

# PIMS Incident Template (Pennsylvania)

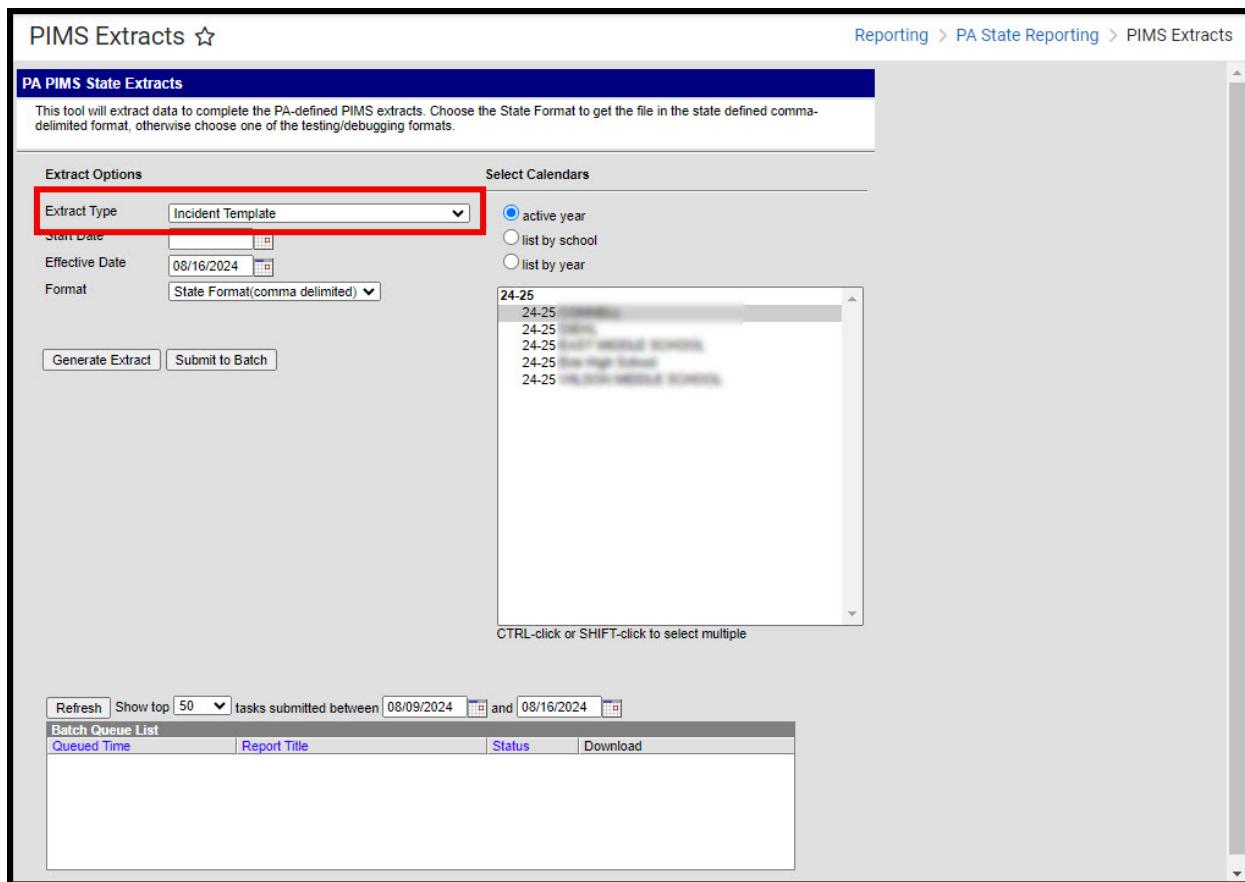
Last Modified on 12/14/2025 8:45 pm CST

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Tool Search: PIMS Extracts

The Incident Template reports the primary details of a discipline incident. It reports behavior data for any incident that has an assigned state behavior code between the entered effective dates. State codes are assigned on the Behavior Event Types editor.

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.

One record per submitting district code per school year date per incident ID reports.

Reports all matching students from that school for the selected calendar. Students report even if 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 if

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).

Student enrollments marked as [State Exclude](#) do not report.

