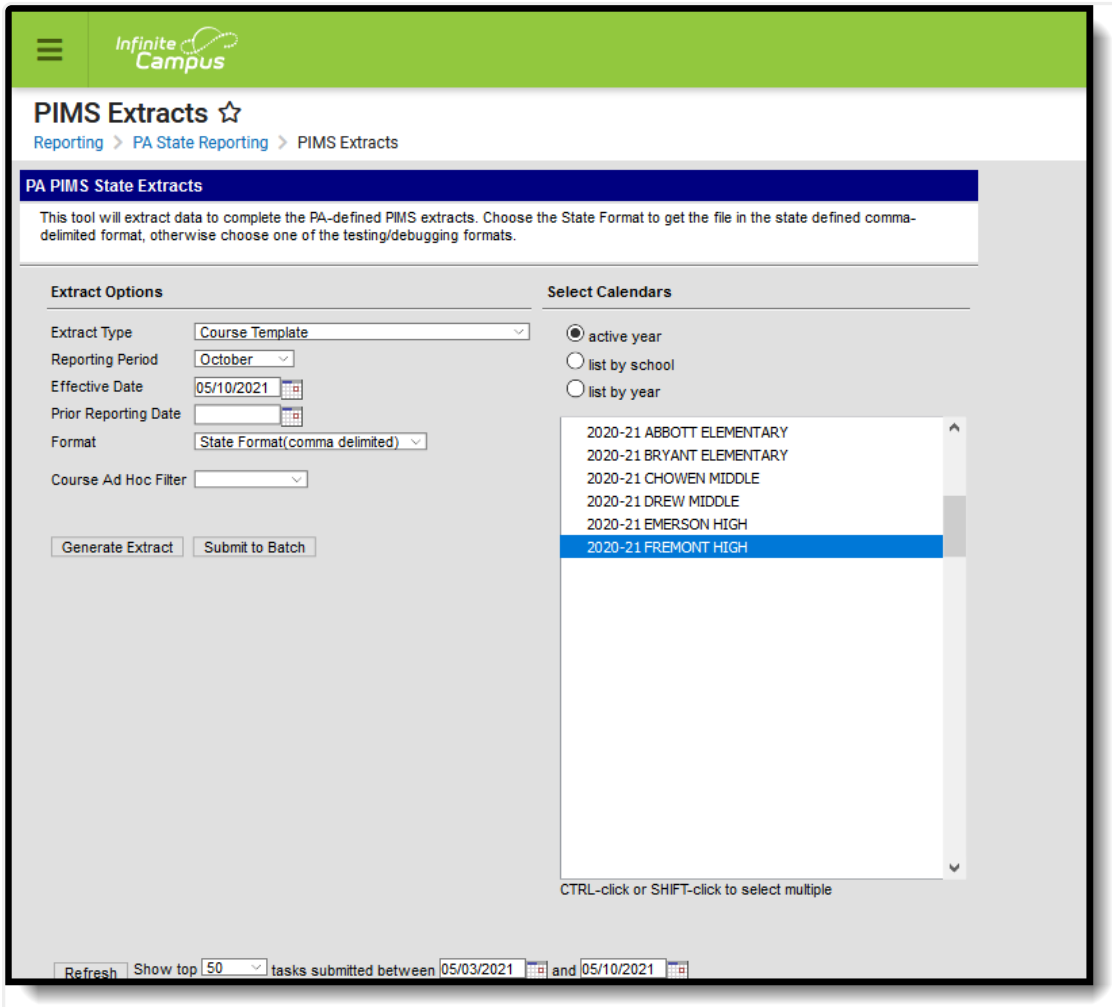
PIMS Course Template (Pennsylvania)

Last Modified on 06/29/2026 10:28 am CDT

Tool Search: PIMS Extracts

This PIMS Course Template reports the attributes of each course at each school.

See the PIMS Reporting article for additional PIMS Reporting information.



PIMS Course Template

Report Logic

This template includes all courses offered during the school year. Non-academic courses (study halls, lunch, etc.) and special courses (Music, art, health/physical education) are not reported.

A record reports for each unique Location Code Override that is assigned to the students scheduled into those courses. When the Location Code Override field is not populated for the students:

- First, the Location Code reports from the Alt School Number or State School Number field.

- Second, logic looks at each student in the course's sections and finds the students who have an Enrollment Location Code Override value assigned on their Enrollment records.

Only active courses in the calendar and courses in active trials are included in the report.

Report Editor

The following fields are available on the PIMS Course 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	The entered 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.
Course Ad hoc Filter	Select an existing ad hoc filter from which to report course information. Only courses and section included in the **Course/Section** Data Type Filter and that meet the reporting population are included in the extract.
Calendars	At least one calendar must be selected when generating a PIMS extract. Calendars can be selected by the Active Year, by School or by Year. When a calendar is chosen in the Campus toolbar, that calendar is automatically selected.
Report Generation	To generate the report immediately, use the **Generate Extract** option. To choose when the report generates, use the **Submit to Batch** option. 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 Template

1. Select **Course 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 **Course Ad hoc Filter** to return only those courses included in that filter.
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, when available. The extract displays in the selected format.

