

ClassLink ClassMate

Overview of:

**PIMS ELL END OF YEAR STUDENT COUNT
SUBMISSION**



PIMS ELL End of Year Submission

- New PIMS Procedures for 2013-14
- Overview of PIMS ELL End of Year Submission
- ClassLink Hosted Site Information
- Modules required for PIMS ELL EOY Submission
- Insert PAMSecureID's
- Student Master Information Data Entry
- Student PIMS Information Data Entry
- Employee Management –PIMS tab
- Instructional Course Offerings Data Entry
- District Facts Module
- ClassMate and PIMS Data Validations
- PIMS Export Management



New PIMS Procedures for 2013-14

Highlights of English Language Learners (ELL) – End of Year PIMS Collection



- ClassMate has confirmed that plans to collect ELL End of Year PIMS will affect **all** CTC's.
- Only those schools who offer the identified ESL/Bi-Lingual Programs will be required to submit Program Facts template. Refer to Appendix F of the PIMS Manual; Volume 2. Codes 19, 31, 39-46.
- Only comprehensive CTC's will be required to submit the District Facts template. We have contacted these schools concerning this submission.

Overview of PIMS ELL End of Year Submission

- **The reporting window is 06/16/2014 to 07/11/2014**
- **The snapshot date is: 06/16/2014**

The following templates are required for the PIMS ELL End of Year Submission:
All CTC's must submit the following three templates

- **Student**
- **Student Snapshot**
- **School Enrollment**
- **District Fact**

PDE has indicated that only comprehensive CTC's need to submit this template.

- **Programs Fact**

PDE has indicated that Part-Time CTC schools not participating in the specified program list found in the PIMS User Manual Volume 2 Appendix F - Program Codes are not required to submit the Programs Fact data file. If your site does not participate in one of these programs when you try to export this template you will get a message stating "Process could not create a Program Fact Template"

Overview of PIMS ELL End of Year Submission

Note: Documentation for the PIMS ELL End of Year Submission can be found on our site at:

<http://www.classlink.com/classmate-user-state-documentation/#state>

Submission Dates can be found on the Elementary Secondary Collection Calendar on the PIMS Website: http://www.portal.state.pa.us/portal/server.pt/community/pims-pennsylvania_information_management_system/8959

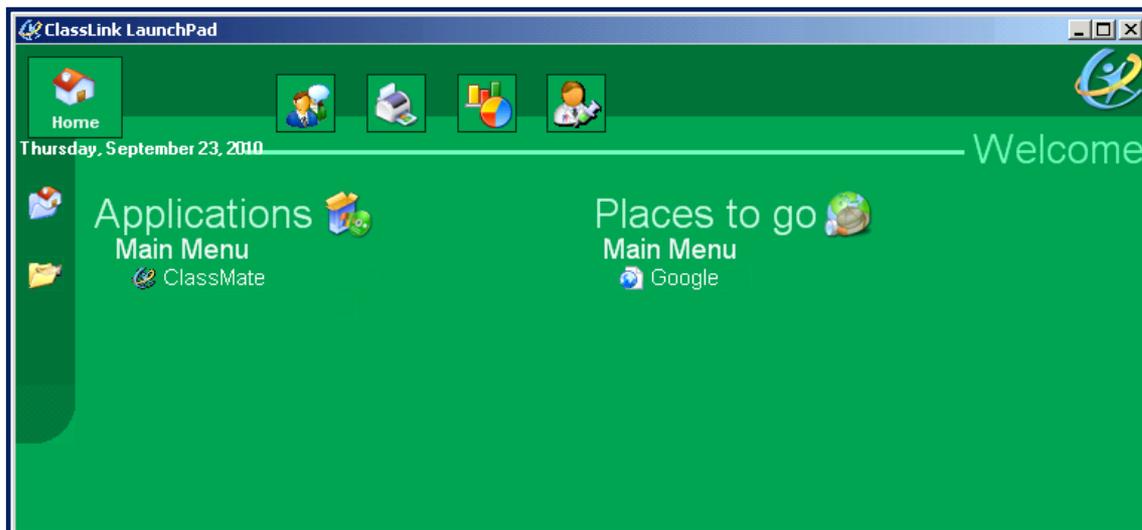
ClassLink Hosted Site Information

- For **clients who are hosted by ClassLink** you will need to **connect to LaunchPad** before you can export your templates for the PIMS ELL End of Year Submission.
- To connect to LaunchPad go to your Internet Browser (ex: Internet Explorer, FireFox, etc) type in <http://www.classlink.com/sites/schoolacronym>
- Click the Back Again button
- At the Windows Server login enter your username & password
 - Username is first initial, last name: example: jdoe
 - Password is typically Password1, unless you change it
- If you need assistance with the LaunchPad URL for your site or your LaunchPad username/password please contact us at: 1-888-963-7550 ext: 141.



