

## Data Management Step 2: Uploading Enrollment Template

**Purpose:** Assessment Coordinators (ACs)/District Test Coordinators (DTCs) must ensure that uploads are completed for:

1. Users
2. Students
3. Rosters

This instructional guide offers Pennsylvania-specific directions for updating *Students* in the DLM Educator Portal.

### Context:

Each year, student data must be uploaded into Educator Portal. Student data does not carry over from year to year. **ACs/DTCs are required to use the PIMS 'PASA DLM Enrollment Report' as the template to upload into the Kite System. It is not permissible to fill in the template manually or enter data using the online interface.** The template provides nearly all information needed to upload students and ensures that data within DLM is an exact match to data in PIMS, ensuring that tests are included in the accountability system.

### Audience:

- Assessment Coordinators/District Test Coordinators
- Building Test Coordinators
- Data management personnel

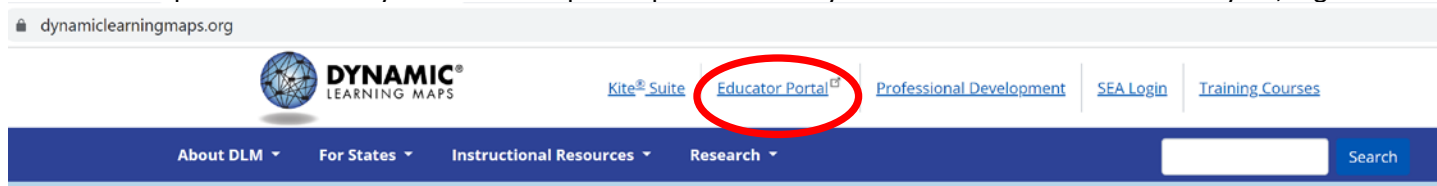
### Training:

ACs/DTCs should take part in the following recorded trainings prior to engaging in data management tasks:

- PASA Getting Ready
- Data Management 101: Users Module 1, Uploading Enrollment Module 2

### Timeline:

Download and review the PASA DLM Enrollment Report from PIMS beginning December 3<sup>rd</sup>. Collaborate with PIMS coordinator to ensure data are accurate. DO NOT upload the student template until January 5<sup>th</sup>. Student uploads prior to January 5<sup>th</sup> will not be saved. On January 5<sup>th</sup>, log into Educator Portal to upload/update data. Data must be uploaded by



**Questions:** Contact [alternateassessment@pattankop.net](mailto:alternateassessment@pattankop.net)

**Additional Information:** Click [PaTTAN PASA webpage](#) for general information and correspondence regarding the PASA DLM Assessment.

The PIMS data report entitled 'PASA DLM Enrollment Report' must be used to create a template to upload students into DLM Kite Educator Portal. Students are not permitted to be entered manually through the online interface or into the template.

### Rationale:

- Mismatches between the data entered into PASA DLM and the data in PIMS on certain key variables create issues in the accountability system.
- Despite repeated rounds of feedback in 2020-21, over 1200 errors were identified at the close of testing on the key variables as a result of manually entering data and not using the PASA DLM Enrollment Report.
- Data from PIMS and PASA DLM must match exactly for tests to be included in the accountability system. Even small differences create mismatches.
- Some records remain unmatched or 'orphaned' and are excluded from participation determinations and accountability completely.

### Enrolling students:

- PASA students must be enrolled in PASA DLM using PIMS report 'PASA DLM Enrollment Report' as the Enrollment Upload template.
- Students will appear in the template if the grade level in PIMS is 3-8 and 11 AND if PIMS Field 212 (PSSA / PASA Assessment) is coded as A – PASA, no PSSA precode label.
- The PIMS report contains all but one piece of required information and has been recoded into the format expected by DLM.

# PIMS Data

## **Importance of PIMS data:**

- Data located in PIMS is the definitive source of information used to report participation and accountability to the US Department of Education in addition to other metrics.
- Enrolling PASA students is the responsibility of the service providers that will assess the students using PASA. It is essential to collaborate with service providers for any student who is educated in an outside placement

## **Accuracy of PIMS data:**

PIMS data must accurately reflect the information in the student's special education data. Critical variables used for assessment/accountability reporting include:

- PaSecureID
- Student First Name
- Student Last Name
- Student Birthdate
- Student Grade

## **Collaboration with PIMS Coordinator:**

- The PIMS Coordinator should download the PIMS report 'PASA DLM Enrollment Report'.
- The PASA AC should verify that the list contains every student who is eligible to take PASA this year.
- The PASA AC should verify that the critical variables (PaSecureID, First name, Last name, Birthdate and Grade) are accurate in PIMS.

