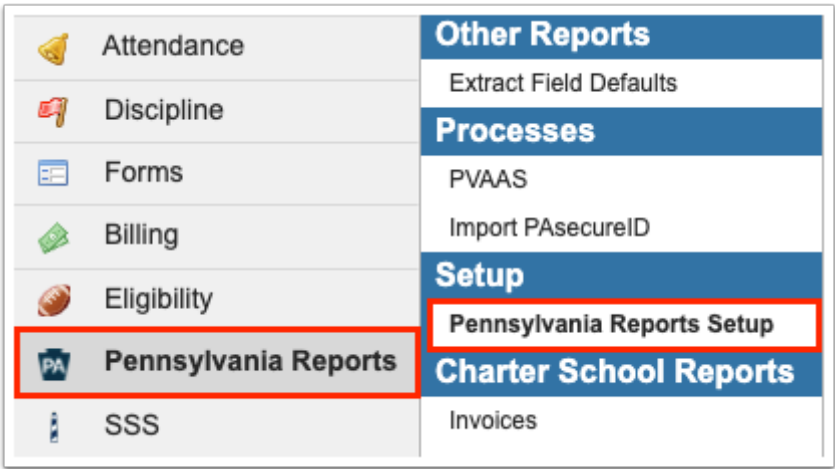


Pennsylvania Reports Setup

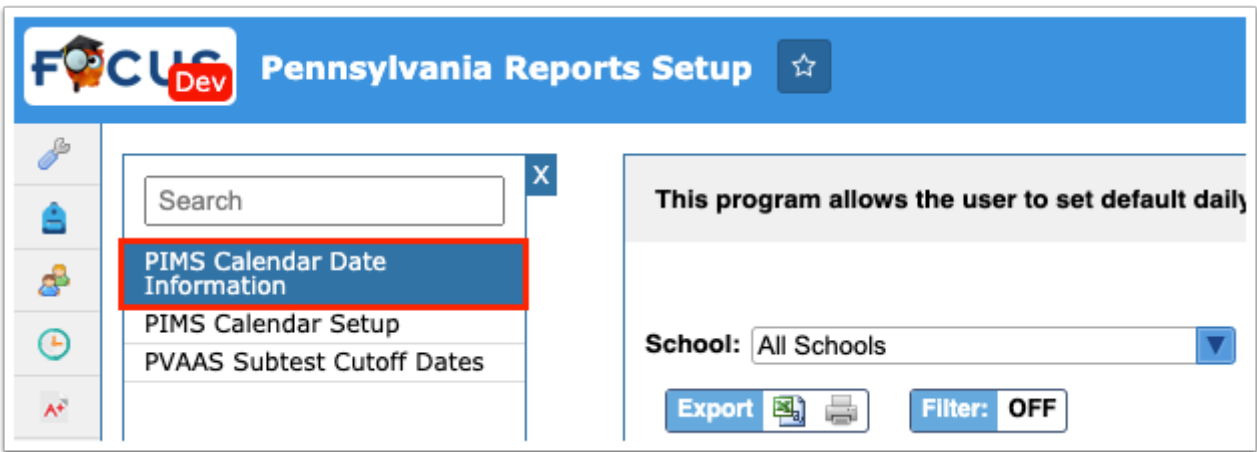
PIMS Calendar Date Information

Use this operation to build/edit a Pennsylvania Information Management System (PIMS) School Calendar export file. This operation is used to set the default daily instructional minutes and the special case dates for the district, school, and calendar levels.

1. From the **Pennsylvania Reports** menu, click **Pennsylvania Reports Setup**.



2. Click the **PIMS Calendar Date Information** setup tab.



3. Select the **School** from the pull-down. By default, this is set to All Schools but can be changed to a specific school in the district, which allows you to set different default minutes for each school.

This program allows the user to set default daily instructional minutes and specify special case dates for the district, school, and calendar levels.

[Save Minutes/Records](#)

School: NE Owl High School Calendar: All Calendars Default Instructional Minutes: 270

Export Filter: OFF

Date	Date Type	Lost Reason	Instructional Minutes	PDE Waiver
mm/dd/yy	Scheduled School Day	N/A		<input type="checkbox"/>
03/05/2021	Scheduled School Day	Lost to Other Reasons		<input checked="" type="checkbox"/>
02/22/2021	Make-Up Day	N/A		<input type="checkbox"/>

4. Select the **Calendar** from the pull-down. By default, this is set to All Calendars but can be changed to a specific calendar in the school, which allows you to set different default minutes for each calendar.

5. Enter the **Default Instructional Minutes** in the provided text box for the selected school(s) and calendar(s).

6. Click **Save Minutes/Records**.

This program allows the user to set default daily instructional minutes and specify special case dates for the district, school, and calendar levels.

[Save Minutes/Records](#)

School: NE Owl High School Calendar: All Calendars Default Instructional Minutes: 270

Export Filter: OFF

Date	Date Type	Lost Reason	Instructional Minutes	PDE Waiver
mm/dd/yy	Scheduled School Day	N/A		<input type="checkbox"/>
03/05/2021	Scheduled School Day	Lost to Other Reasons		<input checked="" type="checkbox"/>
02/22/2021	Make-Up Day	N/A		<input type="checkbox"/>

The table allows you to enter specific dates that did not meet the default instructional minutes. The School and Calendar fields determine the records displayed here.

This program allows the user to set default daily instructional minutes and specify special case dates for the district, school, and calendar levels.

[Save Minutes/Records](#)

School: NE Owl High School Calendar: All Calendars Default Instructional Minutes: 270

Export Filter: OFF

Date	Date Type	Lost Reason	Instructional Minutes	PDE Waiver
mm/dd/yyyy	Scheduled School Day	N/A		<input type="checkbox"/>
03/05/2021	Scheduled School Day	Lost to Other Reasons		<input checked="" type="checkbox"/>
02/22/2021	Make-Up Day	N/A		<input type="checkbox"/>

7. Enter the **Date** of the special case reason.

This program allows the user to set default daily instructional minutes and specify special case dates for the district, school, and calendar levels.

[Save Minutes/Records](#)

School: Calendar: Default Instructional Minutes:

[Export](#) [Filter: OFF](#)

Date	Date Type	Lost Reason	Instructional Minutes	PDE Waiver
04/12/2021	Scheduled School Day	Lost to Other Reasons	60	<input type="checkbox"/>
03/05/2021	Scheduled School Day	Lost to Other Reasons		<input checked="" type="checkbox"/>
02/22/2021	Make-Up Day	N/A		<input type="checkbox"/>

8. Select the **Date Type** from the pull-down; options include Scheduled School Day and Make-Up Day.

9. Select the **Lost Reason** from the pull-down to explain the loss of instructional minutes, if appropriate, such as Lost to Act 80 or Lost to Other Reasons.

10. If the date had a loss of minutes, but the students were still at school (for example, a 2-hour delay), enter the total number of **Instructional Minutes** the students received. If the loss date was for the whole day (for example, a snow day), leave instructional minutes blank. If the date is a make-up day, there is no need to enter in the minutes providing they are the same as the default.

11. Select the **PDE Waiver** check box if the PDE granted a waiver for an emergency school closing; do not include in the number of days lost.

12. Press the **Enter** key to save the new line of data.

13. One added, the line turns yellow. To officially save, click **Save Minutes/Records**.

This program allows the user to set default daily instructional minutes and specify special case dates for the district, school, and calendar levels.

[Save Minutes/Records](#)

School: Calendar: Default Instructional Minutes:

[Export](#) [Filter: OFF](#)

Date	Date Type	Lost Reason	Instructional Minutes	PDE Waiver
mm/dd/yyyy	Scheduled School Day	N/A		<input type="checkbox"/>
04/12/2021	Scheduled School Day	Lost to Other Reasons	60	<input type="checkbox"/>
03/05/2021	Scheduled School Day	Lost to Other Reasons		<input checked="" type="checkbox"/>
02/22/2021	Make-Up Day	N/A		<input type="checkbox"/>

Existing records can be edited as needed.

You also have the ability to edit any of the fields displayed by clicking the field.

You can also click the delete button (red minus sign) to remove the record.

Save Minutes/Records

School: NE Owl High School Calendar: All Calendars Default Instructional Minutes: 270

Export Filter: OFF

Date	Date Type	Lost Reason	Instructional Minutes	PDE Waiver
mm/dd/yyyy	Scheduled School Day	N/A		<input type="checkbox"/>
03/05/2021	Make-Up Day	Lost to Other Reasons		<input checked="" type="checkbox"/>
02/22/2021	Make-Up Day	N/A		<input type="checkbox"/>
04/12/2021	Scheduled School Day	Lost to Other Reasons	60	<input type="checkbox"/>

Edits display in yellow. To apply changes, click **Save Minutes/Records**.

PIMS Calendar Setup

Use this operation to build/edit a Pennsylvania Information Management System (PIMS) School Calendar export file. The School Calendar file will include the data fields described in the Appendix: "State Data Fields in PA PIMS School Calendar Export" file.

- From the **Pennsylvania Reports** menu, click **Pennsylvania Reports Setup**.

Attendance	Other Reports
Discipline	Extract Field Defaults
Forms	Processes
Billing	PVAAS
Eligibility	Import PAsecureID
Pennsylvania Reports	Setup
	Pennsylvania Reports Setup
SSS	Charter School Reports
	Invoices

- Click the **PIMS Calendar Setup** tab.

Pennsylvania Reports Setup

Search

PIMS Calendar Date Information
PIMS Calendar Setup
PVAAS Subtest Cutoff Dates

This program allows the user to set additional information

Export
Filter: OFF

School	Calendar
NE Owl High School	High School Calendar
NE Ruffed Grouse Middle School	Middle School Calendar
NE Owl Elementary	Elem Calendar

Displayed are all the calendars found in each school within the district.

This program allows the user to set additional information for Focus attendance calendars.

Export
Filter: OFF

Save Records

School	Calendar	Calendar ID	Calendar Description	Rotation Pattern Code	Calendar Programs Code	Graduation Ceremony Date	Act 80 Group	Membership Percentage
NE Owl High School	High School Calendar	001701	HS Calendar	N/A	N/A	06/25/2021		
NE Ruffed Grouse Middle School	Middle School Calendar	002709	MS Calendar	N/A	N/A	mm/dd/yyyy		
NE Owl Elementary	Elem Calendar	003702	Elem Calendar	1 – one-week	N/A	mm/dd/yyyy		

The name of the **School** for the calendar is displayed; this field cannot be edited.

The name of the **Calendar** is displayed; this field cannot be edited.

3. Enter a unique identification number for each calendar in the **Calendar ID** text box. It is recommended to use the 4-digit PA school code or the 3-digit code assigned by Focus (Setup > [School Information](#) > School Number) in conjunction with a numerical increment. For example: 001701, 002701, 003702. In this case the first three digits are the numerical increment and the last three digits are the Focus school ID number. If this field is left blank, the system will use the internal calendar ID generated by Focus.

4. Enter the **Calendar Description** in the provided text box. By default, this could be the calendar name from Setup > [Attendance Calendar](#). However, you can enter any name for each calendar. For example, if each school's default calendar is named "District" or "Default," you may want to enter something more descriptive, such as "High School Default."

5. Select the **Rotation Pattern Code** from the pull-down. For part-time CTC/AVTS, pre-kindergarten, or kindergarten, select the rotation pattern used for this calendar.

