



ClassLink ClassMate™

PIMS 2014 Student October Overview

An Overview of How ClassMate Software will help your school to comply with PDE's New PIMS Requirements

Our technical staff will be working closely with PDE to make sure your school is capable of achieving success with your PIMS quarterly submissions to PDE.

IMPORTANT NOTICE: If you open a template file in excel and save it, excel will re-format all dates and remove all leading zeroes. Your template file will no longer be valid. Please do not save the template file in excel when reviewing the data.

As you should be aware, the first submission of PIMS data is as follows:

Submission Timeframe: **October 1, 2014 – October 17, 2014**

Snapshot Date: **October 1, 2014**

Review/Editing Window: **October 20, 2014 – October 31, 2014**

Correction Window: **November 3, 2014 – November 14, 2014**

Application: **ClassMate 2014a**

ClassMate Webinar: **September 25, 2014**

Submission Elements:

- ◆ Student
- ◆ Student Snapshot
- ◆ School Enrollment
- ◆ **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.)**
- ◆ District Snapshot – **Not required for CTC. (Kindergarten and pre-school)**

Highlights:

- ◆ 2014-15 October Changes
 - Pre-code for Winter Keystones due by September 29, 2014.
 - **ALERT:** The Challenge type in Student PIMS is dependent on the Primary disability in Student Special Populations. The Primary disability must be marked for all students identified as Disabled.
 - New Entry and Withdrawal Codes will be cross-walked by ClassMate. Continue to utilize existing and new codes in scheduling and enrollment.
 - **ALERT:** Students who left the CTC during the summer and were projected to return but did not must now be reported to PIMS.
 - ClassMate has confirmed that Grade 9 entry date by CTC's is required by full comprehensive CTC's only.

- School Enrollment Comment field to delete erroneous records-these will be handled on an individual basis by ClassLink. If you need to delete a record; please enter a help desk case.

Please Note:

The items highlighted will be available for data entry after your sites has received the ClassMate 2014a upgrade.

We are recommending the following 7-phase approach to achieving PIMS compliance:

Phase 1: File your Previous Submission

You can choose to print the reports so that you have a hard copy to reference if the State contacts you with any issues or you can reference the data via the template files. Please move the template files from the M:\classmate\PIMS folder to a new folder prior to exporting your October PIMS data. The CSV folder purge in the PIMS Export module deletes the entire folder and then it is re-created. If you do not move your Template files out of this folder, they will be deleted.

Phase 2: Prepare your Student Data

- Student Data:** Continue to collect and edit your Student Data. This includes making sure every student in ClassMate has a **PAsecureID**. Any student who does not have a PAsecureID will be omitted from PIMS upload, resulting in a lower student enrollment for your CTC.

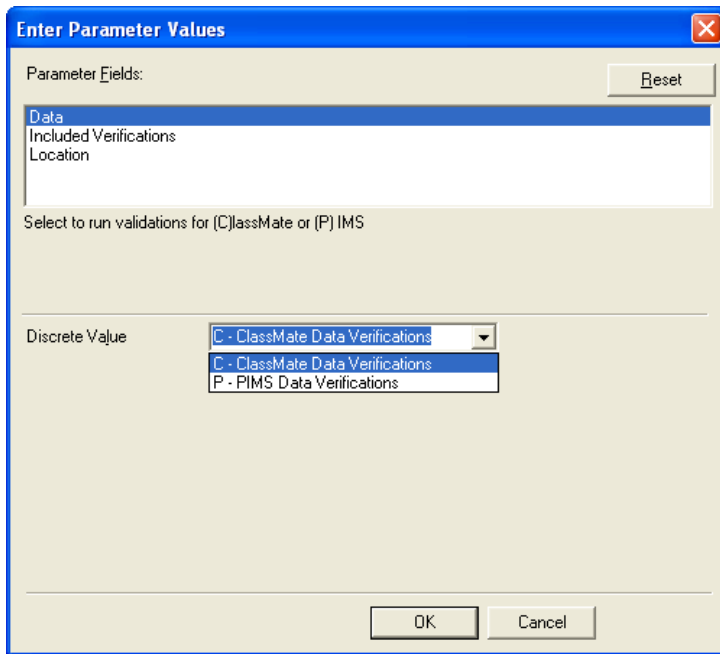
Other validations to check before using your PIMS files are as follows:

Prep Steps to Take	Where To Find in ClassMate
1. Insert PAsecureIDs for all enrolled students in your ClassMate database.	ClassMate App – PIMS Management, Student PAsecureID Info
2. Run Classmate Data validations for Demographics. Update Gender, Ethnicity, and Date of Birth for all enrolled students in your ClassMate database.	ClassMate App-ClassMate Data Validations. Student Master Module - Student Information tab
3. Assign Post-Secondary Plans , to your students, based on the PIMS codes. Select a Career Pathway for each student.	ClassMate App -Student Master Module, Career Objective tab
4. Run ClassMate Data Validations for duplicate student ID's .	ClassMate App – System Admin, ClassMate ID Control Student/Scheduled Class tab
5. Run Classmate Data validations for Primary Contacts. Update the Primary Contact for all enrolled students in your ClassMate database.	ClassMate App-ClassMate Data Validations. Student Contact Module
6. Run the No Occupational Enrollment Report and review any listed students without enrollment.	ClassMate App-Reports Folder - Student Enrollment
7. Delete all students with No Occupational Enrollment from the ClassMate database –or- Schedule in course/class for current year with correct start date.	Classmate App -ClassMate Master Control Module, Delete Student tab –or- Student Enrollment, Student Scheduling Create New tab.
8. Update Resident District and Resident School for all students.	ClassMate App-Student Enrollment, Student Scheduling District Updates tab.

<p>9. Update Non-Resident Detail and Funding District for Non-Resident students.</p>	<p>ClassMate App-Student Enrollment, Student Scheduling Non-Resident Updates tab.</p>
<p>10. Remove students who left the CTC during the Summer and did not return this school year.</p> <p>Mark these deleted students as withdrawal with new Withdrawal code (WD09).</p>	<p>ClassMate App-Student Enrollment, Remove/Return Student Module Delete student from present year.</p> <p>ClassMate App-Student Enrollment Options, Student Dropout Management Module Choose Archive and Year 1314.</p>
<p>11. Create export file for all No Show students.</p>	<p>ClassMate App-Student Enrollment Options, Student Dropout Management.</p>
<p>12. Flag all students with Special Populations and Indicate all Special Populations that apply.</p> <p>Assign Free Lunch and Reduced-Price Lunch Special population categories to students. **This step must be done even if your CTC does not serve lunch.</p> <p>Choose a Primary Disability for each student with an assigned Special Population.</p>	<p>ClassMate App -Student Special Populations Module, Special Pops tab</p>
<p>13. Run the ClassMate PIMS Verification Report for ClassMate Data and review student data.</p>	<p>ClassMate App-Reports Folder, PIMS Management</p>
<p>14. Correct any Incomplete Student Data listed as a potential error on the validation report.</p>	<p>See section “What you need to Know” below</p>
<p>15. State Reporting Validations module – Run all appropriate validations based on the templates being submitted.</p>	<p>ClassMate App – State Reporting, State Reporting Validations. Reference the document - State Reporting Validations Overview for more information.</p>

ClassMate-PIMS Verification Report – What You Need To Know

The ClassMate-PIMS Verification Report may be accessed in the standard ClassMate Reports folder under “PIMS Management” – if you do not see the report, please ask your SA to assign it to you. The ClassMate-PIMS Verification Report will give you the following parameter options:



Data:
Select Classmate Data Validations.

Included Validation:
Select Student Verifications

Location:
Select the Location you are reporting to PDE for multi-locations.

Validating ClassMate’s Master Database vs. PIMS Database

Similar to the PAsecureID and Child Accounting processes, the PIMS functionality in ClassMate allows you to export data from your Master Database into a temporary PIMS Database. Before exporting data, you should validate all student data in the Master Database; therefore, start by selecting “**ClassMate Data Validations**”; later you will select “**PIMS Data Validations**”.

Each report will list a series of Data Verifications. **Data Validations** refer to incomplete data that should be corrected; **Data Verifications** refer to data listed for acknowledgment purposes only. You do not need to correct Data Verifications from the list, but simply confirm accuracy.

The **ClassMate Data Verification Report** contains the following info:

1. Data Verifications (8):

- Free Lunch
- Reduced Price Lunch
- Single Parent
- Displaced Homemaker
- Gifted
- Home Language Default, Non-English Speaking Primary Resident
- Home Language Default, Primary Contact Not Resident
- No Homeroom
- Homebound
- LEP Participation
- IEP Students / Primary Disability
- Program Technical Hours

Phase 3: Student PIMS Information

Open the ClassMate Application and login using your ClassMate Username and Password. Then go under Modules, under PIMS Management, click on Student PIMS Information module. Click on Edit at the top of the screen and “Insert Student Information”.

Enter all exceptional student data not tracked in student master.

Special Education:

Update the special education data for IEP students where applicable.

IEP Primary Disability:

Update the primary disability for all IEP students.

LEP Participation:

Update the Limited English Proficiency data for ELL students where applicable.

Home Language:

Update the home language field where applicable when English is not the language spoken in the home.