**Step 1) Have the PIMS coordinator download the ‘PASA DLM Enrollment Report’ located in the Special Ed folder in the PIMS system. The downloaded file will show all students who are entered into PIMS Field 212: PSSA / PASA Assessment as A – PASA, no PSSA precode label and who are in grades 3-8 and 11. The PIMS coordinator must save this file as a CSV (comma-delimited) and share it with you. The file will open in Excel. Expand the columns out to see the full names and all of the data.**

## Download PASA DLM Enrollment Report



| A  | B  | C                                      | D                       | E                        | F                         | G                   | H      | I                 | J                           | K                                | L                                | M                           | N  | O                         | P                           | Q                        | R                      | S                               | T                  | U                      | V                  | W                               | X                            | Y                            | Z                            |
|--|--|--|-------------------------|--------------------------|---------------------------|---------------------|--------|-------------------|-----------------------------|----------------------------------|----------------------------------|-----------------------------|--|---------------------------|-----------------------------|--------------------------|------------------------|---------------------------------|--------------------|------------------------|--------------------|---------------------------------|------------------------------|------------------------------|------------------------------|
| Accountability<br>_District_<br>Identifier | Accountability<br>_School_<br>Identifier | Attendance<br>_District_<br>Identifier | Legal_<br>Last_<br>Name | Legal_<br>First_<br>Name | Legal_<br>Middle_<br>Name | Generation_<br>Code | Gender | Date_of_<br>Birth | Current_<br>Grade_<br>Level | Local_<br>Student_<br>Identifier | State_<br>Student_<br>Identifier | Current_<br>School_<br>Year | Attendance<br>_School_<br>Program_<br>Identifier | School_<br>Entry_<br>Date | District_<br>Entry_<br>Date | State_<br>Entry_<br>Date | Comprehensive<br>_Race | Primary_<br>Disability_<br>Code | Gifted_<br>Student | Hispanic_<br>Ethnicity | First_<br>Language | ESOL_<br>Participation<br>_Code | Assessment<br>_Program_<br>1 | Assessment<br>_Program_<br>2 | Assessment<br>_Program_<br>3 |
| 111222333                                  |  | 111222333                              | Staley                  | Brett                    |                           |                     | 0      | 2/6/2012          | 3                           | 9158987987                       |                                  | 2022                        |  | 8/26/2020                 | 8/26/2020                   | 9/21/2009                | 1                      | ID                              |                    | No                     |                    | 0                               | DLM                          |                              |                              |
| 111222333                                  |  | 111222333                              | Cramer                  | Dylan                    |                           |                     | 0      | 7/27/2010         | 5                           | 3595658451                       |                                  | 2022                        |  | 8/26/2020                 | 8/26/2020                   | 9/21/2009                | 1                      | ID                              |                    | No                     |                    | 0                               | DLM                          |                              |                              |
| 111222333                                  |  | 111222333                              | James                   | Kaylea                   |                           |                     | 1      | 2/24/2011         | 5                           | 5319086412                       |                                  | 2022                        |  | 8/26/2020                 | 8/26/2020                   | 4/17/2012                | 1                      | MD                              |                    | No                     |                    | 0                               | DLM                          |                              |                              |
| 111222333                                  |  | 111222333                              | Weber                   | Sophia                   |                           |                     | 0      | 6/7/2011          | 5                           | 4880554655                       |                                  | 2022                        |  | 8/26/2020                 | 8/26/2020                   | 5/21/2010                | 1                      | ID                              |                    | No                     |                    | 0                               | DLM                          |                              |                              |
| 111222333                                  |  | 111222333                              | Brown                   | Louis                    |                           |                     | 0      | 2/18/2009         | 6                           | 1584654645                       |                                  | 2022                        |  | 8/26/2020                 | 8/26/2020                   | 9/21/2009                | 1                      | ID                              |                    | No                     |                    | 0                               | DLM                          |                              |                              |
| 111222333                                  |  | 111222333                              | Denardo                 | James                    |                           |                     | 1      | 1/13/2012         | 6                           | 9821598654                       |                                  | 2022                        |  | 8/26/2020                 | 8/26/2020                   | 11/12/2009               | 2                      | AM                              |                    | No                     |                    | 0                               | DLM                          |                              |                              |
| 111222333                                  |  | 111222333                              | Johnson                 | Isaac                    |                           |                     | 1      | 4/2/2012          | 6                           | 8675309778                       |                                  | 2022                        |  | 8/26/2020                 | 8/26/2020                   | 9/22/2009                | 1                      | ID                              |                    | No                     |                    | 0                               | DLM                          |                              |                              |
| 111222333                                  |  | 111222333                              | Barnes                  | Wyatt                    |                           |                     | 1      | 1/29/2007         | 8                           | 2537201433                       |                                  | 2022                        |  | 8/26/2020                 | 8/26/2020                   | 8/3/2010                 | 1                      | ID                              |                    | No                     |                    | 0                               | DLM                          |                              |                              |
| 111222333                                  |  | 111222333                              | Reynolds                | Ariel                    |                           |                     | 0      | 12/17/2007        | 8                           | 7175196566                       |                                  | 2022                        |  | 8/26/2020                 | 8/26/2020                   | 10/31/2012               | 1                      | AM                              |                    | No                     |                    | 0                               | DLM                          |                              |                              |
| 111222333                                  |  | 111222333                              | Savage                  | Nathan                   |                           |                     | 1      | 5/12/2007         | 8                           | 1384947230                       |                                  | 2022                        |  | 8/26/2020                 | 8/26/2020                   | 11/12/2009               | 1                      | MD                              |                    | No                     |                    | 0                               | DLM                          |                              |                              |
| 111222333                                  |  | 111222333                              | Mishnus                 | Samuel                   |                           |                     | 1      | 11/10/2006        | 11                          | 1903412521                       |                                  | 2022                        |  | 8/26/2020                 | 8/26/2020                   | 11/12/2009               | 1                      | MD                              |                    | No                     |                    | 0                               | DLM                          |                              |                              |

