

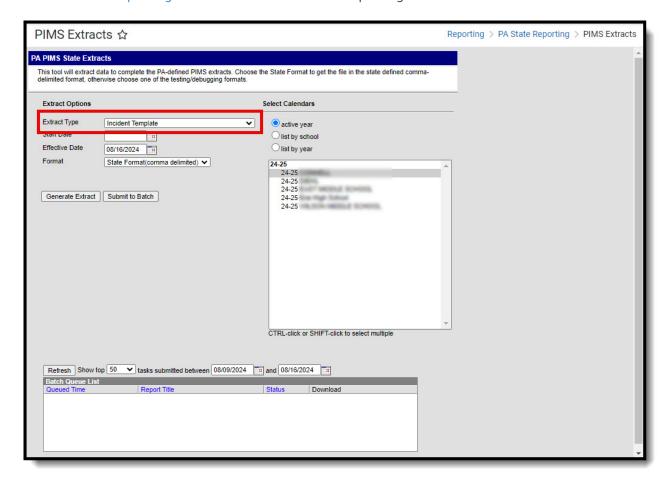
PIMS Incident Template (Pennsylvania)

Last Modified on 05/06/2025 12:29 pm CDT

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.

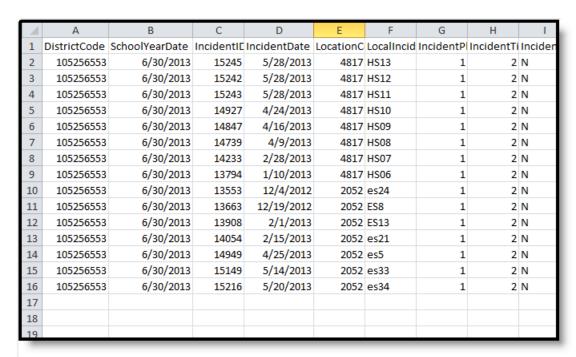
Generate the Incident Template

- 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.

DistrictCode	SchoolYearDate	IncidentID	IncidentDate	LocationCode	LocalIncidentID	IncidentPlaceCode	Incident
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





Incident Template - State Format (comma delimited)

PIMS Incident Template Layout

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



Data Element	Description	Location
Location Code of Incident	Reports the state-defined 4-digit code identifying the school where the incident took place. 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. Numeric, 4 digits	School Information > School Detail > State School Number, Alt School Number School.number
Local Incident ID	Reports the local identification number of the incident used by the local education agency, if different than the incident ID. Numeric, 30 characters.	Behavior Management > Event and Participant Details > Local Incident ID BehaviorIncident.incidentID
Incident Place Code	Reports where the incident occurred. Alphanumeric, 20 characters	Behavior Management > Incident Management Editor > Incident Detail Information > Incident Place Code BehavioEvent.locationDescription
Incident Time Frame Code	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. Numeric, 5 digits (HH:MM)	Behavior Management > Incident Management Editor > Incident Detail Information > Incident Time Frame Code BehaviorIncident.context



Data Element	Description	Location
Incident Against Property Indicator	Indicates whether the the incident was strictly property related and did not involve any victims. A value of Y reports when Damages is any value other than zero. A value of Y reports if the Event State Code is any of the following: • 30: Burglary • 31: Arson • 32: Vandalism • 33: Criminal Trespass N reports for all else. Alphanumeric, 1 character (Y or N)	Behavior Management > Incident Detail Information > Damages BehaviorEvent.victim
Fields10-23	These fields are not collected.	N/A
Unfounded Indicator	Indicates the incident was determined to be unfounded. Reports a value of Y when the Unfounded Incident checkbox is marked on the Event Details editor. Reports a blank value when the checkbox is not marked. Alphanumeric, 1 character	Behavior Management > Events and Participants > Event and Participation Details > Event Details > Unfounded Incident BehaviorEvent.unfounded
LLE Incident Number	Reports the incident number used by the local law enforcement agency to identify the incident. Numeric, 20 digits	Behavior Management > Events and Participants > Event and Participation Details > Event Details > LLE Incident Number BehaviorEvent.policeReport