

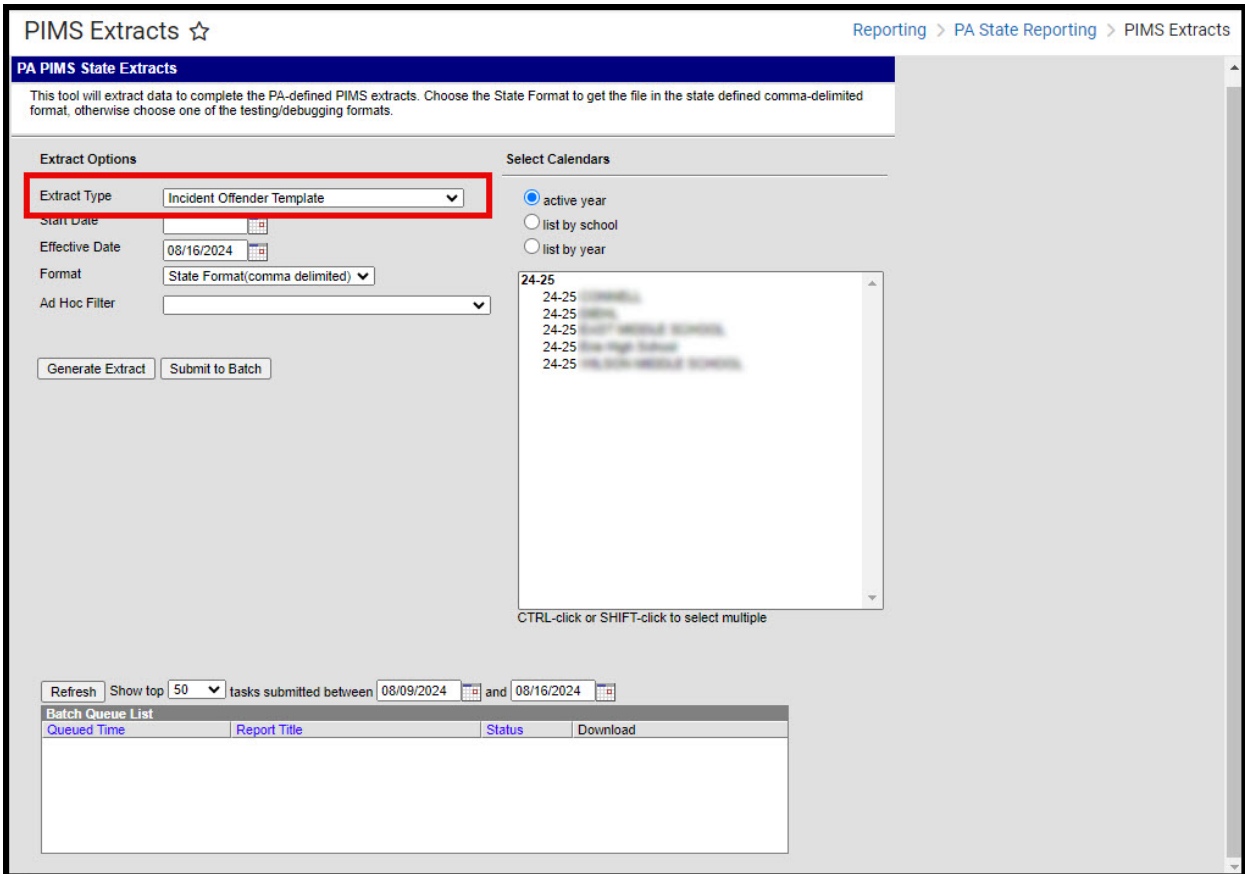
# PIMS Incident Offender Template (Pennsylvania)

Last Modified on 02/07/2025 11:02 am CST

Tool Search: PIMS Extracts

The Incident Offender Template connects one or multiple offenders to each specific incident.

See the [PIMS Reporting](#) article for additional PIMS Reporting information.



## Report Logic

Only behavior incidents that are marked as Submitted, In Progress or Complete report. Behavior incidents that are in Draft status do not report.