ClassLink Hosted Site Information

- Once at the LaunchPad you can click on ClassMate and log-in. Then proceed with exporting your PIMS ELL End of Year files from ClassMate.
- Once you have your export files exported from ClassMate you can access the Internet from the LaunchPad by clicking on Google.
- Once the Internet Browser is open you can go to the PDE site and proceed.
- This is a sample of what the LaunchPad screen looks like, please note your LaunchPad screen may look a little different.



Modules Required for PIMS CTE Summer Submission

The following modules must be assigned to the staff completing the PIMS ELL End of Year Submission

Student Enrollment

- Student Master Information

PIMS Management

- Student PA Secure ID Information
- Student PIMS Information
- PIMS Export Management
- Necessary for PIMS Administrators to have to export templates

Student Enrollment

- ClassMate Data Validations
- Student Master Information
- Student Contact Information

State Reporting

- State Reporting Data Validations



If you do not have the above listed modules please contact the ClassMate System Administrator for your site so that they can be assigned to you.

Insert PAsecureID's

Getting Started:

Double click > **My Modules** > Double Click

PIMS Management > Click **Student PAsecureID Information**

- Click **Edit** located along the top of screen
- Click on **Insert Student information**.

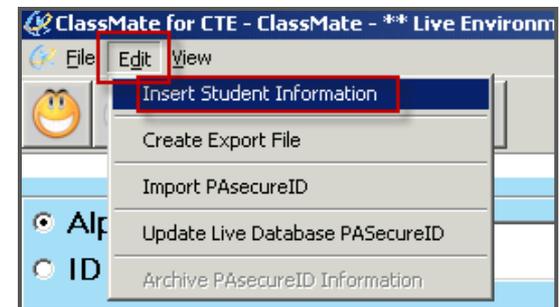
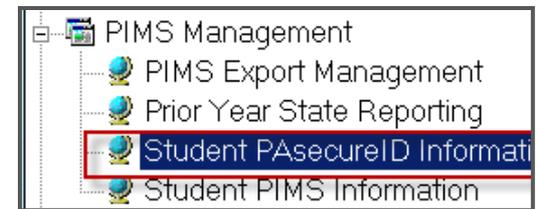
This process will insert the students into the module.

Note: Each time you open the **Student PAsecureID** module you should always perform the Insert Student Information process to bring in any new students who enrolled since the last insert.

For documentation on PAsecureID's please visit our Documentation website:

<http://www.classlink.com/classmate/institute.shtml>

Download the **Introduction: PAsecureID** documentation



PIMS ELL End of Year Submission

Performing Student Master Information Data Entry

Data Entry to be performed or reviewed in this module:

Location: Modules < Student Enrollment < Student Master Information Module

- Student Information Tab**

- Current Grade Level
- Gender

Student ID:	000010618	SSN:	- -	Secure
First Name:	Adan	Middle:	A	
Last Name:	Akian			
Address Student Information Academics Career Objective CTSO Student Forms				
Current Grade:	1 10	Gender:	2 M	Birth De
Student Type:	HS	Tech Prep:	F	Co_op

Location: Modules < Student En

- Language

Contacts Re-assign Type Create/Update	
Title:	Ms. Type: Mother
Full Name:	Araceli Akian
Address 1:	1200 Harbor Boulevard
Address 2:	
City:	Easton, PA Zip Code: 18042
Email Address:	kritch@classlink.com Alert? No Yes
Home Number:	(999) 438-4719 Alert? 0 1 2
Work Number:	(999) - Ext: 4567 Alert? 0 1 2
Cell Phone Number:	(999) 903-0233 Alert? 0 1 2
Primary Contact:	T Alternate Contact: F Resident: I Language: 1 English
<input type="checkbox"/> Parent Portal Access	<input type="checkbox"/> Include in Correspondence

