



Pennsylvania  
**Department of Education**



# 2024-25 PIMS Perkins Postsecondary User Manual

---

## Volume 1

---

*Version 1.0*



Pennsylvania  
**Department of Education**

**Commonwealth of Pennsylvania**

Josh Shapiro, Governor

**Department of Education**

Dr. Carrie Rowe, Acting Secretary of Education

**Office of Administration**

Marcus Delgado, Deputy Secretary

**Office of Data Quality**

David Ream, Director

The Pennsylvania Department of Education (PDE) does not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, [sex] gender, sexual orientation, disability, age, religion, ancestry, union membership, gender identity or expression, AIDS or HIV status, or any other legally protected category. Announcement of this policy is in accordance with State Law including the Pennsylvania Human Relations Act and with Federal law, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1990.

The following persons have been designated to handle inquiries regarding the Pennsylvania Department of Education's nondiscrimination policies:

**For Inquiries Concerning Nondiscrimination in Employment:**

Pennsylvania Department of Education  
Equal Employment Opportunity Representative  
Bureau of Human Resources  
Voice Telephone: (717) 783-5446

**For Inquiries Concerning Nondiscrimination in All Other Pennsylvania Department of Education Programs and Activities:**

Pennsylvania Department of Education  
School Services Unit Director  
607 South Drive, Harrisburg, PA 17120-0600  
Voice Telephone: (717) 783-3750, Fax: (717) 783-6802

If you have any questions about this publication or for additional copies, contact:

Pennsylvania Department of Education, Office of Administration  
Office of Data Quality  
607 South Drive, 4th Floor, Harrisburg, PA 17120-0600  
Voice: (717) 787-2644, Fax: (717) 787-3148  
[www.education.pa.gov](http://www.education.pa.gov)

All Media Requests/Inquiries: Contact the Office of Press & Communications at (717) 783-9802

## Table of Contents

Introduction .....	4
Purpose .....	4
Family Educational Rights and Privacy Act .....	4
PIMS Perkins Postsecondary Data Collections .....	5
Postsecondary Perkins Students to be reported in PIMS .....	6
Templates .....	7
Key Items to note with Template Creation .....	7
Development Priority .....	7
Template Information .....	7
Field Information .....	8
Load Sequence/Dependencies .....	8
Extraction Data into Template Format .....	9
File Naming Conventions .....	9
PS Student Institution Template .....	10
Template Description .....	10
Load Sequence/Dependencies .....	20
FAQs .....	20
Campus Student Program Fact Template .....	22
Template Description .....	22
Data Items to be submitted in the Campus Student Program Fact Template .....	26
Sample Data .....	32
Load Sequence/Dependencies .....	33
FAQs .....	33

## Introduction

### Purpose

The Pennsylvania Information Management System (PIMS) is a statewide, longitudinal data system for the collection and reporting of unit-level educational data.

PIMS was developed for the purpose of:

- Allowing the Pennsylvania Department of Education (PDE) to meet federal and state reporting requirements;
- Streamlining the reporting processes from educational institutions to PDE and the U.S. Department of Education (USDE);
- Reporting timely and accurate education data through standardized and ad hoc reporting capabilities;
- Improving educational decision-making through the use of high quality data and decision support tools; and,
- Providing longitudinal data on educational progress over time.

The *PIMS Perkins Postsecondary User Manual* describes the data elements and templates postsecondary administrators submit to the system in order to comply with the federal Strengthening Career and Technical Education for the 21st Century Act (Perkins V), as well as the collection timelines.

### Family Educational Rights and Privacy Act

Student education records are official, confidential documents protected by the Family Educational Rights and Privacy Act (FERPA, 20 USC 1232g). FERPA defines education records as all records – both paper and computerized – that schools or education agencies maintain about students and protects both paper and computerized records. FERPA and other privacy laws (such as Title I and Special Education) ensure that information about citizens collected by schools and government agencies is released only for specific and legally defined purposes.

Under FERPA Sec. 99.31 and 99.35, education agencies may release personally identifiable information to PDE for the purposes of auditing and evaluating education programs, and for complying with federal and state regulations.

## PIMS Perkins Postsecondary Data Collections

The collection of postsecondary Perkins data in PIMS will remain an end-of-academic-year (EOY) collection for 2024-25 and beyond. Institutions are to submit all students who are enrolled in postsecondary Perkins programs at any time during the July 1 – June 30 academic year. The table below provides more detail on this data collection.

Data Collection Type	Data Collection Period	Templates Included
Postsecondary Perkins EOY	August 1 – August 31, 2025	<ul style="list-style-type: none"><li>• PS Student Institution</li><li>• Campus Student Program Fact</li></ul>

## Postsecondary Perkins Students to be reported in PIMS

Institutions should report all students enrolled in a Perkins postsecondary program at any time during the July 1 – June 30 academic year. To be defined as a Perkins postsecondary program the program must meet the following criteria:

