Descriptions | Notes |
|------|--------------------------------|--|
| PKA | PreK Half Day – Morning (AM) | This is not a valid code for the Special Education Collections of December and July. |
| PKP | PreK Half Day – Afternoon (PM) | This is not a valid code for the Special Education Collections of December and July. |
| PKF | PreK Full Day | This is not a valid code for the Special Education Collections of December and July. |
| K4A | K4 Half Day – Morning (AM) | |
| K4P | K4 Half Day – Afternoon (PM) | |
| K4F | K4 Full Day | |
| K5A | K5 Half Day – Morning (AM) | |
| K5P | K5 Half Day – Afternoon (PM) | |
| K5F | K5 Full Day | |
| 001 | Grade 1 | |
| 002 | Grade 2 | |
| 003 | Grade 3 | |
| 004 | Grade 4 | |
| 005 | Grade 5 | |
| 006 | Grade 6 | |
| 007 | Grade 7 | |
| 008 | Grade 8 | |
| 009 | Grade 9 | |
| 010 | Grade 10 | |
| 011 | Grade 11 | |
| 012 | Grade 12 | |

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

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

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

Appendix L – Student Status

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

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

Appendix M – Expected Post Graduate and Post Dropout Activity

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

Expected Post Dropout Activity Codes

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

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

Expected Post Graduate Activity Codes

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

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

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

Appendix N – Residency Status and District Codes

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

Definitions:

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

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

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

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

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

NOTES:

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

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

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

Codes Used by Educating School District

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

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

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

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

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

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

The Funding District contracted with the Educating SD for education.

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

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

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

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

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

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

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

Code M: District of Residence AUN = Funding District AUN

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

Code G: District of Residence AUN = Funding District AUN

The Resident District contracted with the Educating SD for education.

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

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

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

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

Code A: District of Residence AUN = Funding District AUN

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

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

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

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

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

Codes E: District of Residence AUN ≠ Funding District AUN

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

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

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

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

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

Code G: District of Residence AUN = Funding District AUN

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

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

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

Code J is not applicable to CSs.

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

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

Definitions of Residency Status Codes

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

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

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

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

Appendix O – Semester Values

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

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

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

Appendix P – CTE Status Type Codes

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

Secondary CTE Students

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

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

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

Adult Affidavit Students

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

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

Appendix Q – Industry Credential (Certification) Codes

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

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

Appendix R – Calendar Program Codes

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

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

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

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

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

Appendix S – Family Educational Rights and Privacy Act

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

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

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

FERPA Protects Privacy

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

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

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

FERPA Defines an Education Record

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

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

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

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

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

FERPA Guarantees Parent Review and Appeal

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

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

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

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

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

FERPA Restricts Disclosure of Student Records

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

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

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

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

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

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

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

Additional FERPA Provisions

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

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

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

Questions?

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

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

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

| Code | Description |
|------|--|
| 01 | Approved Private School (Non-Residential) 4010 Funded Students Only |
| 02 | Approved Private School (Residential) 4010 Funded Students Only |
| 05 | Public Separate Facility (Residential) |
| 06 | Other Private Separate Facility (Residential) |
| 09 | Hospital/Home Bound |
| 12 | Public Separate Facility (Non-Residential) |
| 14 | Out of State Facility |
| 15 | Instruction in the Home |
| 16 | Other Private Separate Facility (Non-Residential) |
| 18 | Correctional Facility |
| 19 | Inside the regular class 80 percent or more of the day (formerly Special Education Outside the Regular Class Less Than 21% of the day) |
| 20 | Inside regular class no more than 79% of day and no less than 40% of the day (formerly Special Education Outside the Regular Class At Least 21% of the Day (21-60%)) |
| 21 | Inside regular class less than 40 percent of the day (formerly Special Education Outside the Regular Class More than 60% of the Day (61% or more)) |

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

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

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

Appendix X – Officer Definitions

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

“School police officer”

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

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

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

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

Appendix Y – Incident Place Codes

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

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

Appendix Z – Infraction Codes

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

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

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

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

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

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

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

NOTES:

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

Habitual Truancy

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

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

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

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

Indication of No Reportable School Safety Incidents for a School

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

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

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

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

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

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

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

NOTES:

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

Categories to Use in the District Fact Template for Title I

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

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

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

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

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

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

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

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

NOTES:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Appendix AH – Job Description Codes

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

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

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

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

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

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

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

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

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

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

NOTE: Appendix AJ is for use with Field 7 (ACT 16 FUND CATEGORY) in the Student Fact Template – Special Education for the Act 16 Report. (Below cost ranges are to be used when calculating 2023-24 SY costs)

| Code | Description | Category |
|------|---------------------------|---|
| 0 | \$1.00 - \$5,160.99 | Category 1A special education funding formula |
| 1 | \$5,161.00 - \$28,182.23 | Category 1B special education funding formula |
| 2 | \$28,182.24 - \$56,364.46 | Category 2 special education funding formula |
| 3 | \$56,364.47 - \$84,546.74 | Category 3A special education funding formula |
| 4 | \$84,546.75 and over | Category 3B special education funding formula |