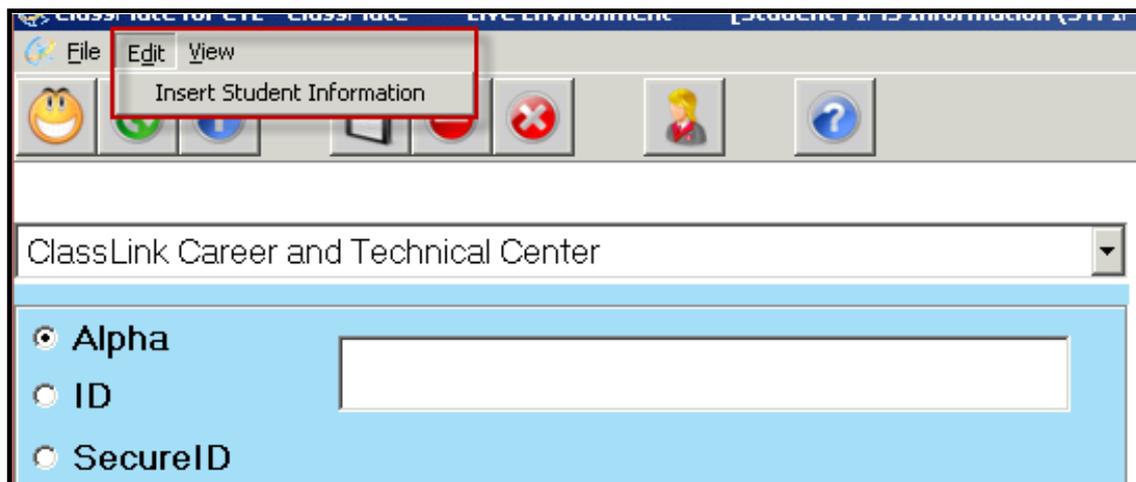
PIMS ELL End of Year Submission

Performing Student PIMS Information Data Entry

Location: Modules < PIMS Management < Student PIMS Information Module

Upon opening the module go to **Edit < Insert Student Information**.

- This will update the students that appear in this module.
- Perform this step each time you come into the Student PIMS Information Module.
- If your site has multiple locations you must perform this step for each location.



Performing Student PIMS Information Data Entry

**Location: Modules < PIMS Management < Student PIMS Information
Module**

Student 1 Tab - Data Entry to be performed or reviewed in this module:

- **LEP Participation:**
 - Update the Limited English Proficiency data for ELL students where applicable.
- **LEP Start Date:**
 - Enter date student began LEP Participation
- **LEP End Date**
 - Enter date participation ended.
- **LEP Years:**
 - Enter total years of LEP Participation
- **Home Language:**
 - Update the home language field where applicable when English is not the language spoken in the home.

PIMS ELL End of Year Submission

Student 1 | Student 2 | Student 3

Guardian Relationship:	Minor			
Special Education:	Has IEP			
Challenge Type:	Specific learning disability			
Graduation Status:	Select Graduation Status			
Student Status:	Select Student Status			
Home Language:	English	Gifted:	Not Applicable	
Diploma Code:	Select Diploma Code			
LEP Participation:	Never ELL			
LEP Start Date:	01/01/1900	LEP End Date:	01/01/1900	
LEP Yrs:	0		Post Secondary Credits:	0
Technical Hours	0			
State of Birth:	City of Birth:			
Country of Birth:	2330			
Address 3:	1200 Harbor Boulevard			

PIMS ELL End of Year Submission

Performing Student PIMS Information Data Entry

Location: Modules < PIMS Management < Student PIMS Information Module

Student 2 Tab - Data Entry to be performed or reviewed in this module:

- **Years in US Schools - See PIMS Manual, Volume 1, Student Domain for Details**
- Enter the number of years
- **Initial US Entry Date – Date required for ELL students only**
- Enter the date the student entered the US.
- **ELL/Bi-Lingual Start Date** - Enter the date the student was first enrolled in an ESL or Bilingual program.
- **Default Dates:**
- The default enrollment date will be used for all dates with an 01/01/1900 value listed in the Student PIMS module.

