

Pennsylvania Information Management System 2016-2017 Postsecondary Unit-Level Data Collection Elements

October 2016



**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION**
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1. Introduction

Purpose

The Pennsylvania Information Management System (PIMS) is a statewide longitudinal data system for the collection and reporting of unit-level educational data.

PIMS was developed with the purpose of:

- Allowing the Pennsylvania Department of Education (PDE) to meet federal and state reporting requirements;
- Streamlining the reporting processes from educational institutions to PDE and the U.S. Department of Education
- Reporting timely and accurate education data through standardized and ad hoc reporting capabilities;
- Improving educational decision-making through the use of high quality data and decision support tools; and,
- Providing longitudinal data on educational progress over time.

The *PIMS Postsecondary Unit-Level Data Collection Elements Manual* lists the templates and unit-level data elements collected by PDE in accordance with federal statute or regulation or as required by the Pennsylvania Public School Code of 1949 as amended.

Family Educational Rights and Privacy Act

Student education records are official, confidential documents protected by the Family Educational Rights and Privacy Act (FERPA, 20 USC 1232g). FERPA defines education records as all records – both paper and computerized – that schools or education agencies maintain about students, and protects both paper and computerized records. FERPA and other privacy laws (such as Title I and Special Education) ensure that

information about citizens collected by schools and government agencies is released only for specific and legally defined purposes.

Under FERPA Sec. 99.31 and 99.35, education agencies may release personally identifiable information to the PDE for the purposes of auditing and evaluating education programs and complying with federal and state regulations.

Act 24 of 2011

Act 24 of 2011 authorizes PDE to collect unit-level data that are mandated by federal statute or regulation or as required by Pennsylvania Public School Code of 1949 as amended. PDE is collecting data elements necessary to meet the following reporting requirements:

- Pennsylvania Community College Annual Report (CCAR);
- Pennsylvania Transfer and Articulation System; and
- U.S. Department of Education ED Facts data submission for the School Improvement Grant (SIG) program, authorized under section 1003(g) of the Elementary and Secondary Education Act (ESEA) of 1965 as amended, and Race to the Top Fund, authorized under the American Recovery and Reinvestment Act of 2009 (ARRA).

Act 82 of 2012 expanded the data elements PDE is authorized to collect to include those elements that institutions submit voluntarily. The table below lists the unit-level data elements collected by PDE in PIMS Postsecondary. Unit-level elements mandated by federal statute or regulation are shaded gray.

Students to Be Reported in PIMS

Postsecondary students may opt-out of a commonwealth data collection by submitting to PDE the electronic [Postsecondary Data Collection Opt Out Form](#)¹ available on the PDE website by June 30 of each academic year. Students are not permitted to opt-out of federally-mandated collections. Unit-level elements mandated by federal statute or regulation are shaded gray in the table.

Prior to each data collection, PDE will provide postsecondary institutions with a list of students who have submitted the [Postsecondary Data Collection Opt Out Form](#) to PDE for the previous academic year. The postsecondary institution is responsible for excluding those students' information from the portions of the collection that are required only for commonwealth purposes.

¹ <http://www.education.pa.gov/Postsecondary-Adult/PIMSPostsecondary/Pages/Postsecondary-Data-Collection-Opt-Out.aspx#tab-1>

2. Unit-Level Data Collected in PIMS

Template	Field Name	Definition	Intended Use
PS Student Institution	LAST NAME	Student's full legal last name.	Data used to meet federally mandated reporting requirements that are part of the <i>EDFacts</i> collection, and to meet commonwealth reporting requirements for the Community College Annual Report and the commonwealth's transfer and articulation system.
PS Student Institution	FIRST NAME	Student's full legal first name.	Data used to meet federally mandated reporting requirements that are part of the <i>EDFacts</i> collection and to meet commonwealth reporting requirements for the Community College Annual Report and the commonwealth's transfer and articulation system.
PS Student Institution	MIDDLE NAME	Student's full legal middle name or initial.	Data used to meet federally mandated reporting requirements that are part of the <i>EDFacts</i> collection and to meet commonwealth reporting requirements for the Community College Annual Report and the commonwealth's transfer and articulation system.
PS Student Institution	BIRTH DATE	Provide the birth date of the student.	Data used to meet federally mandated reporting requirements that are part of the <i>EDFacts</i> collection, and to meet commonwealth reporting requirements for the Community College Annual Report and the commonwealth's transfer and articulation system.