6. Select the **Calendar Programs Code** from the pull-down, if applicable.

7. Enter the **Graduation Ceremony Date** in the provided text box; i.e. the date of the seniors' graduation ceremony. This is only required for calendars that include grade 12 students.

- Enter the **Act 80 Group** in the provided text box. This is required if Days Lost Due to Act 80 is greater than zero. Enter the unique numeric or alphabetical label used in the Act 80 application to link the School Calendar to a particular Act 80 approval.
- Enter the **Membership Percentage** in the provided text box. The percentage entered here serves as the default for the Student Calendar Fact template. Students that do not have a percentage ([Student Info](#) > [Enrollment](#) > Membership Percentage) will use the percentage entered here. If this field is left blank, 100% is used.
- Once new information has been entered, or edits have been made, click **Save Records** to apply data.

This program allows the user to set additional information for Focus attendance calendars.

Export

Filter: OFF

Save Records

School	Calendar	Calendar ID	Calendar Description	Rotation Pattern Code	Calendar Programs Code	Graduation Ceremony Date	Act 80 Group	Membership Percentage
NE Owl High School	High School Calendar	001701	HS Calendar	N/A	ACTP - Approved caret	06/25/2021		
NE Ruffed Grouse Middle School	Middle School Calendar	002709	MS Calendar	N/A	N/A	mm/dd/yyyy		80
NE Owl Elementary	Elem Calendar	003702	Elem Calendar	1 - one-week	N/A	mm/dd/yyyy		

PVAAS Subtest Cutoff Dates

This feature allows schools to set the subtest cutoff dates to use for the PVAAS record generation process. If no date is entered for a subtest, Focus will use the course’s marking period end date. For a full year course, that would be the End Date for Full Year (the first tier listed in Marking Periods). For a semester 1 course, that would be the End Date for S1.

- From the **Pennsylvania Reports** menu, click **Pennsylvania Reports Setup**.

Attendance

Discipline

Forms

Billing

Eligibility

Pennsylvania Reports

SSS

Other Reports

Extract Field Defaults

Processes

PVAAS

Import PAsecureID

Setup

Pennsylvania Reports Setup

Charter School Reports

Invoices

- Click the **PIMS Subtest Cutoff Dates** tab.

FOCUS Dev Pennsylvania Reports Setup ☆

Search X

- PIMS Calendar Date Information
- PIMS Calendar Setup
- PVAAS Subtest Cutoff Dates**

This program allows the user to set the subtest cutoff dates to use for th

Export Filter: OFF

Subtest ⚡

KALG1SPR - Keystone Algebra I Spring ▼

3. Select the **Subtest** from the pull-down.

This program allows the user to set the subtest cutoff dates to use for the PVAAS record generation process.

Save Records

Export Filter: OFF

Subtest ⚡	Subtest Date ⚡
KALG1SPR - Keystone Algebra I Spring ▼	04/19/2021
PSSAELA3 - PSSA English/Language Arts Grade 3 ▼	04/12/2021
PSSAM3 - PSSA Math Grade 3 ▼	04/26/2021
KALG1WIN - Keystone Algebra I Winter ▼	03/08/2021
KBIOWIN - Keystone Biology Winter ▼	03/22/2021

4. Enter the **Subtest Date** in the provided text box.

5. Press the **Enter** key to add the cutoff date for the selected subtest.

This program allows the user to set the subtest cutoff dates to use for the PVAAS record generation process.

Save Records

Export Filter: OFF

Subtest ⚡	Subtest Date ⚡
KALG1SPR - Keystone Algebra I Spring ▼	mm/dd/yyyy
KALG1SPR - Keystone Algebra I Spring ▼	04/19/2021
PSSAELA3 - PSSA English/Language Arts Grade 3 ▼	04/12/2021
PSSAM3 - PSSA Math Grade 3 ▼	04/26/2021
KALG1WIN - Keystone Algebra I Winter ▼	03/08/2021

6. Click **Save Records** to save the new cutoff date.

Additional District State Reporting Setup

Focus provides powerful tools that allow districts to diagnose and correct issues related to State Reporting ahead of date certain for K-12. However, users must ensure the applicable fields are populated before running said reports.

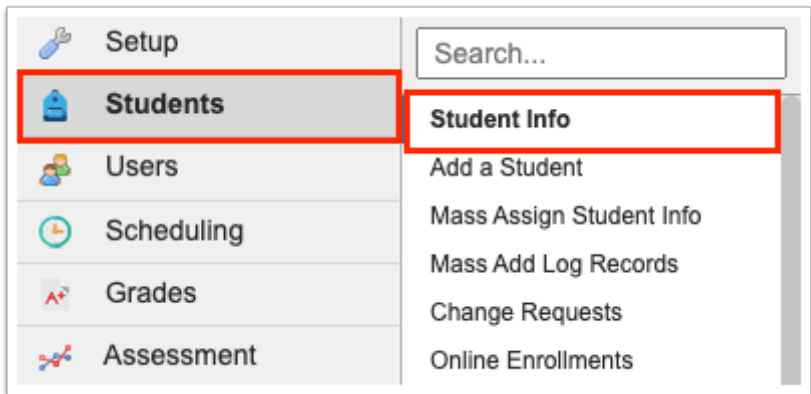
Pennsylvania Reports Setup


Student Info

There are several areas in Focus where PIMS data is entered.

The state reporting process within Focus checks against PIMS files which Pennsylvania DOE updates each year.

- 1. From the **Students** menu, click **Student Info**.



 See [Student Info](#) for more information.

General Information:

FOCUS Dev Student Info Lizette Garcia Demo 2020-2021 Applicants SIS ERP Boyd

Enrollment Schedule Requests Grades Absences Activities Referrals Test History

Audit Trail Grad SSS Fees & Payments

Include Inactive Boyd, C (1719)

Save Print Back Forward

General Information

C		Boyd	
* First Name	Middle Name	* Last Name	Suffix
1719	F - Female	01/01/2000 21 years 4 months	1719
Student ID	* Gender	* Birthdate	Local Student ID
Social Security Number	<input type="checkbox"/> Force Password Change	applicant_932	*****
Demo Student		Username	Password
Profile			

Last Name: This is the standard Focus data field.

First Name: This is the standard Focus data field.

Middle Name: This is the standard Focus data field.

Name Suffix: This is the standard Focus data field.

Birthdate: This is the standard Focus data field.

PA SecureID: The student's Pennsylvania assigned identification number is displayed on the screen for reference.

General Categories:

FOCUS Dev Student Info Lizette Garcia Demo 2020-2021 Applicants SIS ERP Boyd

Enrollment Schedule Requests Grades Absences Activities Referrals Test History

Audit Trail Grad SSS Fees & Payments

Include Inactive Boyd, C (1719)

Save Print Back Forward

Filter fields...

- Addresses & Contacts
- Classified
- Document Management
- Enrollment
- Enrollment/Registration Form ...
- General
- Health Daily Visit Log / Alerts
- Health Education
- Health Immunizations
- Health Letter Data
- Health Screenings

General

Print a Form/Letter

Ethnicity

Single Ethnicity	White (not Hispanic)
* Ethnicity: Hispanic or Latino	No

Race

Race: American Indian or Alaska Native	No
Race: Asian	No
Race: Black or African American	No
Race: Native Hawaiian or Other Pacific Islander	No
Race: White	Yes
PIMS Race and Ethnicity Code	5

Instructional Method

[Back to Student List](#) Messenger Help Logout

Single Ethnicity: Select the appropriate option for the student.

Ethnicity: Hispanic or Latino: Required.

Race: American Indian or Alaskan Native: Yes or No. At least one race needs to be set to yes for a student.

Race: Asian: Yes or No. At least one race needs to be set to yes for a student.

Race: Black or African American: Yes or No. At least one race needs to be set to yes for a student.

Race: Native Hawaiian or Other Pacific Islander: Yes or No. At least one race needs to be set to yes for a student.

Race: White: Yes or No. At least one race needs to be set to yes for a student.

PIMS Race and Ethnicity Code: This is a computed field based on the values selected in the previous fields. It is this field that is exported.

Enrollment:

The screenshot shows the 'Enrollment' tab for a student named Lenny Boyd (Local ID: 00037, Grade 009). The page includes a table with enrollment records. The table has columns for Year, School, Grade Level, Enrollment Date, Enrollment Code, Drop Date, Drop Code, Second School, Funding District, and Resident District. There are three rows of enrollment data shown, with the first two rows having a 'View' link next to them.

Year	School	Grade Level	Enrollment Date	Enrollment Code	Drop Date	Drop Code	Second School	Funding District	Resident District
2020-2021	NE Owl High School		04/19/2021						
2021-2022	NE Owl High School	Grade 9	08/02/2021	E01 in SD o...				101262903 ...	
2020-2021	NE Owl High School	Grade 9	08/14/2020	E02 summer...				101262903 ...	

[See Student Info: Enrollment for more information.](#)

Grade Level: The pick list contains the PA PIMS/CTE required codes. Enter the grade the student will be in the fall.

Enrollment Date: First date of enrollment for the student.

Enrollment Code: Entry code for the student.

Drop Date: Last date of enrollment for the student. Student will be active in Focus until 11:59PM on this date.

Drop Code: Drop (withdrawal) code for the student.

Funding District: The student's funding district.

Resident District: The student's resident district.

Days Enrolled & Days Present: When you run the student calendar fact export, Focus calculates and stores the values for Days Enrolled and Days Present for each entry record. These calculations are three digits plus two decimals. If you need to manually edit them, you may. After manual entry, check 'Lock Calculated Attendance' to prevent the export program from overwriting the manual numbers.

Lock Calculated Attendance: If the check box is selected, the student calendar fact export will not calculate and store new totals for that entry record.

Membership Percentage. Optional: In most situations you will leave this field blank and let the system automatically calculate Membership Percentage for each student. This field is only used if a student is enrolled in a calendar where they are in membership part-time. Below is a description of both the normal and the situation for which this Membership Percentage override is provided:

Normally, students who attend school on varying days of the week would be grouped and placed on calendars that reflect that schedule. For example, one calendar would be used for full time students and another for a group of students who only attend Monday and Wednesday. When the Student Calendar Export is created, the Days Present and Days enrolled would reflect the actual numbers for those students.

Some schools have had a problem with this process because they have many students who have a large number of different schedules, and they don't even know what the membership percentage is until the school year is over. These students are educated full-time, but some portion of that time is the responsibility of the Intermediate Unit (IU). At the end of the year, the IU gives the schools what percentage of the student's education they handled. We've added a "Membership Percentage" field to the student's enrollment record which should be used for situations like that. If you don't have a lot of calendars to manage you should continue to operate as before, without using the aforementioned "Membership Percentage" field.

When a percentage is entered into the Membership Percentage field, it will not affect the Days Present and Days Enrolled. If the calendar is 180 days and the student has no absences and a membership percentage of 50, they are reported as enrolled and present for 180 days. When the student calendar fact record is created for the student, it will report those numbers and a 'percentage of time enrolled for the calendar' of 50. The state will do the calculations to the equivalent 90 days enrolled and present.

Sending Charter School District: Conditional. Required if a charter school contracted with the LEA to educate the student. Enter the AUN of the charter school that contracted with the educating LEA to educate a charter school student.

Sending Charter School: Conditional. Required if a charter school contracted with the educating LEA to educate this charter school student. Enter the 4-digit school number of the charter school.