Name: Akian, Adan A		<input type="checkbox"/> Omit from State Reporting				
Student ID:	<input type="text" value="000010518"/>	State SecureID:	<input type="text" value="4444988521"/>			
<table border="1"> <tr> <td>Student 1</td> <td>Student 2</td> <td>Student 3</td> </tr> </table>				Student 1	Student 2	Student 3
Student 1	Student 2	Student 3				
Years In US Schools:	<input type="text" value="1"/>	Grade 9 Entry Date:	<input type="text" value="01/01/1900"/>			
District Entry Date:	<input type="text" value="01/01/1900"/>	School Entry Date:	<input type="text" value="01/01/1900"/>			
State Entry Date:	<input type="text" value="01/01/1900"/>	Initial US Entry Date:	<input type="text" value="01/01/1900"/>			
ELL Bilingual Start Date:	<input type="text" value="01/01/1900"/>	Assessment Participation:	<input type="text" value="N/A: not participating in assessment"/>			

PIMS ELL End of Year Submission

Performing Student PIMS Information Data Entry

Location: Modules < PIMS Management < Student PIMS Information Module

Student 2 Tab - Data Entry to be performed or reviewed in this module:

Immigrant Flag ; if applicable

Title 3; if applicable A Title III indicator to identify which ELL students are Title III served.

- Conditionally required for ELLs with the valid value of 01 in Field 41 (LEP/ELL Status)
- Select either Yes or No radio button. ClassMate defaults to “No.”

LEP/ELL Eligibility; if applicable

Student 1	Student 2	Student 3
Years In US Schools: <input type="text"/>		Grade 9 Entry Date: <input type="text"/>
District Entry Date: <input type="text" value="01/01/1900"/>		School Entry Date: <input type="text"/>
State Entry Date: <input type="text" value="01/01/1900"/>		Initial US Entry Date: <input type="text"/>
ELL Bilingual Start Date: <input type="text" value="01/01/1900"/>		Assessment Participation: <input type="text" value="N/A: not par"/>
Natural/Adoptive Parent Resident District: <input type="text" value="- Select Resident District"/>		
Natural Parent Resident School: <input type="text" value="- Select A Resident School"/>		
Repeat Last Yr <input type="radio"/> Yes <input checked="" type="radio"/> No	Foreign Exchange <input type="radio"/> Yes <input checked="" type="radio"/> No	Immigrant 1 <input type="radio"/> Yes <input checked="" type="radio"/> No
Title I <input type="radio"/> Yes <input checked="" type="radio"/> No	Title III - 2 <input type="radio"/> Yes <input checked="" type="radio"/> No	Court Placed <input type="radio"/> Yes <input checked="" type="radio"/> No
HSTW <input type="radio"/> Yes <input checked="" type="radio"/> No	School Choice Provision <input type="radio"/> Yes <input checked="" type="radio"/> No	Dual Enrollment <input type="radio"/> Yes <input checked="" type="radio"/> No
LEP/ELL Eligibility 3 <input type="radio"/> Yes <input checked="" type="radio"/> No	Neglected/Delinquent <input type="radio"/> Yes <input checked="" type="radio"/> No	Migrant Status <input type="radio"/> Yes <input checked="" type="radio"/> No

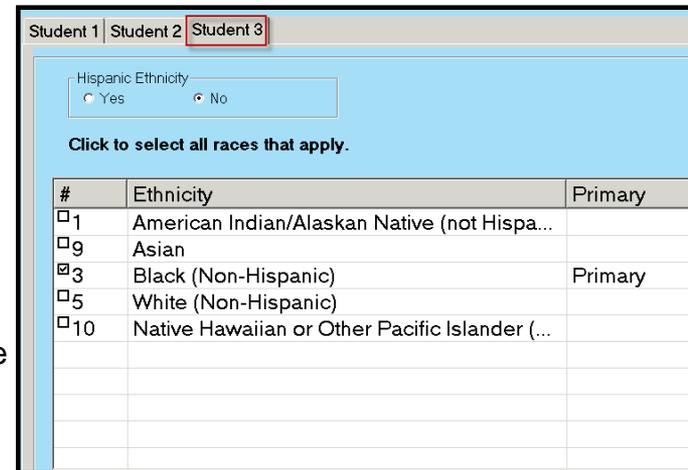
PIMS ELL End of Year Submission

Performing Student PIMS Information Data Entry

Location: Modules < PIMS Management < Student PIMS Information Module

Student 3 Tab - Data Entry to be entered or reviewed in this module:

- Hispanic:**
 - If the student is Hispanic, click yes.
 - No multi racial selection can be made.
 - If student is not Hispanic, multi racial selections can be made.
- If a student only has one Ethnicity select that in Student Master Information Module and that data will be exported when PIMS data is exported.
- For all multi-racial students, click all ethnicities that apply to the student on the Student 3 tab, including the ethnicity that you select in Student Master information. A Primary ethnicity still must be selected in the Student Master Information module. This primary ethnicity will show on the Student 3 tab as primary



Student 1 | Student 2 | **Student 3**

Hispanic Ethnicity
 Yes No

Click to select all races that apply.

