

# PIMS Staff Student Subtest - Teacher-Student (Pennsylvania)

Last Modified on 09/30/2024 2:11 pm CDT

[Report Logic](#) | [Generate Report](#) | [Report Layout](#)

Tool Search: PIMS Extract

The Staff Student Subtest template contains a record for each teacher/student instructional relationship for each assessment type selected in the extract editor. The report must be submitted cumulatively indicating all instructional relationships related to PSSA and Keystone Assessments for the school year.

This report is due in Winter and Spring.

See the [PIMS Reporting](#) article for additional PIMS Reporting information.

## Report Logic

Any student enrolled in a course as of the effective date for the selected calendar(s) and has an Assessment set up on the course that meets the following condition report:

- The Course has an Assessment set up with one of the following State Codes from Test Setup > Test Detail > State Test > State Code of KALG1SPR, KALG1SUM, KALG1WIN, KBIOSPR, KBIOSUM, KBIOWIN, KLITSPR, KLITSUM, KLITWIN, PSSAELA3, PSSAELA4, PSSAELA5, PSSAELA6, PSSAELA7, PSSAELA8, PSSAM3, PSSAM4, PSSAM5, PSSAM6, PSSAM7, PSSAM8, PSSASCI4, PSSASCI8

Primary teachers report for sections of courses that meet the report population above. Non-primary teacher report when Section Percentage is populated.

## Generate Report

1. Select **Staff Student Subtest - Act 13 Educator** from the **Extract Type** from the dropdown list.
2. Enter a **Start Date** of the extract in *mmdyy* format or use the calendar icon to select a date.
3. Enter the **Effective Date** of the extract in *mmdyy* format or use the calendar icon to select a date.
4. Select the **Section Assessment(s)** to include in the report. Options include:
  - KALG1SPR : Keystone Algebra I Spring
  - KALG1SUM : Keystone Algebra I Summer
  - KALG1WIN : Keystone Algebra I Winter
  - KBIOSPR : Keystone Biology Spring
  - KBIOSUM : Keystone Biology Summer

- KBIOWIN : Keystone Biology Winter
  - KLITSPR : Keystone Literature Spring
  - KLITSUM : Keystone Literature Summer
  - KLITWIN : Keystone Literature Winter
  - PSSAELA3
  - PSSAELA4
  - PSSAELA5
  - PSSAELA6
  - PSSAELA7
  - PSSAELA8
  - PSSAM3
  - PSSAM4
  - PSSAM5
  - PSSAM6
  - PSSAM7
  - PSSAM8
  - PSSASCI4
  - PSSASCI8
5. Select the **Format** of the extract. Options are Comma Separated (CSV) or HTML.
  6. Mark the **All Students** checkbox, if desired.
  7. Select an **Ad hoc filter**, if desired.
  8. Select the desired **Grades** to include.
  9. Select the appropriate **Calendar(s)** from which to include data on the extract. This defaults to the calendar selected in the Campus toolbar. At least one calendar is required.
  10. Click the **Generate Extract** button or the **Submit to Batch** button. The extract generates in the selected format.

## Report Layout

Data Element Label	Description	Location
<b>State District Number</b>	The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education. Reports the State District Number.  <i>Numeric, 20 digits</i>	District Information > State District Number
<b>Staff ID</b>	A unique identifier assigned by the Pennsylvania Department of Education to each staff member reported in PIMS. Reports the Staff State ID.  <i>Numeric, 12 digits</i>	Demographics > Person Identifiers > Staff State ID

Data Element Label	Description	Location
<b>Student District Number</b>	<p>The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education. Reports the State District Number.</p> <p><i>Numeric, 20 digits</i></p>	District Information > State District Number
<b>Student ID</b>	<p>The unique, 10-digit identifier (PAsecureID) assigned by the Department of Education to each student. Reports the Student State ID number.</p> <p><i>Numeric, 12 digits</i></p>	Demographics > Person Identifiers > Student State ID
<b>School Year Date</b>	<p>A single date representing the entirety of the school year. To designate a School Year Date, use the reported school year followed by June 30. Reports the School Year.</p> <p><i>Date, YYYY-MM-DD</i></p>	Calendar > School Years
<b>Assessment District Number</b>	<p>The unique, 9-digit Administrative Unit Number (AUN) assigned by the Pennsylvania Department of Education. Reports a value of 999999999.</p> <p><i>Numeric, 20 digits</i></p>	N/A

Data Element Label	Description	Location
<b>Test Description</b>	<p>The unique code that represents the assessment for which this teacher is assigned instructional responsibility.</p> <ul style="list-style-type: none"> <li>• Reports a value of KALG1 when the Subtest Identifier (Test &gt; State Code) is any of the following: KALG1M1SPR, KALG1M1SUM, KALG1M1WIN, KALG1SPR, KALG1SUM, or KALG1WIN.</li> <li>• Reports a value of KBIO when the Subtest Identifier is any of the following: KBIOM1SPR, KBIOM1SUM, KBIOM1WIN, KBIOSPR, KBIOSUM, or KBIOWIN.</li> <li>• Reports a value of KLIT when the Subtest Identifier is any of the following: KLIT1SPR, KLIT1SUM, KLIT1WIN, KLITSPR, KLITSUM, or KLITWIN.</li> <li>• Reports a value of PSSAELA when the Subtest Identifier is any of the following: PASSELA3, PASSELA4, PASSELA5, PASSELA6, PASSELA7, or PASSELA8.</li> <li>• Reports a value of PSSAM when the Subtest Identifier is any of the following: PSSAM3, PSSAM4, PSSAM5, PSSAM6, PSSAM7, or PSSAM8.</li> <li>• Reports a value of PSSASCI when the SUBTEST IDENTIFIER is any of the following: PSSASCI4 or PSSASCI8.</li> </ul> <p><i>Alphanumeric, 60 characters</i></p>	Calculated
<b>Assessment School Year</b>	<p>A single date representing the entirety of the school year. To designate a School Year Date, use the reported school year followed by June 30. Reports the School Year.</p> <p><i>Date, YYYY-MM-DD</i></p>	Calendar > School Years

Data Element Label	Description	Location
<b>Subtest Identifier</b>	<p>The unique code that represents the more specific subtest for which this teacher is assigned instructional responsibility. Reports the State Code OR Extract Editor Section Assessment.</p> <p><i>Numeric, 200 digits</i></p>	Test Setup > Test Detail > State Test > State Code OR Extract Editor Section Assessment
Not Collected	N/A	N/A
Not Collected	N/A	N/A
Not Collected	N/A	N/A