New School Entry: Conditional. You will use this option under certain situations. The state wants to use the School Entry Date to track student mobility. A new date should be reported to the DOE only when a student's change in address results in his/her enrollment switching

between different schools in your district (a student who attended Elementary School A, moved, and now will attend Elementary School B). Under that scenario, the New School Entry option would be checked in the school the student now attends with his/her new address. When the New School Entry option is checked the state is given the new entry date for the new school.

Special Ed Indicator: Optional. This field is not used for PIMS. Select the student's Special Education status for this enrollment. This field, when set to "Y" triggers the Special Ed student alert icon.

Days Unexcused: When the Student Calendar Fact calculates attendance, it will store student unexcused absence totals in this field. Like the other attendance fields, this may be edited as necessary.

Resident School: The code identifying the school in which is responsible for the student.

District of Enrollment: The code identifying the district that is currently educating the student.

Enrolled School: The code identifying the school in which the student is currently enrolled.

Special Ed Snapshot School: If you need to report a school code in field 2 of the Special Education Student Snapshot that is different than the code in (2) Current School, enter it here.

Repeating Last Year: Yes or No.

Graduation Status: Select the student's graduation status, e.g., G - Graduated, A - Dropped out: Academic problems, L - Left PA public school system but didn't drop out, etc. Required for students grades 9 and up for whom one of the situations in the list apply.

Residence Status: Select the appropriate code to indicate a student's residence status with the school of enrollment.

Student Status: Select the appropriate code to indicate a student's status with the school of enrollment.

Year End Status: Conditional. Required for CTE and AAP.

Mobility Code

PIMS Assessments:

PIMS Assessments	
Participation	
* Assessment Par...	I - Not participating in these assessments ▼
ACCESS for ELLs ...	▼
? Planned Partic...	▼
ELA Assessment ...	▼
Keystone Assessments	
* Keystone Wint...	N - Not Testing ▼
* Keystone Sum...	N - Not Testing ▼
* Keystone Sprin...	N - Not Testing ▼
Local Assessments	
Local Assessmen...	Student Met Mat... <input type="checkbox"/>
Local Assessmen...	Student Met Rea... <input type="checkbox"/>
Career Standards Benchmarks	
? Student Met G... <input type="checkbox"/>	

Assessment Participation Code: Select the code for the assessment(s) the student will participate in throughout the given year.

Planned Participation in PASA: Required for Special Education students. Select yes if this student will participate in the PASA.

ACCESS for ELLs Assessment: Required for EL students only. Select the code that identifies that the student will participate in the ACCESS assessment. This is a separate assessment from the Keystone and PSSA exams.

ELA Assessment Exemption: Student will have been enrolled in US school less than or equal to 12 months by the end of the current year ELA/Keystone Literature testing window and was not previously exempted. A student can only be assigned a valid code of Y once in their educational career.

Keystone Winder Code: Select the code identifying the Keystone Winter assessments in which the student is participating.

Keystone Spring Code: Select the code identifying the Keystone Spring assessments in which the student will participate.

Keystone Summer Code: Select the code identifying the Keystone Summer assessments for which the student will participate.

Local Assessment Math Test Date

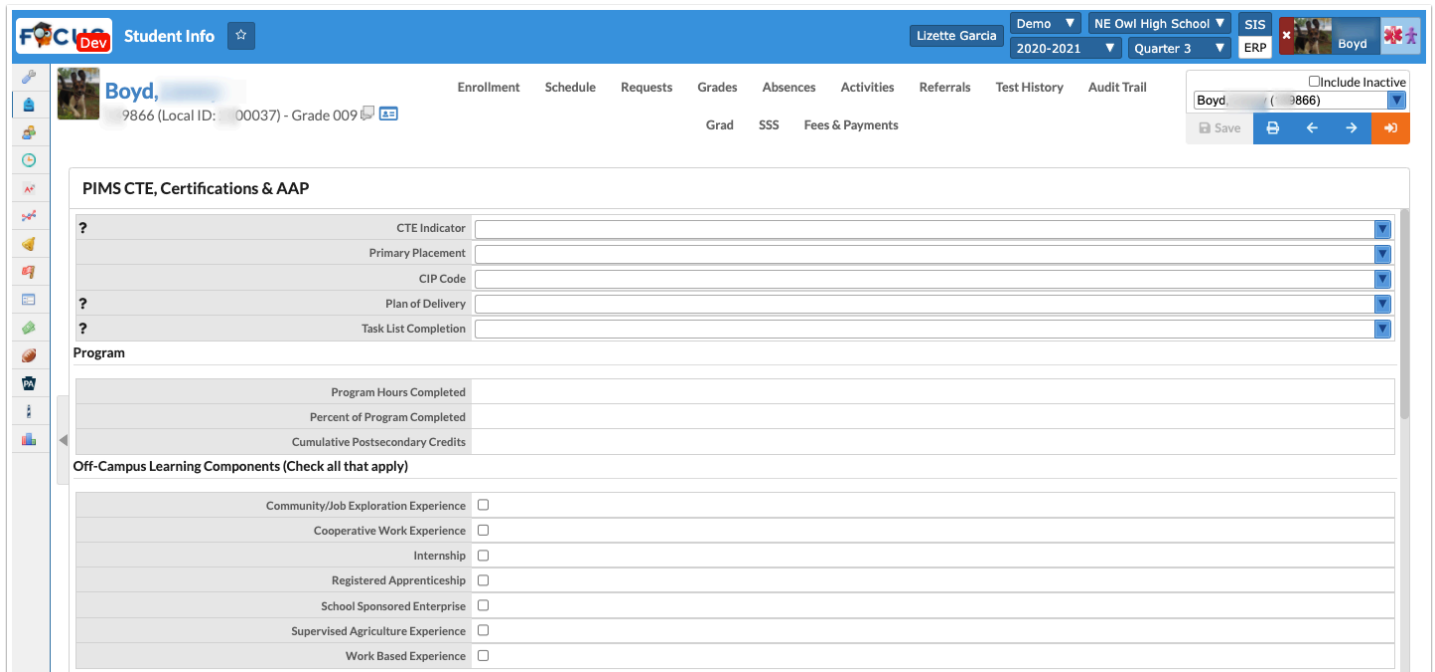
Student Met Math Test Standard

Local Assessment Reading Test Date

Student Met Reading Test Standard

Student Met Grade 5, 8, 11 Career Standards Benchmark

PIMS CTE, Certifications & AAP:



The screenshot shows the 'PIMS CTE, Certifications & AAP' form for student Boyd, 9866 (Local ID: 00037) - Grade 009. The form is part of a larger system interface with a top navigation bar and a left sidebar. The main form area contains several sections:

- CTE Indicator:** A dropdown menu with a question mark icon.
- Primary Placement:** A text input field.
- CIP Code:** A dropdown menu with a question mark icon.
- Plan of Delivery:** A dropdown menu with a question mark icon.
- Task List Completion:** A dropdown menu with a question mark icon.
- Program:** A section with three text input fields: Program Hours Completed, Percent of Program Completed, and Cumulative Postsecondary Credits.
- Off-Campus Learning Components (Check all that apply):** A section with seven checkboxes: Community/Job Exploration Experience, Cooperative Work Experience, Internship, Registered Apprenticeship, School Sponsored Enterprise, Supervised Agriculture Experience, and Work Based Experience.

CTE Indicator

Primary Placement

CIP Code: Classification of Instructional Program. Select a 6-digit code from the pick list for applicable students. This is the last program the student was enrolled in during the school year.

Plan of Delivery: Select code 70- Program of Study, 75- Career and Technical, or 80- Adult Affidavit Program from the pick list for applicable students.

Task List Completion: This is reported in the CTE Export Student Fact File. This field is required for 12th grade students. Indicate if the secondary student has completed all of the program of study (POS) competencies on the school's task list. If the field is left empty, the export will fill in N/A for non-12th grade students.

Program Hours Completed: Enter the cumulative technical instructional hours that the student received a passing periodic grade during this reporting year plus all other scheduled technical instructional hours successfully completed (passed) within the student's reported program (CIP) in prior years. Base all cumulative successfully completed technical component instructional hours reported solely on the student's enrollment in the reported program over the span of the student's secondary education. Truncate to the nearest hundredth of an hour (e.g., 40.99999 hours should be truncated to 40.99 hours).

Percent of Program Completed: Enter the percentage completed for the CIP code reported. This is the cumulative total CTE program hours successfully completed divided by the total

CTE hours normally scheduled and offered for the student's CIP, multiplied by 100. Truncate to nearest hundredth of a percent (e.g., 84.88888 percent should be truncated to 84.88 percent).

Cumulative Postsecondary Credits: Report only earned credits awarded and documented on an official postsecondary institution transcript. Round to the nearest hundredth of a credit.

Community/Job Exploration Experience: Select the check box, if applicable.

Registered Apprenticeship: Select the check box, if applicable.

School Sponsored Enterprise: Select the check box, if applicable.

Supervised Agriculture Experience: Select the check box, if applicable.

Work Based Experience: Select the check box, if applicable.

Student Certifications: You may enter certifications from the pull-down on this logging field. When you select a certification, the default date will be June 30th of the current school year. There shouldn't be a need to modify the dates unless the state revises their current requirements that all dates should be June 30th.

Certification Code

Certification Date

CIP Code (AAP Students): CIP code only for Adult Affidavit Program (AAP) students. Normal secondary CTE students are only allowed to be reported with one CIP code. AAP students are allowed multiple ones. These CIP codes are for those AAP students. They should be left blank for secondary students.

The screenshot displays the 'PIMS CTE, Certifications & AAP' interface. At the top, there's a header with 'Student Info' and a star icon. Below this, the student's name 'Boyd,' is shown along with their ID '9866 (Local ID: 00037) - Grade 009'. Navigation tabs include Enrollment, Schedule, Requests, Grades, Absences, Activities, Referrals, Test History, Audit Trail, Grad, SSS, and Fees & Payments. A sidebar on the left contains various icons. The main section is titled 'PIMS CTE, Certifications & AAP' and contains a 'Student Certifications' table. The table has columns for 'Certification Code', 'Certification Date', and 'CIP Code (AAP Students)'. A single row is visible with the following data: '015 - Microsoft Office Specialist - Microsoft Word', '04/05/2021', and '090702 - Digital Communications & Media/Multimedia'. Above the table, there are buttons for 'Export' and 'Filter: OFF'. To the right of the table, there are buttons for 'Save', 'Print', 'Back', 'Forward', and 'Refresh'.

Certification Code	Certification Date	CIP Code (AAP Students)
015 - Microsoft Office Specialist - Microsoft Word	04/05/2021	090702 - Digital Communications & Media/Multimedia

AAP Pell Grant: Required only for Adult Affidavit Program (AAP) students. Select yes if the AAP student received a federal Pell need-based grant during the academic year.

Boyd, [redacted] 9866 (Local ID: 00037) - Grade 009

Enrollment Schedule Requests Grades Absences Activities Referrals

Test History Audit Trail Grad SSS Fees & Payments

Include Inactive Boyd, (366)

Save [Print] [Back] [Forward]

PIMS CTE, Certifications & AAP

AAP Only

? AAP Pell Grant [dropdown]

? AAP Performance Code [dropdown]

Adult Affidavit Programs ?