- Each program must be in compliance with Pennsylvania statutes, regulations, and policies.
- Each program shall be a career and technical education program, offering a sequence of courses that provides individuals with rigorous academic content and relevant technical knowledge and skills needed to prepare for further education and careers in current or emerging professions, which may include high-skill, high-wage, or in-demand industry sectors or occupations, as required by Perkins V.
- Each program shall be a credit-based program and shall be identified with an accepted Classification of Instructional Program (CIP) code.
- Each program shall have a statement of objectives that will be printed in the institution's catalog. The statement must indicate clearly that the program is designed for job placement incorporating employment-related job skills and knowledge. The catalog must indicate that the program is primarily occupational.
- Each program shall have an occupational objective that is consistent with gainful employment opportunities (as opposed to volunteer) available at the local, regional, or state level.
- Each program shall involve a planned coherent sequence of courses, and also shall have at least 50 percent of the course work (minimum of 15 credit hours) devoted to the development of directly related job skills and knowledge including, but not necessarily limited to: training labs, work experience, on-the-job cooperative experience, and clinical work.
- Each program shall be designed in such a way that all postsecondary-level requirements, including requirements for admission to the program or for courses within the program, can be completed in two calendar years (24 months) or less when pursued by a full-time student.
- Each program must offer formal recognition for completion. Acknowledgment may be an associate degree, diploma, certificate, or other recognition, including registered apprenticeship, which is less than a baccalaureate degree.
- Each program must be under the direct control of the institution regarding curriculum, faculty, admissions, work experience, on-the-job cooperative experience, and clinical work.

**Note:** Other programs meeting the above criteria but planned to be listed in the institution's official catalog, will be evaluated for approval with submission of proper documentation to the Bureau of Career and Technical Education.

## Templates

Templates are the files that will be used to load data into the PIMS data warehouse. Template specifications define the fields required for each file submitted to PIMS. Each template maps directly to a separate table in the data warehouse. By using templates, institutions are able to use a variety of file formats (comma delimited or tab delimited) to transmit data, as long as all fields within the template are accounted for. Within a given template, not all eScholar-defined fields are collected by PDE. If a field is not collected, it is important to note that it still must be accounted for in the template file through use of the appropriate delimiter.

### Key Items to note with Template Creation

- PIMS provides lookup tables for recoding.
  - Ethnic Codes to Ethnic Descriptions
  - e.g. 5 = White, non-Hispanic
- PIMS uses PDE-defined codes.
- Data extraction process must translate local codes to PDE codes.
- Lookup tables will translate PDE codes to PDE descriptions.

### Development Priority

- Some templates have dependencies on other templates.
- Highlighted items within the Load Sequence/Dependencies section at the bottom of each template specification indicate what templates must be submitted prior to the template in question.
- Recommendation: start with the PS Student Institution template.

**NOTE: Each template specification in the PIMS Manual will contain the following sections:**

### Template Information

Template Name: eScholar Template Name

Template Description: General description of the template

Target Table: eScholar data warehouse target table name for template (must be used within the template file name)

## Field Information

Each template specification within this document will have a table that indicates the following information:

Field	Description
Field #	eScholar-designated field number. Each field can be uniquely identified within the template.
Max Length	Field lengths are identified in each template in the max length column. Maximum field lengths are specified for fields that do not have pre-defined code sets. This information is critical because the eScholar load plans will reject any record that contains a field greater than the designated length. Template fields that have pre-defined code sets do not have a length specified – simply adhere to the predefined code set. If the max length column has “N/A,” that indicates a code set is available for that field.
Field Name	eScholar Field Name. Those fields that are highlighted are the fields collected for PDE.
R/O/CR	This column indicates if a field is required (R), conditionally required (CR), or optional (O). <u>Note</u> : if a record is submitted to PIMS without a required field populated, the record will be rejected.
Not Collected	Some fields are not collected.
Definitions	The PDE definition of each field to be collected.
Business Rules	Defines any relevant PDE business rules that must be followed in creating the field value.
Valid/Sample Value(s)	If a field requires one value in a specific code set (e.g., Gender – “M” for Male and “F” for Female), that code set will be defined here. If the field is a free-form field (e.g., Last Name Long), example data will be supplied.

## Load Sequence/Dependencies

This section identifies any prerequisite files that must be loaded into PIMS prior to loading the given template file. For example, a student must be loaded in the PS Student Institution template before he/she can be loaded in the Campus Student Program Fact template.



## Extraction Data into Template Format

This section provides guidance on extracting data from source systems into eScholar template format. This information can be used to create individual extraction routines or a system of extraction.

Data extraction and submission involve the process of:

- Extracting data from source systems
- Securely submitting files to PIMS
- Loading data into the PIMS data warehouse

The components of data extraction include:

- Extraction tools
- eScholar templates
- Automation components
- Documentation

Template files must be in one of the following delimited formats:

- Comma delimited (csv)
- Tab delimited (txt)

Templates can be created with or without a header record (record at the beginning of the file with the field names).

## File Naming Conventions

The following naming convention must be used for the extracted data files:

- InstitutionID\_TargetTable\_YYYYMMDDHHMM.xxx
- Example: 100000009\_PS\_STUDENT\_ENROLL\_202508031134.csv
  1. Institution ID = 9-digit Administrative Unit Number
    - for example, 100000009
  2. Target Table (located on template) e.g., "PS\_STUDENT\_ENROLL"
  3. Time Stamp (ensures uniqueness for the file) e.g., "202508031134"
  4. File Extension (data separator type) e.g., "csv"
    - csv: comma delimited
    - tab: tab delimited

## PS Student Institution Template

Target Table: PS\_STUDENT\_INSTITUTION

### Template Description

The PS Student Institution Template contains basic demographic information regarding an institution's students. Submit one record for each student enrolled in a postsecondary Perkins program at any time during the academic year.

**Grain:** One record per student / institution / academic year

Please note that only the **fields highlighted** will be collected for Pennsylvania Department of Education. Remember that all fields may not be mandatory; however, all fields within a template **MUST BE** accounted for in order to transmit data.