*Note: When saving the file as a CSV, Excel may warn about data loss. There will be no data loss with this file. Close any warning messages and proceed.*

**Step 2) Verify that students scheduled to take PASA in 21-22 are all listed in the file using the special education data at the school/district. Although it is not required, you can view the students from last year (2020-21) to cross check the accuracy of the 'PASA DLM Enrollment Report' from PIMS for the current school year (2021-22).**

## Download 2020-21 Enrollment Extract



Role: State Assessment Administra...  
 Organization: Pennsylvania  
 Assessment Program: DLM

SETTINGS MANAGE TESTS **REPORTS** DASHBOARD HELP

Data Extracts  
 Note: Student data extracts include Persc... (PII), take appropriate precaution to protect saved files.

| Extract  | Requested           | File | Action   |
|--|---------------------|------|----------|
| Current Enrollment<br>Current enrollment information for active students.  | 12/23/2020 10:31 AM | csv  | New File |
| DLM Test Administration Monitoring<br>Testlets assigned, in progress, and completed by subject, and student.     |                     |      | New File |
| First Contact Survey File<br>Current First Contact survey settings by student                                    |                     |      | New File |
| PNP Setting Counts<br>Student PNP setting counts by organization.  | 01/04/2021 12:49 PM | csv  | New File |
| PNP Settings<br>Personal Needs and Preferences (PNP) settings by student.  | 01/04/2021 12:43 PM | csv  | New File |
| Roster<br>Student assignment by educator and subject.  | 01/04/2021 12:30 PM | csv  | New File |
| Security Agreement Completion<br>Security Agreement status by organization                                       | 01/04/2021 12:01 PM | csv  | New File |
| Student Roster and First Contact Survey Status<br>Roster and First Contact Survey status by student and subject. | 01/06/2021 12:53 PM | csv  | New File |
| Training Status<br>List of DLM users by organization and their training completion status                        | 12/23/2020 09:50 AM | csv  | New File |
| Users<br>Educator Portal users and their associated role(s).   | 01/06/2021 09:44 AM | csv  | New File |

1) Click on Reports tab and select 'Data Extracts'.

2) Locate 'Current Enrollment' extract.

3) Click 'New File' under the action column.

4) A 'Create Extract' pop up window will appear. The district name appears under 'District'. A specific school can be selected under 'School' if desired. Click 'OK' to create new Extract.

Create Extract

Filters

Assessment Program: DLM\*

District: Select

School: Select

Ok Cancel

# Download 2020-21 Enrollment Extract

**Create Extract Confirmation** ✕


The existing report request and file will be deleted. Do you want to proceed?

Yes
No

5) If the extract was run previously, a prompt will indicate that the older file will be overwritten. Click 'Yes'.

| Requested           | File     | Action   |
|---------------------|----------|----------|
| 01/06/2021 01:12 PM | In Queue | New File |

As report processes, the status under the file column will say 'In Queue'.

| Requested           | File  | Action   |
|---------------------|---|----------|
| 01/06/2021 01:12 PM |  | New File |

6) When completed, the file column will have a CSV icon which contains the report. Click on the CSV icon to download and save the file.