Export [icon] Filter: ON

	CIP Code	Year-End Status	Apprenticeship	Hours Completed	Percent Completed	Performance Code
	[dropdown]	[dropdown]	<input type="checkbox"/>	[text]	[text]	[dropdown]

AAP Performance Code: Required only for AAP students. Select yes if the student is enrolled in a program supported by Perkins funds and achieved a passing grade for the occupational instruction received during the reporting year. Select no if the student is enrolled in a program supported by Perkins funds but the student DID NOT achieve a passing grade during the reporting year. Select N/A if the student is in an AAP program that is not graded or the program is not supported with Perkins funds.

Adult Affidavit Programs: Normal secondary CTE students are only allowed to be reported with one CIP code. AAP students are allowed multiple ones. These CIP codes are for those AAP students. They should be left blank for secondary students.

CIP Code: Classification of Instructional Program. Select a 6-digit code from the pick list for applicable students. This is the last program the student was enrolled in during the school year.

Year-End Status: Select the status of the student on the last day of school or when the student exited career and technical education (CTE) during the current school year.

Apprenticeship: Select the check box if this is an apprenticeship.

Hours Completed: Enter the number of hours completed which can contain up to two decimal places.

Percent Completed: Enter the percent completed which can contain up to two decimal places.

Performance Code: Select the appropriate code: N (Did not receive a passing grade), N/A (program not graded or not Perkins funded), Y (received a passing grade).

PIMS English Learners & Family:

Boyd, Lenny
866 (Local ID: 00037) - Grade 009

Enrollment Schedule Requests Grades Absences Activities Referrals Test History Audit Trail Grad SSS Fees & Payments

Include Inactive
Boyd, (866)

Save

Filter fields...

Health-Medications
Homeless
Honor Roll
Integration Computed Fields
Letter & Contact Logging
Other
PDE EWS
PIMS Assessments
PIMS CTE, Certifications & AAP
PIMS English Learners & Family
PIMS Enrollment Overrides
PIMS Free & Reduced
PIMS Graduation
PIMS Postsecondary
PIMS Special Ed & 504
PIMS Student Award Fact
PIMS Student Programs
PIMS Title I & District Fact
Re-enrollment
Re-enrollment Restrictions
Retired PIMS Fields
Schedule

PIMS English Learners & Family

EL Status for Alert Icon (calculated nightly)

English Learners

English Learner Data ?

Export Filter: OFF

School Year	EL Status	LIEP Type	Title III EL Eligibility
2020-2021	03 - Exited EL and in first year of monitoring	21 - Mixed Bilingual	N - Not Title III Served

EL Status: 99 - Never EL
LIEP Type
Title III EL Eligibility
U.S. School - Date First Enrolled in: 04/05/2021
ELD/Bilingual - Date First Enrolled in: 03/16/2020

Family

? Home Language
Out of Workforce Individual
Military Family: N - No
Single Parent
Foreign Exchange: N - Student is not a foreign exchange student.
Years in U.S. Schools
Country of Birth
Home Address County

EL Status for Alert Icon (calculated nightly): This field uses the EL Status in the logging field. When students are flagged with an EL status of 01 or 06, this alert icon is displayed.

English Learner Data:

School Year: PIMS pulls data from the current school year's logging record.

EL Status: Select the code that describes the student's English language status.

LIEP Type: Select the appropriate code.

Title III EL Eligibility: Required if EL Status is 01. Select yes if this EL student is Title III served.

Date First Enrolled in U.S. School: Enter the first date the student enrolled in a U.S. school. Required for EL (English Learner) students.

Date first Enrolled in ELD/Bilingual: Required if student enrolled in EL/Bilingual. Enter the date when the student was first enrolled in an EL/Bilingual education/LEP program since first enrollment in a U.S. School.

Home Language: Select the student's home language, e.g., French, Spanish, etc. Leave blank if Home Language is English.

Displaced Homemaker: Select Yes or No. Required for CTE (Career & Technical Education) students.

Military Family: Select Yes or No as to whether the student belongs to a military family. The default is No.

Single Parent: Select Yes or No as to whether the student belongs to a single parent family. The default is No. Required for CTE (Career & Technical Education) students.

Foreign Exchange: Select Yes or No to indicate whether the student is a Foreign Exchange student. The default selection is No.

Years in U.S. Schools: Enter the number of years the student has attended U.S. schools. Required for immigrant students.

Country of Birth: Select the country where the student was born.

Home Address Country: Select the student's state county code.

PIMS Enrollment Overrides:

This area contains the entry date fields. These entry dates are used in the state's Student Demographics and Student Snapshot export related questions, and are calculated when the export is created. Read-only text shows the calculations for School, District and State Entry dates. Each time the Student Calendar Fact export is run, Focus will generate entry dates for all students in the current filter who are active for attendance. If the process is run in single school mode, all three dates generated will be the same. When run in multi-school mode, the process will save the school entry date for each school based on only the attendance entry, withdrawal, re-entry records from that school. The state entry date is always the very first entry date a student has in the Enrollment logging field. Students who need to have a more recent state entry date will need to have that date entered in the manual state entry date field.

PIMS Enrollment Overrides	
Computed entry dates from attendance	
Computed School Entry Date	08/14/2020
Computed District Entry Date	08/14/2020
Computed State Entry Date	08/14/2020
Override entry dates from attendance	
? School entry date override	
? District entry date override	
? PA entry date override	
Outplaced Students	
Out of District Special Ed Student	<input type="checkbox"/>
Other Out of District Student	<input type="checkbox"/>
Exclude Outplaced Student from Course Export	<input type="checkbox"/>
Students who left over the summer (Historical Only - Use Enrollment record for ALL withdrawals)	
Summer Exit Entry Date	
Summer Exit Enrollment Code	
Summer Exit Residence Status	
Summer Exit Date	
Summer Exit Reason	

If there are dates in the "Entry dates to override attendance" fields, those dates will always be the ones used instead of the enrollment dates.

If you want to override the calculated dates for a student, then enter the following: School Entry Date, District Entry Date, and State Entry Date.

Calculated school entry date.

Calculated district entry date.

Calculated PA entry date.

School entry date override.

District entry date override.

PA entry date override.

Summer Exit Entry Date. Do not use this field. Use the Enrollment record.

Summer Exit Enrollment Code. Do not use this field. Use the Enrollment record.

Summer Exit Reason. Do not use this field. Use the Enrollment record.

Out of District Special Ed Student.

Other Out of District Student.

Exclude Outplaced Student from Course Export.

PIMS Free & Reduced Lunch Data:

The screenshot shows the PIMS Free & Reduced Lunch Data form for student Boyd, Lenny (Local ID: 00037, Grade 009). The form includes a sidebar with filter fields, a main table for Free and Reduced Lunch Data, and a section for Current Lunch Data.

Free and Reduced Lunch Data

School Year	Food Program Participation	Food Program Eligibility	Economic Disadvantaged Status	Effective Date
2020-2021	N - Neither	N - Neither	N - No	
2020-2021	N - Neither	N - Neither	N - No	09/14/2020

Current Lunch Data

Lunch Food Program Participation	N - Neither
Lunch Food Program Eligibility	N - Neither
Lunch Economic Disadvantaged Status	N - No
Lunch Effective Date	09/14/2020

School Year: PIMS pulls data from the current school year's record.

Food Program Participation: Refers to how the student participates in the lunch program. Select F (Free), R (Reduced price), or N (Neither). The default is N.

Food Program Eligibility: Refers to free/reduced lunch program. Select F (Free), R (Reduced price), or N (Neither). The default is N.

Economic Disadvantaged Status: Refers to whether or not the student is economically disadvantaged. The default is N, the student is not economically disadvantaged.

Effective Date

PIMS Graduation:

Boyd, 9866 (Local ID: 00037) - Grade 009

Enrollment Schedule Requests Grades Absences Activities Referrals

Test History Audit Trail Grad SSS Fees & Payments

Filter fields...

Health-Medications

Homeless

Honor Roll

Integration Computed Fields

Letter & Contact Logging

Other

PDE EWS

PIMS Graduation

Test Information (calculated nightly)

Graduation Date	
Grade 9 Entry Date	06/30/2020
Expected Graduation Timeframe	
Post-High School Activity	
Diploma Type	

Save Print Navigation

Test Information (calculated nightly): This is not PIMS reportable data.

Graduation Date: Enter in the student's actual graduation date. This is not used in PIMS but is used in the SSRS Transcripts.

Grade 9 Entry Date: Enter the student's grade 9 entry date. Required for students grade 9-12 or SUG (secondary ungraded).

Expected Graduation Timeframe: Enter the student's expected graduation date, MMY, e.g., 0608. Required for students grades 9 and up.

Post-High School Activity: Select the code that describes the student's post high school activity, e.g., State University (PA), Military, etc. This field is required for dropouts and 12th grade graduates.

Diploma Type: (Optional) Select 806 (Regular Diploma), or 816 (General Educational Development (GED)). Required for students who have graduated.

PIMS Special Ed & 504:

PIMS Special Ed & 504

Special Ed Status ✓

Special Education ?

Export Filter: OFF

	School Year	Special Ed Code	Challenge Type	? Effective Date	Referral	? Teacher Name	Secondary Disability	Amount of Services	Type of Support	Primary Placement	Exit D
	2020-2...	N - No IEP ...									
	2020-2...	Y - Has IEP	2121 - Auti...	08/01/2018							
	2020-2...	Y - Has IEP	2121 - Auti...	08/01/2017							
	2020-2...	Y - Has IEP	2121 - Auti...	08/01/2016							

* Special Ed Referral N - No

Act 16 ?

Export Filter: OFF

School Year	Act 16 Category
2020-2021	

IEP Start Date

* 504 Plan N - Student does not have a current Section 504 service agreement plan in place.

* Gifted N - Not applicable

Special Education: Logging field.

School Year	2020-2021	Special Ed Code	Y - Has IEP
Challenge Type	2126 - Orthopedic Impairment	? Effective Date	09/16/2020
Referral	Y - Yes	Teacher Name	
Secondary Disability		Amount of Services	06 - Supplemental Services
Type of Support	02 - Life Skills	Primary Placement	Y - Yes
Exit Date		Exit Reason	
Educational Environment		Environment Percentage	
Service Provider		Provider Location	
Transition IEP		Transition IEP Modified	
Transition IEP Paid Work		Transition IEP Job Supports	
Transition IEP Career Development			

Close Create

School Year

Special Education Code: Select the code that describes the student's Special Education status.

Challenge Type: Required. Enter the primary disability as identified on the evaluation/reevaluation report. The state's valid values are as follows:

- 2121 Autistic/Autism
- 2122 Deaf-blindness
- 2123 Hearing impairment including deafness
- 2124 Mental retardation
- 2125 Multiple disabilities
- 2126 Orthopedic impairment
- 2128 Specific-learning disability
- 2129 Speech or language impairment
- 2130 Traumatic brain injury
- 2131 Visual impairment including blindness
- 2132 Other health impairment
- 2127 Emotional disturbance
- 2134 Developmental delay
- 2135 Infants and Toddlers with Disabilities

Effective Date: Date the IEP started or the start of the school year. It is expected that a student will have a record for each school year.

Referral: Select yes if this is a special education student that is referred to another LEA for education.

Teacher Name: Required. Select the teacher who provides the majority of the special education services.

Secondary Disability: Optional.

