

PIMS DATA MAINTENANCE REQUEST - A

School Year:

PLEASE: <ul style="list-style-type: none"> * DO NOT FAX A COVERSHEET * DO NOT EMAIL AND FAX THE FORM 	SUBMIT REQUESTS TO: <ul style="list-style-type: none"> • EMAIL: RA-DDQDATA COLLECTION@PA.GOV • FAX: 717.787.1787
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	
<ul style="list-style-type: none"> * 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 <u>ALL</u> REQUIRED INFORMATION FOR 1-10 RECORDS * REQUESTS FOR 11 OR MORE RECORDS – PER PDE POLICY, THE ENTIRE TEMPLATE <u>WILL BE DELETED</u> 	
AN ASTERISK (*) INDICATES REQUIRED INFORMATION THAT <u>MUST</u> BE INCLUDED IN AN ATTACHED SPREADSHEET.	
<input type="checkbox"/> CTE <input type="checkbox"/> ADULT <input type="checkbox"/> SECONDARY	<input type="checkbox"/> ENTIRE TEMPLATE <input type="checkbox"/> STUDENT SNAPSHOT – *DATE: <input type="checkbox"/> CTE STUDENT INDUSTRY CREDENTIAL <input type="checkbox"/> CTE STUDENT FACT
<input type="checkbox"/> COURSE/HQT	<input type="checkbox"/> COURSE * LOCATION CODE * COURSE SEMESTER * STUDENT PASECUREID * COURSE ID * COURSE ID <input type="checkbox"/> COURSE INSTRUCTOR <input type="checkbox"/> STAFF STUDENT SUBTEST * COURSE ID * LOCATION CODE * STAFF PPID * TEST DESCRIPTION * COURSE SECTION * STAFF PPID * STUDENT DISTRICT CODE * SUBTEST IDENTIFIER * STUDENT PASECUREID
<input type="checkbox"/> OCT STUDENT SNAPSHOT	<input type="checkbox"/> ENTIRE TEMPLATE <input type="checkbox"/> STUDENT SNAPSHOT – *DATE:
<input type="checkbox"/> STAFF	<input type="checkbox"/> STAFF SNAPSHOT <input type="checkbox"/> STAFF ASSIGNMENT <input type="checkbox"/> DELETE ENTIRE STAFF SNAPSHOT TEMPLATE * LOCATION CODE * STAFF ID <input type="checkbox"/> DELETE ENTIRE STAFF ASSIGNMENT TEMPLATE * STAFF ASSIGNMENT
SECTION 4 – CUMULATIVE TEMPLATES – CONTAINS CURRENT YEAR DATA ACQUIRED THROUGH MULTIPLE COLLECTIONS	
<input type="checkbox"/> PROGRAMS FACT TEMPLATE	<input type="checkbox"/> * PROGRAM CODE & * DISTRICT CODE <input type="checkbox"/> * PROGRAM CODE & * LOCATION CODE <input type="checkbox"/> PROGRAM CODE & STUDENT * STUDENT PASECUREID * START DATE * PROGRAM CODE
SCHOOL YEAR(s):	
<input type="checkbox"/> SCHOOL ENROLLMENT (SPECIFY PASECUREID, ENROLLMENT CODE AND DATE IN TICKET OR ON ATTACHMENT)	SCHOOL YEAR(s):
<input type="checkbox"/> STAFF (SPECIFY PPID IN TICKET OR ON ATTACHMENT) TEMPLATE CONTAINS MULTIPLE YEAR, CUMULATIVE DATA	SCHOOL YEAR(s):
<input type="checkbox"/> STUDENT – GRAD/DROP/COHORT (SPECIFY PASECUREID IN TICKET OR ON AN ATTACHED SPREADSHEET) **SEE SECTION 2	SCHOOL YEAR(s):