### PS Student Institution Template Specifications

Field #	Max Length	Field Name	R / O / CR	Field Definition	Business Rules	eScholar Name	Valid / Sample Value(s)
1*	9	INSTITUTION ID	R	The unique 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education.			Example: 123456789  All institution and campus codes can be found at the <a href="http://www.edna.pa.gov/Screens/wfHome.aspx">EdNA website</a> ( <a href="http://www.edna.pa.gov/Screens/wfHome.aspx">http://www.edna.pa.gov/Screens/wfHome.aspx</a> )
2*	10	PASECUREID	R	The 10-digit unique PAsecureID assigned to the student.		PS STATE STUDENT ID	Example: 1234567890
3*	3	COLLECTION TERM	R	Academic term of data collection. Use value of "EOY."	Values must be in all capital letters.		Constant: EOY
4*	7	COLLECTION TYPE	R	Specifies type of data collection. Use value of "PERKINS".	Values must be in all capital letters.		Constant: PERKINS

## PS Student Institution Template Specifications

Field #	Max Length	Field Name	R / O / CR	Field Definition	Business Rules	eScholar Name	Valid / Sample Value(s)
5*	4	ACADEMIC YEAR	R	Academic year of data collection. Format is YYYY where YYYY represents the latter year. For example, 2024-2025 would be represented as 2025.			Example: 2025
6	Not Collected						
7	60	LAST NAME	R	Student's full legal last name			Example: Smith
8	60	FIRST NAME	R	Student's full legal first name			Example: John
9	60	MIDDLE NAME	O	Student's full legal middle name or initial			Example: Lee
10	10	BIRTH DATE	R	Provide the birth date of the student.	All dates must be entered in ISO format (YYYY-MM-DD).		Example: 1994-07-15
11	Not collected						
12	12	PS LOCAL STUDENT ID	O	Student's local institutional ID. This is an optional field.			Example: 12345
13	Not Collected						
14	Not Collected						
15	Not Collected						
16	1	GENDER CODE	R	Student's gender	Values must be in all capital letters.		Valid values: <ul style="list-style-type: none"> <li>• M – Male</li> <li>• F - Female</li> </ul>

## PS Student Institution Template Specifications

Field #	Max Length	Field Name	R / O / CR	Field Definition	Business Rules	eScholar Name	Valid / Sample Value(s)
17	2	RACE CODE	R	Student's race  See valid values.			Valid values:  <ul style="list-style-type: none"> <li>• 1 – American Indian/ Alaskan Native</li> <li>• 3 – Black or African American, non-Hispanic</li> <li>• 4 – Hispanic of any race</li> <li>• 5 – White, non-Hispanic</li> <li>• 6 - Two or more races</li> <li>• 8 – Race and ethnicity unknown</li> <li>• 9 – Asian</li> <li>• 10 – Native Hawaiian or other Pacific Islander</li> </ul>
18	Not Collected						
19	Not Collected						
20	Not Collected						
21	Not Collected						
22	3	HISPANIC INDICATOR	R	Indicator of whether student is Hispanic.	Values must be in all capital letters.		Valid values:  <ul style="list-style-type: none"> <li>• YES</li> <li>• NO</li> <li>• UNK (Unknown)</li> </ul>
23	Not Collected						
24	3	NONRESIDENT ALIEN INDICATOR	R	Nonresident Alien Indicator will not be collected in PIMS at this time. Use the default value of "UNK."	Values must be in all capital letters.		Constant: UNK

## PS Student Institution Template Specifications

Field #	Max Length	Field Name	R / O / CR	Field Definition	Business Rules	eScholar Name	Valid / Sample Value(s)
25	3	DISABILITY INDICATOR	R	<p>Yes or No indication of whether the student qualifies as an individual with any disability (as defined in section 3 of the Americans with Disabilities Act of 1990 (ADA)). Under section 3(2) of the ADA, the term “disability” means, with respect to an individual:</p> <ul style="list-style-type: none"> <li>• A physical or mental impairment that substantially limits one or more of the major life activities of such individual</li> <li>• A record of such an impairment, or</li> <li>• Being regarded as having such impairment.</li> </ul> <p><b>NOTE:</b> Section 504 students should be coded as “Yes.”</p>	Values must be in all capital letters		<p>Valid values:</p> <ul style="list-style-type: none"> <li>• YES</li> <li>• NO</li> </ul>
26	Not Collected						
27	Not Collected						
28	Not Collected						

## PS Student Institution Template Specifications

Field #	Max Length	Field Name	R / O / CR	Field Definition	Business Rules	eScholar Name	Valid / Sample Value(s)
29	3	MILITARY FAMILY CODE	R	Indicate whether the student's parent/guardian is an active duty member of a branch of the United States Armed Forces (Army, Navy, Air Force, Marine Corp, and Coast Guard) including full-time National Guard.	Set field to "YES" if the condition is true at any time during the school year, otherwise set to "NO". Parent/Guardian includes legal guardian or other person standing in loco parentis (such as grandparent or stepparent with who the child lives, or a person whom is legally responsible for the child's welfare including a foster parent on active military duty. It is not applicable for group home, detention centers and wards of state.	MILITARY STATUS CODE	Valid values: <ul style="list-style-type: none"><li>• YES</li><li>• NO</li></ul>
30	3	SINGLE PARENT INDICATOR	R	Specifies whether student is a single parent. A single parent is any individual who is unmarried or legally separated from a spouse and who has a minor child or children for which the parent has either custody or joint custody, or is pregnant.	Values must be in all capital letters.		Valid values: <ul style="list-style-type: none"><li>• YES</li><li>• NO</li></ul>
31	Not Collected						
32	Not Collected						