Amount of Services: Required. The amount of special education services as identified on the IEP or Notice of Recommended Educational Placement. The state's valid values are as follows:

- 01 Itinerant
- 02 (Reserved) formerly Resource
- 03 (Reserved) formerly part-time
- 04 Full-time
- 05 Gifted
- 06 Supplemental Resource

Type of Support: Select the type of support the student is receiving from the pull-down.

- 01 Learning
- 02 Life Skills
- 03 Multi-disabilities
- 04 Emotional Support
- 06 Deaf or Hearing Impaired
- 07 Speech and Language
- 08 Physical
- 10 Blind or Visually Impaired
- 26 Autistic

Primary Placement: Required. Select Yes or No.

Exit Date: Optional. Enter the date the student exited the special education program.

Exit Reason: Optional. Enter the reason the student exited the program.

- 01 Graduated with Regular High School Diploma
- 02 Received a GED
- 03 Reached Maximum Age
- 04 Dropped Out
- 05 Transferred to Regular Education
- 06 Moved, Known to be Continuing
- 09 Died

Education Environment: Required. Students with disabilities must be educated in regular public school buildings with non-disabled students to the extent possible. Select from the drop list the appropriate value.

Environment Percentage: Conditional. Enter the actual percentage of time that the student is educated in regular classrooms in a public school building with non-disabled students.

Service Provider: Required. Enter the 9 digit AUN of the special education service provider as indicated on the IEP or Notice of Recommended Educational Placement. Enter the actual name of the service provider if the AUN doesn't exist. You may either use the Admin menu -- Edit Valid Data Selections job to enter the most common AUN numbers, and/or may leave this field open-ended and enable new entries to be entered by data entry staff as needed.

Provider Location: Required. Enter the 4-digit code identifying the school where the Special Education Services are provided. You may either use the Admin menu -- Edit Valid Data Selections job to enter the most common provider codes, and/or may leave this field open-ended and enable new entries to be entered by data entry staff as needed.

Transition IEP: Select Yes or No.

Transition IEP (Comp Int Emp): Select Yes or No.

Transition IEP Paid Work: Select Yes or No.

Transition IEP Job Supports: Select Yes or No.

Transition IEP (Comp Int Emp Goal): Select Yes or No.

Special Ed Referral: Select yes if this is a special education student that is referred to another LEA for education.

Act 16: Logging Field. Pulls from the previous school year.

PIMS Special Ed & 504

* Special Ed Referral N - No

Act 16 ?

Export Filter: ON

+ +

School Year 2020-2021 Act 16 Category

School Year

Code: Select the code identifying the educational expenditure cost range for a student with disabilities.

IEP Start Date: This field is not reported to the state. If this date is empty, the Special Education Snapshot export will assume the student has a valid IEP on the export snapshot date. If this date is provided, the export will compare this date to the snapshot date. If the IEP start date is after the snapshot date, the student will be excluded from the export file.

504 Plan: Select Yes or No to indicate whether the student has a Section 504 Plan. The default selection is No.

Gifted: Select GY (Gifted and has GIEP), GN (Gifted and does not have GIEP), or N (Not Applicable). The acronym GIEP stands for Gifted Individualized Education Program. The default selection is No.

Special Education Evaluation: Valid values are In-Process, Active and Not Eligible.

Transition IEP Status: Select whether the student has a transition plan as part of their IEP.

Transition IEP Paid Work Based Learning: Required if Transition IEP Status is yes. Select whether the IEP contains new services that support paid work-based learning experiences in a competitive (at least minimum wage) integrated setting.

Transition IEP Job Supports/Coaching: Required if Transition IEP Status is yes. Select whether the IEP contains services that include job supports/coaching.

Transition IEP Career Development/Job Exploration: Required if Transition IEP Status is yes. Select whether the IEP contains services that include career development and job exploration.

Transition IEP Modified: Required if Transition IEP Status is yes. Select whether the transition IEP has been modified to include services that support paid work-based learning experiences in a competitive (at least minimum wage) integrated setting.

IEP Start Date	
* 504 Plan	N - Student does not have a current Section 504 service agreement plan in place.
* Gifted	N - Not applicable

PIMS Special Education Snapshot


Transition IEP Status	
Transition IEP Paid Work Based Learning	
Transition IEP Job Supports/Coaching	
Transition IEP Career Development/Job Explo...	
Transition IEP Modified	

PIMS Student Award Facts:

This is the student award fact for non-CTE industry-recognized credentials and work-based learning experience.

Award Code

Award Date

**Jones,**
8947 (Local ID: 6123) - Grade 009

Enrollment

Schedule

Requests

Grades

Absences

Activities

Referrals

Test History

Audit Trail

Grad

SSS

Fees & Payments

Include Inactive

Jones, (8947)

Save

←

→

Filter fields...

PIMS Free & Reduced

PIMS Graduation

PIMS Postsecondary

PIMS Special Ed & 504

PIMS Student Award Fact

PIMS Student Programs

PIMS Title I & District Fact

PIMS Student Award Fact

Student Award Fact ?

Export

Filter: OFF

Award Code	Award Date
ICN - Agriculture, Food & Natural Resources	04/12/2018

PIMS Student Programs:

Maintain and track student program participation, in response to the requirements of a growing number of state's department of education. This is where you track homeless students. You can use this job to assign or modify program assignments on a student-by-student basis. You can record the date on which a student enrolled in a program and track exits from that program. Programs may indicate that a student is enrolled in Title I, Special Education, Vocational Program, alternative education, etc. You may find that you have state-mandated or district-mandated codes to use for these programs.

Program Code: Required. Select the student’s program using the pick list.

Start Date: Required. Enter the student’s start date for this program.

End Date: Optional. Enter the student’s end date for this program.

Intensity: Optional. Enter the Intensity of the program. For example, you might make a general differentiation between programs that are of high and low intensity. Alternatively, you could specify the number of hours and/or minutes of instruction. The use of this field is both optional and open-ended.

Comment: Optional. Enter a comment of up to 100 characters.

Participation Information: Optional. You can use this field to specify any additional information about the program that could vary on a student-by-student basis. For example, in a tutoring program, you could note the days the student is tutored.

PIMS Title I & District Fact:

Filter fields...

PDE EWS
PIMS Assessments
PIMS CTE, Certifications & AAP
PIMS English Learners & Family
PIMS Enrollment Overrides
PIMS Free & Reduced
PIMS Graduation
PIMS Postsecondary
PIMS Special Ed & 504
PIMS Student Award Fact
PIMS Student Programs
PIMS Title I & District Fact
Re-enrollment
Re-enrollment Restrictions
Retired PIMS Fields
Schedule
Social Workers
Student Activities
Student Notes (legacy)
Technology

PIMS Title I & District Fact

Title I

?
Title I Part A

TAS Instructional Services (Check all that apply)

Title I Reading or Language Arts

Title I Math

Title I Science

Title I Social Studies

Title I Vocation or Career Studies

Title I Other Instructional Services

TAS Support Services (Check all that apply)

Title I Health, Dental, or Eye Care

Title I Guidance/Advocacy

Title I Other Support Services

District Fact

Title I Grade Level Override

Title I Disabilities Override

Title I Homeless Override

Title I EL Override

Title I Migrant Override

Title I Part A

Title I Reading or Language Arts: Select this option if the student received instructional services in Reading or Language Arts through a Targeted Assistance School (TAS) program funded by Title I, Part A.

Title I Math: Select this option if the student received instructional services in Math through a Targeted Assistance School (TAS) program funded by Title I, Part A.

Title I Science: Select this option if the student received instructional services in Science through a Targeted Assistance School (TAS) program funded by Title I, Part A.

Title I Social Studies: Select this option if the student received instructional services in Social Studies through a Targeted Assistance School (TAS) program funded by Title I, Part A.

Title I Vocation or Career Studies: Select this option if the student received instructional services in Vocation or Career Studies through a Targeted Assistance School (TAS) program funded by Title I, Part A.

Title I Other Instructional Services: Select this option if the student received instructional services in any subject area not listed above through a Targeted Assistance School (TAS) program funded by Title I, Part A.

Title I Health, Dental, or Eye Care: Select this option if the student received support services in the general area of Health, Dental or Eye Care through a Targeted Assistance School (TAS) program funded by Title I, Part A.

Title I Guidance/Advocacy: Select this option if the student received support services in the general area of Guidance/Advocacy through a Targeted Assistance School (TAS) program funded by Title I, Part A.

Title I Other Support Services: Select this option if the student received support services in any area not previously mentioned in this section through a Targeted Assistance School (TAS) program funded by Title I, Part A.

Title I Grade Level Override: The Title I file has some differences in how the grades are listed compared to standard PIMS grades. The export will use the PIMS grade (or equivalent listed below) unless one of the extra Title I grades listed here is selected. The non-PIMS grades are: A02 (ages 0-2), A35 (ages 3-5), and UNG (ungraded).

Title I Disabilities Override: Based on your selection for the PIMS field Challenge Type, Focus can determine whether a student has a disability or not. In most cases, you can leave the Disabilities field set to blank. You only need to fill in this disabilities field to override that determination in the situations that follow. Select No here when a student is currently counted as having a disability in the export but he/she should NOT be counted. Select Yes here when a student should be counted as having a disability but he/she is not counted in the export.

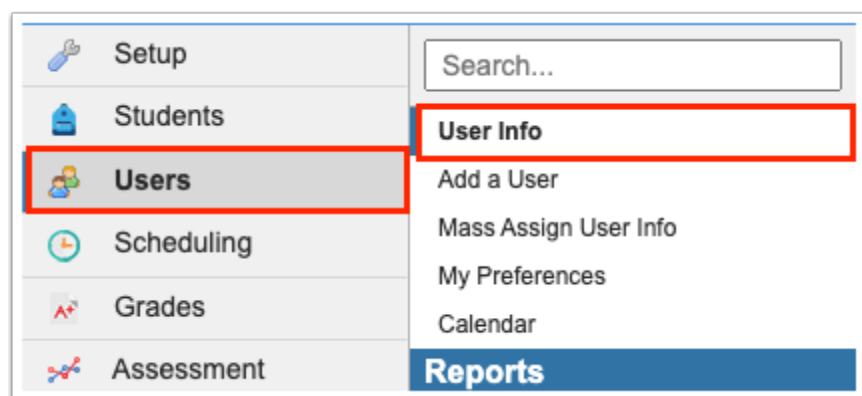
Title I Homeless Override: Based on the presence of a program code 032, Focus can often determine whether a student is homeless. In most cases, you may leave the Homeless field set to blank. You only need to fill in this homeless field to override that determination in the situations that follow. Select No here when a student is currently counted as being homeless in the export but he/she should NOT be counted. Select Yes here when a student should be counted as being homeless but he/she is not counted in the export.

Title I EL Override: Based on your selection for the PIMS field (41) EL status, Focus can determine whether a student is Limited English Proficient. In most cases, you may leave the LEP field set to blank. You only need to fill in this LEP field to override that determination in the situations that follow. Select No here when a student is currently counted as being LEP in the export but he/she should NOT be counted. Select Yes here when a student should be counted as being LEP but he/she is not counted in the export.

Title I Migrant Override: Unlike the above fields, there is no PIMS field from which Focus can determine whether a student is a migrant. So, you must select Yes if this student should be counted in the migrant category. Leave it blank or select No if they should not be in that category.


User Info

1. From the **Users** menu, click **User Info**.



 See [User Info](#) for more information.

