PIMS Course Instructor Template (Pennsylvania)

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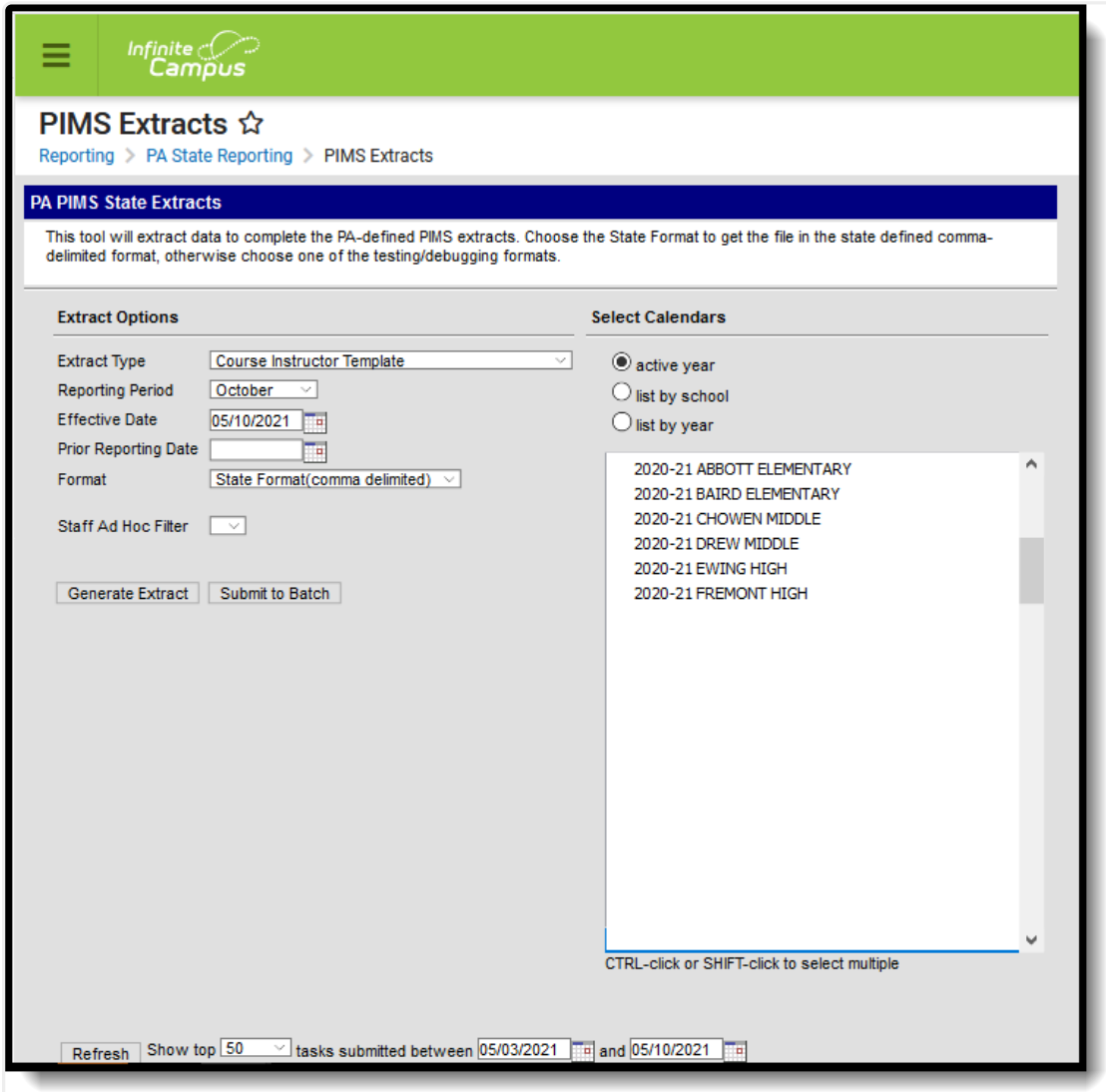
Tool Search: PIMS Extracts

This PIMS Course Instructor Template reports the name of the instructor of each section of every course reported in the Course Template.

See the PIMS Reporting article for additional PIMS Reporting information.



PIMS Course Instructor Template

Report Logic

Multiple records can report for a section.