## PS Student Institution Template Specifications

Field #	Max Length	Field Name	R / O / CR	Field Definition	Business Rules	eScholar Name	Valid / Sample Value(s)
33	3	MIGRANT STUDENT	R	<p>The definition of migrant student includes a student who is a migrant worker or whose parent or spouse is a migrant worker.</p> <p>U.S. Department of Health and Human Services definition identifies a migrant worker as “an individual whose principal employment is in agriculture on a seasonal basis, who has been so employed within the last 24 months, and who establishes for the purpose of such employment a temporary abode.”</p>	Values must be in all capital letters.	MIGRANT WORKER INDICATOR	<p>Valid values:</p> <ul style="list-style-type: none"> <li>• YES</li> <li>• NO</li> </ul>
34	3	EL STATUS	R	<p>Specifies whether student is an English Learner (EL) as of the reporting period. This includes any individual who:</p> <ul style="list-style-type: none"> <li>• Has limited ability in speaking, reading, writing, or understanding the English language</li> <li>• Whose native language is a language other than English, or</li> <li>• Lives in a family or community environment in which a language other than English is the dominant language.</li> </ul>	Values must be in all capital letters.	LEP EL STATUS CODE	<p>Valid values:</p> <ul style="list-style-type: none"> <li>• YES</li> <li>• NO</li> </ul>

35	3	OUT OF WORKFORCE INDIVIDUAL	R	<p>An indication of whether the student is considered an out of workforce individual as defined in Perkins V.</p> <p>Section 3(36) of Perkins V defines the term “out-of-workforce individual” to mean—(A) an individual who is a displaced homemaker, as defined in section 3 of the Workforce Innovation and Opportunity Act (WIOA) (29 U.S.C.3102)*; or (B) an individual who—(i)(I) has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills; or (II) is a parent whose youngest dependent child will become ineligible to receive assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) not later than 2 years after the date on which the parent applies for assistance under such title; and (ii) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.</p> <p>*Section 3(16) of WIOA defines the term “displaced homemaker” as an individual who has been providing unpaid services to family members in the home and who—(A)(i) has been dependent on the income of another family member but is no longer supported by that income; or (ii) is the dependent spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, U.S.C.) and whose family income is significantly reduced because of a deployment (as defined in section 991(b) of title 10, U.S.C. or pursuant to paragraph (4) of such section), a call or order to active duty pursuant to a provision of law referred to in section 101(a)(13)(B) of title 10, U.S.C., a permanent change of station, or the service-connected (as defined in section 101(16) of title 38, U.S.C.) death or disability of the member; and (B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.</p>	Values must be in all capital letters.	DISPLACED HOMEMAKER INDICATOR	<p>Valid values:</p> <ul style="list-style-type: none"> <li>• YES</li> <li>• NO</li> </ul>
36	3	ECONOMICALLY DISADVANTAGED INDICATOR	R	Specifies whether student is considered economically disadvantaged. An economic disadvantage may include individuals or members of families who are eligible for any of the following:	Values must be in all capital letters.		<p>Valid values:</p> <ul style="list-style-type: none"> <li>• YES</li> <li>• NO</li> </ul>



## PS Student Institution Template Specifications

Field #	Max Length	Field Name	R / O / CR	Field Definition	Business Rules	eScholar Name	Valid / Sample Value(s)
				<ul style="list-style-type: none"> <li>Program for the Temporary Assistance for Needy Families under Part A of Title IV of the Social Security Act (42 U.S.C. 601). Benefits under the Food Stamp Act of 1977, or</li> <li>In receipt of a Pell grant or assistance under a comparable state program of need-based financial assistance.</li> </ul> <p>For Perkins reporting, aside from the federal programs mentioned, the ONLY state program of need-based financial assistance that should be considered for the ECONOMICALLY DISADVANTAGED INDICATOR is a need-based PHEAA State Grant.</p>			
37	Not Collected						
38	Not Collected						
39	Not Collected						
40	Not Collected						
41	40	PERMANENT STREET ADDRESS 1	R	Line 1 of student's permanent address. Do not use punctuation (periods, commas, etc).			Example: 100 Main St
42	40	PERMANENT STREET ADDRESS 2	CR	Provide additional information concerning the street address of the student's mailing address, such as apartment number. Do not use punctuation (periods, commas, etc).	Field required if relevant.		Example: Apt 2B
43	40	PERMANENT STREET ADDRESS 3	CR	Provide additional information concerning the street address of the student's mailing address, such as apartment number. Do not use punctuation (periods, commas, etc).	Field required if relevant.		
44	30	PERMANENT ADDRESS CITY	R	Provide the city of the student's mailing address.			Example: Harrisburg

## PS Student Institution Template Specifications

Field #	Max Length	Field Name	R / O / CR	Field Definition	Business Rules	eScholar Name	Valid / Sample Value(s)
45	2	PERMANENT ADDRESS STATE CODE	R	Provide the official two-character US Postal Service abbreviation for the student's mailing address.  Use value of "XX" for international students.			See Appendix A in volume 2 of the user manual.
46	5	PERMANENT ADDRESS BASE ZIP CODE	R	Provide the base zip code of the student's address.			Example: 19606
47	4	PERMANENT ADDRESS ZIP CODE 4	O	Provide the +4 component of the student's zip code.			Example: 1234
48	Not Collected						
49	Not Collected						
50	Not Collected						
51	Not Collected						
52	Not Collected						
53	Not Collected						
54	Not Collected						
55	Not Collected						