PIMS Staff:

**Griffith**
774

Audit Trail

Griffith
Save

Filter fields...
Employee Summary
General
Health Staff Services
PIMS Staff
Permissions
Staff Emergency Conta...
Teachers
Technology
Vision Staff Fields

PIMS Staff

?	PPID or MPTID	512584
	Active/Inactive Status	A - Active
	District Code	101262903 -
	School Code	0000 - District Office / Private School
	Job Description Code	SNS - School and No Student Access
	Staff Employment Type	F - Full Time
	Total Years of Experience	25
	Years of Experience in District	5
	Annual Salary	25.00
	Job Class	
	Highest Degree	1051 - Bachelors Degree
	Local Contract	Y - Has a Current Contract
	Employment Eligibility Verification	
	Date of Hire	
?	Exit Date	
	Termination Code	

Exclusions

PPID or MPTID: State assigned ID number.

Active/Inactive Status. Required: An indication of whether the staff member is currently active, is terminated, or is on leave. In the case of staff leave, the type of leave (e.g, Military, Family, Administrative, etc.) is indicated. The default is A (Active).

District Code. Required: Enter the 9-digit administrative unit number for the district.

School Code. Required: Enter the 4-digit code that identifies the primary school employment for this staff member.

Job Description Code. Required: Select the level of access that should be granted to this staff member in the PVAAS Roster Verification system. The value in this field will be used to create account credentials and authorize specific levels of access to PVAAS.

Staff Employment Type. Required: Select whether the staff member is full time or part time. The default is F (Full-time).

Total Years of Experience. Required: The total number of years this staff member has worked in one or more educational institutions.

Years of Experience in District. Required: The total number of years this individual has worked for this LEA.

Annual Salary. Required: The salary or wage (in whole dollars) an individual is paid before deductions (excluding differentials).

Job Class. Optional: The category which most clearly reflects the nature and degree of an individual's participation in the work force.

Highest Degree. Required: The extent of formal instruction an individual has received (e.g., the highest grade in school completed or its equivalent or the highest degree received).

Local Contract. Required: Select yes if the staff member has a current contract and no if they are working without a contract because the contract is currently in negotiations.

Employment Eligibility Verification: Optional. The documentation in addition to an identification document with photograph (e.g., driver's license) furnished by an individual to show his or her eligibility to be legally employed in the United States.

Date of Hire. Optional: Date the staff was hired by the district.

Exit Date. Conditional: Required only for exited staff. The month, day, and year on which an individual ended a period of self-employment with an organization or institution. This should be the first day the staff member is no longer employed.

Termination Code. Conditional: Required only for exited staff. The primary reason for the termination of the employment relationship.

Exclude Staff from All PIMS Exports: Exclude this staff member from all PIMS exports: If this option is checked, the staff member will not be included in the Staff, Staff Snapshot, or Staff Assignment exports.

Ignore Exit Date for Staff Snapshot File: Ignore exit date for Staff Snapshot file: Your DOE's specifications state that the staff and staff snapshot files should include all employees who were reported last year but have since left. In order to report those staff members, you must (1) copy those teachers to the current school year and (2) check this "Ignore exit date for Staff Snapshot file" option for each applicable staff member. If this staff member is no longer employed and has an exit date, select this option to have them included in the Staff Snapshot file whether or not they were employed on the snapshot date.

Exclude Staff from All EWS Exports

Staff Assignments

PIMS Staff

Exclusions

Exclude Staff from All PIMS Exports

☐

Ignore Exit Date for Staff Snapshot File

☐

Exclude Staff from All EWS Exports

☐

Staff Assignments ?

Export

Filter: OFF

	School Year	? Assignment Code	FTE	Start Date	Completion Date	EWS Program	Primary Assignment	? Ass
	2020-2...							
	2020-2...	2098 - Security S...	1	08/01/2016				

Assignment Code: Required. Enter the current assignments for this staff member, the percent time (FTE) assigned to each assignment, the start date, and the completion date.

FTE: Required. The Full Time Equivalency (FTE) is the percentage of time the staff member spends on this assignment. Percentages should be entered in whole numbers without a decimal point, e.g., an FTE of 90% should be entered 90 (not .90).

Start Date: Required. When entering start dates, if the assignment is a continuation from the previous school year, enter July 1 of the current school year. If the assignment is within the current school year, enter the actual start date of the assignment. If the start date field is left empty for an assignment, the export will treat it as a continuation from the prior year and enter July 1 of the current school year as the assignment date. For example, for the 07-08 school year, July 1, 2007 will be entered.

Completion Date: Conditional. Enter the date an employee left a specific assignment to move to another assignment in the same LEA, or the date an employee was terminated from the LEA.

EWS Program: Required. Select the program associated with this assignment. If an assignment code is entered and the corresponding program field is left empty, the staff assignment export will fill in 03 Regular Education.

Primary Assignment: Indicates the teacher's primary assignment.

PIMS Security Staff

PIMS Security Staff

Qualification Status Security	SRO - School Resource Officer
Authorized to Carry Weapon Security	Y - Yes
? Initial Training Date Security	11/02/2020
Firearms Qualification Date Security	11/02/2020
CPR Qualification Date Security	09/05/2019
First Aid Qualification Date Security	09/05/2019
MPOETC Training Date Security	
MPOETC Current Year Training Hours Se...	
NASRO Training Date Security	
NASRO Current Year Training Hours Secu...	
Local Training Date Security	
Local Current Year Training Hours Security	

Qualifications Status Survey: Required. Select the qualification status for school security staff.

Authorized to Carry Weapon Security: Required. Select Y or N to indicate whether this security staff member is authorized to carry a weapon.

Initial Training Date: Conditional. Enter the date of initial training.

Firearms Qualification Date Security: Conditional. Enter the date qualification was obtained.

CPR Qualification Date Security: Conditional. Enter the date qualification was obtained.

First Aid Qualification Date Security: Conditional. Enter the date qualification was obtained.

MPOETC Training Date Security: Conditional. Enter June 30 of the school year the Municipal Police Officers' Education & Training Commission training was held. For school year 09-10, this would be 06-30-2010.

MPOETC Current Year Training Hours Security: Conditional. Enter the number of hours of training within the current year for MPOETC.

NASRO Training Date Security: Conditional. Enter June 30 of the school year the National Association of School Resource Officers training was held. For school year 09-10, this would be 06-30-2010.

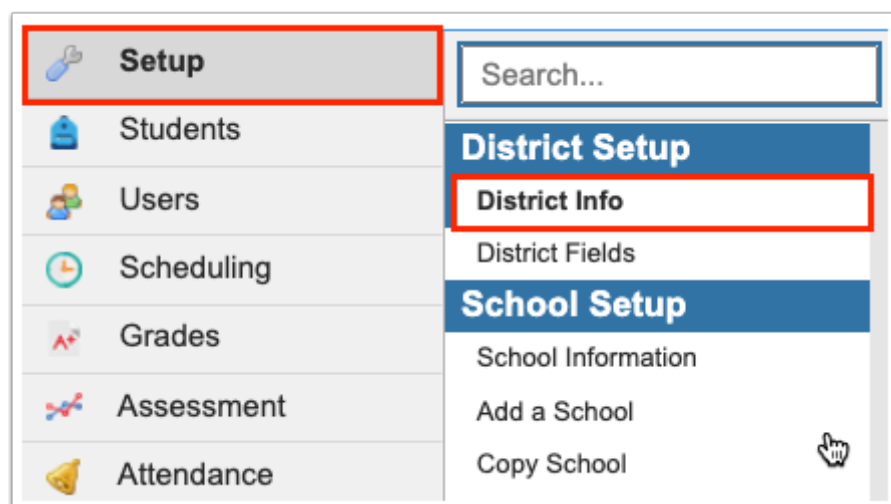
NASRO Current Year Training Hours Security: Conditional. Enter the number of hours of training within the current year for NASRO.

Local Training Date Security: Conditional. Enter June 30 of the school year the local training was held. For school year 09-10, this would be 06-30-2010.

Local Current Year Training Hours Security: Conditional. Enter the number of hours of local training for the current year.

District Info

1. From the **Setup** menu, click **District Info**.



This area consists of several logging fields specifically for PIMS.

Contracted Security Staff: This log field tracks contracted, rotating security staff for the District Fact for Safe Schools. Do not include security personnel reported in Staff collection templates.

PIMS District Data

LunchTime GUID

Contracted Security Staff ?

Export Filter: OFF

	School Year	Providing Services	Can Carry Weapon	CPR Trained	First Aid Trained	Firearms Qualified	MPOETC Traini
	2020-2...						
	2020-2...						

School Year: Enter the reporting school year.

Providing Services

Can Carry Weapon: Required. Select Y or N to indicate whether this security staff member is authorized to carry a weapon.

CPR Trained: Enter the date qualification was obtained.

First Aid Trained: Enter the date qualification was obtained.

Firearms Qualified: Enter the date qualification was obtained.

MPOETC Training: Enter the number of hours of training within the current year for MPOETC.

NASRO Training: Enter June 30 of the school year the National Association of School Resource Officers training was held. For school year 09-10, this would be 06-30-2010.

Local Training: Enter June 30 of the school year the local training was held. For school year 09-10, this would be 06-30-2010.

Scope of Services: Select the appropriate scope: 1 All schools in LEA, 2 High School(s) only, etc.

Title III Nonpublic Counts: This log field tracks nonpublic data for the District Fact for English Learners.

PIMS District Data

Title III Nonpublic Counts ?

Export   Filter: OFF

	School Year	EL Students	Immigrant Children & Youth	Schools Served
	2020-2021			

School Year: Enter the reporting school year.

EL Students: Enter the number of English Learners.



Immigrant Children & Youth: Enter the number of immigrant children and youth.


Schools Served: Enter the number of schools served.

Title III Professional Development

PIMS District Data

Title III Professional Development ?

Export   Filter: OFF

	School Year	Activities	ACT06 Comment	Content Classroom Teachers	EL Classroom Teachers	Principals	Administrators
	2020-2...						

School Year: Enter the reporting school year.

Activities: Select all that apply.

Act06 Comment: Require if ACT06 Other is selected in Activities.

Content Classroom Teachers: Enter the number of Content Classroom Teachers.

EL Classroom Teachers: Enter the number of EL Classroom Teachers.

Principals: Enter the number of Principals.

Administrators: Enter the number of Administrators.

Other School Personnel: Enter the number of Other School Personnel.

Community-based Organization: Enter the number of Community-based Organization.

LIEP Survey: This log field tracks LIEP (Language Instruction Educational Program) for the District Fact for English Learners.

The screenshot shows a web-based form titled "PIMS District Data". Below the title is a section for "LIEP Survey ?". This section includes an "Export" button with a download icon, a "Filter: OFF" button, and a table with seven columns: "School Year", "Entry Assessments", "Ongoing Assessments", "Exit Assessments", "Certified LIEP Teachers", and "Non-Certified LIEP Teachers". The "School Year" column has a dropdown menu currently showing "2020-2...". Each of the other five columns has a corresponding empty dropdown menu. The table is currently empty of data rows.

School Year: Enter the reporting school year.

Entry Assessments: Select the entry assessments used.

Ongoing Assessments: Select the ongoing assessments used.

Exit Assessments: Select the exit assessments used.

Certified LIEP Teachers: Enter the number of Certified LIEP Teachers.

Non-Certified LIEP Teachers: Enter the number of Non-Certified LIEP Teachers.

