

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

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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.

PIMS Extracts

Reporting > PA State Reporting > PIMS Extracts

PA PIMS State Extracts

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.

Extract Options

Extract Type

Staff Student Subtest - Teacher-Student

Reporting Period

September

Start Date

Effective Date

09/11/2025

Format

State Format(comma delimited)

All Students

☐

Ad Hoc Filter

Select Grades

All Grades

001

002

003

004

005

006

007

008

009

CTRL-click and SHIFT-click for multiple

Select Calendars

☒ active year

☐ list by school

☐ list by year

24-25

CLEVELAND 24-25  
COLLEGIATE ACADEMY 24-25  
CONNELL 24-25  
DIEHL 24-25  
EAST MIDDLE SCHOOL 24-25  
EDISON 24-25  
ERIE HIGH SCHOOL 24-25  
ES CYBER BUILDING 24-25  
ES EAGLE'S NEST 24-25  
ES SBLP BUILDING 24-25  
ES SELF BUILDING 24-25  
HARDING 24-25  
HS AEP/BRIDGES 24-25  
HS CYBER BUILDING 24-25  
HS SBLP BUILDING 24-25  
JEFFERSON 24-25  
LINCOLN 24-25  
MC KINLEY 24-25  
MS AEP/BRIDGES 24-25

CTRL-click or SHIFT-click to select multiple

Generate Extract
Submit to Batch

Refresh
Show top 50 tasks submitted between 09/04/2025 and 09/11/2025

Batch Queue List

Queued Time	Report Title	Status	Download

PIMS Staff Student Subtest - Teacher-Student Extract Editor

## Report Logic

Any active students enrolled in a course as of the Effective Date selected on the extract editor report. All active, Primary Teachers for a course report.

All Enrollment types report: Primary, Partial, and Special Education.

Student enrollments marked as [State Exclude](#) do not report.

## Generate Report

1. Select Staff Student Subtest - Act 13 Educator from the Extract Type from the dropdown list.
2. Select a Reporting **period** from the dropdown. Options include September, October, November, December, January, and February.
3. Enter a **Start Date** of the extract in *mmddyy* format or use the calendar icon to select a date.

4. Enter the **Effective Date** of the extract in *mmddyy* format or use the calendar icon to select a date.
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
<b>Student 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>Student ID</b>	The unique, 10-digit identifier (PAsecureID) assigned by the Department of Education to each student. Reports the Student State ID number.  <i>Numeric, 12 digits</i>	Demographics > Person Identifiers > Student State ID

Data Element Label	Description	Location
<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
<b>Test Description</b>	<p>The unique code that represents the assessment for which this teacher is assigned instructional responsibility.</p> <p>When the Reporting Period is:</p> <ul style="list-style-type: none"> <li>• September, 1 reports.</li> <li>• October, 2 reports.</li> <li>• November, 3 reports.</li> <li>• December, 4 reports.</li> <li>• January, 5 reports.</li> <li>• February, 6 reports.</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 corresponds with the reporting period for this template.</p> <p>When the Reporting Period is:</p> <ul style="list-style-type: none"> <li>• September, TSL1 reports.</li> <li>• October, TSL2 reports.</li> <li>• November, TSL3 reports.</li> <li>• December, TSL4 reports.</li> <li>• January, TSL5 reports.</li> <li>• February, TSL6 reports.</li> </ul> <p><i>Numeric, 200 digits</i></p>	<p>Calculated</p> <p>PIMS Extract Page &gt; Extract Type: Staff Student Subtest Template for Teacher-Student Linkages &gt; Reporting Period: October/January</p>
Not Collected	N/A	N/A
Not Collected	N/A	N/A
Not Collected	N/A	N/A