

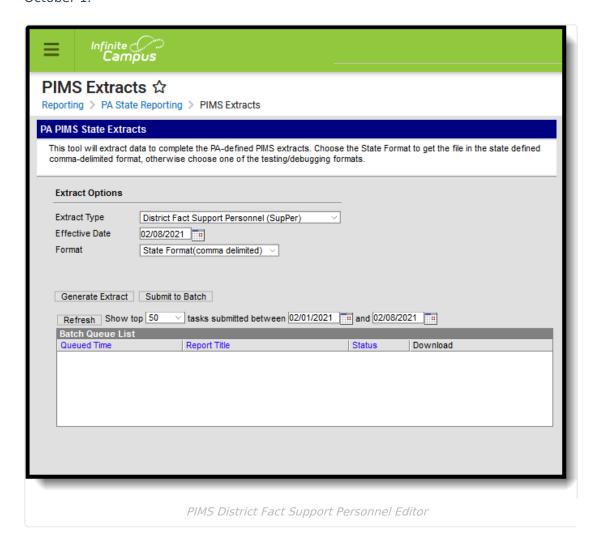
PIMS District Fact Support Personnel (Pennsylvania)

Last Modified on 10/21/2024 8:22 am CDT

Report Logic | Generate the District Fact Support Personnel Template | Report Layout

Tool Search: PIMS Extracts

The District Fact Support Personnel Template is used to submit the results of the Support Personnel Form, which is available on the Department of Education website. It includes a count of full-time and part-time staff who are considered Support Staff by race/ethnicity and gender as of October 1.



Report Logic

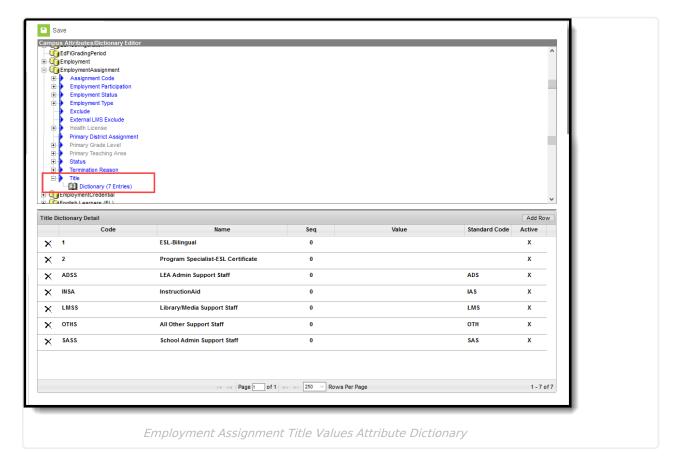
Support staff who are actively employed by the district as of the entered Effective Date are included in the report.

A District Assignment Title of one of the following codes needs to be assigned for the staff to report:



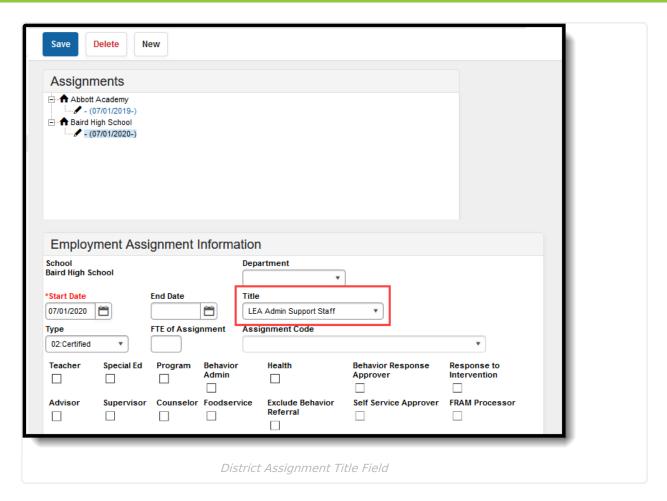
- IAS Instructional Aids
- SAS School Admin Support Staff
- LMS Library Media Support Staff
- ADS LEA Admin Support Staff
- OTH Other Support Staff.

The report looks at the **Standard Code** assigned to the Title in the Attribute/Dictionary. Verify these values are assigned to the **EmploymentAssignment > Title** attribute. It should look like this:



A staff person's District Assignment record would have the **Title** field populated with one of the appropriate values.



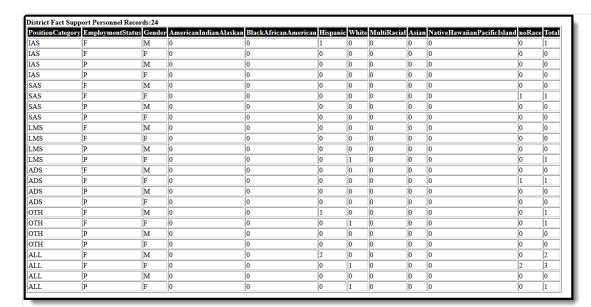


See the PIMS Reporting article for additional PIMS Reporting information.