| Enrollment Extract from DLM |                  |                     |                            |                          |                                    |                                  |                                |                   |                    |                     |                  |        | L             | M                   | N                        | O                        | P                   | Q  | R |
|-----------------------------|------------------|---------------------|----------------------------|--------------------------|------------------------------------|----------------------------------|--------------------------------|-------------------|--------------------|---------------------|------------------|--------|---------------|---------------------|--------------------------|--------------------------|---------------------|----|---|
| Extract_State               | Extract_District | Extract_School_Name | Extract_Last_Modified_Time | Extract_Last_Modified_By | Accountability_District_Identifier | Accountability_School_Identifier | Attendance_District_Identifier | Student_Last_Name | Student_First_Name | Student_Middle_Name | Generatio_n_Code | Gender | Date_of_Birth | Current_Grade_Level | Local_Student_Identifier | State_Student_Identifier | Current_School_Year |    |   |
| Pennsylvania                | District 1       | School 1            | 12/10/20 08:00             | Casey Jone               | 111222333                          |                                  | 111222333                      | Cramer            | Dylan              |                     |                  |        | 1             | 7/27/2010           | 4                        |                          | 1584654645          | 20 |   |
| Pennsylvania                | District 1       | School 1            | 02/18/21 02:00             | Kathy Case               | 111222333                          |                                  | 111222333                      | Weber             | Sophia             |                     |                  |        | 0             | 6/7/2011            | 4                        |                          | 5319086412          | 20 |   |
| Pennsylvania                | District 1       | School 1            | 02/17/21 01:00             | Casey Jone               | 111222333                          |                                  | 111222333                      | Brown             | Louis              |                     |                  |        | 1             | 2/18/2009           | 5                        |                          | 9158987987          | 20 |   |
| Pennsylvania                | District 1       | School 1            | 12/10/20 08:00             | Casey Jone               | 111222333                          |                                  | 111222333                      | Denardo           | James              |                     |                  |        | 1             | 1/13/2012           | 5                        |                          | 3595658451          | 20 |   |
| Pennsylvania                | District 1       | School 1            | 12/10/20 08:00             | Kathy Case               | 111222333                          |                                  | 111222333                      | James             | Kaylea             |                     |                  |        | 0             | 2/24/2011           | 5                        |                          | 8675309778          | 20 |   |
| Pennsylvania                | District 1       | School 1            | 12/11/20 11:00             | Kathy Case               | 111222333                          |                                  | 111222333                      | Johnson           | Isaac              |                     |                  |        | 1             | 4/2/2012            | 5                        |                          | 9821598654          | 20 |   |
| Pennsylvania                | District 1       | School 2            | 12/07/20 11:00             | Kathy Case               | 111222333                          |                                  | 111222333                      | Barnes            | Wyatt              |                     |                  |        | 1             | 1/29/2007           | 7                        |                          | 4880554655          | 20 |   |
| Pennsylvania                | District 1       | School 2            | 12/11/20 11:00             | Kathy Case               | 111222333                          |                                  | 111222333                      | Reynolds          | Ariel              |                     |                  |        | 0             | 12/17/2007          | 7                        |                          | 2537201433          | 20 |   |
| Pennsylvania                | District 1       | School 3            | 12/11/20 11:00             | Kathy Case               | 111222333                          |                                  | 111222333                      | Savage            | Nathan             |                     |                  |        | 1             | 5/12/2007           | 8                        |                          | 7175196566          | 20 |   |
| Pennsylvania                | District 1       | School 4            | 12/11/20 08:00             | Casey Jone               | 111222333                          |                                  | 111222333                      | Bloomberg         | Angela             |                     |                  |        | 0             | 8/8/2003            | 11                       |                          | 1384947230          | 20 |   |
| Pennsylvania                | District 1       | School 4            | 12/10/20 08:00             | Casey Jone               | 111222333                          |                                  | 111222333                      | Brookes           | Thanos             |                     |                  |        | 1             | 8/28/2003           | 11                       |                          | 1903412521          | 20 |   |

Step 3) Compare the lists of students to ensure that students anticipated to take PASA appear on the PIMS report.

## Compare 2020-21 Enrollment Extract to PIMS Report

Enrollment Extract from DLM: Students registered in 2020-21

PIMS Report: Students coded as taking PASA in PIMS in 2021-22

| Student_ Legal_ Last_ Name | Student_ Legal_ First_ Name | Student_ Legal_ Middle_ Name | Generatio n_ Code | Gender | Date_ of_ Birth | Current_ Grade_ Level | Local_ Student_ Identifier | State_ Student_ Identifier |
|----------------------------|-----------------------------|------------------------------|-------------------|--------|-----------------|-----------------------|----------------------------|----------------------------|
| Cramer                     | Dylan                       |                              |                   | 1      | 7/27/2010       | 4                     | *                          | 1584654645                 |
| Weber                      | Sophia                      |                              |                   | 0      | 6/7/2011        | 4                     | *                          | 5319086412                 |
| Brown                      | Louis                       |                              |                   | 1      | 2/18/2009       | 5                     | *                          | 9158987987                 |
| Denardo                    | James                       |                              |                   | 1      | 1/13/2012       | 5                     | *                          | 3595658451                 |
| James                      | Kaylea                      |                              |                   | 0      | 2/24/2011       | 5                     | ○                          | 8675309778                 |
| Johnson                    | Isaac                       |                              |                   | 1      | 4/2/2012        | 5                     | *                          | 9821598654                 |
| Barnes                     | Wyatt                       |                              |                   | 1      | 1/29/2007       | 7                     | *                          | 4880554655                 |
| Reynolds                   | Ariel                       |                              |                   | 0      | 12/17/2007      | 7                     | *                          | 2537201433                 |
| Savage                     | Nathan                      |                              |                   | 1      | 5/12/2007       | 8                     | ○                          | 7175196566                 |
| Bloomberg                  | Angela                      |                              |                   | 0      | 8/8/2003        | 11                    | ✱                          | 1384947230                 |
| Brookes                    | Thanos                      |                              |                   | 1      | 8/28/2003       | 11                    | ✱                          | 1903412521                 |

