

PIMS – LOCATION FACT

This guide describes how to enter and configure data to be reported on the Location Fact extract. It has been updated to reflect the revised configuration requirements for the 2015-2016 school year and forward. The guide assumes prior knowledge of basic iPass navigation and configuration.

**Tip – Refer to release notes for Version 7.0201605XX_5266PA for detail on changes to the extract logic.*

Configuration:

The following codes and code tables must be setup in order to indicate to the extract which records should be included in the aggregate counts.

1. Habitual Truancies
 - a. The extract will report truancy counts from absences with codes indicated as "Truancy"
 - b. Truancy codes: Attendance System > Maintenance – Attendance > Attendance Codes
Click on any attendance code that indicates a reportable truancy event, and ensure it is flagged as Truancy = Yes.

NEW ATTENDANCE CODE

Code: x

Description:

Type:

Daily-Period:

Daily-To-Period:

Display-Order:

Excused-Unexcused:

Perfect-Attendance:

Period-To-Daily:

Present-Absent:

Time-Input Required:

Absent Day Code:

Truancy:

**Tip – Quickly check all your attendance code settings by running a Table Report for the AttendanceCodes table from My Data > Table Report. Select "AttendanceCodes" from the Table Name drop down, Select All Fields, and Submit. The report will be available under My Reports and the "Truancy" indicator corresponds to the "State!Reportable" column. Make sure ONLY codes that should be counted for truancies are set to Yes, and all other codes are set to No.*



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2. Expulsions/Suspensions

- a. The Location Fact extract will report expulsion and suspension counts based on the *incident type* and *consequences* assigned to disciplinary incidents.
- b. Incident Types: Discipline System > Maintenance – Discipline > Incident Types
 Ensure you have the following two Incident Types created.
 C – Conduct
 A – Academic

INCIDENT TYPES			
Delete	Incident Type Code	Description	Report To DOE?
Check All			
Clear All			
<input type="checkbox"/>	A	Academic	no
<input type="checkbox"/>	C	Conduct	no

Make sure these incident types are set to Report to DOE = “no”, as this will indicate to the system that these incidents should be counted as aggregate in the Location Domain instead of reported in detail in the Discipline Domain.

**Tip – Notice incident types are school specific, and so should be checked and added individually to any school that may need to report expulsions or suspensions.*

- c. Incidents: Discipline System > Maintenance – Discipline > Incidents
 Ensure you have selected the corresponding incident type set up above from the “Type” drop down for any incidents that should be included in the location domain aggregate counts.

INCIDENTS				
Delete	Incident Code	Description	State Code	Type
Check All				
Clear All				
<input type="checkbox"/>	CH	Cheating		Academic
<input type="checkbox"/>	CU	Cutting Class		Conduct

- d. Consequence Types: Discipline System > Maintenance – Discipline > Consequence Types

In Ensure you have the following two Consequence Types created.
 S –Suspension
 E – Expulsion



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CONSEQUENCE TYPES		
Delete	Consequence Type Code	Description
Check All		
Clear All		
<input type="checkbox"/>	S	Suspension
<input type="checkbox"/>	E	Expulsion

**Tip – Notice consequence types are school specific, and so should be checked and added individually to any school that may need to report expulsions or suspensions.*

- e. Consequences: Discipline System > Maintenance – Discipline > Consequences

Ensure you have selected the corresponding consequence type set up above from the “Type” drop down for any consequences that should be included in the counts.

Additional requirements:

1. A school must be set to reportable, and have a state code entered.
Administration > School Resources > select school.
2. Grade level descriptions must be set to state grade level codes.
Administration > District Resources > Grade Levels
3. Ethnicity codes must have State Codes indicated
Biographical System > Maintenance – Biographical > Ethnic Codes
4. Student must be indicated as state reportable
Biographical System > Add/Modify Student Bio > PIMS > **Report To DOE:** Yes
5. Disciplinary incident must be indicated as state reportable
Discipline System > Find Incidents > select incident > **Report to DOE.**