Appendix AK – Test Descriptions and Subtest Identifiers

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

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

| Test Description Code | Test Description Definition | Subtest Identifier | Subtest Identifier Definition |
|-----------------------|-----------------------------|--------------------|-------------------------------------|
| PSSAM | PSSA Mathematics | PSSAM6 | PSSA Mathematics |
| PSSAM | PSSA Mathematics | PSSAM7 | PSSA Mathematics |
| PSSAM | PSSA Mathematics | PSSAM8 | PSSA Mathematics |
| PSSASCI | PSSA Science | PSSASCI4 | PSSA Science Grade 4 |
| PSSASCI | PSSA Science | PSSASCI5 | PSSA Science Grade 5 |
| PSSASCI | PSSA Science | PSSASCI8 | PSSA Science Grade 8 |
| PASAELA | PASA English Language Arts | PASAELA3 | PASA English Language Arts Grade 3 |
| PASAELA | PASA English Language Arts | PASAELA4 | PASA English Language Arts Grade 4 |
| PASAELA | PASA English Language Arts | PASAELA5 | PASA English Language Arts Grade 5 |
| PASAELA | PASA English Language Arts | PASAELA6 | PASA English Language Arts Grade 6 |
| PASAELA | PASA English Language Arts | PASAELA7 | PASA English Language Arts Grade 7 |
| PASAELA | PASA English Language Arts | PASAELA8 | PASA English Language Arts Grade 8 |
| PASAELA | PASA English Language Arts | PASAELA11 | PASA English Language Arts Grade 11 |
| PASAM | PASA Mathematics | PASAM3 | PASA Mathematics Grade 3 |
| PASAM | PASA Mathematics | PASAM4 | PASA Mathematics Grade 4 |
| PASAM | PASA Mathematics | PASAM5 | PASA Mathematics Grade 5 |
| PASAM | PASA Mathematics | PASAM6 | PASA Mathematics Grade 6 |
| PASAM | PASA Mathematics | PASAM7 | PASA Mathematics Grade 7 |
| PASAM | PASA Mathematics | PASAM8 | PASA Mathematics Grade 8 |
| PASAM | PASA Mathematics | PASAM11 | PASA Mathematics Grade 11 |
| PASASCI | PASA Science | PASASCI4 | PASA Science Grade 4 |
| PASASCI | PASA Science | PASASCI5 | PASA Science Grade 5 |
| PASASCI | PASA Science | PASASCI8 | PASA Science Grade 8 |
| PASASCI | PASA Science | PASASCI11 | PASA Science Grade 11 |

Appendix AL – Grad Status Codes

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

The codes listed below are only to be used for the Student Template. The Student Snapshot Template reports students who are in school on October 1 of the current year. These codes report the exit reason for a student and should not be recorded for a student who is still enrolled. Every student who exits an LEA for any reason should have the appropriate code from the table below recorded for Field 65 (Grad Status).

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

Student Grad Status Codes and Corresponding Withdrawal Codes

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

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

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

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

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

Appendix AN – Disciplinary Action Codes

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

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

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

Appendix AO – Termination Codes

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

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

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

Appendix AP – Activity Codes

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

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

Appendix AQ – Weapon Codes

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

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

| | |
|-----------|-------|
| 99 | Other |
|-----------|-------|

Appendix AR – Values to use in the Student Local Assessment Subtest Template

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

NOTES:

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

For reporting Local Assessment for Early Indicators of Success

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

For reporting Local Assessment for Reporting and Analytics

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

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

| Common Test Name (not a reported value) | Report this Test Description | Subtest Area | Measured component (not a reported value) | Report this Subtest Version ID for the Measured Component | Scores Reportable | Score 1 | Score Type 1 | Score Value Type 1 | Score 2 | Score Type 2 | Score Value Type 2 | Score 3 | Score Type 3 | Score Value Type 3 |
|--|------------------------------|--------------|--|---|------------------------------------|------------------|-------------------|--------------------|------------------|-----------------|--------------------|-------------------------|----------------------------------|--------------------|
| Exact Path | EXACTPATH | ELA | Reading Score | READING | Either or Both of Score 1, Score 2 | Any whole number | 033 – Scale Score | INTEGER | Any whole number | 031 - Raw Score | INTEGER | | | |
| Exact Path | EXACTPATH | ELA | Language Arts Score | LAS | Either or Both of Score 1, Score 2 | Any whole number | 033 – Scale Score | INTEGER | Any whole number | 031 - Raw Score | INTEGER | | | |
| Fountas & Pinell | FP | ELA | Text Level | TEXTLVL | SCORE 3 Only | | | | | | INTEGER | 045 – Performance Level | Valid Values : Letters A-Z or Z+ | LEVEL |
| i-Ready K-8 | I-READYK-8 | ELA | Reading Overall Score | ROS | Either or Both of Score 1, Score 2 | Any whole number | 033 – Scale Score | INTEGER | Any whole number | 031 - Raw Score | INTEGER | | | |
| Imagine Learning | IMAGINELEARNING | ELA | Literacy Score | LITERACY | Either or Both of Score 1, Score 2 | Any whole number | 033 – Scale Score | INTEGER | Any whole number | 031 - Raw Score | INTEGER | | | |
| Imagine Learning | IMAGINELEARNING | ELA | Language Score | LANGUAGE | Either or Both of Score 1, Score 2 | Any whole number | 033 – Scale Score | INTEGER | Any whole number | 031 - Raw Score | INTEGER | | | |
| IXL | IXL | ELA | Overall Language Arts Score | OLAS | Either or Both of Score 1, Score 2 | Any whole number | 033 – Scale Score | INTEGER | Any whole number | 031 - Raw Score | INTEGER | | | |
| LAS Links | LASLINKS | ELA | Listening | LSTNG | Any or All of Scores 1, 2, and 3 | Any whole number | 033 – Scale Score | INTEGER | Any whole number | 031 - Raw Score | INTEGER | Any whole number | 045- Performance Level | LEVEL |

| Common Test Name (not a reported value) | Report this Test Description | Subtest Area | Measured component (not a reported value) | Report this Subtest Version ID for the Measured Component | Scores Reportable | Score 1 | Score Type 1 | Score Value Type 1 | Score 2 | Score Type 2 | Score Value Type 2 | Score 3 | Score Type 3 | Score Value Type 3 |
|--|------------------------------|--------------|--|---|------------------------------------|------------------|-------------------|--------------------|------------------|-----------------|--------------------|------------------|------------------------|--------------------|
| LAS Links | LASLINKS | ELA | Reading | READING | Any or All of Scores 1, 2, and 3 | Any whole number | 033 – Scale Score | INTEGER | Any whole number | 031 - Raw Score | INTEGER | Any whole number | 045- Performance Level | LEVEL |
| LAS Links | LASLINKS | ELA | Speaking | SPEAKING | Any or All of Scores 1, 2, and 3 | Any whole number | 033 – Scale Score | INTEGER | Any whole number | 031 - Raw Score | INTEGER | Any whole number | 045- Performance Level | LEVEL |
| LAS Links | LASLINKS | ELA | Writing | WRITING | Any or All of Scores 1, 2, and 3 | Any whole number | 033 – Scale Score | INTEGER | Any whole number | 031 - Raw Score | INTEGER | Any whole number | 045- Performance Level | LEVEL |
| LAS Links | LASLINKS | ELA | Overall | OVERALL | Any or All of Scores 1, 2, and 3 | Any whole number | 033 – Scale Score | INTEGER | Any whole number | 031 - Raw Score | INTEGER | Any whole number | 045- Performance Level | LEVEL |
| Link It | LINKIT | ELA | Total Score | TOTAL | Either or Both of Score 1, Score 2 | Any whole number | 033 – Scale Score | INTEGER | Any whole number | 031 - Raw Score | INTEGER | | | |
| MAP Growth (English version) | MAPGROWTH | ELA | Reading | READING | Either or Both of Score 1, Score 2 | Any whole number | 033 – Scale Score | INTEGER | Any whole number | 031 - Raw Score | INTEGER | | | |
| MAP Growth (Spanish version) | MAPGROWTH | ELA | Reading | READ-SP | Either or Both of Score 1, Score 2 | Any whole number | 033 – Scale Score | INTEGER | Any whole number | 031 - Raw Score | INTEGER | | | |
| MAP Growth (English version) | MAPGROWTH | ELA | Language | LANGUAGE | Either or Both of Score 1, Score 2 | Any whole number | 033 – Scale Score | INTEGER | Any whole number | 031 - Raw Score | INTEGER | | | |