Template	Field Name	Definition	Intended Use
PS Student Institution	PS LOCAL STUDENT ID	Student's local institutional ID.	Data used to meet federally mandated reporting requirements that are part of the ED <i>Facts</i> collection, and to meet commonwealth reporting requirements for the Community College Annual Report and the commonwealth's transfer and articulation system.
PS Student Institution	GENDER CODE	Student's gender.	Data used to meet federally mandated reporting requirements that are part of the ED <i>Facts</i> collection, and to meet commonwealth reporting requirements for the Community College Annual Report and the commonwealth's transfer and articulation system.
PS Student Institution	RACE CODE	Student's race.	Data used to meet federally mandated reporting requirements that are part of the ED <i>Facts</i> collection, and to meet commonwealth reporting requirements for the Community College Annual Report and the commonwealth's transfer and articulation system.
PS Student Institution	HISPANIC INDICATOR	Indicator of whether student is Hispanic.	Data used to meet federally mandated reporting requirements that are part of the ED <i>Facts</i> collection and the commonwealth's transfer and articulation system..
PS Student Institution	NONRESIDENT ALIEN INDICATOR	Indicator of whether student is a Nonresident Alien.	Data used to meet federally mandated reporting requirements that are part of the ED <i>Facts</i> collection and to meet commonwealth reporting requirements for the Community College Annual Report and the commonwealth's transfer and articulation system..

Template	Field Name	Definition	Intended Use
PS Student Institution	PERMANENT ADDRESS COUNTY CODE	Provide the county of the student's permanent address if a PA resident.	Data used to meet the commonwealth reporting requirements for the Community College Annual Report and the commonwealth's transfer and articulation system..
PS Student Institution	STATE RESIDENCY CODE	Specifies the student's residency status.	Data used to meet the commonwealth reporting requirements for the Community College Annual Report and the commonwealth's transfer and articulation system..
PS Student Institution	FIRST TERM OF ACADEMIC HISTORY DATE	The date of the student's first term of undergraduate academic history. This could be at the reporting institution or a different institution. Note that this applies to students who enter with advanced standing due to credits obtained during high school.	Data used to meet federally mandated reporting requirements that are part of the EDFacts collection, and to meet commonwealth reporting requirements for the Community College Annual Report and the commonwealth's transfer and articulation system.
PS Student Institution	FIRST ENROLLMENT AT INSTITUTION DATE	Date of student's first enrollment at the institution for the same level (e.g., undergraduate, graduate, etc.).	Data used to meet federally mandated reporting requirements that are part of the EDFacts collection, and to meet commonwealth reporting requirements for the Community College Annual Report and the commonwealth's transfer and articulation system.
PS Student Institution	DATA OPT OUT INDICATOR	Specifies if the student has opted out of the commonwealth data collection.	Data used to indicate that a given student has opted out of commonwealth data collection.

Template	Field Name	Definition	Intended Use
PS Student Enrollment	MAJOR CIP CODE	Six character Classification of Instructional Programs (CIP) code of the student's major. The CIP Code is the accepted government standard for program coding in all education information surveys.	Data used to meet commonwealth reporting requirements for the Community College Annual Report and the commonwealth's transfer and articulation system.
PS Student Enrollment	SECOND MAJOR CIP CODE	Six character Classification of Instructional Programs (CIP) code of the student's second major. The CIP Code is the accepted government standard for program coding in all education information surveys.	Data used to meet commonwealth reporting requirements for the Community College Annual Report and the commonwealth's transfer and articulation system.
PS Student Enrollment	THIRD MAJOR CIP CODE	Six character Classification of Instructional Programs (CIP) code of the student's third major. The CIP Code is the accepted government standard for program coding in all education information surveys.	Data used to meet commonwealth reporting requirements for the Community College Annual Report and the commonwealth's transfer and articulation system.
PS Student Enrollment	DEGREE SEEKING STATUS CODE	Specifies student's degree-seeking status.	Data used to assess the commonwealth's transfer and articulation system.
PS Student Enrollment	DEGREE SEEKING TYPE CODE	Specifies academic award of program student enrolled in.	Data used to meet commonwealth reporting requirements for the Community College Annual Report and the commonwealth's transfer and articulation system.