Additional LIEP Teachers for Next 5 Years: Enter the number of Additional LIEP Teachers for Next 5 Years.

LIEP Budget: Enter the number of LIEP Budget.

EL Bilingual Languages: From the picklist, select the languages that apply.

Mixed Bilingual Languages: From the picklist, select the languages that apply.

Transitional Languages: From the picklist, select the languages that apply.

Mixed Classes Languages: From the picklist, select the languages that apply.

Title I Nonpublic Students: This log field tracks Title I Nonpublic student counts for the District Fact for Title I.

PIMS District Data

Title I Nonpublic Students ?

Export   Filter: OFF

	School Year	Total Served	Grade Age 0-2	Grade Age 3-5	Grade KDG	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
	2020-2021									

School Year: Enter the reporting school year.



Total Served: Enter the total number of students served.

Enter the total served in each age group and grade level.

District Snapshot: This log field tracks data for the District Snapshot.

PIMS District Data

District Snapshot ?

Export   Filter: OFF

	School Year	Entry Age in Months	Entry Cutoff Date	Kindergarten Type
	2020-2021			
	2020-2021	60	08/28/2020	K5 - One year kindergarten p...
	2019-2020	60	08/27/2019	K5 - One year kindergarten p...

School Year: Enter the reporting school year.

Entry Age in Months: Enter the youngest age (in months) for an entry level student.

Entry Cutoff Date: Enter the cutoff date for the student to reach the minimum entry age.

Kindergarten Type: Select the kindergarten type in the district. Valid values are:

K4: Two year kindergarten program

K5: One year kindergarten program

School Information

1. From the **Setup** menu, click **School Information**.

Only those fields that pertain to PIMS are listed in this document.

General Info	
Address	Street
City	Barrington
Double-Session School	<input type="checkbox"/>
Federal School Identi...	
PERT Site Code	
Principal	Patrick
* School Number	701
State	PA
Technical Center	No
AIC	No
Community Eligibility...	<input type="checkbox"/>
Exclude from State R...	<input type="checkbox"/>
IB	No
Phone	641-9925
School Level	H - High
School Type	Local School District assigned
Summer School	<input type="checkbox"/>
Total ScheduledMinu...	390

Exclude from State Reporting

Federal School Identifier: Not used in PIMS.

IB: Indicates if the school participates in an International Baccalaureate Program. Not used in PIMS.

Technical Center: Set to Yes if a technical center. Not used in PIMS.

School Number: This is the number pulled in from MMS. Not used in PIMS.

Zipcode	OPEID + Campus Nu...
Postsecondary Schoo...	Title 1 <input type="checkbox"/>
District Code	Location Code

Title 1: Indicates if the school is Title 1. Not used in PIMS.

District Code: Enter in the PIMS district code.

Location Code: Same as the PIMS Field: Resident School.

Location Domain -- AED: This logging field is used to submit the results of AED Report Form. Create a record for each AED.

General Info

Location Domain - AED ?

Export
Filter: OFF

	Reporting Date	Category 1	Category 2	Category 3	Primary Measure Type	Indicator	Service Date	Date Inspection Expires	Placement
						<input type="checkbox"/>			
	2020-2021	AED - ...	AED01	New	Indicator	<input checked="" type="checkbox"/>	2020-2021		

CEEB Code

Reporting Date: Select the reporting school year.

Category 1: Always use AED.

Category 2: The AED numbers in the Category 02 column of the Location Fact template are to assign a unique or 'key' value to each record. You need not associate this with any identifying numbers already on the AED.

Category 3: Select a condition other than NA.

Primary Measure Type: Always use Indicator.

Indicator: If you are reporting an AED on this line, select the checkbox.

Service Date: Enter the school year indicating when the AED was placed in service.

Date of Inspection Expires: Enter the date on which the current inspection expires. If none, report the earliest date of expiration of any of the components (batteries, pads, etc.)

Placement: Enter a brief description of the location of the AED within the school.

Enrollment Codes

1. From the **Student** menu, click **Enrollment Codes**.

Setup

Students

Users

Scheduling

Grades

Assessment

Attendance

Discipline

Forms

Billing

Eligibility

Pennsylvania Reports

SSS

Reports

Search...

Magnet / Special Assignment

Reports

Advanced Report

Add / Drop Report

Student Form Records

Student Breakdown

Print Student Information

Print Letters & Send Email

Letter Queue

Workflow Triggers

Print Avery Labels

Print ID Badges

Audit Trail

Invalid Address Report

Birthday Report

Seating Chart Contact Tracing

Setup

Student Fields

Address Fields

Student Groups

Computed Student Fields

Enrollment Codes

Delete a Student

Focus uses the Short Name to upload to the PIMS.

If there are students that need to be excluded from the School Enrollment, Student Snapshot and Student Calendar Fact extracts, assign an Enrollment code that contains an asterisk (*) in the Short Name. The students with this type of enrollment code will be included in all other extracts.

FOCUS

Enrollment Codes

☆

< Prev

Page: 1 / 2

Next >

Export

Filter: ON

Type	Title	Short Name	Min School Year	Max School Year	Profiles
Add					
Add	E01 in SD on last day prv yr	E01			
Add	E01* in SD on last day prv yr	E01*	2020-2021		
Add	E02 summer entry or no sch this y	E02			
Add	E03 out of state or cntry	E03			
Add	E04 retained	E04			

 [See Enrollment Codes for more information.](#)

Courses & Sections

1. From the **Scheduling** menu, click **Courses & Sections**.

The screenshot shows a sidebar menu on the left with the following items: Setup, Students, Users, **Scheduling** (highlighted with a red box), Grades, Assessment, Attendance, Discipline, Forms, Billing, and Eligibility. To the right of the sidebar is a search bar labeled 'Search...' and a list of 'Current Schedule Reports' including Master Schedule Report, Teacher Schedules Report, Room Schedules Report, Schedule Report, Add / Drop Report, Print Student Schedules, Print Teacher Schedules, and Print Class Lists. Below this is a 'Setup' section with 'Courses & Sections' (highlighted with a red box) and 'Lock Schedules'.

2. Click the applicable **Subject**, then click the **Course**.

The screenshot shows the 'Courses & Sections' page. At the top, there's a header with 'FOCUS Dev', 'Courses & Sections', and user information 'Lizette Garcia'. Below the header, there are tabs for 'List Students in this Course' and 'List Unfilled Requests in this Course'. The main content area shows a table with columns for 'Subject', 'Course', 'Course Num', and 'Section'. The 'Subject' column lists 'Electives', 'English', 'History', 'Languages', and 'Math'. The 'Course' column lists 'Eng 09', 'Eng 09 Honors', 'Eng 10', 'Eng 10 Honors', and 'Eng 11'. The 'Course Num' column lists '200', '201', '210', '211', and '250'. The 'Section' column lists 'Period 4 - 001 - John'. The 'English' subject and 'Eng 09' course are highlighted with a red box.

State Course Code: Select the PA standardized course code that corresponds to the selected course. For dual enrollment courses, use the course code that best describes the content of the post-secondary course.

Honors: Select if the course is an Advanced Academic course.

Required for Diploma: Select if the course is required for a high school diploma.

Dual Credit: Select if the alternate course code (state course code) is one of the six general dual enrollment course codes.

Advanced Placement: Select if the course can make a student eligible for Advanced Placement credits for a post-secondary institution.

Career and Technical Indicator: Select if this is a career and technical course.

Gifted Indicator: Indicate if this course is intended for gifted students.

International Baccalaureate: Select if this course is part of an international Baccalaureate program.

Exclude from PIMS Reporting: Select if this course should be ignored when creating PIMS course exports. You can check all of the courses that should be excluded and they will not appear in any PIMS exports.

Exclude from EWS Reporting: Select this option to have the EWS course, EWS course instructor and EWS student course enrollment exports skip the course.

Course School: This field is designed to help out schools, who store more than one 'physical school' in a single School Code (e.g., both the Middle School and High School reside within the school pick list entry of school code 701). Under normal situations, you can simply leave this field blank and Focus will fill the appropriate school codes during the export process. Problems occur, when the same school code contains more than one school since you must report them separately and the Course School field ONLY needs to be filled in under that specific condition. This way, you can differentiate the courses taught at one location from those taught at another. Schools where one School Code equals one PA school, may leave this field blank and the school code will come from the School Information data.

Course Differentiator: Indicate when the course is offered:

FY - Full year course

S1 - Course offered in semester 1 only

S2 - Course offered in semester 2 only

Q1 - Course offered in marking period 1

Q2 - Course offered in marking period 2

Q3 - Course offered in marking period 3

Q4 - Course offered in marking period 4

FQ - Course offered in all four marking period quarters

B - Course offered in both semester 1 and semester 2

S - Summer school course

T1 - Course offered in trimester 1

T2 - Course offered in trimester 2

T3 - Course offered in trimester 3

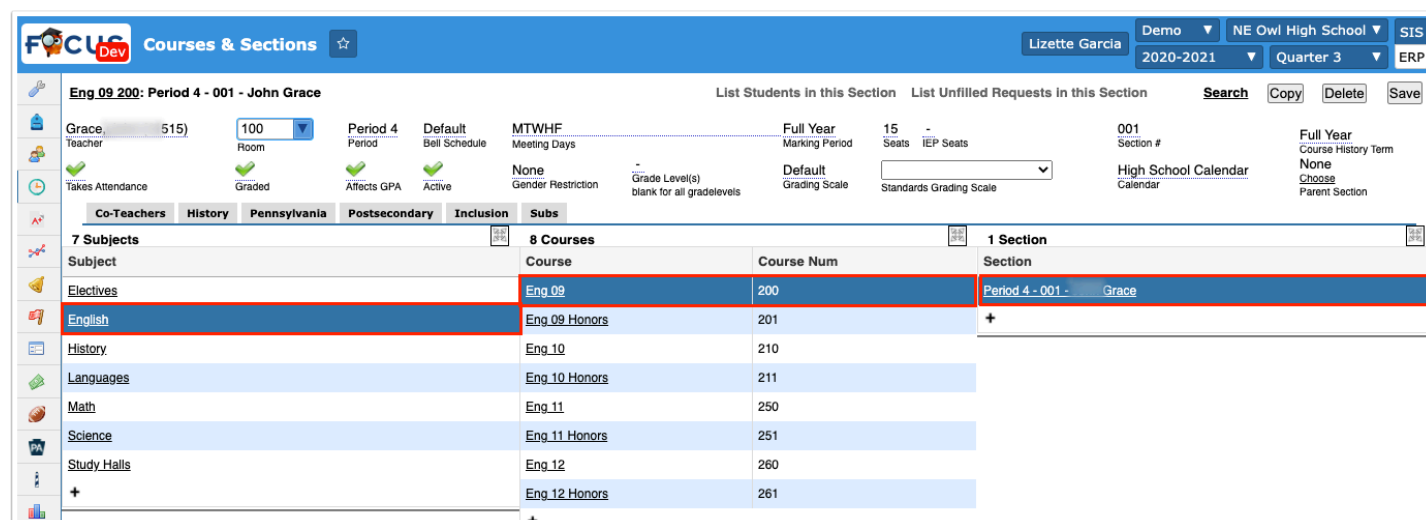
T4 - Course offered in all three trimesters

CTE (PA) Delivery Model: Select the code that signifies the method used to deliver instruction to the students in this course.