| Common Test Name (not a reported value) | Report this Test Description | Subtest Area | Measured component (not a reported value) | Report this Subtest Version ID for the Measured Component | Scores Reportable | Score 1 | Score Type 1 | Score Value Type 1 | Score 2 | Score Type 2 | Score Value Type 2 | Score 3 | Score Type 3 | Score Value Type 3 |
|--|------------------------------|--------------|--|---|------------------------------------|-----------------------------------|----------------------|--------------------|------------------|------------------|--------------------|-------------|-------------------------|--------------------|
| MAP Growth (Spanish version) | MAPGROWTH | ELA | Language | LANG-SP | Either or Both of Score 1, Score 2 | Any whole number | 033 – Scale Score | INTEGER | Any whole number | 031 - Raw Score | INTEGER | | | |
| STAR (RenStar) | RENDAR | ELA | Reading | READING | Either or Both of Score 1, Score 2 | Any whole number | 033 – Scale Score | INTEGER | Any whole number | 031 - Raw Score | INTEGER | | | |
| STAR (RenStar) | RENDAR | ELA | Early Literacy | EARLYLIT | Either or Both of Score 1, Score 2 | Any whole number | 033 – Scale Score | INTEGER | Any whole number | 031 - Raw Score | INTEGER | | | |
| STAR CBM Reading (K-6) | STARCBMREADINGK-6 | ELA | Passage Oral Reading | POR | Either or Both of Score 1, Score 2 | Any whole number | 033 – Scale Score | INTEGER | Any whole number | 024 - Percentile | INTEGER | | | |
| Fast Bridge | FASTBRIDGE | ELA | aREADING | AREADING | Either or Both of Score 1, Score 2 | Any whole number | 033 – Scale Score | INTEGER | Any whole number | 031 - Raw Score | INTEGER | | | |
| Fast Bridge | FASTBRIDGE | ELA | Early Reading English | ERE | Either or Both of Score 1, Score 2 | Any whole number | 033 – Scale Score | INTEGER | Any whole number | 031 - Raw Score | INTEGER | | | |
| Study Island | STUDYISLAND | ELA | ELA | ELA | Any or All of Scores 1, 2, and 3 | Any whole number or decimal 0-100 | 046- Percent Correct | DECIMAL | Any whole number | 031- Raw Score | INTEGER | A, B, BB, P | 045 – Performance Level | LEVEL |
| Study Island | STUDYISLAND | ELA | Literature | LIT | Any or All of Scores 1, 2, and 3 | Any whole number or decimal 0-100 | 046- Percent Correct | DECIMAL | Any whole number | 031- Raw Score | INTEGER | A, B, BB, P | 045 – Performance Level | LEVEL |

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

| Common Test Name (not a reported value) | Report this Test Description | Subtest Area | Measured component (not a reported value) | Report this Subtest Version ID for the Measured Component | Scores Reportable | Score 1 | Score Type 1 | Score Value Type 1 | Score 2 | Score Type 2 | Score Value Type 2 | Score 3 | Score Type 3 | Score Value Type 3 |
|--|------------------------------|--------------|--|---|------------------------------------|-----------------------------------|----------------------|--------------------|------------------|------------------|--------------------|-------------|-------------------------|--------------------|
| Link It | LINKIT | MATH | Total Score | TOTAL | Either or Both of Score 1, Score 2 | Any whole number | 033 – Scale Score | INTEGER | Any whole number | 031 - Raw Score | INTEGER | | | |
| NWEA MAP | NWEAMAP | MATH | Math | MATH | Either or Both of Score 1, Score 2 | Any whole number | 033 – Scale Score | INTEGER | Any whole number | 031 - Raw Score | INTEGER | | | |
| NWEA MAP (Spanish Version) | NWEAMAP | MATH | Math | MATH-SP | Either or Both of Score 1, Score 2 | 033 – Scale Score | Any whole number | INTEGER | 031 - Raw Score | Any whole number | INTEGER | | | |
| Spring Math | SPRINGMATH | MATH | Composite | COMPST | Either or Both of Score 1, Score 2 | Any whole number | 033 – Scale Score | INTEGER | Any whole number | 031 - Raw Score | INTEGER | | | |
| Star (RenStar) | RENDAR | MATH | Math | MATH | Either or Both of Score 1, Score 2 | Any whole number | 033 – Scale Score | INTEGER | Any whole number | 031 - Raw Score | INTEGER | | | |
| Study Island | STUDYISLAND | MATH | Algebra | ALGEBRA | Any or All of Scores 1, 2, and 3 | Any whole number or decimal 0-100 | 046- Percent Correct | DECIMAL | Any whole number | 031- Raw Score | INTEGER | A, B, BB, P | 045 – Performance Level | LEVEL |
| Study Island | STUDYISLAND | MATH | Math | MATH | Any or All of Scores 1, 2, and 3 | Any whole number or decimal 0-100 | 046- Percent Correct | DECIMAL | Any whole number | 031- Raw Score | INTEGER | A, B, BB, P | 045 – Performance Level | LEVEL |
| Fast Bridge | FASTBRIDGE | MATH | Early Math | EARLYMAT | Either or Both of Score 1, Score 2 | 033 – Scale Score | Any whole number | INTEGER | 031 - Raw Score | Any whole number | INTEGER | | | |

Appendix AS – Job Class Code Long

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

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

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

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

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

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