| Student_ Legal_ Last_ Name | Student_ Legal_ First_ Name | Student_ Legal_ Middle_ Name | Generation _ Code | Gender | Date_ of_ Birth | Current_ Grade_ Level | Local_ Student_ Identifier | State_ Student_ Identifier |
|----------------------------|-----------------------------|------------------------------|-------------------|--------|-----------------|-----------------------|----------------------------|----------------------------|
| Staley                     | Brett                       |                              |                   | 1      | 2/6/2012        | 3                     | ■                          | 9158987987                 |
| Cramer                     | Dylan                       |                              |                   | 1      | 7/27/2010       | 5                     | *                          | 3595658451                 |
| James                      | Kaylea                      |                              |                   | 0      | 2/24/2011       | 5                     | ○                          | 5319086412                 |
| Weber                      | Sophia                      |                              |                   | 0      | 6/7/2011        | 5                     | *                          | 4880554655                 |
| Brown                      | Louis                       |                              |                   | 1      | 2/18/2009       | 6                     | *                          | 1584654645                 |
| Denardo                    | James                       |                              |                   | 1      | 1/13/2012       | 6                     | *                          | 9821598654                 |
| Johnson                    | Isaac                       |                              |                   | 1      | 4/2/2012        | 6                     | *                          | 8675309778                 |
| Barnes                     | Wyatt                       |                              |                   | 1      | 1/29/2007       | 8                     | *                          | 2537201433                 |
| Reynolds                   | Ariel                       |                              |                   | 0      | 12/17/2007      | 8                     | *                          | 7175196566                 |
| Savage                     | Nathan                      |                              |                   | 1      | 5/12/2007       | 8                     | ○                          | 1384947230                 |
| Mishnus                    | Samuel                      |                              |                   | 1      | 11/10/2006      | 11                    | ■                          | 1903412521                 |

### Key:

- ★ Students who progressed up one grade from last year
- Students who did not progress up one grade from last year
- ✱ Students who were enrolled last year but not this year
- Students who were not enrolled last year but are this year

### Verify that qualifying students are present:

- Are new students appearing (both move ins and those new as students in grades 3 or 11)?
- Did 11<sup>th</sup> grade/8<sup>th</sup> grade students in 2020-21 move up into non-tested grades?

### Verify that the student's 2021-22 grade level is accurate:

- Did the student move up a grade?
- Was a student retained?

## Compare 2020-21 Enrollment Extract to PIMS Report

### Why grade level matters:

- Very common source of error.
- Grade progression differs for students staying in school until age 21. PIMS coordinators may be unaware of students remaining or advancing grades, and PASA eligible students may be automatically advanced a grade within PIMS annually.
- Grade mismatches between PIMS and the enrollment record invalidate the student's test. Even if the grade was correct in PASA DLM, and the tests were administered, the mismatch with the PIMS grade invalidates the test.

### Resolving Discrepancies:

- Verify which source of data is accurate.
- Update special ed records if they are in error.
- Have the PIMS coordinator make the updates in PIMS if necessary.
- After updates are made, re-run the report(s) and verify that PIMS and Special Education data now match.
- If a student who is eligible does not appear in the 'PASA DLM Enrollment Report', have the PIMS coordinator ensure that the student's status is correct in Field 212 and that the student is in a tested grade.

### Note:

The PIMS report 'PASA DLM Enrollment' will be used as the Enrollment Upload template that uploads all student data into DLM. If PIMS data has been entered correctly, only one field needs to be entered: column N 'Attendance\_School\_Program\_Identifier'.



