

# PIMS Course Template (Pennsylvania) [.2140 - .2235]

Last Modified on 09/08/2022 12:48 pm CDT

You are viewing a previous version of this article. See [PIMS Course Template \(Pennsylvania\)](#) for the most current information.

[Report Logic](#) | [Report Editor](#) | [Generate the Course Template](#) | [Report Layout](#)

**Classic View:** *PA State Reporting > PIMS Extracts > Course Template*

**Search Terms:** 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 are 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
<b>Extract Type</b>	Determines the type of PIMS Extract being generated.
<b>Reporting Period</b>	Indicates the time of year for which the extract is being generated.
<b>Effective Date</b>	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.
<b>Prior Reporting Date</b>	The entered date indicates staff who were employed between the entered date and the Effective Date/Reporting Date.
<b>Format</b>	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.
<b>Course Ad hoc Filter</b>	Select an existing ad hoc filter from which to report course information. Only courses and section included in the <b>Course/Section</b> Data Type Filter and that meet the reporting population are included in the extract.
<b>Calendars</b>	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. If a calendar is chosen in the Campus toolbar, that calendar is automatically be selected.

Field	Description
<b>Report Generation</b>	To generate the report immediately, use the <b>Generate Extract</b> option. To choose when the report generates, use the <b>Submit to Batch</b> option. Submit to Batch is useful when generating the report for several calendars or for larger amounts of data being reported. See the <a href="#">Batch Queue</a> 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. If desired, 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, if 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	K
1	DistrictCo	LocationC	SchoolYear	Field4	CourseNa	Field6	Field7	Field8	Field9	Field10	Hon
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	<b>District Code</b>	<p>State District Number</p> <p>Reports the district number of the reporting school unless there is a different district located in the Serving District.</p> <p><i>Numeric, 9 digits</i></p>	<p>System Administration &gt; Resources &gt; District Information &gt; State District Number</p> <p>District.number</p> <hr/> <p>Student Information &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; Serving District</p>
2	<b>Location Code</b>	<p>Reports the PDE 4-digit code identifying the school.</p> <p>This field reports from the Location Code Override field assigned to the students on the Enrollment record using the following logic.</p> <ul style="list-style-type: none"> <li>• The value reports from the Alt School Number field, if populated, or from the State School Number field.</li> <li>• Then, each student enrolled into the course's sections are reviewed. All students who have the Location Code Override field populated are found.</li> <li>• From that list of students, a record reports for each unique Location Code Override.</li> </ul> <p>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.</p> <p>Duplicate location codes are not reported.</p> <p><i>Numeric, 4 digits</i></p>	<p>Student Information &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; Location Code Override</p> <p>Enrollment.locationCode</p> <hr/> <p>System Administration &gt; Resources &gt; School &gt; Alt School Number, State School Number</p> <p>School.number School.altNumber</p>

Data Element		Description	Location
3	<b>School Year Date</b>	<p>Reports as June 30th of the end year of the calendar.</p> <p><i>Date field, 10 characters (YYYY-06-30)</i></p>	<p>System Administration &gt; Calendar &gt; School Years &gt; School Year Detail</p> <p>Calendar.endDate</p>
4	<b>Filler Field</b>	No value is reported.	N/A
5	<b>Course Name</b>	<p>Reports the name of the course at the local level.</p> <p><i>Alphanumeric, 50 characters</i></p>	<p>Scheduling &gt; Courses &gt; Course &gt; Name</p> <p>Course.name</p>
6-25	<b>Filler Field</b>	No value is reported.	N/A
26	<b>Semester</b>	<p>Indicates if a course is offered in either semester or if it spans the entire school year.</p> <p>If the Semester Code is left blank on the Section Editor, this field reports from the Course Editor Semester Code.</p> <p>If the Section Semester Code is blank or the same as the Semester Code entered on the course, additional records are not reported.</p> <p><i>Alphanumeric, 2 characters</i></p>	<p>Scheduling &gt; Courses &gt; Course &gt; Section &gt; Semester Code</p> <p>Section.semester</p> <hr/> <p>Scheduling &gt; Courses &gt; Course &gt; Semester Code</p> <p>Course.semester</p>
27	<b>Course Code Long</b>	<p>Reports the course number assigned to the course.</p> <p><i>Numeric, 12 digits</i></p>	<p>Scheduling &gt; Courses &gt; Course &gt; Number</p> <p>Course.number</p>
28	<b>Filler Field</b>	N/A	N/A
29	<b>Alternative Course Code</b>	<p>Reports the state code assigned to the course.</p> <p><i>Alphanumeric, 12 characters</i></p>	<p>Scheduling &gt; Courses &gt; Course &gt; State Code</p> <p>Course.stateCode</p>

Data Element		Description	Location
30	<b>Requirements Indicator Code</b>	Indicates whether the credit received for this course is required for a high school diploma.  <i>Numeric, 1 digit</i>	Scheduling > Courses > Course > Required  Course.requirements
31	<b>Filler Field</b>	No value is reported.	N/A
32	<b>Dual Credit</b>	Indicates whether students receive credit for two categories (Math and Electives, etc.) when this course is successfully completed.  <i>Alphanumeric, 1 character (Y or N)</i>	Scheduling > Courses > Course > Dual Credit Code  Course.dualCredit
33	<b>Advanced Placement Indicator</b>	Indicates the course provides advanced placement curriculum.  <i>Alphanumeric, 1 character (Y or N)</i>	Scheduling > Courses > Course > Advanced Placement  Course.advancedPlacement
34-39	<b>Filler Fields</b>	No value is reported.	N/A
40	<b>International Baccalaureate Indicator</b>	Indicates this course meets IB curriculum standards.  <i>Alphanumeric, 1 character (Y or N)</i>	Scheduling > Courses > Course > International Baccalaureate  Course.InternationalBaccalaureate
41-62	<b>Filler Fields</b>	No value is reported.	N/A

Data Element	Description	Location
63	<p><b>End of Course Exam</b></p> <p>Provides an indication that the reported course culminates in a Keystone exam.</p> <p>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:</p> <ul style="list-style-type: none"> <li>• KLIT</li> <li>• KBIO</li> <li>• KALG</li> </ul> <p>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 <a href="#">Test Detail</a> editor.</p> <p><i>Alphabetic, 4 characters</i></p>	<p>Scheduling &gt; Courses &gt; Course &gt; Assessments</p> <p>Assessment.teacherScored</p> <hr/> <p>Assessment &gt; Test Setup &gt; Tests &gt; Test Detail &gt; Test Type &gt; State Test &gt; State Code</p> <p>Test.stateCode</p>