



Pennsylvania  
**Department of Education**

# 2026-2027 DUAL CREDIT INNOVATION GRANT INTERIM REPORTING MANUAL

## Volume 1

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Pennsylvania  
**Department of Education**

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**Department of Education**  
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## Introduction

Under [Section 2004-I of the School Code, 24 P.S. §20-2004-I](#), the Pennsylvania Department of Education (PDE) is required to collect student-level data from grant recipients and use other existing data resources to publish an annual report to PDE's website.

The interim report covers activities conducted during the first half of the full dual credit grant period. While the overall grant runs from July 1, 2025, through June 30, 2027, the data being collected and reported here reflects the period of July 1, 2025, to June 30, 2026. The interim report includes two portions.

## Note on the 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 the PDE for the purposes of auditing and evaluating education programs and complying with federal and state regulations.

## Interim Report

The interim report covers the first half of the grant period, from July 1, 2025, to June 30, 2026. This reporting period consists of one Excel file containing four data collection worksheets, each worksheet collecting a different level of detail. The Excel file will be uploaded to PDE through a Secure File Transfer Protocol (SFTP). A template is attached for your convenience and is also available on the [Dual Credit Innovation Grant web page](#). All data collected should be specifically for dual credit courses funded by the grant.

The first worksheet provides instructions for completion of the template as well as listing the data fields and descriptions to provide clarification about the data requested.

The second worksheet contains a series of narrative questions:

- Subjects being offered as dual credit courses.
- Modalities used to teach dual credit courses.
- Available wraparound student services.
- Number of courses using open educational resources.
- Estimated cost savings due to use of open education resources.
- Work being done toward NACEP accreditation.
- List of high schools participating in professional development activities related to dual credit.
- Number of high school teachers participating in professional development activities.
- Any other outcomes that are directly related to the institution's dual credit program.

The third worksheet is a spreadsheet template for student level data specific to all dual credit students included in the grant that are attending public high schools or charter schools.

- Institution AUN
- Institution Name
- High School AUN
- High School Name
- Student PA Secure ID
- Course Prefix
- Course Number
- Course Title
- Course Credits (attempted)
- Course Credits (earned)
- Instructor Type (college or high school employed)
- Course Modality
- Estimated Cost Savings

The fourth and fifth worksheets are spreadsheets containing data for courses offered to students in the grant that are attending private high schools. The former contains course level data on the dual credit courses with private high school students enrolled.

- Institution AUN
- Institution Name
- High School AUN
- High School Name
- Course Prefix
- Course Number
- Course Title
- Course Credits (attempted)
- Course Credits (earned)
- Instructor Type (college or high school employed)
- Course Modality
- Number of Students Enrolled
- Number of Students Completing
- Estimated Cost Savings

The latter includes aggregate demographic data on the private high school students enrolled in dual credit courses.

- Institution AUN
- Institution Name
- High School AUN
- High School Name
- Total Student Count
- Number Male
- Number Female
- Number Economically Disadvantaged

## Submission Process

Grant awardees will follow the process below to submit their interim reports:

1. PDE will confirm with the institution who the correct contact person will be and then create a secure account for data transfer. The contact person will receive emails from [ra-enterpriseftpserve@pa.gov](mailto:ra-enterpriseftpserve@pa.gov) when their account is created.
2. Review the data specifications in this manual and start gathering required data and information.
3. Download the Dual Credit Innovation Grant Interim Report data template from the [Dual Credit Innovation Grant web page](#).
4. Complete the Dual Credit Innovation Grant Interim Report data template.
5. Log into the [secure FTP site](#)<sup>1</sup> to upload your data file. Please follow the naming convention for your template: AUN\_Institution Name-DCIG\_Date.xlsx

## Data Submission Template

Templates are the files institutions use to securely submit data to PDE for their interim grant report. Template specifications define the fields required for each file submitted to PDE. The template maps directly to separate Excel worksheets in the associated Dual Credit Innovation Grant Interim Report data file. Templates ensure institutions are submitting complete information that will allow PDE to accurately assess the progress the institution has made on their grant activities. It is important for institutions to follow the data specification outlined below to make sure they are submitting the data and information requested.

Within the Dual Credit Innovation Grant Interim Report data template, there are five worksheets:

1. **Instructions**
2. **Program Narrative Worksheet**
3. **Public/Charter High School Course Worksheet**
4. **Private High School Course Worksheet**
5. **Private High School Student Worksheet**

### Template Field Information

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

|                       |                                                                                                                                      |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>Field</b>          | PDE designated field number corresponding with a column in the templates. Each field can be uniquely identified within the template. |
| <b>Field Name</b>     | Field name of each column within the template.                                                                                       |
| <b>Definitions</b>    | PDE definition of each field to be collected.                                                                                        |
| <b>Business Rules</b> | Any relevant PDE business rules that must be followed in creating the field value are defined here.                                  |

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<sup>1</sup> <https://copaftp.state.pa.us/>

**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.

## Dual Credit Innovation Grant Interim Report Manual Change Summary

There have been no changes included in this version of the *Dual Credit Innovation Grant Interim Report manual*.

| Version | Volume | Section | Change |
|---------|--------|---------|--------|
| NONE    |        |         |        |

# Data Worksheet Specifications

## Public\_Charter HS Data Worksheet

### Template Instructions

The Public\_Charter\_HS Data worksheet within the Data Collection Template contains information on the dual credit students attending public high schools or charter schools taking courses funded by the grant program. Institutions should submit one record in this template for each grant-funded dual credit course a student enrolled in during the specified academic year.