#	Ethnicity	Primary
<input type="checkbox"/> 1	American Indian/Alaskan Native (not Hispa...	
<input type="checkbox"/> 9	Asian	
<input checked="" type="checkbox"/> 3	Black (Non-Hispanic)	Primary
<input type="checkbox"/> 5	White (Non-Hispanic)	
<input type="checkbox"/> 10	Native Hawaiian or Other Pacific Islander (...)	

PIMS ELL End of Year Submission

Student PIMS Information Module Note

- The data contained in the Student PIMS Information Module stays with the student for the students entire time at the CTC.
- Each year clients need to verify the data within Student PIMS Information module for accuracy and update as necessary.
- For export purposes, all information contained in Student PIMS information overrides ClassMate.
 - Example: If John Doe in 201314 was flagged in Student PIMS as Current ELL, but in 201415 John no longer is enrolled in the ELL Program then in Student PIMS the ELL/LEP information needs to be updated to reflect the change.

PIMS ELL End of Year Submission

ClassMate Data Validations

Location: Modules < Student Enrollment < ClassMate Data Validations

Continue to run ClassMate Data Validations on a regular bases and right before a PIMS submission.

ClassMate Data Validations (6)

1. Demographics – Correct and update information as necessary in appropriate module(s).

Calendar	<input type="text" value="201314"/>	Date	<input type="text" value="07/09/2014 2:14:41 PM"/>	<input type="text" value="ClassLink Career and Technical Center"/>	<input type="button" value="Validate"/>
Enrollment / Projection	Enrollment/Scheduling <input type="radio"/> True <input checked="" type="radio"/> False	Resequence Enrollment <input type="radio"/> True <input checked="" type="radio"/> False	Withdrawals <input type="radio"/> True <input checked="" type="radio"/> False	Enrollment Dates <input type="radio"/> True <input checked="" type="radio"/> False	
	Projection Information <input type="radio"/> True <input checked="" type="radio"/> False	Duplicate Student ID's <input type="radio"/> True <input checked="" type="radio"/> False	Demographics <input type="radio"/> True <input checked="" type="radio"/> False 1	BirthDates <input type="radio"/> True <input checked="" type="radio"/> False	
Attendance	Missing Attendance <input type="radio"/> True <input checked="" type="radio"/> False	Duplicate Attendance <input type="radio"/> True <input checked="" type="radio"/> False	Primary Contacts <input type="radio"/> True <input checked="" type="radio"/> False	Medical <input type="radio"/> True <input checked="" type="radio"/> False	

State Reporting Data Validations

Location: Modules < State Reporting < State Reporting Validations

In most cases, for these validations to have meaning, you need to first use PIMS Export Management to export your templates, so there is data for the validations to process. In some cases, such as Duplicate PAsSecure ID, that is not necessary. If you are getting error messages when trying to create an export, run these validations to check for missing/incorrect or duplicate data.

- **Student Validations**

- No PAsSecureID: Select the current year to validate students who have no PAsSecureID in Student Master or select the projected year calendar to validate student's who have no PAsSecureID for the projected year in Registration.
- Duplicate PAsSecureID: Select the current year to validate students who have duplicated PAsSecureID's in Student Master or select the projected year calendar to validate student's who have duplicated PAsSecureID's for the projected year in Registration.

- **Special Populations:**

- LEP/Initial US Date: Select the current year and validate for a listing of students who are a Limited English Proficiency participate with no initial US entry date.

- **Programs Fact:**

- - LEP: Select the current year calendar and validate to display a report listing of the current year LEP students.