Reports all matching students from that school for the selected calendar. Students report even when they are enrolled in a different calendar and the calendar in which they are enrolled is not selected on the extract editor. Reports all associated behavior data from an incident that happened in a selected calendar. Incident and incident related reports are not included in the report population when the calendar selected in the extract editor is not the calendar in which the incident was documented. Incidents and students involved in incidents do not report in calendars marked as Exclude (System Administration > Calendar > Calendar > Exclude).

Only one record reports per incident ID and student state ID for the offender. Reports only students with one more weapons involved in the incident.

The offender template reports the behavior event but also reports data on resolutions. Each resolution may contain some or all of the data, when there are multiple resolutions. When data exists in different or multiple state coded resolutions data is pulled from any one of the resolutions.

## Generate the Incident Offender Template

1. Select **Incident Offender Template** from the **Extract Type** from the dropdown list.
2. Enter the **Start Date** of the extract in *mmddyy* format or use the calendar icon to select a date.
3. Enter the **Effective Date** of the extract in *mmddyy* format or use the calendar icon to select a date.
4. Select the **Format** of the extract.
5. When desired, select an **Ad hoc Filter** to return only those students included in that filter.
6. Select the appropriate **Calendar(s)** from which to include data on the extract.
7. Click the **Generate Extract** button or the **Submit to Batch** button, when available. The extract displays in the selected format.

| Incident Offender Template Records:2 |            |            |                |              |                     |                |     |
|--------------------------------------|------------|------------|----------------|--------------|---------------------|----------------|-----|
| DistrictCode                         | IncidentID | OffenderID | SchoolYearDate | OffenderType | AgeAtTimeOfIncident | GradeLevelCode | LLE |
| 105256553                            | 12687      | 1234567890 | 2013-06-30     |              | 18                  | 011            |     |
| 105256553                            | 12688      | 2345678901 | 2013-06-30     | 1            | 18                  | 012            |     |

*Incident Offender Template, HTML Format*

|   | A            | B          | C          | D              | E            | F                   |                |
|---|--------------|------------|------------|----------------|--------------|---------------------|----------------|
| 1 | DistrictCode | IncidentID | OffenderID | SchoolYearDate | OffenderType | AgeAtTimeOfIncident | GradeLevelCode |
| 2 | 105256553    | 12687      | 1234567890 | 6/30/2013      |              |                     | 18             |
| 3 | 105256553    | 12688      | 2345678901 | 6/30/2013      | 1            |                     | 18             |
| 4 |              |            |            |                |              |                     |                |
| 5 |              |            |            |                |              |                     |                |
| 6 |              |            |            |                |              |                     |                |

*Incident Offender Template, CSV Format*

## Report Layout

| Element | Description | Campus Interface |
|---------|-------------|------------------|
|---------|-------------|------------------|

| Element                         | Description   | Campus Interface  |
|---------------------------------|---|---|
| <b>Submitting District Code</b> | <p>State District Number</p> <p>Reports the district number of the reporting school unless there is a different district located in the serving district.</p> <p><i>Numeric, 9 digits</i></p>   | <p>District Information &gt; District Detail &gt; State District Number</p> <p>Enrollments &gt; State Reporting Fields &gt; Serving District</p> <p>District.districtNumber</p>                 |
| <b>Incident ID</b>              | <p>Reports the identification number assigned to the behavior event.</p> <p><i>Numeric, 30 digits</i></p>   | <p>Behavior &gt; Behavior Event &gt; Event ID</p> <p>BehaviorEvent.eventID</p>  |
| <b>Offender ID</b>              | <p>Reports the student's State ID Number.</p> <p><i>Numeric, 20 digits</i></p>  | <p>Demographics &gt; Person Identifiers &gt; State ID</p> <p>Person.stateID</p>   |
| <b>School Year Date</b>         | <p>Reports the end date of the school year.</p> <p><i>Date field, 10 characters, 20XX-06-30</i></p>   | <p>Calendar Information &gt; Calendar Info &gt; End Date</p> <p>Calendar.endDate</p>  |
| <b>Offender Type</b>            | <p>Reports the code associated with the participant's role as the offender in the event.</p> <ul style="list-style-type: none"> <li>• 1 - Student</li> <li>• 2 - Student with IEP</li> <li>• 3 - Student from another school</li> <li>• 4 - Parent</li> <li>• 5 - Adult visitor/intruder</li> <li>• 6 - District Employee</li> <li>• 7 - Other or unknown</li> </ul> <p>Logic for reporting Code 2 - Student with IEP looks at the student's Enrollment Special Ed editor. The Special Ed Status must be Y: Has IEP at the time of the incident.</p> <p><i>Numeric, 1 character</i></p> | <p>Behavior Management &gt; Events and Participants &gt; Participant Details &gt; Relationship to School</p> <p>Enrollments &gt; Special Ed Fields</p> <p>BehaviorRole.relationshipToSchool</p> |