Template	Field Name	Definition	Intended Use
PS Student Enrollment	DUAL ENROLLMENT TYPE CODE	Specifies whether as of the reporting period the student was enrolled as a dual enrollment student.	Data used to meet the commonwealth legislative reporting requirements for the Community College Annual Report and the commonwealth's transfer and articulation system.
PS Student Enrollment	FULL TIME STUDENT INDICATOR	Specifies student's full- or part-time status as of the reporting period. A full-time undergraduate student is defined as a student enrolled for 12 or more semester credits, or 12 or more quarter credits, or 24 or more contact hours a week each term.	Data used to meet commonwealth reporting requirements for the Community College Annual Report and the commonwealth's transfer and articulation system.
PS Student Enrollment	FIRST TERM OF ACADEMIC HISTORY INDICATOR	Specifies whether the respective term is student's first term of undergraduate academic history.	Data used to meet commonwealth reporting requirements for the Community College Annual Report and the commonwealth's transfer and articulation system.
PS Student Enrollment	EXIT REASON CODE	Reason the student left the institution during or at the end of the term.	Data used to meet the commonwealth legislative reporting requirements for the Community College Annual Report and the commonwealth's transfer and articulation system.
PS Student Enrollment	CUMULATIVE CREDITS COMPLETED	Cumulative non-remedial credits earned by the student. When a student changes from undergraduate to graduate, do not count undergraduate credits. Include transfer credits.	Data used to meet federally mandated reporting requirements that are part of the ED <i>Facts</i> collection and the commonwealth's transfer and articulation system.

Template	Field Name	Definition	Intended Use
PS Student Enrollment	CUMULATIVE REMEDIAL CREDITS COMPLETED	Cumulative remedial credits earned by the student. Remedial courses are instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.	Data used to meet the commonwealth legislative reporting requirements for the Community College Annual Report.
Student Award	AWARD CODE	The type of award/degree conferred on the student.	Data used to meet commonwealth reporting requirements for the Community College Annual Report and the commonwealth's transfer and articulation system.
Student Award	AWARD CIP CODE	Six-Character Classification of Instructional Programs (CIP) code of the student's degree, certificate or diploma earned at the end of the term.	Data used to meet commonwealth reporting requirements for the Community College Annual Report and the commonwealth's transfer and articulation system.
Student Award	AWARD DATE	The date the award was conferred on the student.	Data used to meet commonwealth reporting requirements for the Community College Annual Report and the commonwealth's transfer and articulation system.
PS Student Transfer Fact	TRANSFER FROM IPEDS UNIT ID	The IPEDS Unit ID of the postsecondary institution from which the student is transferring credits.	Data used to meet commonwealth reporting requirements for the Community College Annual Report and the commonwealth's transfer and articulation system.
PS Student Transfer Fact	TRANSFER DATE	The time period that the student transferred.	Data used to meet commonwealth reporting requirements for the Community College Annual Report and the commonwealth's transfer and articulation system.

Template	Field Name	Definition	Intended Use
PS Student Transfer Fact	CREDIT GPA CODE	Identify the type of credits submitted.	Data used to meet commonwealth reporting requirements for the Community College Annual Report and the commonwealth's transfer and articulation system.
PS Student Transfer Fact	TRANSFER CREDITS	The number of credits transferred.	Data used to meet commonwealth reporting requirements for the Community College Annual Report and the commonwealth's transfer and articulation system.
PS Student Class Detail	CREDIT HOURS ATTEMPTED	Credit hours attempted by the student for the course section.	Data used to meet commonwealth reporting requirements for the Community College Annual Report and the commonwealth's transfer and articulation system.
PS Student Class Detail	CREDIT HOURS EARNED	Credit hours earned by the student for the course section.	Data used to meet commonwealth reporting requirements for the Community College Annual Report and the commonwealth's transfer and articulation system.
PS Student Class Detail	GRADE EARNED	Grade the student received for the course section. Each institution will use its own grading taxonomy. Grades can be in alpha, numeric or alphanumeric format. If the grade is not available at the time of submission use a value of 'NA'.	Data used to meet the commonwealth legislative reporting requirements for the Community College Annual Report.
PS Student Class Detail	DISTANCE LEARNING INDICATOR	Specifies whether the student took the course section as distance learning.	Data used to meet the commonwealth legislative reporting requirements for the Community College Annual Report.
PS Student Class Detail	INDIVIDUALIZED INSTRUCTION INDICATOR	Specifies whether the course section instruction was individualized for the student.	Data used to meet the commonwealth legislative reporting requirements for the Community College Annual Report.

Template	Field Name	Definition	Intended Use
PS Student Class Detail	CLASS OUTCOME CODE	Specifies whether the student passed, failed, did not complete or withdrew from the course section. Institutions should base the 'Passed' outcome on their own standards for successful completion of the course.	Data used to meet the commonwealth legislative reporting requirements for the Community College Annual Report.