## Generate the Incident Template

1. Select **Incident Template** from the **Extract Type** from the dropdown list.
2. Enter the **Effective Date** of the extract in *mmddyy* format or use the calendar icon to select a date.
3. Enter the **Prior Reporting Date** of the extract in *mmddyy* format or use the calendar icon to select a date.
4. Select the **Format** of the extract.
5. Select the appropriate **Calendar(s)** from which to include data on the extract.
6. Click the **Generate Extract** button or the **Submit to Batch** button, if available. The extract displays in the selected format.

| Incident Template Records:15 |                |            |              |              |                 |                   |           |           |
|------------------------------|----------------|------------|--------------|--------------|-----------------|-------------------|-----------|-----------|
| DistrictCode                 | SchoolYearDate | IncidentID | IncidentDate | LocationCode | LocalIncidentID | IncidentPlaceCode | IncidentT | IncidentT |
| 105256553                    | 2013-06-30     | 15245      | 2013-05-28   | 4817         | HS13            | 1                 | 2         |           |
| 105256553                    | 2013-06-30     | 15242      | 2013-05-28   | 4817         | HS12            | 1                 | 2         |           |
| 105256553                    | 2013-06-30     | 15243      | 2013-05-28   | 4817         | HS11            | 1                 | 2         |           |
| 105256553                    | 2013-06-30     | 14927      | 2013-04-24   | 4817         | HS10            | 1                 | 2         |           |
| 105256553                    | 2013-06-30     | 14847      | 2013-04-16   | 4817         | HS09            | 1                 | 2         |           |
| 105256553                    | 2013-06-30     | 14739      | 2013-04-09   | 4817         | HS08            | 1                 | 2         |           |
| 105256553                    | 2013-06-30     | 14233      | 2013-02-28   | 4817         | HS07            | 1                 | 2         |           |
| 105256553                    | 2013-06-30     | 13794      | 2013-01-10   | 4817         | HS06            | 1                 | 2         |           |
| 105256553                    | 2013-06-30     | 13553      | 2012-12-04   | 2052         | es24            | 1                 | 2         |           |
| 105256553                    | 2013-06-30     | 13663      | 2012-12-19   | 2052         | ES8             | 1                 | 2         |           |
| 105256553                    | 2013-06-30     | 13908      | 2013-02-01   | 2052         | ES13            | 1                 | 2         |           |
| 105256553                    | 2013-06-30     | 14054      | 2013-02-15   | 2052         | es21            | 1                 | 2         |           |
| 105256553                    | 2013-06-30     | 14949      | 2013-04-25   | 2052         | es5             | 1                 | 2         |           |
| 105256553                    | 2013-06-30     | 15149      | 2013-05-14   | 2052         | es33            | 1                 | 2         |           |
| 105256553                    | 2013-06-30     | 15216      | 2013-05-20   | 2052         | es34            | 1                 | 2         |           |

Incident Template - HTML Format

|    | A            | B              | C          | D            | E         | F           | G         | H          | I       |
|----|--------------|----------------|------------|--------------|-----------|-------------|-----------|------------|---------|
| 1  | DistrictCode | SchoolYearDate | IncidentID | IncidentDate | LocationC | LocallIncid | IncidentP | IncidentTi | Inciden |
| 2  | 105256553    | 6/30/2013      | 15245      | 5/28/2013    | 4817 HS13 |             | 1         | 2          | N       |
| 3  | 105256553    | 6/30/2013      | 15242      | 5/28/2013    | 4817 HS12 |             | 1         | 2          | N       |
| 4  | 105256553    | 6/30/2013      | 15243      | 5/28/2013    | 4817 HS11 |             | 1         | 2          | N       |
| 5  | 105256553    | 6/30/2013      | 14927      | 4/24/2013    | 4817 HS10 |             | 1         | 2          | N       |
| 6  | 105256553    | 6/30/2013      | 14847      | 4/16/2013    | 4817 HS09 |             | 1         | 2          | N       |
| 7  | 105256553    | 6/30/2013      | 14739      | 4/9/2013     | 4817 HS08 |             | 1         | 2          | N       |
| 8  | 105256553    | 6/30/2013      | 14233      | 2/28/2013    | 4817 HS07 |             | 1         | 2          | N       |
| 9  | 105256553    | 6/30/2013      | 13794      | 1/10/2013    | 4817 HS06 |             | 1         | 2          | N       |
| 10 | 105256553    | 6/30/2013      | 13553      | 12/4/2012    | 2052 es24 |             | 1         | 2          | N       |
| 11 | 105256553    | 6/30/2013      | 13663      | 12/19/2012   | 2052 ES8  |             | 1         | 2          | N       |
| 12 | 105256553    | 6/30/2013      | 13908      | 2/1/2013     | 2052 ES13 |             | 1         | 2          | N       |
| 13 | 105256553    | 6/30/2013      | 14054      | 2/15/2013    | 2052 es21 |             | 1         | 2          | N       |
| 14 | 105256553    | 6/30/2013      | 14949      | 4/25/2013    | 2052 es5  |             | 1         | 2          | N       |
| 15 | 105256553    | 6/30/2013      | 15149      | 5/14/2013    | 2052 es33 |             | 1         | 2          | N       |
| 16 | 105256553    | 6/30/2013      | 15216      | 5/20/2013    | 2052 es34 |             | 1         | 2          | N       |
| 17 |              |                |            |              |           |             |           |            |         |
| 18 |              |                |            |              |           |             |           |            |         |
| 19 |              |                |            |              |           |             |           |            |         |

