PIMS DATA MAINTENANCE REQUEST - A   **2015 - 2016**

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PLEASE:

* **DO NOT FAX A COVERSHEET**
* **DO NOT EMAIL AND FAX THE FORM**

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SUBMIT REQUESTS TO:

* **EMAIL: RA-DDQDataCollection@pa.gov**
* **FAX: 717.787.1787**

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SECTION 1 – LEA INFORMATION

DATE OF REQUEST:	PIMS SUPPORT SERVICES TICKET:
REQUESTING ENTITY AUN:	REQUESTING ENTITY NAME:
CONTACT PERSON EMAIL:	CONTACT PERSON TELEPHONE:
CONTACT PERSON NAME:	

SECTION 2 - REQUIRED SIGNATURE/EXPLANATION   *DATA MAINTENANCE REQUEST   **STUDENT TEMPLATE REQUEST & EXPLANATION

*PIMS ADMINISTRATOR NAME:	*PIMS ADMINISTRATOR SIGNATURE:
**CHIEF SCHOOL ADMINISTRATOR NAME:	**CHIEF SCHOOL ADMINISTRATOR SIGNATURE:
**EXPLANATION FOR STUDENT TEMPLATE REQUEST:	

SECTION 3 – 1. SELECT COLLECTION TEMPLATE(S) TO BE DELETED   2. ENTER SCHOOL YEAR OR SNAPSHOT DATE, IF APPLICABLE

* **A NEW, SEPARATE PIMS SUPPORT SERVICES TICKET IS REQUIRED FOR EACH AUN AND NEW PIMS DATA MAINTENANCE REQUEST**
* **SEE *PIMS DATA MAINTENANCE REQUEST - B* FOR DATA SETS NOT LISTED ON THIS FORM**
* **USE *SECTION 4* FOR CUMULATIVE TEMPLATES (SCHOOL ENROLLMENT, STAFF, STUDENT, PROGRAMS FACT)**
* **ATTACH SPREADSHEET WITH *ALL* REQUIRED INFORMATION FOR 1-10 RECORDS**
* **REQUESTS FOR 11 OR MORE RECORDS – PER PDE POLICY, THE ENTIRE TEMPLATE WILL BE DELETED**

AN ASTERISK (*) INDICATES REQUIRED INFORMATION THAT MUST BE INCLUDED IN AN ATTACHED SPREADSHEET.

☐ CTE ☐ ADULT ☐ SECONDARY	☐ ENTIRE TEMPLATE ☐ CTE STUDENT INDUSTRY CREDENTIAL	☐ STUDENT SNAPSHOT – *DATE: ☐ CTE STUDENT FACT
☐ COURSE/HQT	☐ COURSE 　* LOCATION CODE * COURSE SEMESTER 　* COURSE ID ☐ COURSE INSTRUCTOR 　* COURSE ID * LOCATION CODE 　* COURSE SECTION * STAFF PPID	☐ STUDENT COURSE ENROLLMENT 　* STUDENT PAsecureID * COURSE ID 　* LOCATION CODE ☐ STAFF STUDENT SUBTEST 　* STAFF PPID * TEST DESCRIPTION 　* STUDENT DISTRICT CODE * SUBTEST IDENTIFIER 　* STUDENT PAsecureID
☐ OCT STUDENT SNAPSHOT	☐ ENTIRE TEMPLATE	☐ STUDENT SNAPSHOT – *DATE:
☐ STAFF	☐ STAFF SNAPSHOT ☐ DELETE ENTIRE STAFF SNAPSHOT TEMPLATE ☐ DELETE ENTIRE STAFF ASSIGNMENT TEMPLATE	☐ STAFF ASSIGNMENT 　* LOCATION CODE * STAFF ID 　* STAFF ASSIGNMENT

SECTION 4 – CUMULATIVE TEMPLATES – CONTAINS CURRENT YEAR DATA ACQUIRED THROUGH MULTIPLE COLLECTIONS

☐ PROGRAMS FACT TEMPLATE	☐ * PROGRAM CODE & * DISTRICT CODE ☐ * PROGRAM CODE & * LOCATION CODE ☐ PROGRAM CODE & STUDENT 　* STUDENT PAsecureID * START DATE 　* PROGRAM CODE	SCHOOL YEAR(S):
☐ SCHOOL ENROLLMENT (SPECIFY PAsecureID, ENROLLMENT CODE AND DATE IN TICKET OR ON ATTACHMENT)		SCHOOL YEAR(S):
☐ STAFF (SPECIFY PPID IN TICKET OR ON ATTACHMENT) TEMPLATE CONTAINS MULTIPLE YEAR, CUMULATIVE DATA		SCHOOL YEAR(S):
☐ STUDENT – GRAD/DROP/COHORT (SPECIFY PAsecureID IN TICKET OR ON AN ATTACHED SPREADSHEET) **SEE SECTION 2		SCHOOL YEAR(S):