PIMS ELL End of Year Submission

State Reporting Data Validations

Location: Modules < State Reporting < State Reporting Validations

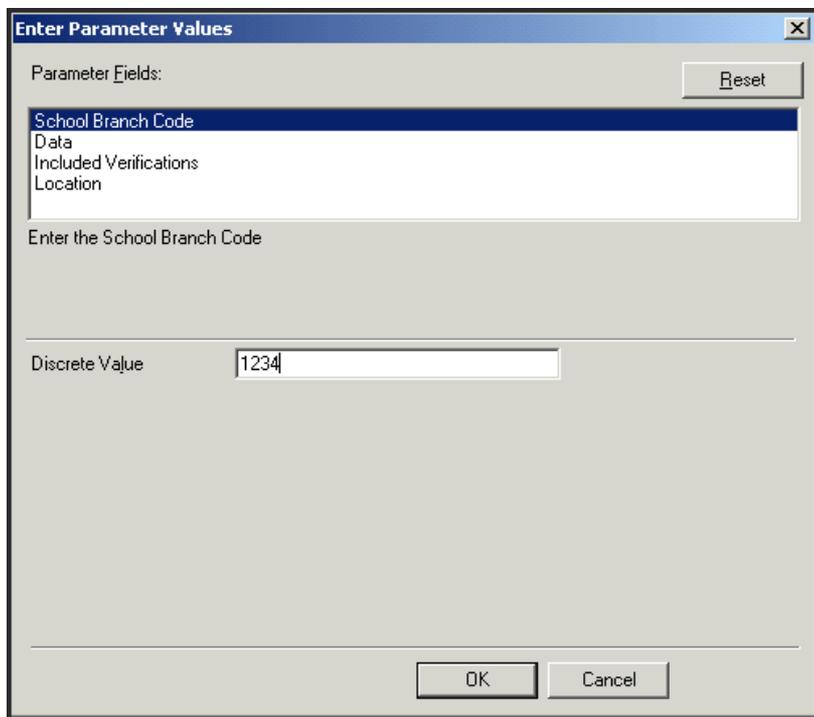
201314	Date	07/09/2014 2:25:59 PM	ClassLink Career and Technical Center	Validate
Student/Student Snapshot	Missing Students <input type="radio"/> True <input checked="" type="radio"/> False	Missing Snapshot <input type="radio"/> True <input checked="" type="radio"/> False	Blank Districts <input type="radio"/> True <input checked="" type="radio"/> False	Blank 09 Entry Date <input type="radio"/> True <input checked="" type="radio"/> False
	No PAsecureID <input type="radio"/> True <input checked="" type="radio"/> False	Duplicate PAsecureID <input type="radio"/> True <input checked="" type="radio"/> False	9999 Resident LEA <input type="radio"/> True <input checked="" type="radio"/> False	Blank Entry Dates <input type="radio"/> True <input checked="" type="radio"/> False
Staff	Blank Salary <input type="radio"/> True <input checked="" type="radio"/> False	No State PPID <input type="radio"/> True <input checked="" type="radio"/> False	No Assignment <input type="radio"/> True <input checked="" type="radio"/> False	Duplicate PPID/SSN <input type="radio"/> True <input checked="" type="radio"/> False
School Enrollment	Resident Status <input type="radio"/> True <input checked="" type="radio"/> False			
Program Facts	LEP <input type="radio"/> True <input checked="" type="radio"/> False	Homebound <input type="radio"/> True <input checked="" type="radio"/> False	Dual Enrollment <input type="radio"/> True <input checked="" type="radio"/> False	Homeless <input type="radio"/> True <input checked="" type="radio"/> False
Course	Missing Courses <input type="radio"/> True <input checked="" type="radio"/> False			
Student Facts/ Credentials	Zero Hours/Percent <input type="radio"/> True <input checked="" type="radio"/> False	CIP Code Information <input type="radio"/> True <input checked="" type="radio"/> False	Technical Hours <input type="radio"/> True <input checked="" type="radio"/> False	Delivery <input type="radio"/> True <input checked="" type="radio"/> False
	Post Secondary Credit <input type="radio"/> True <input checked="" type="radio"/> False			
Calendar/Student Calendar	Days In Session/FTP <input type="radio"/> True <input checked="" type="radio"/> False	No School Schedule <input type="radio"/> True <input checked="" type="radio"/> False	Missing Students <input type="radio"/> True <input checked="" type="radio"/> False	No Calendar <input type="radio"/> True <input checked="" type="radio"/> False
	Membership > Days <input type="radio"/> True <input checked="" type="radio"/> False			
Special Pop	IEP Primary/Spec Ed <input type="radio"/> True <input checked="" type="radio"/> False	LEP/Initial US Date <input type="radio"/> True <input checked="" type="radio"/> False	Gifted <input type="radio"/> True <input checked="" type="radio"/> False	Student PIMS SpecPop <input type="radio"/> True <input checked="" type="radio"/> False

PIMS ELL End of Year Submission

Running ClassMate-PIMS Verification Report

Location: Reports < PIMS Management < ClassMate-PIMS Verification Report

If you do not see the report, please ask your System Administrator to assign it to you. The ClassMate-PIMS Verification Report will give you the following parameter options:



Enter Parameter Values

Parameter Fields:

- School Branch Code
- Data
- Included Verifications
- Location

Enter the School Branch Code

Discrete Value:

Parameter Values

School Branch Code: This is the last 4 digits of your AUN #.