## PS Student Institution Template Specifications

Field #	Max Length	Field Name	R / O / CR	Field Definition	Business Rules	eScholar Name	Valid / Sample Value(s)
56	3	HOMELESS STUDENT	R	<p>Homeless individuals described in section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a)</p> <p>Section 725 of the McKinney-Vento Act, as amended by the ESSA, defines the following terms:</p> <p>(a) Homeless children and youths means individuals who lack a fixed, regular, and adequate nighttime residence. The term includes—</p> <p>(1) 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.</p> <p>(2) 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.</p> <p>(3) Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and</p> <p>(4) Migratory children (as defined in section 1309 of the Elementary and Secondary Education Act of 1965, as amended), who qualify as homeless because they are living in circumstances described in this definition.</p>		HOMELESS INDICATOR	<p>Valid values:</p> <ul style="list-style-type: none"> <li>• YES</li> <li>• NO</li> </ul>
57	Not Collected						
58	Not Collected						
59	Not Collected						
60	Not Collected						
61	Not Collected						
62	Not Collected						

## PS Student Institution Template Specifications

Field #	Max Length	Field Name	R / O / CR	Field Definition	Business Rules	eScholar Name	Valid / Sample Value(s)
63	Not Collected						
64	Not Collected						
65	Not Collected						
66	Not Collected						
67	Not Collected						
68	Not Collected						
69	Not Collected						
70	Not Collected						
71	Not Collected						
72	Not Collected						
73	Not Collected						
74	3	FOSTER STUDENT	R	Student who is in or has aged out of the foster care system.	Values must be in all capital letters.	AGED OUT OF FOSTER CARE INDICATOR	Valid values: <ul style="list-style-type: none"> <li>• YES</li> <li>• NO</li> </ul>

\* Field is part of the unique key for the template

### Load Sequence/Dependencies

#### Load Sequence/Dependencies

No dependencies

### FAQs

1. What should institutions report for the Single Parent Indicator if they are unsure whether or not the student is actually a parent of a minor?
  - Only report “YES”, if the institution is certain the student is a parent of a minor.
2. A student is in a “pre” program. Are they eligible for Perkins funding?

- No. Students must be in programs that fulfill the items in the section entitled **Postsecondary Perkins Students to be reported in PIMS**. “Pre” programs do not have a “formal recognition of completion” to qualify as a Perkins-funded program.

## Campus Student Program Fact Template

Target Table: CAMPUS\_STUDENT\_PGM\_FACT

### Template Description

This template is for the collection of various “data items” such as the Perkins Industry Credential Earned Indicator and the Pell Grant Indicator. The words “data items” are used in quotes because this template is different than other PIMS templates. Instead of submitting one record per student, institutions will submit one record per data item per student. The template structure is defined as usual below. The data items to submit within the template are defined in the table subsequent to the template structure.

There are five required and eight conditionally required data items. Note, however, that four of the conditionally required data items are mutually exclusive. For example, if a student completed the program and earned an award (excludes DACB) this should be indicated by submitting only one of these four conditionally required “Degree Awarded Code” data items. For this reason, the number of records institutions submit for each student in this template will vary depending on the student’s situation:

- Student is not enrolled in an articulated program of study and did not earn a degree in the reporting year – 5 records
- Student is not enrolled in an articulated program of study and earned a degree in the reporting year – 6 records
- Student is enrolled in an articulated program of study and did not earn a degree in the reporting year – 6 records
- Student is enrolled in an articulated program of study and earned a degree in the reporting year – 7 records

**Grain:** One record per student / institution / campus / academic year / category set code / measure type

Please note that only the **fields highlighted** will be collected for Pennsylvania Department of Education. Remember that all fields may not be mandatory; however, all fields within a template **MUST BE** accounted for in order to transmit data.

## Campus Student Program Fact Template Specifications

Field#	Max Length	Field Name	R / O / CR	Field Definition	Business Rules	Valid / Sample Value(s)
1*	9	INSTITUTION ID	R	The unique 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education.		Example: 123456789  All institution and campus codes can be found at the <a href="http://www.edna.pa.gov/Screens/wfHome.aspx">EdNA website</a> (http://www.edna.pa.gov/Screens/wfHome.aspx)
2*	4	CAMPUS ID	R	For main campuses use "9999". If submitting data for branch campuses, use the PDE defined 4-digit code identifying the campus.		Example: 9999  All institution and campus codes can be found at the <a href="http://www.edna.pa.gov/Screens/wfHome.aspx">EdNA website</a> (http://www.edna.pa.gov/Screens/wfHome.aspx)
3*	10	PASECUREID	R	The 10-digit unique PAsecureID assigned to the student.		Example: 1234567890
4*	N/A	PROGRAM CODE	R	Six-character Classification of Instructional Programs (CIP) code of the student's primary Perkins program. The CIP Code is the accepted government standard for program coding in all education information surveys. Format is XX.XXXX.	If a student was enrolled in more than one Perkins program during the school year, report either: 1. if applicable, the CIP the student completed during the school year, or 2. the CIP the student was enrolled in last.	See Appendix B in volume 2 of the User Manual for the list of reportable Perkins postsecondary CIP codes. Contact the Bureau of Career and Technical Education at (717) 783-6860 to inquire about the potential use of other CIP codes not listed in this appendix.
5*	N/A	COLLECTION TERM	R	Academic term of data collection. Use value of "EOY."	Values must be in all capital letters.	Constant: EOY
6*	N/A	COLLECTION TYPE	R	Specifies type of data collection. Use value of "PERKINS."	Values must be in all capital letters.	Constant: PERKINS
7*	4,0	ACADEMIC YEAR	R	Academic year of data collection. Format is YYYY where YYYY represents the latter year. For example, 2024-2025 would be represented as 2025.		Example: 2025