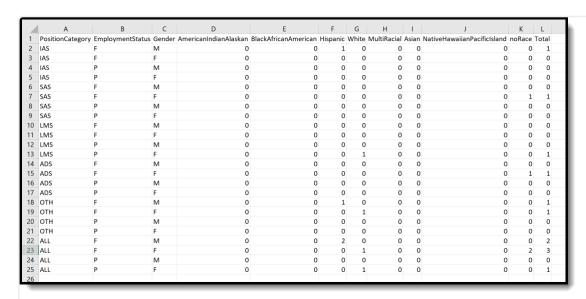
Generate the District Fact Support Personnel Template

- 1. Select **District Fact Support Personnel (SupPer)Template** from the **Extract Type** from the dropdown list.
- 2. Enter an **Effective Date** for the report.
- 3. Select the **Format** of the extract, either in the **State Format (comma delimited)** or in **HTML Format**.
- 4. Click the **Generate Extract** button or the **Submit to Batch** button when available. The extract displays in the selected format.
- Once the report generates, use the values reported to populate the PIMS provided Excel Spreadsheet for Support Personnel. This form is available on the PDE website and is NOT maintained by Infinite Campus.





PIMS District Fact Support Personnel Extract - HTML Format



PIMS District Fact Support Personnel Extract - State Format

Report Layout

Field Name	Description	Location



Field Name	Description	Location
Position Category	Reports one of the following Standard Codes set in the Attribute/Dictionary that is assigned to the person's Title on the District Assignment record: • IAS - Instructional Aids (rows 1-4) • SAS - School Admin Support Staff (rows 5-8) • LMS - Library Media Support Staff (rows 9-12) • ADS - LEA Admin Support Staff (rows 13-16) • OTH - Other Support Staff (rows 17-20) For each Position Category, a	District Assignment > Title EmploymentAssignment.title
	 count reports for the following: 1 row for full time male staff persons assigned to that Standard Code per race/ethnicity. 1 row for full time female staff persons assigned to that Standard Code per race/ethnicity. 1 row for part time male staff persons assigned to that Standard Code per race/ethnicity. 1 row for part time female staff persons assigned to that Standard Code per race/ethnicity. 1 row for part time female staff persons assigned to that Standard Code per race/ethnicity. The last four rows (rows 21-24) reports a total count for ALL Standards Codes per gender per 	
	race/ethnicity. Alphanumeric, 3 characters	



Field Name	Description	Location
Employment Status	Designates the staff being counted as full time (F) or part time (P), as selected on the District Employment record. This value is counted for each Position Category. Alphanumeric, 1 character	District Employment > Status Employment.staffType
Gender	Indicates whether the staff being counted is male (M) or female (F). This value is counted for each Position Category and each Employment Status. Alphanumeric, 1 character	Demographics > Person Information > Gender Identity.gender
American Indian/Alaskan	Reports a count of each staff person in the district who has a race/ethnicity of American Indian/Alaskan. Numeric, 3 digits	Demographics > Person Information > Race/Ethnicity > 1: American Indian or Alaska Native Identity.raceEthnicity
Black/African American	Reports a count of each staff person in the district who has a race/ethnicity of Black/African American. Numeric, 3 digits	Demographics > Person Information > Race/Ethnicity > 3: Black, not Hispanic Identity.raceEthnicity
Hispanic	Reports a count of each staff person in the district who has a race/ethnicity of Hispanic. Numeric, 3 digits	Demographics > Person Information > Race/Ethnicity > 4: Hispanic Identity.raceEthnicity
White	Reports a count of each staff person in the district who has a race/ethnicity of White. Numeric, 3 digits	Demographics > Person Information > Race/Ethnicity > 5: White, not Hispanic Identity.raceEthnicity



Field Name	Description	Location
Multi-racial	Reports a count of each staff person in the district who has a race/ethnicity of Multi-racial. Numeric, 3 digits	Demographics > Person Information > Race/Ethnicity > 6: Multi-Racial/Ethnic Identity.raceEthnicity
Asian	Reports a count of each staff person in the district who has a race/ethnicity of Asian.	Demographics > Person Information > Race/Ethnicity > 9: Asian Identity.raceEthnicity
Native Hawaiian/Pacific Islander	Reports a count of each staff person in the district who has a race/ethnicity of Native Hawaiian or Pacific Islander. Numeric, 3 digits	Demographics > Person Information > Race/Ethnicity > 10: Native Hawaiian or Other Pacific Islander Identity.raceEthnicity
No Race	Reports a count of each staff person in the district who does not have a race assigned. Numeric, 3 digits	Demographics > Person Information > Race/Ethnicity = Blank
Total	Reports the total count of support staff for each gender and each race. Numeric, 3 digits	N/A