Data: Select ClassMate Data Verification

Included Verifications: Select Student Verifications

Location: Select the Location, Multi-Locations will run this report for each location

PIMS ELL End of Year Submission

Running ClassMate-PIMS Verification Report

Location: Reports < PIMS Management < ClassMate-PIMS Verification Report

The ClassMate Data Verification Report contains the following:

1. Home Language Default, Non-English Speaking Primary Resident
2. Home Language Default, Primary Contact Not Resident
3. LEP Participation

PIMS ELL End of Year Submission

ClassMate Data Automation

- Based off data that clients enter into ClassMate, the software auto populates the following fields in the PIMS templates
 - Homebound: student has Homebound Attendance. Per PDE CTC's can only claim homebound instruction if the CTC is sending an instructor to the home and physically providing instruction
 - LEP Participation: student has a Limited English Proficiency Special Populations assignment.
 - Poverty Student: student has an Economically Disadvantaged assignment in Special Populations.
 - Homeless Student: student has been identified as Homeless in Student PIMS Information.
 - Foreign Exchange Student: student has been identified in Student PIMS Information as a Foreign Exchange Student

PIMS ELL End of Year Submission

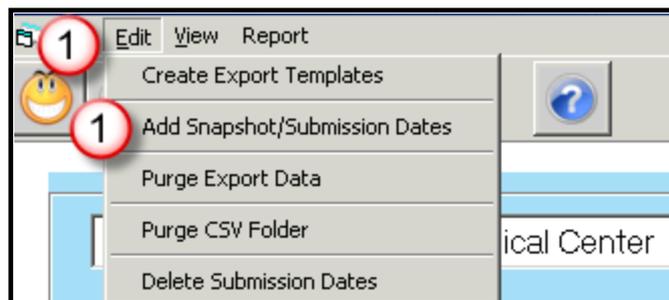
PIMS Export Management – Adding a Submission Date

Location: Modules < PIMS Management < PIMS Export Management

Before exporting your templates for each submission you need to first add the Snapshot/Submission Date.

Also If you receive the error, “Invalid submission date for template” when processing update the submission date as follows:

1. Click Edit > Add Snapshot/Submission Date.



Note: We have noticed several locations that throughout the year last year had entered various random dates in as Submission Dates. This should not be done, only **actual valid** PIMS Submission Dates should ever be added to this dropdown, adding additional dates that do not match actual PIMS Submissions can affect the validity of your exported data.

PIMS ELL End of Year Submission

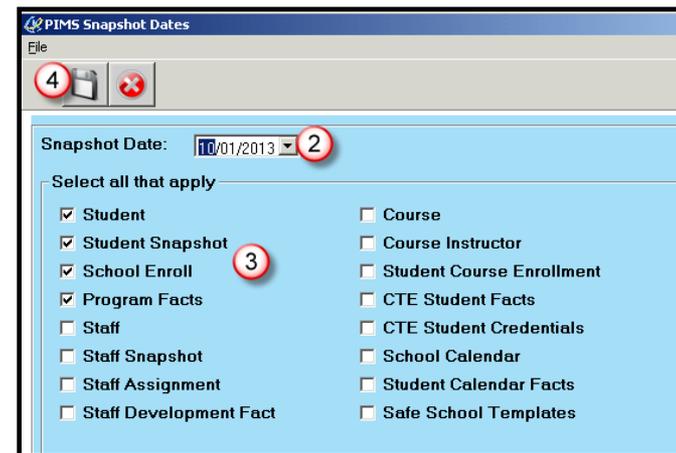
PIMS Export Management – Adding a Submission Date

Location: Modules < PIMS Management < PIMS Export Management

Before exporting your templates for each submission you need to first add the Snapshot/Submission Date.

Also If you receive the error, “Invalid submission date for template” when processing update the submission date as follows:

2. Click the dropdown and select the desired date.
3. Check the desired (required) templates for the submission.
4. Click Save to update.
5. Close the pop-up after the message, “Process complete.”



Note: We have noticed several locations that throughout the year last year had entered various random dates in as Submission Dates. This should not be done, only **actual valid** PIMS Submission Dates should ever be added to this dropdown, adding additional dates that do not match actual PIMS Submissions can affect the validity of your exported data.

