

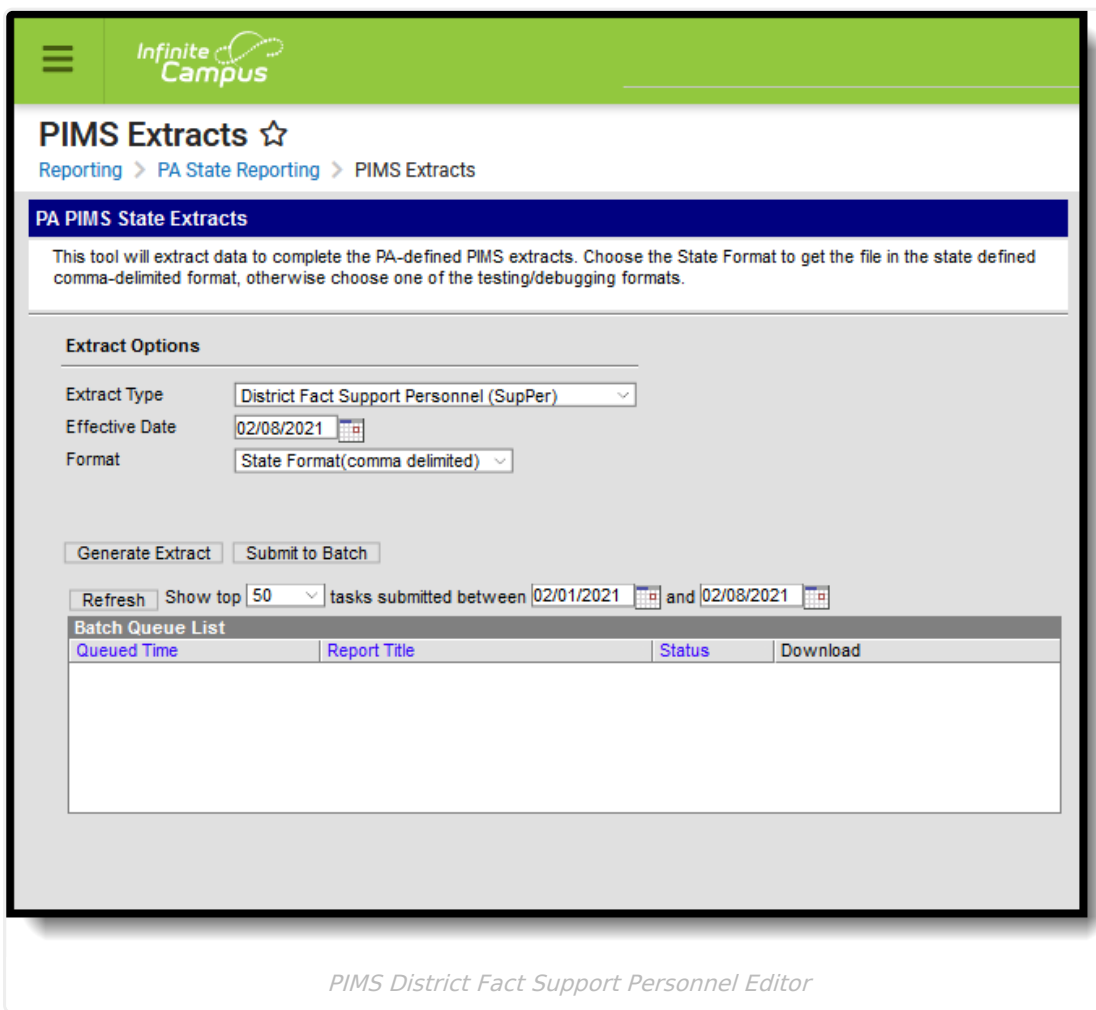
# PIMS District Fact Support Personnel (Pennsylvania)

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

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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.



The screenshot shows the 'PIMS Extracts' interface within the Infinite Campus system. The breadcrumb trail is 'Reporting > PA State Reporting > PIMS Extracts'. A blue header bar reads 'PA PIMS State Extracts'. Below this, a text box explains: 'This tool will extract data to complete the PA-defined PIMS extracts. Choose the State Format to get the file in the state defined comma-delimited format, otherwise choose one of the testing/debugging formats.'

The 'Extract Options' section contains three fields: 'Extract Type' set to 'District Fact Support Personnel (SupPer)', 'Effective Date' set to '02/08/2021', and 'Format' set to 'State Format(comma delimited)'. Below these are buttons for 'Generate Extract' and 'Submit to Batch'.

A 'Refresh' button and a 'Show top 50' dropdown are followed by a date range filter: 'tasks submitted between 02/01/2021 and 02/08/2021'. Below this is a 'Batch Queue List' table with columns for 'Queued Time', 'Report Title', 'Status', and 'Download'. The table is currently empty.

At the bottom of the interface, the text 'PIMS District Fact Support Personnel Editor' is displayed.