ClassLink - West Campus

Name: Akian, Alexander R

Student ID: 177763621 State SecureID: 4444

Guardian Relationship: Minor

Special Education: Has IEP

Challenge Type: Select IEP Primary Disability

Graduation Status: Select Graduation Status

Student Status: Select Student Status

Home Language: English

Diploma Code: Select Diploma Code

LEP Participation: Never ELL

LEP Start Date: 01/01/1900 LEP End Date: 01/01/1900 LEP Yrs: 0

Technical Hours: 0 Post Secondary Credits: 0

State of Birth: City of Birth: Country of Birth: 2330

Address 3: 1200 Harbor Boulevard

Grade 9 Entry Date:

Enter the date the student first entered grade 9.*

School/District Entry:

Enter the date the student entered the school and district.

State Entry Date:

Enter the date the student entered the state or was first enrolled in PA school.

ELL Bi-Lingual Start Date:

Enter the date the student started the ELL 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.

LEP/Eligibility:

An indicator to identify which ELL students are Title III served. Conditionally required for ELLs with a valid value of 01 in Field 41.

Title III:

Mark if the ELL student is served under Title III.

CTE Indicator:

Mark if the CTC provides all the primary academic course for the student.

ClassLink - West Campus

Name: Akian, Alexander R

Student ID: 177763621 State SecureID: 4444

Years in US Schools: Grade 9 Entry Date: 01/01/1900

District Entry Date: 07/01/2004 School Entry Date: 08/25/2014

State Entry Date: 01/15/1999 Initial US Entry Date: 01/01/1900

ELL Bilingual Start Date: 01/01/1900 Inoculation Date: 01/01/1900

Natural/Adoptive Parent: Resident District: School: Repeat Last Yr: Foreign Exchange: Immigrant: Academic Instruction: Title III: Court Placed: Home Schooled: HSIW: School Choice Provision: Dual Enrollment: Agency Placed: LEP/ELL Eligibility: Expected Post Graduate Activity: Homeless: Homeless Start Date: Homeless End Date: Assessment Participation: Assessment Participation (Winter): Assessment Participation (Summer):

Assessment Participation: Applies to all CTC's if administering one of the listed assessments. This now includes NOCTI and NIMS.

Assessment Participation (Spring): Applies if you are administering Spring Keystone examinations.

Assessment Participation (Winter): Applies if you are administering Winter Keystone examinations.

Assessment Participation (Summer): Applies if you are administering Summer Keystone examinations.

Ethnicity:

If the student is Hispanic, click yes. No multi-racial selection can be made.

If the student is not Hispanic multi-racial selections can be made.

Multi-Racial Selection:

If the student is **not** Hispanic, click all ethnicities that apply.

Enter a primary ethnicity in Student Master.

The screenshot shows the Classmate Data Validations software interface. The main window displays a list of students with their names and IDs. The student 'Alkan, Jeffrey' is selected. A pop-up window titled 'Alkan, Jeffrey' is open, showing the 'Ethnicity' selection screen. The 'Ethnicity' dropdown is set to 'Asian'. Below it, there are checkboxes for 'American Indian/Alaskan Native (not Hispanic)', 'Black (Non-Hispanic)', 'White (Non-Hispanic)', and 'Native Hawaiian or Other Pacific Islander (not Hispanic)'. The 'Create Date/Create User' field is set to '10/27/2010 8:58:13' and the 'Modified Date/Modified' field is set to '10/16/2010 8:20:25'.

Phase 4: Prepare your PIMS Data

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

□ ClassMate Data Validations (6)

- Resequence Enrollment
- Duplicate Student ID's
- Demographics
- Birth Dates
- Primary Contacts
- Missing Career Pathways

In PIMS Export Management, export your templates. This will insert your PIMS data in to the temporary PIMS templates.

1. State Reporting Automations: Review the state reporting Automations document along with your validations. Run your PIMS reports to confirm the automations.

2. State Reporting Data Validations contain the following info:

- **Student/Snapshot Data Validations (8):**
 - Missing Students
 - Missing Snapshot – NA at this time
 - Blank Home Language
 - Blank 09 Entry Date - Run ClassMate Data Validations – resequence enrollment prior to running this option
 - No PAsecureID
 - Duplicate PAsecureID
 - 9999 Resident LEA
 - Blank Entry Dates – Run ClassMate Data Validations – resequence enrollment prior to running this option
- **Program Facts Data Validations (4):**
 - LEP
 - Homebound
 - Dual Enrollment
 - Homeless

- **School Enrollment Data Validations (1):**
 - Resident Status - displays the student's Resident Status after automation process has been performed.
- **Special Pop Data Validations (3)**
 - IEP/Primary/Spec Ed
 - Gifted
 - Student PIMS SpecPop