Incident Template - State Format (comma delimited)

## PIMS Incident Template Layout

| Data Element                    | Description  | Location  |
|---------------------------------|--|---|
| <b>Submitting District Code</b> | State District Number indicating where the incident took place.<br><br><i>Numeric, 9 digits</i>                            | District Information > District Detail > State District Number<br><br>District.number   |
| <b>School Year Date</b>         | Reports the end of the reporting school year date as YYYY-06-30.<br><br><i>Date field, 10 characters (YYYY-MM-DD)</i>      | Calendar Information > Calendar Info > End Year Date<br><br>Calendar.endYear  |
| <b>Incident ID</b>              | Reports the identification number assigned by the local education agency to the incident.<br><br><i>Numeric, 30 digits</i> | Behavior Management > Incident Management Editor > Incident Detail Information > Incident ID<br><br>BehaviorEvent.eventID           |
| <b>Incident Date</b>            | Reports the date the incident occurred.<br><br><i>Date field, 10 characters (YYYY-MM-DD)</i>                               | Behavior Management > Incident Management Editor > Incident Detail Information > Date of Incident<br><br>BehaviorIncident.timestamp |

| Data Element                     | Description   | Location   |
|----------------------------------|---|--|
| <b>Location Code of Incident</b> | <p>Reports the state-defined 4-digit code identifying the school where the incident took place.</p> <p>This code reports from the Alt School Number field on the School editor. If that field is not populated, the State School Number field on the School editor is used.</p> <p><i>Numeric, 4 digits</i></p> | <p>School Information &gt; School Detail &gt; State School Number, Alt School Number</p> <p>School.number</p>  |
| <b>Local Incident ID</b>         | <p>Reports the local identification number of the incident used by the local education agency, if different than the incident ID.</p> <p><i>Numeric, 30 characters</i></p>  | <p>Behavior Management &gt; Event and Participant Details &gt; Local Incident ID</p> <p>BehaviorIncident.incidentID</p>                                    |
| <b>Incident Place Code</b>       | <p>Reports where the incident occurred.</p> <p><i>Alphanumeric, 20 characters</i></p>   | <p>Behavior Management &gt; Incident Management Editor &gt; Incident Detail Information &gt; Incident Place Code</p> <p>BehavEvent.locationDescription</p> |
| <b>Incident Time Frame Code</b>  | <p>Indicates when the incident occurred. This is required when the Incident Place Code reports 1 (On School Property/Grounds) and the Incident Time Frame field is blank. If the Incident Time Frame field is not blank, the selected Time Frame Reports.</p> <p><i>Numeric, 5 digits (HH:MM)</i></p>           | <p>Behavior Management &gt; Incident Management Editor &gt; Incident Detail Information &gt; Incident Time Frame Code</p> <p>BehaviorIncident.context</p>  |

| Data Element                               | Description   | Location  |
|--|---|---|
| <b>Incident Against Property Indicator</b> | <p>Indicates whether the the incident was strictly property related and did not involve any victims.</p> <p>A value of <b>Y</b> reports when Damages is any value other than zero.</p> <p>A value of <b>Y</b> reports if the Event State Code is any of the following:</p> <ul style="list-style-type: none"> <li>• 30: Burglary</li> <li>• 31: Arson</li> <li>• 32: Vandalism</li> <li>• 33: Criminal Trespass</li> </ul> <p><b>N</b> reports for all else.</p> <p><i>Alphanumeric, 1 character (Y or N)</i></p> | Behavior Management > Incident Detail Information > Damages<br>BehaviorEvent.victim   |
| <b>Fields10-23</b>                         | These fields are not collected.   | N/A   |
| <b>Unfounded Indicator</b>                 | <p>Indicates the incident was determined to be unfounded.</p> <p>Reports a value of <b>Y</b> when the Unfounded Incident checkbox is marked on the Event Details editor.</p> <p>Reports a blank value when the checkbox is not marked.</p> <p><i>Alphanumeric, 1 character</i></p>  | Behavior Management > Events and Participants > Event and Participation Details > Event Details > Unfounded Incident<br>BehaviorEvent.unfounded     |
| <b>LLE Incident Number</b>                 | <p>Reports the incident number used by the local law enforcement agency to identify the incident.</p> <p><i>Numeric, 20 digits</i></p>  | Behavior Management > Events and Participants > Event and Participation Details > Event Details > LLE Incident Number<br>BehaviorEvent.policeReport |