- A record reports when the teacher is marked as the 01: Teacher or Record at Section > Staff

History > Role = 01: Teacher of Record. Only one teacher reports. If no Teacher of Record Role exists, the current primary teacher or the most recent primary teacher, if the section has ended, reports as of the rep

- rt generation effective date.
- A record reports for each course section where the Semester is unique.
- A record reports for each course that reports the PIMS Course Template.
- A record reports for each unique Location Code Override that are assigned to the students scheduled into those courses. When the Location Code Override field is not populated for the students, the Location Code reports from the Alt School Number or State School Number field.

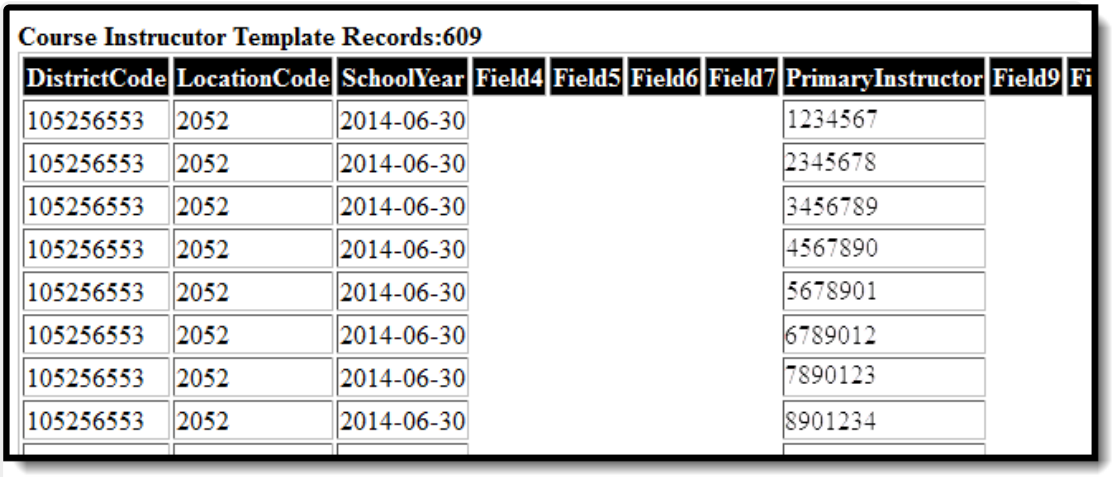
Report Editor

The following provides details on the available fields for the PIMS Course Instructor Template.

Field	Description
Extract Type	Determines the type of PIMS Extract being generated.
Reporting Period	Indicates the time of year for which the extract is being generated.
Effective Date	Entered date causes the extract to report all students actively enrolled as of that date and/or all data as of this date. This date entered is considered the end date of the reporting period, unless it is a snapshot extract.
Prior Reporting Date	Indicates staff who were employed between the entered date and the Effective Date/Reporting Date.
Format	Determines how the extract generates. Extracts can be generated in State Format (comma delimited) or HTML. Use the HTML format for reviewing and verifying data prior to submission to the state. Use the State Format for submitting the data to the Department of Education.
Staff Ad hoc Filter	Select an existing ad hoc filter from which to report school staff. Only those staff included in the **Census/Staff** Data Type Filter and who meet the reporting population are included in the extract.
Calendars	When generating a PIMS extract, at least one calendar must be selected. Calendars can be selected by the Active Year, by School, or by Year. If a calendar is chosen in the Campus toolbar, it is automatically selected.
Report Generation	Use the Generate Extract option to generate the report immediately. Use the Submit to Batch option to choose when the report generates. Submit to Batch is useful when generating the report for several calendars or for larger amounts of data being reported. See the Batch Queue article for more information.