Course Template Records:312

DistrictCode	LocationCode	SchoolYear	Field4	CourseName	Field6	Field7	Field8	Field9	Field10	Hon
105256553	2052	2014-06-30		Grade 3 HR						N
105256553	2052	2014-06-30		Grade 4 HR						N
105256553	2052	2014-06-30		Grade 5 HR						N
105256553	2052	2014-06-30		Grade 6 HR						N
105256553	2052	2014-06-30		Grade 2 HR						N
105256553	2052	2014-06-30		Grade 1 HR						N
105256553	2052	2014-06-30		Kindergarten HR						N

PIMS Course Template, HTML Format

	A	B	C	D	E	F	G	H	I	J	
1	DistrictCo	LocationC	SchoolYear	Field4	CourseNa	Field6	Field7	Field8	Field9	Field10	Hono
2	1.05E+08	2052	6/30/2014		Grade 3 HR						N
3	1.05E+08	2052	6/30/2014		Grade 4 HR						N
4	1.05E+08	2052	6/30/2014		Grade 5 HR						N
5	1.05E+08	2052	6/30/2014		Grade 6 HR						N
6	1.05E+08	2052	6/30/2014		Grade 2 HR						N
7	1.05E+08	2052	6/30/2014		Grade 1 HR						N
8	1.05E+08	2052	6/30/2014		Kindergarten HR						N

PIMS Course Template, State Format

Report Layout

Data Element		Description	Location
1	**District Code**	State District Number Reports the district number of the reporting school unless there is a different district located in the Serving District. *Numeric, 9 digits*	System Administration > Resources > District Information > State District Number District.number Student Information > General > Enrollments > State Reporting Fields > Serving District

Data Element		Description	Location
2	**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, when 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. When 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*	Student Information > General > Enrollments > State Reporting Fields > Location Code Override Enrollment.locationCode System Administration > Resources > School > Alt School Number, State School Number School.number School.altNumber

Data Element		Description	Location
3	**School Year Date**	Reports as June 30th of the end year of the calendar. *Date field, 10 characters (YYYY-06-30)*	System Administration > Calendar > School Years > School Year Detail Calendar.endDate
4	**Filler Field**	No value is reported.	N/A
5	**Course Name**	Reports the name of the course at the local level. *Alphanumeric, 50 characters*	Scheduling > Courses > Course > Name Course.name
6-8	**Filler Field**	No value is reported.	N/A
9	**Number of Credits**	The number of college credits the student earns in a dual enrollment course. **Report Logic**: Reports from the College Credit Earned field on the Student Section Detail tool. Otherwise, this field reports as blank. The highest number of credits associated with the student reports when the student has a value entered in the College Credits Earned field (Section Student Detail). Multiple records do not report when different credit numbers are associated with the student. *Numeric, with decimals (X.XX)*	Scheduling > Courses > Sections > Section Student Detail SectionStudentDetail.collegeCreditsEarned
10-25	**Filler Field**	No value is reported.	N/A

Data Element		Description	Location
26	**Semester**	Indicates a course is offered in either semester or it spans the entire school year. When the Semester Code is left blank on the Section Editor, this field reports from the Course Editor Semester Code. When the Section Semester Code is blank or the same as the Semester Code entered on the course, additional records are not reported. *Alphanumeric, 2 characters*	Scheduling > Courses > Course > Section > Semester Code Section.semester Scheduling > Courses > Course > Semester Code Course.semester
27	**Course Code Long**	Reports the course number assigned to the course. *Numeric, 12 digits*	Scheduling > Courses > Course > Number Course.number
28	**Filler Field**	N/A	N/A
29	**Alternative Course Code**	Reports the state code assigned to the course. *Alphanumeric, 12 characters*	Scheduling > Courses > Course > State Code Course.stateCode
30	**Requirements Indicator Code**	Indicates whether the credit received for this course is required for a high school diploma. *Numeric, 1 digit*	Scheduling > Courses > Course > Required Course.requirements
31	**Filler Field**	No value is reported.	N/A

Data Element		Description	Location
32	**Dual Credit**	Indicates whether students receive credit for two categories (Math and Electives, etc.) when this course is successfully completed. *Alphanumeric, 1 character (Y or N)*	Scheduling > Courses > Course > Dual Credit Code Course.dualCredit
33	**Advanced Placement Indicator**	Indicates the course provides advanced placement curriculum. *Alphanumeric, 1 character (Y or N)*	Scheduling > Courses > Course > Advanced Placement Course.advancedPlacement
34-39	**Filler Fields**	No value is reported.	N/A
40	**International Baccalaureate Indicator**	Indicates this course meets IB curriculum standards. *Alphanumeric, 1 character (Y or N)*	Scheduling > Courses > Course > International Baccalaureate Course.InternationalBaccalaureate
41-62	**Filler Fields**	No value is reported.	N/A

Data Element		Description	Location
63	**End of Course Exam**	Provides an indication that the reported course culminates in a Keystone exam. When the Assessment assigned to the Course has one of the following values as part of the first four alphabetic letters in the State Code, those values report: • KLIT • KBIO • KALG When there is no assessment associated with the course, or the State Code on the associated assessment is NOT one of the above values, this field reports blank. State Codes are assigned on the Test Detail editor. *Alphabetic, 4 characters*	Scheduling > Courses > Course > Assessments Assessment.teacherScored Assessment > Test Setup > Tests > Test Detail > Test Type > State Test > State Code Test.stateCode
64-65	**Filler Fields**	No value is reported.	N/A
66	**Organization Defining Code**	Reports the value entered into the Dual Enroll AUN field. Alphanumeric, 9 (with left leading zeroes up to 9 characters)	Scheduling > Courses > Course > Course Information > Dual Enroll AUN Course.dualEnrollAUN
67-78	**Filler Fields**	No value is reported.	N/A

Data Element		Description	Location
R79	**Cambridge Advanced Course Indicator**	Indicates the course is a Cambridge advanced course. **Report Logic:** Reports as Y when the Cambridge Advanced Course dropdown is Yes. Otherwise, reports as N. This field cannot be reported as blank or null. *Alphanumeric, 1 character (Y or N)*	Scheduling and Courses > Courses > Course Information > Cambridge Advanced Course