The screenshot shows a web-based validation interface for ClassLink - West Campus. At the top, there are fields for '201415', 'Date' (09/22/2014 10:50:53 AM), and 'ClassLink - West Campus' with a 'Validate' button. Below this is a grid of validation categories, each with a radio button for 'True' and 'False'. The categories are:

- Student/Student Snapshot (1):** Missing Students, No PAsecureID, Missing Snapshot, Duplicate PAsecureID, Blank Districts, 9999 Resident LEA, Blank 09 Entry Date, Blank Entry Dates.
- Staff:** Blank Salary, No State PPID, No Assignment, Duplicate PPID/SSN.
- School Enrollment (2):** Resident Status.
- Program Facts (3):** LEP, Homebound, Dual Enrollment, Homeless.
- Course:** Missing Courses.
- Student Facts/ Credentials:** Zero Hours/Percent, CIP Code Information, Technical Hours, Delivery, Post Secondary Credit.
- Calendar/Student Calendar:** Days In Session/FTP, No School Schedule, Missing Students, No Calendar, Membership > Days.
- Special Pop (4):** IEP Primary/Spec Ed, LEP/Initial US Date, Gifted, Student PIMS SpecPop.

3. Run the ClassMate-PIMS verification report with the following parameters:

Data: PIMS Data Verification
 Included Validation: Student
 Location: Reporting location

The **PIMS Data Verification Report** contains the following info:

- *****Poverty** –used by PDE to generate the Low Income Information for October
- Single Parent

4. PIMS Management Reporting:

- PIMS_001 Alpha PIMS Student Details
- PIMS_002 Alpha PIMS Snapshot Details
- PIMS_003 Alpha PIMS School Enrollment
- PIMS_004 PIMS Programs Fact Report
- PIMSVAl_2 ClassMate-PIMS Verification Report

State Reporting:

- StuPIMS_R Alpha S

Phase 5: Create your PIMS Snapshot Date

Phase 6: PIMS Export File

To create your submission files you will go into ClassMate, under Modules, PIMS Management and use the PIMS Export Management. This module will allow you to select each template that is required to be submitted for this submission.

Export Option	File Name
<input checked="" type="checkbox"/> Student	114060557_Student_
<input checked="" type="checkbox"/> Student Snapshot	114060557_Stud_Snapshot_
<input checked="" type="checkbox"/> School Enrollment	114060557_School_Enroll_
<input checked="" type="checkbox"/> Programs Fact	114060557_Programs_Fact_
<input type="checkbox"/> Staff	114060557_Staff_
<input type="checkbox"/> Staff Snapshot	114060557_Staff_Snapshot_
<input type="checkbox"/> Staff Assignment	114060557_Staff_Assignment_
<input type="checkbox"/> Staff Development Fact	114060557_Staff_Dev_Fact_
<input type="checkbox"/> Course	114060557_Course_
<input type="checkbox"/> Course Enrollment	114060557_Course_Enroll_
<input type="checkbox"/> Course Instructor	114060557_Crse_Instruct_
<input type="checkbox"/> PIMS School Calendar	114060557_PIMS_School_Calendar_
<input type="checkbox"/> PIMS Student Calendar Fact	114060557_PIMS_Student_Calendar_Fact_
<input type="checkbox"/> CTE Student Fact	114060557_CTE_Student_Fact_
<input type="checkbox"/> CTE Student Credentials	114060557_CTE_Student_Credential_
<input type="checkbox"/> Staff Student Course	114060557_Staff_Student_Course_
<input type="checkbox"/> Staff Student Subtest	114060557_Staff_Student_Subtest_

File Path:

The PIMS file will be automatically saved onto the M: drive with the required file name.

CTC Collections Tabs:

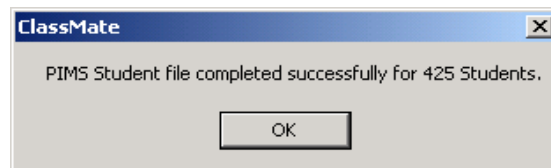
Choose the required templates for export from these tabs.

Checkboxes:

Please check the boxes for:

- Student
- Student Snapshot
- School Enrollment
- Program Facts (if applicable)

After checking the correct boxes, click on the **SAVE** button on the top to process all 4 files at one time. The software will process each file, and then tell you the number of students that have been successfully processed. After all 4 files are completed, you will receive a message that reads "**Processed Successfully**".



Phase 7: Upload your PIMS Export File to PDE

Please keep in mind that either your school's System Administrator or PIMS Administrator should upload the file to PDE, as it is necessary for the person to have "**Write Access to the M: Drive**" in order to access and upload the required PIMS files to the PDE website.

If you have further questions, please contact the ClassMate Helpdesk at 1-888-963-7550. If you need to contact the PIMS Help Desk, the number is 1 800-661-2423.