Generate the Course Instructor Template

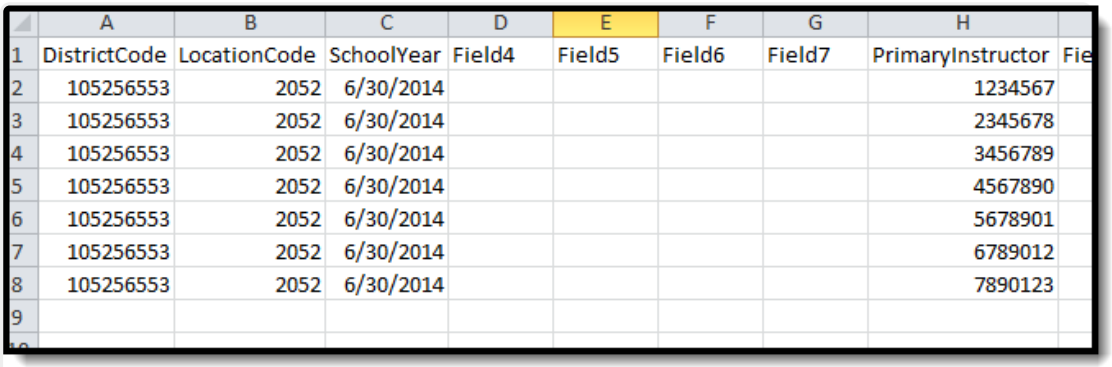
1. Select **Course Instructor Template** from the **Extract Type** from the dropdown list.
2. Select the desired **Reporting Period**.
3. Enter the **Effective Date** of the extract in *mmddyy* format or use the calendar icon to select a date.
4. Enter the **Prior Reporting Date** of the extract in *mmddyy*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



Course Instrucutor Template Records:609

DistrictCode	LocationCode	SchoolYear	Field4	Field5	Field6	Field7	PrimaryInstructor	Field9	Fi
105256553	2052	2014-06-30					1234567		
105256553	2052	2014-06-30					2345678		
105256553	2052	2014-06-30					3456789		
105256553	2052	2014-06-30					4567890		
105256553	2052	2014-06-30					5678901		
105256553	2052	2014-06-30					6789012		
105256553	2052	2014-06-30					7890123		
105256553	2052	2014-06-30					8901234		

PIMS Course Instructor Template - HTML Format



	A	B	C	D	E	F	G	H	
1	DistrictCode	LocationCode	SchoolYear	Field4	Field5	Field6	Field7	PrimaryInstructor	Fie
2	105256553	2052	6/30/2014					1234567	
3	105256553	2052	6/30/2014					2345678	
4	105256553	2052	6/30/2014					3456789	
5	105256553	2052	6/30/2014					4567890	
6	105256553	2052	6/30/2014					5678901	
7	105256553	2052	6/30/2014					6789012	
8	105256553	2052	6/30/2014					7890123	
9									

PIMS Course Instructor Template - State Format

Report Layout

Data Element	Description	Location

Data Element	Description	Location
District Code	State District Number Reports the district number of the reporting school unless there is a different district located in the Funding District. *Numeric, 9 digits*	District Information > State District Number District.number Enrollments > State Reporting Fields > Funding District
Location Code	Reports the PDE 4-digit code identifying the school. This field reports from the Location Code Override field assigned to the students on the Enrollment record using the following logic. • The value reports from the Alt School Number field, if populated, or from the State School Number field. • Then, each student enrolled into the course's sections are reviewed. All students who have the Location Code Override field populated are found. • From that list of students, a record reports for each unique Location Code Override. When the Location Code Override field is not populated, this value 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. Duplicate location codes are not reported. *Numeric, 4 digits*	Enrollments > State Reporting Fields > Location Code Override Enrollment.locationCode School Information > Alt School Number, State School Number School.altNumber School.number

Data Element	Description	Location
School Year	Reports as June 30th of the end year of the calendar. *Date field, 10 characters (YYYY-06-30)*	School Years > School Year Detail Calendar.endDate
Fields 4-7	These fields do not reported.	N/A
Primary Instructor ID	Reports the staff number of the teacher of record for the course. *Numeric, 7 digits*	Demographics > Person Identifiers > Staff State ID Person.staffID
Fields 9-16	These fields do not reported.	N/A
Semester	Indicates if a course is offered in either semester or if it spans the entire school year. *Alphanumeric, 2 characters*	Course > Section > Semester Code Section.semester
Field 18	This field does not reported.	N/A
Course Code Long	Reports the course number assigned to the course. *Numeric, 12 digits*	Course > Number Course.number
Primary Instruction Language Code	Reports the primary language in which the course is taught. *Alphanumeric, 16 characters*	Course > Section > Primary Instruction Code Section.primaryInstructionCode
Field 21	This field does not reported.	N/A
Section Code Long	Reports the state code assigned to the section. *Alphanumeric, 12 characters*	Course > Section > State Code Section.stateCode