| A                                  | B                                | C                              | D                       | E                        | F                         | G               | H      | I             | J                   | K                        | L                        | M                   | N                                    |
|------------------------------------|----------------------------------|--------------------------------|-------------------------|--------------------------|---------------------------|-----------------|--------|---------------|---------------------|--------------------------|--------------------------|---------------------|--------------------------------------|
| Accountability_District_Identifier | Accountability_School_Identifier | Attendance_District_Identifier | Student_Legal_Last_Name | Student_Legal_First_Name | Student_Legal_Middle_Name | Generation_Code | Gender | Date_of_Birth | Current_Grade_Level | Local_Student_Identifier | State_Student_Identifier | Current_School_Year | Attendance_School_Program_Identifier |
| 111222333                          |                                  | 111222333                      | Staley                  | Brett                    |                           |                 | 1      | 2/6/2012      | 3                   |                          | 9158987987               | 2022                |                                      |
| 111222333                          |                                  | 111222333                      | Cramer                  | Dylan                    |                           |                 | 1      | 7/27/2010     | 5                   |                          | 3595658451               | 2022                |                                      |
| 111222333                          |                                  | 111222333                      | James                   | Kaylea                   |                           |                 | 0      | 2/24/2011     | 5                   |                          | 5319086412               | 2022                |                                      |
| 111222333                          |                                  | 111222333                      | Weber                   | Sophia                   |                           |                 | 0      | 6/7/2011      | 5                   |                          | 4880554655               | 2022                |                                      |
| 111222333                          |                                  | 111222333                      | Brown                   | Louis                    |                           |                 | 1      | 2/18/2009     | 6                   |                          | 1584654645               | 2022                |                                      |
| 111222333                          |                                  | 111222333                      | Denardo                 | James                    |                           |                 | 1      | 1/13/2012     | 6                   |                          | 9821598654               | 2022                |                                      |
| 111222333                          |                                  | 111222333                      | Johnson                 | Isaac                    |                           |                 | 1      | 4/2/2012      | 6                   |                          | 8675309778               | 2022                |                                      |
| 111222333                          |                                  | 111222333                      | Barnes                  | Wyatt                    |                           |                 | 1      | 1/29/2007     | 8                   |                          | 2537201433               | 2022                |                                      |
| 111222333                          |                                  | 111222333                      | Reynolds                | Ariel                    |                           |                 | 0      | 12/17/2007    | 8                   |                          | 7175196566               | 2022                |                                      |
| 111222333                          |                                  | 111222333                      | Savage                  | Nathan                   |                           |                 | 1      | 5/12/2007     | 8                   |                          | 1384947230               | 2022                |                                      |
| 111222333                          |                                  | 111222333                      | Mishnus                 | Samuel                   |                           |                 | 1      | 11/10/2006    | 11                  |                          | 1903412521               | 2022                |                                      |

## Enter School in PIMS Report/Enrollment Upload Template

1) Once key variables are confirmed, fill in Column N 'Attendance\_School\_Program\_Identifier' in the downloaded PIMS report using the State Organizational Table PA. (See below).

*Note: All required variables except for 'Attendance\_School\_Program\_Identifier' are completed in the pre-populated PIMS report and are in the format required by DLM. No additional data needs to be entered.*

To locate the 'Attendance School Program Identifier', go to the home page for DLM in Pennsylvania <https://dynamiclearningmaps.org/pennsylvania>. No login is needed.

In the Search bar, type 'State Organizational Table – PA'. (or page through the resources manually).

The screenshot shows the homepage for Pennsylvania on the Dynamic Learning Maps website. At the top, there is a navigation bar with links for 'Kite Suite', 'Educator Portal', 'Professional Development', 'SEA Login', and 'Training Courses'. Below this is a secondary navigation bar with 'About DLM', 'For States', 'Instructional Resources', and 'Research'. A search bar is located on the right side of this bar. The main content area features a map of Pennsylvania and several informational sections: 'Model Year-End' (2021-22 Testing Windows: Spring 2022: 3/14/22-5/20/22), 'Testing Subjects' (English Language Arts, Mathematics, Science), 'Contacts' (Lisa Hampe, Lynda Lupp), and 'Additional Information' (welcome message and testing window notices). A 'Filter Results' section is visible on the left, and a 'Resources' section is on the right, containing links to 'Accessibility Manual (pdf)' and 'Assessment Coordinator Manual for Pennsylvania (pdf)'. Red arrows from the text boxes point to the search bar and the 'Resources' section.

2) Find the 'School Name' within your LEA/Service Provider in the 'State Organizational Table - PA'. Be sure to **identify the school that is the service provider** rather than the school of residence, if the two differ.

## Enter School in PIMS Report/Enrollment Upload Template

| School Name:  | School Number:   | District Name:   | District Number:   |
|---|--|--|--|
| Not used in data upload.<br>Name of the school. Associated with the number in column B. | Matches <i>Organization</i> in User file.<br>Matches <i>Attendance_School_Program_Identifier</i> in Enrollment, Roster, and TEC files.<br>Matches <i>AYP_School_Identifier</i> in Enrollment file. | Not used in data upload.<br>Name of the district that the school is assigned to. Associated with the number in column D. | matches<br><i>Attendance_District_Identifier</i> in the Enrollment and Roster files. |
| School 1  | 4595   | District 1   | 111222333  |
| School 2  | 8546   | District 1   | 111222333  |
| School 3  | 7216   | District 1   | 111222333  |
| School 4  | 9023   | District 1   | 111222333  |

3) Copy the School Number from the 'State Organization Table - PA'. Paste the appropriate School Number for each student into column N 'Attendance\_School\_Program\_Identifier' within the Enrollment Upload Template.