## Campus Student Program Fact Template Specifications

Field#	Max Length	Field Name	R / O / CR	Field Definition	Business Rules	Valid / Sample Value(s)
8*	N/A	CATEGORY SET CODE	R	See the table below for data items to submit during each collection. Use the appropriate Category Set Code as defined in this table.	Values must be in all capital letters.	Valid values are defined in the table below.
9*	N/A	MEASURE TYPE	R	See the table below for data items to submit during each collection. Use the appropriate Measure Type as defined in this table.	Values must be in all capital letters.	Valid values are defined in the table below.
10	17,4	STUDENT PROGRAM FACT AMOUNT	CR	The numerical amount related to the Category Set Code. For example, when submitting the Cumulative Occupational Credits Completed (CATEGORY SET CODE = <b>COCC</b> ), this value could be 3.16.	This field should only be populated if MEASURE TYPE (#9) = AMOUNT.	See example values in table below.
11	N/A	STUDENT PROGRAM CATEGORY SET INDICATOR	CR	The indicator related to the Category Set Code. For example, when submitting the Perkins Participation Indicator (CATEGORY SET CODE = <b>PPI</b> ), this value could be "YES" or "NO."	This field should only be populated if MEASURE TYPE (#9) = INDICATOR or PARTICIPATION.	Valid values are defined in the table below.
12	10	START DATE	CR	The date the student started in the student's reported primary Perkins program (CIP) at your postsecondary institution. If the student cycles in and out of the program, continue to use the original program start date.	This field should be populated only if the CATEGORY SET CODE (#8) = PPI.  All dates must be entered in ISO format (YYYY-MM-DD).	Example: 2021-09-01



## Campus Student Program Fact Template Specifications

Field#	Max Length	Field Name	R / O / CR	Field Definition	Business Rules	Valid / Sample Value(s)
13	10	END DATE	CR	The date the student completed or dropped out of the student's reported primary postsecondary Perkins program (CIP).	<p>This field should be populated only if the CATEGORY SET CODE (#8) = PPI and the student completed or dropped out of the postsecondary Perkins program during the academic year.</p> <p>All dates must be entered in ISO format (YYYY-MM-DD).</p>	Example: 2025-05-01

\* Field is part of the unique key for the template

### Data Items to be submitted in the Campus Student Program Fact Template

The table below presents the data items to be submitted within the Campus Student Program Fact Template structure. Note that a few of the conditionally required data items are mutually exclusive. For example, if a student completed the program and earned an award this should be indicated by submitting only one of the four “Degree Awarded Code” data items.

Data Item Name	R / O / CR	Category Set Code	Measure Type	Data Item Definition	Business Rule	Valid / Sample Value(s)
Perkins Participation Indicator	R	PPI	PARTICIPATION	Report a constant value of “YES” since all students submitted in this collection will be Perkins students. Note that the Program Start Date must be submitted with this data item. Program End Date must be submitted only if relevant.	Values must be in all capital letters.	Constant: YES

Data Item Name	R / O / CR	Category Set Code	Measure Type	Data Item Definition	Business Rule	Valid / Sample Value(s)
SOAR (Students Occupationally and Academically Ready) Program of Study Statewide Articulated Credits	CR	POSAC	AMOUNT	<p>The number of Program of Study (POS) SOAR Statewide Articulated Credits awarded to the student at a postsecondary Institution that apply to the postsecondary articulated POS program.</p> <p>Students are awarded POS SOAR Statewide Articulated Credits via the formal PDE-approved Perkins POS-statewide articulation agreement by having (1) successfully completed the secondary school portion of the POS at a performance level that meets the qualifying requirements as outlined by the POS articulated agreement, and (2) enrolled in the postsecondary articulated POS program.</p> <p>Award at least nine (9) transcribed technical postsecondary semester credits or equivalent clock hours to a matriculated student enrolled in a Program of Study (POS) at the Postsecondary Institution. Postsecondary Institutions may exceed the minimum number of postsecondary credits awarded.</p> <p>SOAR "Program of Study" is a combined PDE-approved secondary and postsecondary program that leads to a certificate, diploma, or associate's degree. It provides integration of academic and technical preparation in such areas as: engineering technology; applied science; mechanical, industrial, or practical art or trade; agriculture; health; or business. This includes development of competence in mathematics, science, and communications through a sequential course of study.</p>	<p>Report student SOAR POS statewide articulated credits awarded in the current school year.</p> <p>Only report SOAR POS articulated credits in this item <u>that are awarded under a SOAR POS statewide articulation agreement.</u></p>	<p>Example: 9</p> <p><b>NOTE:</b> Refer to "PS PIMS SOAR POS CIPs by Institution 2024-25" posted on the <a href="http://www.education.pa.gov">PIMS website</a> at <a href="http://www.education.pa.gov">www.education.pa.gov</a>, Data and Reporting, PIMS and PIMS Postsecondary. This document lists reportable POS SOAR program CIPs by Perkins institution. <b><u>Only students originally enrolled in these specific LEA operated programs (CIPs) may have POS credits reported in this item.</u></b></p>