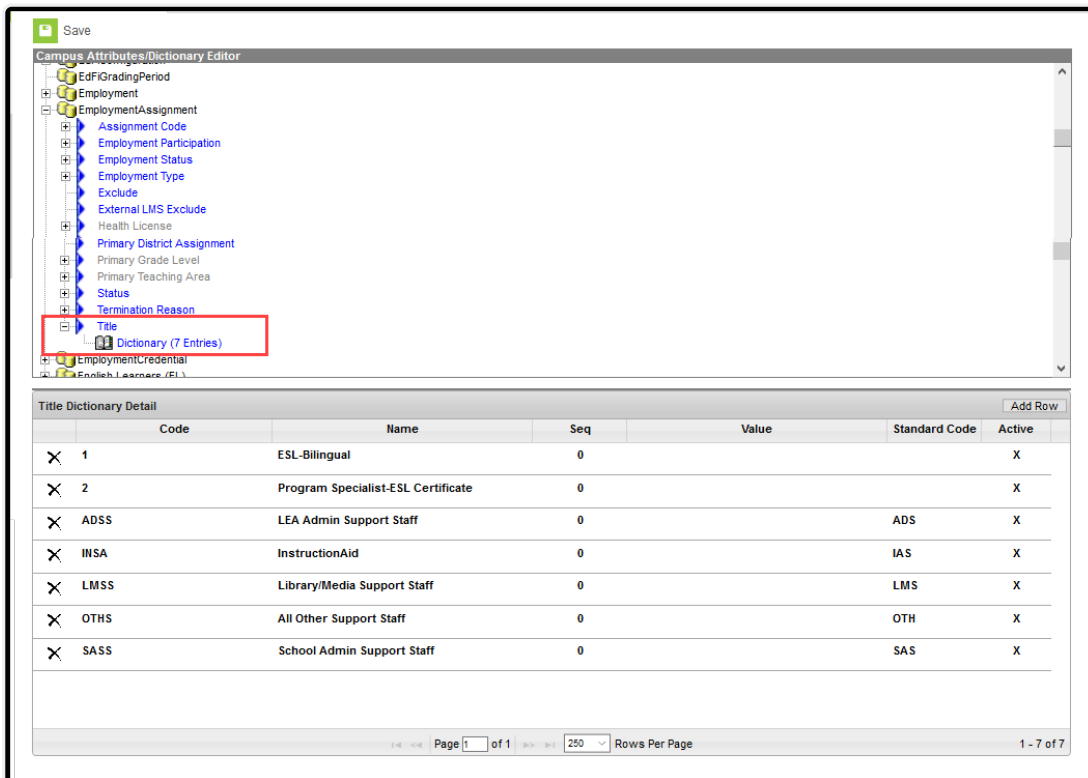
## Report Logic

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:



The screenshot shows the 'Campus Attributes/Dictionary Editor' window. The left sidebar lists various attributes, with 'Title' under 'EmploymentAssignment' highlighted by a red box. The main area displays the 'Title Dictionary Detail' table, which lists 7 entries. The table has columns for Code, Name, Seq, Value, Standard Code, and Active. The entries are as follows:

Code	Name	Seq	Value	Standard Code	Active
1	ESL-Bilingual	0			X
2	Program Specialist-ESL Certificate	0			X
ADSS	LEA Admin Support Staff	0		ADS	X
INSA	InstructionAid	0		IAS	X
LMSS	Library/Media Support Staff	0		LMS	X
OTHS	All Other Support Staff	0		OTH	X
SASS	School Admin Support Staff	0		SAS	X

The table is displayed on page 1 of 1, with 250 rows per page. The status bar at the bottom indicates '1 - 7 of 7'.

*Employment Assignment Title Values Attribute Dictionary*

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

Save
Delete
New

### Assignments

- Abbott Academy  
- (07/01/2019-)
- Baird High School  
- (07/01/2020-)

### Employment Assignment Information

**School**  
Baird High School

**\*Start Date**  
07/01/2020

**Type**  
02:Certified

**End Date**

**FTE of Assignment**

**Department**

**Title**  
LEA Admin Support Staff

**Assignment Code**

<b>Teacher</b>	<b>Special Ed</b>	<b>Program</b>	<b>Behavior Admin</b>	<b>Health</b>	<b>Behavior Response Approver</b>	<b>Response to Intervention</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Advisor</b>	<b>Supervisor</b>	<b>Counselor</b>	<b>Foodservice</b>	<b>Exclude Behavior Referral</b>	<b>Self Service Approver</b>	<b>FRAM Processor</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*District Assignment Title Field*

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.
5. 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.