| Element                                     | Description  | Campus Interface  |
|---|--|---|
| <b>Age at Time of Incident</b>              | Reports the student's age at the time of the incident.<br><br><i>Numeric, 3 digits</i>   | Demographics > Person Information > Date of Birth<br><br>Identity.birthDate   |
| <b>Grade Level Code at Time of Incident</b> | Reports the student's grade level at the time of the incident.<br><br><i>Alphanumeric, 2 characters</i>  | Enrollments > General Enrollment Information > Grade<br><br>Enrollment.grade  |
| <b>LLE Notified Indicator</b>               | Indicates whether local law enforcement was contacted regarding the incident.<br><br><i>Alphabetic, 1 character</i>  | Behavior > Behavior > Behavior Management > New Participant > Law Enforcement Involved<br><br>BehaviorResolution.lawEnforcement |
| <b>Name of LLE Office Contacted</b>         | When local law enforcement was contacted about the incident, this field reports the name of the responding office.<br><br>This field is required when the LLE Notified Indicator reports a value of Y. When that field is blank, this field reports 'Local Police'.<br><br><i>Alphanumeric, 100 characters</i> | Behavior Management > New Participant > LLE Office<br><br>BehaviorResolution.lawContactName                                     |
| <b>Arrested Code</b>                        | Indicates whether the offender was arrested. Options are: <ul style="list-style-type: none"> <li>• N - Not Arrested</li> <li>• YW - Arrested for weapons violation</li> <li>• YN - Arrested but not for weapons violation</li> </ul> <i>Alphanumeric, 2 characters</i>   | Behavior Management > New Participant > Arrest Code<br><br>BehaviorResolution.ArrestedCode                                      |

| Element                            | Description  | Campus Interface  |
|------------------------------------|--|---|
| <b>Adjudication Code</b>           | <p>The type of adjudication of the offender. This code is required when the Arrested Code is YW or YN. Options are:</p> <ul style="list-style-type: none"> <li>• 1 - Adjudicated delinquent</li> <li>• 2 - Convicted as Adult</li> <li>• 3 - Probation</li> <li>• 4 - Citation</li> <li>• 5 - Fined</li> <li>• 6 - Unknown</li> <li>• 7 - Withdrawal of charge</li> <li>• 8 - Found not guilty</li> </ul> <p><i>Numeric, 1 digit</i></p> | <p>Behavior Management &gt; New Participant &gt; Adjudication Code</p> <p>BehaviorResolution.AdjudicationCode</p>       |
| <b>Field 12</b>                    | <p>Does not report.</p>  | <p>N/A</p>  |
| <b>Weapon Detected Method Code</b> | <p>A description of how the weapons involved in the incident for the offender were detected. Options are:</p> <ul style="list-style-type: none"> <li>• 1 - Detected by scanner/security</li> <li>• 2 - Detected by school staff</li> <li>• 3 - Detected by fellow student</li> <li>• 4 - Detected by other adult visitor</li> <li>• 5 - Other</li> </ul> <p><i>Numeric, 1 character</i></p>  | <p>Behavior Management &gt; New Participant &gt; Weapon Detected</p> <p>BehaviorRole.weaponsDetected</p>                |
| <b>Weapon Detected Comment</b>     | <p>Reports the comment associated with the Weapon Detected Method. This field is required when the Weapon Detected Method Code is 5: Other.</p> <p><i>Alphanumeric, 50 characters</i></p>  | <p>Behavior Management &gt; New Participant &gt; Weapon Detected Comment</p> <p>BehaviorRole.weaponsDetectedComment</p> |
| <b>Field 15</b>                    | <p>This field is not collected.</p>  | <p>N/A</p>  |