- Use the provided template to complete the correct values for each entry using the directions below.
- Please complete the worksheet with one row per student per enrolled course.
- This data should correspond to dual credit activities that took place during the 2025-2026 academic year.

### Public\_Charter HS Data Worksheet Specifications

| Field# | Field Name           | Field Definition                                                                                                                                                                                            | Business Rules | Valid / Sample Value(s)                  |
|--------|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------------------------------------------|
| 1      | AUN                  | The unique 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education. All Institution and Campus codes can be found at: <a href="#">EdNA website</a>                    |                | Example: 123456789                       |
| 2      | INSTITUTION NAME     | The institution's official name                                                                                                                                                                             |                | Example: North West State College        |
| 3      | HIGH SCHOOL AUN      | The unique 9-digit Administrative Unit Number (AUN) assigned to the high school by the Pennsylvania Department of Education. All Institution and Campus codes can be found at: <a href="#">EdNA website</a> |                | Example: 123456789                       |
| 4      | HIGH SCHOOL NAME     | The official name of the high school where students taking dual credit courses were enrolled                                                                                                                |                | Example: North West Regional High School |
| 5      | STUDENT PA SECURE ID | The PA SecureID assigned to the student by the high school                                                                                                                                                  |                | Example: 123456789                       |
| 6      | COURSE PREFIX        | The course prefix of the dual credit course                                                                                                                                                                 |                | Example: PSYCH                           |

| Field# | Field Name                 | Field Definition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Business Rules      | Valid / Sample Value(s)                                                                                                                                                                  |
|--------|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7      | COURSE NUMBER              | The course number of the dual credit course                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                     | Example: 121                                                                                                                                                                             |
| 8      | COURSE TITLE               | The course title of the dual credit course                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                     | Example: General Psychology                                                                                                                                                              |
| 9      | COURSE CREDITS (ATTEMPTED) | The number of college semester credits the course was assigned                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                     | Example: 3                                                                                                                                                                               |
| 10     | COURSE CREDITS (COMPLETED) | The number of college semester credits the student earned by completing the course                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                     | Example: 3                                                                                                                                                                               |
| 11     | INSTRUCTOR TYPE            | Identify whether the instructor for the course was employed by the college or the high school where the student is enrolled                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Follow valid values | Valid Values:<br>College Instructor<br>High School Instructor<br>Both                                                                                                                    |
| 12     | MODALITY                   | Identify the modality of where/how the course is taught                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Follow valid values | Valid Values:<br>1—College Campus<br>2—College Off-campus location<br>3—High School<br>4—Community Education Council<br>5—Online-Hybrid<br>6—Online-Asynchronous<br>7—Online-Synchronous |
| 13     | ESTIMATED COST SAVINGS     | <p>Estimate the per student cost savings for students taking the course as a dual credit course funded by the grant vs as a traditionally enrolled student.</p> <p>Estimates should use the cost basis of a regular student taking the course for-credit and paying for the course without financial aid. Community colleges may base their estimates on the tuition basis of the public high school or charter school. If partnering with a cyber-charter, it is acceptable to estimate the students as in-sponsorship if the tuition basis of the individual student is not known.</p> |                     | Example: \$750                                                                                                                                                                           |

## Private High School Data Worksheets

### Template Instructions

The Private High School data is broken into two parts. Part 1 gathers data on each grant funded course offered at/with a private high school. Part 2 gathers aggregate data on the demographics of students enrolled at each private high school. The Private High School Data worksheet should include dual credit courses that took place during the 2025-2026 school year.

### Private HS1-Course:

Institutions should submit one record in this template for each grant funded dual credit course with students enrolled at a private high school during the specified academic year.

- Use the provided template to complete the correct values for each entry using the directions below.
- Please complete the worksheet with one row per course.
- If a given grant funded course was taken using multiple modalities by students from a single high school, list the course as a separate entry using each modality offered.