Note: *The School Number is either the branch/school number in EDNA or the letter P + the AUN listed in EDNA. Check the 'State Organization Table - PA' on PA DLM homepage to verify the code.*

| D                         | E                          | F                           | G               | H      | I             | J                    | K                          | L                          | M                     | N                                       |
|---------------------------|----------------------------|-----------------------------|-----------------|--------|---------------|----------------------|----------------------------|----------------------------|-----------------------|---|
| Student_ Legal_Last_ Name | Student_ Legal_First_ Name | Student_ Legal_Middle_ Name | Generation Code | Gender | Date_of_Birth | Current_Grade_ Level | Local_ Student_ Identifier | State_ Student_ Identifier | Current_ School_ Year | Attendance_ School_ Program_ Identifier |
| Staley                    | Brett                      |                             |                 | 1      | 2/6/2012      | 3                    | 9158987987                 | 9158987987                 | 2022                  | 4595                                    |
| Cramer                    | Dylan                      |                             |                 | 1      | 7/27/2010     | 5                    | 3595658451                 | 3595658451                 | 2022                  | 4595                                    |
| James                     | Kaylea                     |                             |                 | 0      | 2/24/2011     | 5                    | 5319086412                 | 5319086412                 | 2022                  | 4595                                    |
| Weber                     | Sophia                     |                             |                 | 0      | 6/7/2011      | 5                    | 4880554655                 | 4880554655                 | 2022                  | 4595                                    |
| Brown                     | Louis                      |                             |                 | 1      | 2/18/2009     | 6                    | 1584654645                 | 1584654645                 | 2022                  | 8546                                    |
| Denardo                   | James                      |                             |                 | 1      | 1/13/2012     | 6                    | 9821598654                 | 9821598654                 | 2022                  | 8546                                    |
| Johnson                   | Isaac                      |                             |                 | 1      | 4/2/2012      | 6                    | 8675309778                 | 8675309778                 | 2022                  | 8546                                    |
| Barnes                    | Wyatt                      |                             |                 | 1      | 1/29/2007     | 8                    | 2537201433                 | 2537201433                 | 2022                  | 7216                                    |
| Reynolds                  | Ariel                      |                             |                 | 0      | 12/17/2007    | 8                    | 7175196566                 | 7175196566                 | 2022                  | 7216                                    |
| Savage                    | Nathan                     |                             |                 | 1      | 5/12/2007     | 8                    | 1384947230                 | 1384947230                 | 2022                  | 7216                                    |
| Mishnus                   | Samuel                     |                             |                 | 1      | 11/10/2006    | 11                   | 1903412521                 | 1903412521                 | 2022                  | 9023                                    |

4) Your enrollment upload template is now complete and ready to be uploaded into the Educator Portal on the DLM system! Be sure to continue to save the file as a CSV.

Now that the student level data on the enrollment template is complete, the template must be uploaded in the Kite Educator Portal.

Instructions on how to upload the template are provided:

- On page 82 of the [PA Data Management Manual](#) OR
- As a brief demonstration [video](#) on the PA DLM web page
- There is also a brief demonstration of how to upload in the first module: Data Management 101: Updating Users

*Note: Several resources mentioned in these instructions can be accessed directly through [PA DLM website](#).*

**Note: Kite Educator Portal will not be available to upload Student templates until January 5<sup>th</sup>.** Any templates uploaded prior to January 5<sup>th</sup> will be deleted within the system when the data rolls over on January 3<sup>rd</sup>.

## A Note About Editing Data

- PIMS serves as the official record for student enrollment data.
- Student data should **not** be changed within the DLM Portal in isolation.
- If any of the data extracted in the PIMS report is incorrect, it is imperative that the data be fixed within PIMS in addition to DLM.
- If student data is edited directly in the DLM system without corrections being made in PIMS, the assessment results for the student may negatively affect participation and performance rates for the LEA.
- There are 3 cases in which the procedures outlined above will not apply, and the school may need to edit the template directly. This may occur when:
  - Students are enrolled by 2 educating entities (e.g., the home district and the IU program).
  - Students are enrolled at a licensed private academic school.
    - If a district shows students who they have placed in a Licensed Private Academic Setting on their PIMS report, they should remove the student from their enrollment template (not PIMS) before uploading the enrollment file in the DLM portal.
    - Licensed Private Academic Schools do not have access to PIMS. These entities must work directly with the PA Alternate Assessment Team to obtain the data necessary for the enrollment template.
  - Approved Private Schools have students enrolled who are 'private pay' (i.e., 100% funded by the home district).
    - APSs have access to PIMS and should see 4010 students on their PIMS report.
    - Districts and the APSs should collaborate to ensure that all PASA-eligible students are enrolled into PASA DLM by the educating entity. The APS will need to contact the PA Help Desk for assistance if they are providing services to 'private pay' PASA-eligible students who are not appearing on their PIMS report.