Data Item Name	R / O / CR	Category Set Code	Measure Type	Data Item Definition	Business Rule	Valid / Sample Value(s)
Local Articulated Credits	CR	LAC	AMOUNT	The number of Local Articulated Credits awarded to the student at a postsecondary Institution that apply to the postsecondary articulated program through the CATS Postsecondary Articulation approvals. These include Local and Alignment articulation types.	Report student Local Articulated Credits awarded in the current school year.  Only report Local articulated credits in this item that are part of an approved local articulation in the CATS Perkins Postsecondary approval system.	Example: 6  <b>NOTE:</b> Refer to CATS Postsecondary Articulation Approval PDE - 321 Form. <b><u>Only students originally enrolled in these specific LEA operated programs (CIPs) may have Local credits reported in this item.</u></b>
Perkins Industry Credential Earned Indicator	R	PICEI	INDICATOR	A YES/NO indicator that specifies if the Perkins student earned an industry credential during the reporting year as a result of the primary Perkins program CIP reported for the student.  See the following website for a resource guide that lists industry-recognized certifications for secondary career and technical programs in Pennsylvania's career clusters. This guide was compiled by the Pennsylvania Department of Education, Bureau of Career and Technical Education (BCTE). If you have questions about whether certifications your programs offer not listed within this guide qualify a student's record to be recorded with a "YES" for this data item-- Contact BCTE at (717) 783-6860.  <a href="http://www.education.pa.gov">PIMS website</a> at www.education.pa.gov, Instruction, Career and Technical Education and Teacher Resources under Industry-Recognized Certifications for CTE Programs.	Values must be in all capital letters.	Valid values: <ul style="list-style-type: none"><li>• YES</li><li>• NO</li></ul>

Data Item Name	R / O / CR	Category Set Code	Measure Type	Data Item Definition	Business Rule	Valid / Sample Value(s)
Cumulative Occupational Credits Completed	R	COCC	AMOUNT	<p>Cumulative occupational credits that are successfully earned (passed) by the student as part of the student's reported primary Perkins postsecondary program (CIP). An occupational course is one whose only content is specific to an occupation as identified by the CIP and the industry.</p> <p>Related to the student's primary Perkins program, include transfer occupational credits along with all occupational credits successfully earned since the student's Perkins program start date at your institution.</p>		Example: 27.5
Cumulative Academic Credits Completed	R	CACC	AMOUNT	<p>Cumulative academic credits successfully earned (passed) by the student as part of the student's reported primary Perkins program (CIP). An academic course is one that focuses on academic subject matter such as mathematics, language arts, or a science content that is not occupationally specific but applied to the occupation. Examples are Applied Mathematics in Electronics, Biology in Nursing, Applied Statistics in Accounting, or Applied English in Elementary Education.</p> <p>Related to the student's primary Perkins program, include academic transfer credits along with all academic credits successfully earned since the student's Perkins program start date at your institution.</p>		Example: 12.5
Pell Grant Indicator	R	PGI	INDICATOR	A YES/NO indicator that specifies whether the student received a federal Pell need-based grant during the academic year.	Values must be in all capital letters.	Valid values: <ul style="list-style-type: none"> <li>• YES</li> <li>• NO</li> </ul>

Data Item Name	R / O / CR	Category Set Code	Measure Type	Data Item Definition	Business Rule	Valid / Sample Value(s)
Degree Awarded Code – Certificate	CR	DACC	INDICATOR	A YES-only indicator that specifies if the student completed the program and was awarded a certificate solely related to the student's Primary Perkins CIP.	<p>These four data items (DACC, DACD, DACA, and DACTA) are mutually exclusive for a student.</p> <p>If a student completed the program and earned a certificate, diploma, associate's degree, or terminal associate's degree, that student should be submitted only for the appropriate award.</p>	<p>Valid values:</p> <ul style="list-style-type: none"> <li>• YES – Student completed the program and was awarded a certificate.</li> </ul>
Degree Awarded Code – Diploma	CR	DACD	INDICATOR	A YES-only indicator that specifies if the student completed the program and was awarded a diploma solely related to the student's Primary Perkins CIP.	<p>These four data items (DACC, DACD, DACA, and DACTA) are mutually exclusive for a student.</p> <p>If a student completed the program and earned a certificate, diploma, associate's degree, or terminal associate's degree, that student should be submitted only for the appropriate award.</p>	<p>Valid values:</p> <ul style="list-style-type: none"> <li>• YES – Student completed the program and was awarded a diploma.</li> </ul>

Data Item Name	R / O / CR	Category Set Code	Measure Type	Data Item Definition	Business Rule	Valid / Sample Value(s)
Degree Awarded Code – Associate	CR	DACA	INDICATOR	<p>A YES-only indicator that specifies if the student completed the program and was awarded an associate's degree solely related to the student's Primary Perkins CIP.</p> <p>Associate's degrees (or transfer associates degrees) are usually Associates of Art (AA) or Associates of Science (AS). These degrees are designed to impart knowledge and skills that represent the accumulated knowledge base in a subject area. The instruction is designed to be comprehensive and theoretical.</p>	<p>These four data items (DACC, DACD, DACA, and DACTA) are mutually exclusive for a student.</p> <p>If a student completed the program and earned a certificate, diploma, associate's degree, or terminal associate's degree, that student should be submitted only for the appropriate award.</p>	<p>Valid values:</p> <ul style="list-style-type: none"> <li>• YES – Student completed the program and was awarded an associate's degree.</li> </ul>
Degree Awarded Code – Terminal Associate	CR	DACTA	INDICATOR	<p>A YES-only indicator that specifies if the student completed the program and was awarded a terminal associate's degree solely related to the student's Primary Perkins CIP.</p> <p>Terminal associate degrees are usually Associates of Applied Science (AAS). They are designed to impart knowledge and skills that represent the relevant accumulated knowledge within the context of occupation-specific job requirements. The knowledge and skills imparted typically involve less theory, more application, and a narrower focus than what is taught in a traditional general education associates degree.</p>	<p>These four data items (DACC, DACD, DACA, and DACTA) are mutually exclusive for a student.</p> <p>If a student completed the program and earned a certificate, diploma, associate's degree, or terminal associate's degree, that student should be submitted only for the appropriate award.</p>	<p>Valid values:</p> <ul style="list-style-type: none"> <li>• YES – Student completed the program and was awarded a terminal associate's degree.</li> </ul>