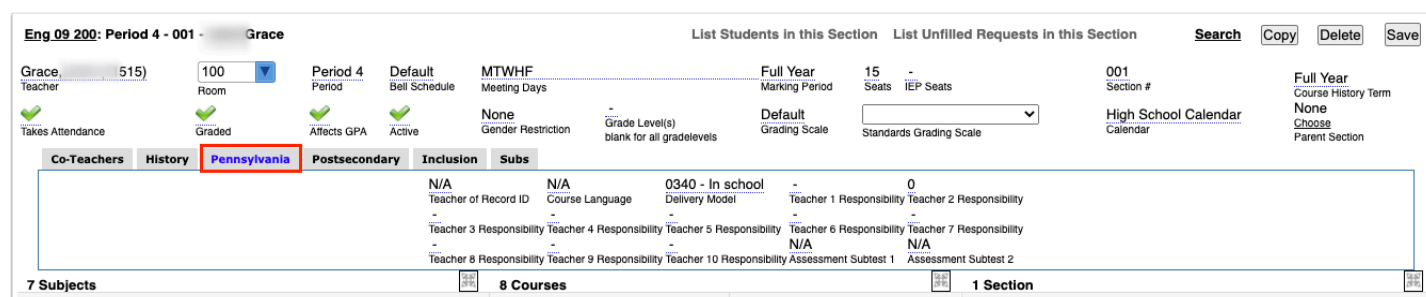
Assessment Subtest 1: Enter the test given for the course.

Assessment Subtest 2: Enter a secondary test given for the course.

3. Click the applicable **Subject**, click the **Course**, then click the **Section**.



4. Click the **Pennsylvania** tab.



Teacher of Record ID: In some cases, you may need to report a different teacher than the one tied to the MMS course/section. This was generally where a course is taught by a long-term substitute, but the state wants the original teacher of record. This field needs to be populated only when the teacher listed in the course section is not the teacher to be reported to the state.

Course Language: Select the code for the primary language in which the course is taught. If no language code is selected, the export program will insert 1290 for English, so you only need to select a code for courses that are taught in a language other than English.

Course Delivery Method: Select the code that signifies the method used to deliver instruction to the students in this course section. If no code is selected, the export will fill in 0340 for In School.

Teacher 1 Responsibility -- Teacher 10 Responsibility: For each teacher listed in the Co-Teachers tab, enter the percentage of instruction for which the teacher is responsible. If no value is entered here, default values will be applied when the percentages are required.

Assessment Subtest 1: Enter the subtest for the section only if it is different than what is setup in the Course.

Assessment Subtest 2: Enter the secondary subtest for the section only if it is different than what is setup in the Course.

5. Click the **Co-Teachers** tab. If additional teachers need to be reported for this section, select them here.

Eng 09 200: Period 4 - 001 - Grace

List Students in this Section List Unfilled Requests in this Section Search Copy Delete Save

Grace, (515) 100 Room Period 4 Default MTWHF Full Year 15 001 Full Year
Teacher 515) Room Period Bell Schedule Meeting Days Marking Period Seats IEP Seats Section #
Takes Attendance Graded Affects GPA Active None Gender Restriction Grade Level(s) Default High School Calendar Course History Term
blank for all gradelevels Grading Scale Standards Grading Scale Calendar Choose Parent Section

Co-Teachers History Pennsylvania Postsecondary Inclusion Subs

Co-Teacher	Permissions	Start Date	End Date	Days Override
Houston, (403)	Read Only	N/A N/A N/A	N/A N/A N/A	S M T W H F S
N/A	-	N/A N/A N/A	N/A N/A N/A	S M T W H F S
N/A	-	N/A N/A N/A	N/A N/A N/A	S M T W H F S
N/A	-	N/A N/A N/A	N/A N/A N/A	S M T W H F S
N/A	-	N/A N/A N/A	N/A N/A N/A	S M T W H F S
N/A	-	N/A N/A N/A	N/A N/A N/A	S M T W H F S
N/A	-	N/A N/A N/A	N/A N/A N/A	S M T W H F S
N/A	-	N/A N/A N/A	N/A N/A N/A	S M T W H F S
N/A	-	N/A N/A N/A	N/A N/A N/A	S M T W H F S
N/A	-	N/A N/A N/A	N/A N/A N/A	S M T W H F S

Co-Teacher: Select the applicable co-teacher from the pull-down.

Permissions: This is not reported on as part of PIMS. This indicates the level of access the co-teacher has in the section's gradebook and attendance. Options are None, Read Only and Modify.

Start Date: Enter the start date the co-teacher will work with the section.


End Date: Enter the end date of when the co-teacher worked with the section.


Days Override: This is not reported on as part of PIMS. Select the days the co-teacher will work with the section.


 See [Courses & Sections](#) for more information.


Discipline


1. From the **Discipline** menu, click **Add Referral**.


 Setup


 Students


 Users


 **Scheduling**

 Grades

 Assessment

 Attendance

 **Discipline**

 Forms

Search...

Add Referral

Referrals

Add a Discipline Incident

Discipline Incidents

Detention List

Positive Behavior Awards


Reports

Students with Referrals

Category Breakdown

Referral Log

Required fields are marked by a red asterisk, highlighted red, and in the Errors box.

 For more information, see [Add Referral](#).

An **Incident ID** will be automatically generated by Focus when the referral is saved.

Smith, John

Student

Roldan, Jorge D

* Reporter

05/21/2020

* Incident Date

05/21/2020

Submission Date

☐

Reviewed By Admin

☒

Closed

☐

Minor Infraction - No administrative action ...

Teacher Code

Referral (Student Infraction or Reportable Incidents - where the Offender is the student)

? Incident ID

? Primary Infraction

Primary Infraction Comment

Time of Incident

Place of Incident

School Override

? Weapon Detection Code

Weapon Comment

Primary Weapon Count

Against Property

Exclude from PIMS Reporting

☐

☒

Discipline Code: A code must be selected but may be edited after the referral has been saved.

Primary Infraction Comment: Any notes to be reported to the state in the School Safety file should be entered in the PA Infraction Comment. Use the standard Infraction Note for comments you do not wish to send to the state.

Time of Incident: Conditional. Required if PA Place is set to 1 On school property/grounds. Select the code for the time frame in which this incident occurred.

Place of Incident: Required. Select the code that matches the place the incident occurred.

School Override: Not used.

Weapon Code: Select the code that best describes the weapon used.

Weapon Detection Code: Select the code that signifies how the weapons involved in this infraction were detected.

Weapon Comment: If the weapon code selected is Other and/or the weapon detected method code selected is 5 Other, enter a comment here providing more details.

Primary Weapon Count: Enter the total number of weapons used by the offender for this infraction.

Against Property: Required. Check this box if the incident is one against property. This will be No for all new incidents. Only incidents that you check will have Y reported for field "9 Incident Against Property Indicator", in the Incident Template.

Exclude from PIMS: Select this check box if you would like all information related to this incident and its associated actions and infractions to be excluded from PIMS exports.

Teacher Comments: View any comment a teacher entered for referrals they submit.

The disciplinary action is entered on the Action Records logging fields.

	Date Decided	Start Date	End Date	Disciplinary Action Code	PIMS Reportable Units	Length Of Action	Attendance Code	Comment	Received Services

Start Date and **End Date:** Required. The system will allow you to assign dates on days when school is not in session. Whether or not 0 session dates are included in the listing is determined by your answer to the question Include 0 session days in selected action dates? The system will also list all dates in the calendar, from the first day of school to the last, regardless of whether the student is a member. These dates are not uploaded to the state but are Required to save the action record to the student.

Disciplinary Action Code: Select the disciplinary Action to assign to the student from the pick list.

PIMS Reportable Units: Required. The number of Units associated with this action. For the purposes of PIMS, units indicate the number of days.

Comment: Any notes to be reported to the state in the School Safety file should be entered.

Received Services: Conditional. Required if discipline action code is S5 Expulsion less than one calendar year, S6 Expulsion one calendar year, or S7 Expulsion more than one calendar year. Select the check box to indicate whether the student received educational services during expulsion.

Offender Type: Required. Select the appropriate value: 1- Student, 1 Student with IEP, 3 Student from Another School, 4 Parent, 5 Adult visitor/intruder, 6 District Employee, or 7 Unknown.

LLE Notified: Required. Yes or No.

Name of LLE Contacted: Conditional. Required if Local law enforcement contacted is Yes.

LLE Incident Number: Optional. Enter the incident number used by the local law enforcement agency to identify the incident.

Arrested Code: Required. Select the code that indicates whether or not the student was arrested. Note that removal of student by police does not constitute an arrest. There will be many situations in which law enforcement takes a student into custody, but will not initiate criminal charges against the student.

Adjudication Code: Conditional. Required if offender was arrested. Select the code for the type of adjudication (judgement) for the offender.

Alt Ed Assigned: Required. Yes or No.

Received educational services: Conditional. Required if discipline action code is S5 Expulsion less than one calendar year, S6 Expulsion one calendar year, or S7 Expulsion more than one calendar year. Select yes or no to indicate whether the student received educational services during expulsion.

Parental Involvement Type: Select all that apply. Optional. Select all types of parental involvement the offender has been referred to or is participating in.

Parental Comment: Conditional. Required if Other is selected for one of the Parental Involvement types. Provide details of the type of parental involvement.

Offender Type	<input type="text"/>
LLE Notified	<input type="checkbox"/>
Name Of LLE Contacted	<input type="text"/>
LLE Incident Number	<input type="text"/>
Arrested Code	<input type="text"/>
Adjudication Code	<input type="text"/>
Alt Ed Assigned	<input type="checkbox"/>
? Parental Involvement Type	<input type="text"/>
Parental Comment	<input type="text"/>

The Victims table is used to document the victims of the aggressor student. When Prevent the Co-Enrollment check box is selected on the entry, the aggressor cannot be enrolled in the victim's school for the defined period. A warning message will display on the Add a Student screen indicating the student cannot be enrolled because they are an aggressor of the victim student.

The screenshot shows the 'Add Referral' form in the FOCUS Dev system. The top navigation bar includes the user name 'Lizette Garcia', school 'NE Owl High School', school year '2020-2021', quarter 'Quarter 3', and system 'ERP'. The 'Victims ?' table is visible with columns for 'Victim - Student', 'Victim - Staff', 'Victim - Parents/Guardians', 'First Name - Non Student/Staff', 'Last Name - Non Student/Staff', 'Victim Type', and 'Non Student - Age At Time Of Incident'. The table has a 'Filter: ON' button and an 'Export' button.

In the Victims table on the referral enter information in one of the following fields:

Select the **Victim - Student**, if it was a student.

Select the **Victim - Staff** if it was school staff.

Select the **Victim - Parent/Guardians** if it was a parent or guardian of a student.

Enter the **First Name - Non Student/Staff** and **Last Name - Non Student/Staff** if it was someone not associated with the school.

Victim Type: Select the type of victim.

Non-Student Age At Time of Incident: Required if known.

Student Assistance Program Referral: Required. Select the check box to signify if this victim was referred to the Student Assistance Program.

Injury Severity: Required. Select the code that matches the injury received by the victim.

Medical Treatment Required: Required if known. Select the check box if the victim received medical treatment.

Comment: Conditional. Required if the victim received medical treatment. Enter details of the type of treatment the victim received.

Non Student - Race: Not required.

Non Student - Gender: Not required.