## Students Enrolled by 2 Educating Entities

Students enrolled by 2 entities are most likely encountered when an IU and District/Charter School both are responsible for educating the student. In most cases, the IU will assess the student on PASA. If the IU will assess the student, the District/Charter School should delete the entire row of data. No blank line should remain

| Accountability_Dis | Accountab | Attendance | Student_L | Student_L | Student_L | Generator | Gender | Date_of_Birth | Current_G | Local_Stu | State_Student_Ide |
|--------------------|-----------|------------|-----------|-----------|-----------|-----------|--------|---------------|-----------|-----------|-------------------|
| 111222333          |           | 1.11E+08   | Staley    | Brett     |           |           | 1      | 2/6/2012      | 3         |           | 9158987987        |
| 111222333          |           | 1.11E+08   | Cramer    | Dylan     |           |           | 1      | 7/27/2010     | 5         |           | 3595658451        |
| 111222333          |           | 1.11E+08   | James     | Kaylea    |           |           | 0      | 2/24/2011     | 5         |           | 5319086412        |

If student 3595658451 is enrolled by both the district/charter and the IU, verify who will assess them.

If the other entity will test the student, highlight the entire row by clicking on the Row number. Right Click and select 'Delete'.

|   | Accountability_Dis | Accountab | Attendance | Student_L | Student_L | Student_L | Generator | Gender | Date_of_Birth | Current_G | Local_Stu | State_Student_Ide |
|---|--------------------|-----------|------------|-----------|-----------|-----------|-----------|--------|---------------|-----------|-----------|-------------------|
| 1 |                    |           |            |           |           |           |           |        |               |           |           |                   |
| 2 | 111222333          |           | 1.11E+08   | Staley    | Brett     |           |           | 1      | 2/6/2012      | 3         |           | 9158987987        |
| 3 | 111222333          |           | 1.11E+08   | Cramer    | Dylan     |           |           | 1      | 7/27/2010     | 5         |           | 3595658451        |
| 4 | 111222333          |           | 1.11E+08   | James     | Kaylea    |           |           | 0      | 2/24/2011     | 5         |           | 5319086412        |

The resulting template will have the name removed and no extra, blank line.

Correct

| Accountability | Accountab | Attendance_Distri | Student_L | Student_L |
|----------------|-----------|-------------------|-----------|-----------|
| 111222333      |           | 111222333         | Staley    | Brett     |
| 111222333      |           | 111222333         | James     | Kaylea    |
| 111222333      |           | 111222333         | Weber     | Sophia    |
| 111222333      |           | 111222333         | Brown     | Louis     |
| 111222333      |           | 111222333         | Denardo   | James     |
| 111222333      |           | 111222333         | Johnson   | Isaac     |
| 111222333      |           | 111222333         | Barnes    | Wyatt     |
| 111222333      |           | 111222333         | Reynolds  | Ariel     |
| 111222333      |           | 111222333         | Savage    | Nathan    |
| 111222333      |           | 111222333         | Mishnus   | Samuel    |

Incorrect

| Accountability | Accountab | Attendance_Distri | Student_L | Student_L |
|----------------|-----------|-------------------|-----------|-----------|
| 111222333      |           | 111222333         | Staley    | Brett     |
| 111222333      |           | 111222333         | James     | Kaylea    |
| 111222333      |           | 111222333         | Weber     | Sophia    |
| 111222333      |           | 111222333         | Brown     | Louis     |
| 111222333      |           | 111222333         | Denardo   | James     |
| 111222333      |           | 111222333         | Johnson   | Isaac     |
| 111222333      |           | 111222333         | Barnes    | Wyatt     |
| 111222333      |           | 111222333         | Reynolds  | Ariel     |
| 111222333      |           | 111222333         | Savage    | Nathan    |
| 111222333      |           | 111222333         | Mishnus   | Samuel    |

## Students Enrolled in Licensed Private Academic School or as a Private Pay Student at an APS

- If a student is enrolled in a Licensed Private Academic School, the student is reported by the district or charter school in PIMS.
- If a student is enrolled as a **non** 4010 student (i.e., private pay) at an APS, the APS typically does not report the student in PIMS. Private pay students are typically reported by the district or charter school in PIMS and appear within their PIMS reports.
- Regardless of which entity reports students in PIMS, Licensed Private Academic Schools and the **non** 4010 PASA eligible students at an APS must be enrolled in PASA DLM and assessed by the service provider.
- The student will need to be deleted from the District or Charter School Enrollment Upload template since that entity is not administering the assessment. Follow the directions on page 13 of this document.
- If you need access to the PIMS report for students in these situations, email [alternateassessment@pattankop.net](mailto:alternateassessment@pattankop.net).
- The PA Alternate Assessment Team will establish a secure site and provide a completed Enrollment Upload template. Only the PA Alternate Assessment Team can provide this information. Do not make the request to the Kite Support Team as that team does not have access to PIMS data.

For questions about the process described for enrolling PASA students in DLM using the PIMS report, please email [alternateassessment@pattankop.net](mailto:alternateassessment@pattankop.net).

**Additional Information:** Click [PaTTAN PASA webpage](#) for general information and correspondence regarding the PASA DLM Assessment.