Data Item Name	R / O / CR	Category Set Code	Measure Type	Data Item Definition	Business Rule	Valid / Sample Value(s)
Degree Awarded Code – Baccalaureate	CR	DACB	INDICATOR	A YES-only indicator that specifies if the student received a baccalaureate degree in the reporting year.		Valid values: <ul style="list-style-type: none"><li>• YES</li></ul>
Certificate of Apprenticeship	CR	COA	INDICATOR	Report “YES” if student received a Certificate of Completion of an Apprenticeship in the reporting year. The apprenticeship program must comply with Pennsylvania Department of Labor and Industry Apprenticeship Training Office standards through a written agreement with a registered apprenticeship sponsor.		Valid values: <ul style="list-style-type: none"><li>• YES</li></ul>

### Sample Data

The table below provides a sample of what a Campus Student Program Fact template should look like. This table contains records for all required data items defined in the table above. For clarity purposes this is shown in tabular format instead of comma or tab delimited format. Field names in the header record are abbreviated.

### Required Data Items per Student

Inst ID	Cmp ID	PS Student ID	Program Code	Coll Term	Coll Type	Acad Year	Cat Set Code	Measure Type	Stud Pgm Fact Amt	Stud Pgm Cat Set Ind	Start Date	End Date
422090752	9999	1234567890	01.1001	EOY	PERKINS	2025	PPI	PARTICIPATION		YES	2019-09-01	
422090752	9999	1234567890	01.1001	EOY	PERKINS	2025	PICEI	INDICATOR		YES		
422090752	9999	1234567890	01.1001	EOY	PERKINS	2025	COCC	AMOUNT	27.5			
422090752	9999	1234567890	01.1001	EOY	PERKINS	2025	CACC	AMOUNT	12.5			
422090752	9999	1234567890	01.1001	EOY	PERKINS	2025	PGI	INDICATOR		YES		



## Conditionally Required Data Items per Student

Conditionally required fields are not required to be reported if the response is no.

Inst ID	Cmp ID	PS Student ID	Program Code	Coll Term	Coll Type	Acad Year	Cat Set Code	Measure Type	Stud Pgm Fact Amt	Stud Pgm Cat Set Ind	Start Date	End Date
422090752	9999	1234567890	11.0801	EOY	PERKINS	2025	POSAC	AMOUNT	9			
422090752	9999	1234567890	11.0801	EOY	PERKINS	2025	LAC	AMOUNT	6			
422090752	9999	1234567890	11.0801	EOY	PERKINS	2025	DACB	INDICATOR		YES		
422090752	9999	1234567890	11.0801	EOY	PERKINS	2025	COA	INDICATOR		YES		

## Conditionally Required, Mutually Exclusive Data Items per Student

Submit only one of these four conditionally required, mutually exclusive fields if the student meets one of these indicators.

Conditionally required fields are not required to be reported if the response is no.

Inst ID	Cmp ID	PS Student ID	Program Code	Coll Term	Coll Type	Acad Year	Cat Set Code	Measure Type	Stud Pgm Fact Amt	Stud Pgm Cat Set Ind	Start Date	End Date
422090752	9999	1234567890	11.0801	EOY	PERKINS	2025	DACC	INDICATOR				
422090752	9999	1234567890	11.0801	EOY	PERKINS	2025	DACD	INDICATOR		YES		
422090752	9999	1234567890	11.0801	EOY	PERKINS	2025	DACA	INDICATOR				
422090752	9999	1234567890	11.0801	EOY	PERKINS	2025	DACTA	INDICATOR				

## Load Sequence/Dependencies

Load Sequence/Dependencies
PS Student Institution

## FAQs

1. What values should be reported in the Cumulative Occupational Credits for students who take only Pass/Fail courses, or who have not completed any courses and therefore do not have any credits?
  - A value of 0 can be reported for the Cumulative Occupational Credits Completed data item for students who have not successfully earned (passed) any occupational credits related to the student's reported primary Perkins program (CIP).

Pass/Fail courses/credits successfully completed (passed) should be included in the Cumulative Occupational Credits Completed data item.

**2. How should institutions handle duplicate student records for students who exit and return to the institution, or students who are enrolled in multiple Perkins eligible programs?**

- Institutions should submit only one set of records per student. The demographic information should be the most recent available, and the program specific details should be the student's primary, Perkins eligible, area of study. If the primary area of study cannot be determined it is up to the institution to select a single record.

**3. What should be reported for the degree awarded data items for students who have not earned a degree in the academic year of the submission?**

- Conditionally required fields are not required to be reported if the response is no.