### Private HS1-COURSE Data Worksheet Specifications

| Field# | Field Name       | Field Definition                                                                                                                                                                                               | Business Rules | Valid / Sample Value(s)                  |
|--------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------------------------------------------|
| 1      | INSTITUTION AUN  | The unique 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education.<br>All Institution and Campus codes can be found at: <a href="#">EdNA website</a>                    |                | Example: 123456789                       |
| 2      | INSTITUTION NAME | The institution's official name                                                                                                                                                                                |                | Example: North West State College        |
| 3      | HIGH SCHOOL AUN  | The unique 9-digit Administrative Unit Number (AUN) assigned to the high school by the Pennsylvania Department of Education.<br>All Institution and Campus codes can be found at: <a href="#">EdNA website</a> |                | Example: 123456789                       |
| 4      | HIGH SCHOOL NAME | The official name of the high school where students taking dual credit courses were enrolled                                                                                                                   |                | Example: North West Regional High School |

| Field# | Field Name                    | Field Definition                                                                                                                                                                                                                                                                                              | Business Rules | Valid / Sample Value(s)                                                                                                                                                                  |
|--------|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5      | COURSE PREFIX                 | The course prefix of the grant funded dual credit course                                                                                                                                                                                                                                                      |                | Example: PSYCH                                                                                                                                                                           |
| 6      | COURSE NUMBER                 | The course number of the grant funded dual credit course                                                                                                                                                                                                                                                      |                | Example: 121                                                                                                                                                                             |
| 7      | COURSE TITLE                  | The course title of the grant funded dual credit course                                                                                                                                                                                                                                                       |                | Example: General Psychology                                                                                                                                                              |
| 8      | COURSE CREDITS                | The number of college semester credits the course was assigned                                                                                                                                                                                                                                                |                | Example: 3                                                                                                                                                                               |
| 9      | INSTRUCTOR TYPE               | Identify whether the instructor for the course was employed by the college or the high school where the student is enrolled                                                                                                                                                                                   |                | Valid Values:<br>College Instructor<br>High School Instructor<br>Both                                                                                                                    |
| 10     | MODALITY                      | Identify the modality of where/how the course is taught                                                                                                                                                                                                                                                       |                | Valid Values:<br>1—College Campus<br>2—College Off-campus location<br>3—High School<br>4—Community Education Council<br>5—Online-Hybrid<br>6—Online-Asynchronous<br>7—Online-Synchronous |
| 11     | NUMBER OF STUDENTS ENROLLED   | Identify the number of students enrolled in the course at the private high school.                                                                                                                                                                                                                            |                | Example: 23                                                                                                                                                                              |
| 12     | NUMBER OF STUDENTS COMPLETING | Identify the number of students successfully completing the course for credit.                                                                                                                                                                                                                                |                | Example: 23                                                                                                                                                                              |
| 13     | ESTIMATED COST SAVINGS        | <p>Estimate the per student cost savings for students taking the course as a dual credit course funded by the grant vs a traditionally enrolled student.</p> <p>Estimates should use the cost basis of a regular student, who take the course for-credit and paying for the course without financial aid.</p> |                | Example: \$750                                                                                                                                                                           |

| Field# | Field Name | Field Definition                                                                        | Business Rules | Valid / Sample Value(s) |
|--------|------------|-----------------------------------------------------------------------------------------|----------------|-------------------------|
|        |            | Community colleges may base their estimates on the location of the private high school. |                |                         |

### Private HS2-Student:

Institutions should submit one record in this template for each private high school that enrolled dual credit students during the specified academic year.

- Use the provided template to complete the correct values for each entry using the directions below.
- Please complete the worksheet with one row per private high school.

### Private HS2-STUDENT Data Worksheet Specifications

| Field# | Field Name          | Field Definition                                                                                                                                                                                                         | Business Rules | Valid / Sample Value(s)                  |
|--------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------------------------------------------|
| 1      | INSTITUTION AUN     | The unique 9-digit Administrative Unit Number (AUN) of the reporting institution assigned by the Pennsylvania Department of Education.<br>All Institution and Campus codes can be found at: <a href="#">EdNA website</a> |                | Example: 123456789                       |
| 2      | INSTITUTION NAME    | The institution's official name                                                                                                                                                                                          |                | Example: North West State College        |
| 3      | HIGH SCHOOL AUN     | The unique 9-digit Administrative Unit Number (AUN) assigned to the high school by the Pennsylvania Department of Education.<br>All Institution and Campus codes can be found at: <a href="#">EdNA website</a>           |                | Example: 123456789                       |
| 4      | HIGH SCHOOL NAME    | The official name of the high school where students enrolled in covered dual credit activities were enrolled                                                                                                             |                | Example: North West Regional High School |
| 5      | TOTAL STUDENT COUNT | The total count of students enrolled in dual credit courses                                                                                                                                                              |                | Example: 375                             |

| Field# | Field Name                            | Field Definition                                                                                                                      | Business Rules | Valid / Sample Value(s) |
|--------|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------------------|
|        |                                       | funded by the grant from the named high school                                                                                        |                |                         |
| 6      | # MALE STUDENTS                       | The total count of Male students enrolled in dual credit courses funded by the grant from the named high school                       |                | Example: 75             |
| 7      | # FEMALE STUDENTS                     | The total count of Female students enrolled in dual credit courses funded by the grant from the named high school                     |                | Example: 75             |
| 8      | # ECONOMICALLY DISADVANTAGED STUDENTS | The total count of economically disadvantaged students enrolled in dual credit courses funded by the grant from the named high school |                | Example: 75             |