

## PIMS Person Template (Pennsylvania) [.2211 - .2243]

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You are viewing a previous version of this article. See <u>PIMS Person Template (Pennsylvania)</u> for the most current information.

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Classic View: PA State Reporting > PIMS Extracts > Person Template

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The PIMS Person Template provides details on both the behavior offenders and the behavior victims. This template can be used to individually identify a victim or offender as it contains fields for the PAsecureID field and the name. LEAs do not need to individually identify a victim using these fields.

Victim data does not need to be reported, but offender information must be identified if it is known.

See the <u>PIMS Reporting</u> article for additional PIMS Reporting information.

## **Report Logic**

Only behavior incidents that are marked as Submitted, In Progress or Complete report. Behavior incidents that are in Draft status do not report.

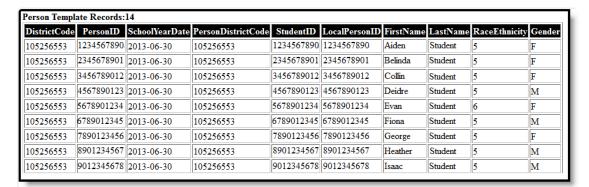
Reports all matching students from that school for the selected calendar. Students report even if they are enrolled in a different calendar and the calendar in which they are enrolled is not selected on the extract editor. Reports all associated behavior data from an incident that happened in a selected calendar. Incident and incident related reports are not included in the report population if the calendar selected in the extract editor is not the calendar in which the incident was documented. Incidents and students involved in incidents do not report in calendars marked as Exclude (System Administration > Calendar > Calendar > Exclude).

## **Generate the Person Template**

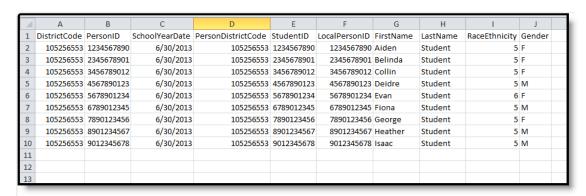
- 1. Select **Person Template** from the **Extract Type** from the dropdown list.
- 2. Enter the **Effective Date** of the extract in *mmddyy* format or use the calendar icon to select a date.
- 3. Enter the **Prior Reporting Date** of the extract in *mmddyy* format or use the calendar icon to select a date.
- 4. Select the **Format** of the extract.
- 5. If desired, select an Ad hoc Filter to return only those students included in that filter.
- 6. Select the appropriate Calendar(s) from which to include data on the extract.



7. Click the **Generate Extract** button or the **Submit to Batch** button, if available. The extract displays in the selected format.



PIMS Person Template - HTML Format



PIMS Person Template, State Format (comma delimited)

## **Report Layout**

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Submitting District Code	Reports the administrative unit number assigned by the Department of Education where the incident took place.	Numeric, 9 digits	District.number	System Administration > Resources > District Information > State District Number



Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Person ID	Reports the state ID or local student number of either the offender or victim.	Numeric, 10 digits	Person.stateID Person.student Number	Census > People > Demographics > Person Identifiers > State ID, Local Student Number
School Year Date	Reports the ending date of the calendar for which the report is generated.	Date field, 10 characters YYYY-06-30	Calendar.endYear	System Administration > Calendar > Calendar > End Date
Person District Code	Reports the district number of where the student is enrolled.	Numeric, 9 digits	District.number	System Administration > Resources > District Information > State District Number
Student ID	Reports the state ID number assigned to the student.	Numeric, 10 digits	Person.stateID	Census > People > Demographics > Person Identifiers > State ID
Local Person ID	Reports the locally assigned identification number assigned to the offender or victim, if different than the Person ID.	Numeric, 10 digits	Person.student Number	Census > People > Demographics > Person Identifiers > Local Student Number
First Name	Reports the first name of the offender or victim.	Alphanumeric, 30 characters	Identity.firstName	Census > People > Demographics > Person Information > First Name



Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Last Name	Reports the last name of the offender or victim.	Alphanumeric, 30 characters	Identity.lastName	Census > People > Demographics > Person Information > Last Name
Race Ethnicity Code	Reports the offender or victim's race ethnicity, as follows:  • 1 - American Indian/Alaskan Native  • 2 - Asian/Pacific Islander  • 3 - Black/African American (not Hispanic)  • 4 - Hispanic (any race)  • 5 - White/Caucasian (Not Hispanic)  • 6 - Multiracial (does not apply to special education students)	Numeric, 1 digit	Identity.race Ethnicity	Census > People > Demographics > Person Information > Race/Ethnicity
Gender Code	Indicates whether the victim or offender is male or female.	Alphanumeric, 1 character M or F	Identity.gender	Census > People > Demographics > Person Information > Gender