PIMS ELL End of Year Submission

PIMS Export Management

Location: Modules < PIMS Management < PIMS Export Management

1. Select the correct location from the top dropdown.
2. Select the correct submission date. If the correct submission date does not appear in the dropdown, or if you receive an error, “Invalid submission date for template” when you click Save in Step 5 below, review the previous slides for **PIMS Export Management – Adding a Submission Date**.
3. Check the boxes for the templates that are due for June 16, 2014 submission: Student, Student Snapshot, School Enrollment , Program Fact (if applicable for your site), District Fact (if applicable to your site). If you want the file headers included on your export files check the Include Header box.

If you export your files with the headers included on the PIMS Site when you upload the files you will need to check the boxes for each file that stating that your files include headers.

4. To export the files click Save (floppy disk icon)

PIMS ELL End of Year Submission

PIMS Export Management

Location: Modules < PIMS Management < PIMS Export Management

ClassLink Career and Technical Center 1

Submission Date: 06/16/2014 2 Single Location Combined Locations

File Path: M:\Classmate\PIMS\

File Delimiter: , Include Header

CTC Collections | CTC Collections | Individual Exports

<input checked="" type="checkbox"/> Student 3	File Name:	120483007_Student_
<input checked="" type="checkbox"/> Student Snapshot 3	File Name:	120483007_Stud_Snapshot_
<input checked="" type="checkbox"/> School Enrollment 3	File Name:	120483007_School_Enroll_
<input checked="" type="checkbox"/> Programs Fact 3	File Name:	120483007_Programs_Fact_

ClassLink Career and Technical Center

Submission Date: 06/16/2014 Single Location

File Path: M:\Classmate\PIMS\

File Delimiter: , Include Header

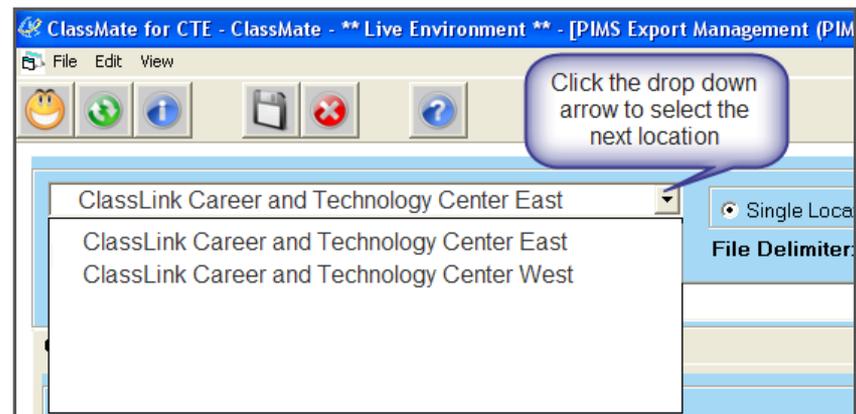
CTC Collections | CTC Collections | Individual Exports

<input type="checkbox"/> Incident	File Name:	120483007_Incident_
<input type="checkbox"/> Incident Victim	File Name:	120483007_Incident_Victim_
<input type="checkbox"/> Incident Offender	File Name:	120483007_Incident_Offndr_
<input type="checkbox"/> Incident Offender Infraction	File Name:	120483007_Incident_Offndr_Infrac
<input type="checkbox"/> Incident Off. Disciplinary Action	File Name:	120483007_Incident_Offndr_Dsplr
<input type="checkbox"/> Incident Offender Parent Involve	File Name:	120483007_Incident_Offndr_Parer
<input type="checkbox"/> Person	File Name:	120483007_Person_
<input checked="" type="checkbox"/> District Facts 3	File Name:	120483007_District_Fact_

Multi-Location Clients: Special Instructions

After you export your files for the first location, and have completed validations including re-exporting as needed and are ready to submit to PDE:

- Go to PIMS & upload the files for that location.
- Once files for that location are successfully uploaded, move those out of the M:\ClassMate\PIMS folder.
- It is recommended that you move the export files to a special folder\subfolder you create, such as “M:\PIMS June 2014 ELL\Location One” for future reference.
- Click the drop down next to the location name.
- Select the next site.
- Then check the template boxes again.
- If you want the file headers included on check the Include Header box.
- Click Save icon. Repeat steps for each location.



ClassLink ClassMate

ClassLink
45 East Madison Ave
Clifton, NJ 07011

888-963-7550

www.ClassLink.com