| Element                        | Description   | Campus Interface   |
|--------------------------------|---|--|
| <b>Primary Disability Code</b> | <p>Reports the student's assigned primary disability from the Special Education Enrollment editor.</p> <p>This is required when the Offender Type field reports 2: Student with IEP. The Primary Disability from the enrollment that is active or the most recent enrollment on the date of the incident reports.</p> <p>When the Offender Type field does NOT report a value of 2, this field reports blank.</p> <p><i>Numeric, 4 digits</i></p>   | <p>Enrollments &gt; Special Ed Fields &gt; Primary Disability</p> <p>Enrollment.primaryDisabilty</p> |
| <b>Injury Severity Code</b>    | <p>Indicates whether the offender sustained a physical injury, as noted on the Behavior Participant Detail editor.</p> <ul style="list-style-type: none"> <li>• Reports a value of 1 when the Injury field has a selection of 1: No Injury.</li> <li>• Reports a value of 3 when the Injury field has a selection of 2: Minor Injury or 3: Major Injury.</li> <li>• Reports a value of 4 when the Injury field has a selection of 4: Serious Bodily Injury.</li> <li>• Reports a value of 5 when the Injury field has a selection of 5: Resulting in Death.</li> </ul> <p><i>Numeric, 1 digit</i></p> | <p>Behavior Management &gt; Participant Details &gt; Injury</p> <p>BehaviorRole.injury</p>           |
| <b>Fields 18-20</b>            | <p>These fields are not collected.</p>  | <p>N/A</p>   |

| Element                               | Description  | Campus Interface  |
|---------------------------------------|--|---|
| <b>Offender District of Residence</b> | <p>Indicates the resident district of the offending student.</p> <p>When the Offender Type (field 5) is 1 (Student), 2 (Student with IEP), or 3 (Student from another school), the Resident District reports from the active enrollment record or from the enrollment record that is most recent on the date of the incident. When the Resident District field is not populated, the District of Resident reports from the State District Number.</p> <p>When the Offender Type is not a value of 1, 2, or 3, this field reports blank.</p> <p>When the PIMS Residence Status is B:1305 or C:1305, then the Funding District reports. When the Funding District is null, the State District Number reports.</p> <p><i>Alphanumeric, 9 characters</i></p> | <p>Enrollments &gt; State Reporting Fields &gt; Resident District</p> <p>District Information &gt; District Detail &gt; State District Number</p> <p>Enrollments &gt; State Reporting Fields &gt; PIMS Residence States = B or C/Funding District</p> <p>Enrollment.residentDistrict<br/>Enrollment.fundingDistrict</p> |

| Element                              | Description   | Campus Interface  |
|--------------------------------------|---|---|
| <p><b>Primary Placement Type</b></p> | <p>Reports the student's placement type.</p> <p>A value of Y reports when:</p> <ul style="list-style-type: none"> <li>The student has an IEP (field 5, Offender Type = 2: Student with an IEP) AND</li> <li>The Student Status field on the student's State Reporting Enrollment record is R: Court Placed OR</li> <li>The student's IEP Plan Header value for Was this student agency placed? is marked.</li> </ul> <p>A value of N reports when:</p> <ul style="list-style-type: none"> <li>The Offender Type field is NOT 2: Student with an IEP</li> <li>The Student Status field on the student's State Reporting Enrollment record is NOT R: Court Placed OR</li> <li>The student's IEP Plan Header value for Was this student agency placed? is not marked.</li> </ul> <p><i>Alphanumeric, 1 character</i></p> | <p>Enrollments &gt; State Reporting Fields &gt; Student Status</p> <p>Special Ed Documents &gt; Documents &gt; IEP &gt; Education Plan &gt; Was this student agency placed?</p> <p>Enrollment.studentStatus<br/>SEPlan.AgencyPlaced</p> |

## Previous Versions

[PIMS Incident Offender Template \(Pennsylvania\) \[.2247 - .2323\]](#)

[PIMS Incident Offender Template \(Pennsylvania\) \[.2231 - .2243\]](#)