District Fact Support Personnel Records:24

PositionCategory	EmploymentStatus	Gender	AmericanIndianAlaskan	BlackAfricanAmerican	Hispanic	White	MultiRacial	Asian	NativeHawaiianPacificIsland	noRace	Total
IAS	F	M	0	0	1	0	0	0	0	0	1
IAS	F	F	0	0	0	0	0	0	0	0	0
IAS	P	M	0	0	0	0	0	0	0	0	0
IAS	P	F	0	0	0	0	0	0	0	0	0
SAS	F	M	0	0	0	0	0	0	0	0	0
SAS	F	F	0	0	0	0	0	0	0	1	1
SAS	P	M	0	0	0	0	0	0	0	0	0
SAS	P	F	0	0	0	0	0	0	0	0	0
LMS	F	M	0	0	0	0	0	0	0	0	0
LMS	F	F	0	0	0	0	0	0	0	0	0
LMS	P	M	0	0	0	0	0	0	0	0	0
LMS	P	F	0	0	1	0	0	0	0	0	1
ADS	F	M	0	0	0	0	0	0	0	0	0
ADS	F	F	0	0	0	0	0	0	0	1	1
ADS	P	M	0	0	0	0	0	0	0	0	0
ADS	P	F	0	0	0	0	0	0	0	0	0
OTH	F	M	0	0	1	0	0	0	0	0	1
OTH	F	F	0	0	0	1	0	0	0	0	1
OTH	P	M	0	0	0	0	0	0	0	0	0
OTH	P	F	0	0	0	0	0	0	0	0	0
ALL	F	M	0	0	2	0	0	0	0	0	2
ALL	F	F	0	0	0	1	0	0	0	2	3
ALL	P	M	0	0	0	0	0	0	0	0	0
ALL	P	F	0	0	0	1	0	0	0	0	1

PIMS District Fact Support Personnel Extract - HTML Format

	A	B	C	D	E	F	G	H	I	J	K	L
1	PositionCategory	EmploymentStatus	Gender	AmericanIndianAlaskan	BlackAfricanAmerican	Hispanic	White	MultiRacial	Asian	NativeHawaiianPacificIsland	noRace	Total
2	IAS	F	M	0	0	1	0	0	0	0	0	1
3	IAS	F	F	0	0	0	0	0	0	0	0	0
4	IAS	P	M	0	0	0	0	0	0	0	0	0
5	IAS	P	F	0	0	0	0	0	0	0	0	0
6	SAS	F	M	0	0	0	0	0	0	0	0	0
7	SAS	F	F	0	0	0	0	0	0	0	1	1
8	SAS	P	M	0	0	0	0	0	0	0	0	0
9	SAS	P	F	0	0	0	0	0	0	0	0	0
10	LMS	F	M	0	0	0	0	0	0	0	0	0
11	LMS	F	F	0	0	0	0	0	0	0	0	0
12	LMS	P	M	0	0	0	0	0	0	0	0	0
13	LMS	P	F	0	0	1	0	0	0	0	0	1
14	ADS	F	M	0	0	0	0	0	0	0	0	0
15	ADS	F	F	0	0	0	0	0	0	0	1	1
16	ADS	P	M	0	0	0	0	0	0	0	0	0
17	ADS	P	F	0	0	0	0	0	0	0	0	0
18	OTH	F	M	0	0	1	0	0	0	0	0	1
19	OTH	F	F	0	0	0	1	0	0	0	0	1
20	OTH	P	M	0	0	0	0	0	0	0	0	0
21	OTH	P	F	0	0	0	0	0	0	0	0	0
22	ALL	F	M	0	0	2	0	0	0	0	0	2
23	ALL	F	F	0	0	1	0	0	0	0	2	3
24	ALL	P	M	0	0	0	0	0	0	0	0	0
25	ALL	P	F	0	0	0	1	0	0	0	0	1
26												

PIMS District Fact Support Personnel Extract - State Format

## Report Layout

Field Name	Description	Location
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Field Name	Description	Location
<b>Position Category</b>	<p>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:</p> <ul style="list-style-type: none"> <li>• IAS - Instructional Aids (rows 1-4)</li> <li>• SAS - School Admin Support Staff (rows 5-8)</li> <li>• LMS - Library Media Support Staff (rows 9-12)</li> <li>• ADS - LEA Admin Support Staff (rows 13-16)</li> <li>• OTH - Other Support Staff (rows 17-20)</li> </ul> <p>For each Position Category, a count reports for the following:</p> <ul style="list-style-type: none"> <li>• 1 row for full time male staff persons assigned to that Standard Code per race/ethnicity.</li> <li>• 1 row for full time female staff persons assigned to that Standard Code per race/ethnicity.</li> <li>• 1 row for part time male staff persons assigned to that Standard Code per race/ethnicity.</li> <li>• 1 row for part time female staff persons assigned to that Standard Code per race/ethnicity.</li> </ul> <p>The last four rows (rows 21-24) reports a total count for ALL Standards Codes per gender per race/ethnicity.</p> <p>Alphanumeric, 3 characters</p>	<p>District Assignment &gt; Title</p> <p>EmploymentAssignment.title</p>

Field Name	Description	Location
<b>Employment Status</b>	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
<b>Gender</b>	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
<b>American Indian/Alaskan</b>	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
<b>Black/African American</b>	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
<b>Hispanic</b>	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
<b>White</b>	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
<b>Multi-racial</b>	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
<b>Asian</b>	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
<b>Native Hawaiian/Pacific Islander</b>	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
<b>No Race</b>	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
<b>Total</b>	Reports the total count of support staff for each gender and each race.  Numeric, 3 digits	N/A