

PA - PIMS Extract - Student Fact Template for Unlawful Absences

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Change Control

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Change Version	Date	Page Version	Author(s)	Description of Change	Campus Effective Version(s)
1.0					

Overview

Summary

This template defines the Student Fact table for Unlawful Absences. For each student having unlawful absence of any length during the school year, LEAs are to report the total number of school days of unlawful absence. Partial days and full days may be reported. This definition of compulsory age distinguishes between all unexcused absences and unlawful absences because the latter are more likely to indicate school and student

problems. An unlawful absence is an absence for part of a school day or a full day for which a parent or guardian has not indicated in writing that the student is away from school for valid reasons (e.g., illness, medical/dental appointment, funeral of an immediate relative) for a student of compulsory age. Suspensions and expulsions are not to be considered as unlawful absences.

- Definitions:
 - **Unexcused Absence:** any unexcused absence for a student of any age.
 - **Unlawful Absence:** any unexcused absence for a student of compulsory age.
 - **School Day of Unlawful Absence:** period of an unlawful absence or absences equivalent in time to a full school day.
 - **Compulsory Age:** when a student first enrolls in school (which may be no later than 6 years old), until the age of 18 or graduation from a high school, whichever comes first.

Due Dates

Collection Opens/Snapsho Enrolled on Date	Collection Closes/Snapsh Deadline	PDE Review Window	Correction Window	ACS Due Date
3/1/2026	7/31/2026	N/A	Until the Day the Collection Closes	7/31/2026

Functional Requirements

Reporting Population and Business Rules

#	Requirement
R1	Report only Primary Enrollment.
R1.BR1	Students with multiple primary enrollments will report the cumulative unlawful days from all enrollments.

R1.BR2	Reporting students are all under 18yrs of age. Students over 18yrs of age will not report.
R1.BR3	Student must have a Status = Absent AND Excuse = Unexcused
R1.BR4	Report all primary students that were active during any part of the school year if recent enrollment is within report generation dates
R2	The report can be run against a district's active year as well as any prior year.
R3	Report 1 record per student
R4	The report will be generated CSV formats as well as a human-readable format (HTML).
R5	<ol style="list-style-type: none"> 1. Do NOT include records for students where the following scenarios are true: <ol style="list-style-type: none"> a. Enrollment.stateExclude = true b. Enrollment.noShow = true c. The matching gradeLevel for this enrollment = State Excluded d. The selected calendar = Exclude

Extract Editor Requirements

This new report will be added to PIMS Extracts

Path: Reporting > PA State Reporting > PIMS Extracts > Student Fact Unlawful Absences

PIMS Extracts ☆

PA PIMS State Extracts

This tool will extract data to complete the PA-defined PIMS extracts. Choose the State Format to get the file in the state defined comma-delimited format, otherwise choose one of the testing/debugging formats.

Extract Options	Select Calendars
Extract Type: <input type="text" value="Student Fact Unlawful Absences"/>	<input checked="" type="radio"/> active year
Start Date: <input type="text"/>	<input type="radio"/> list by school
Effective Date: <input type="text"/>	<input type="radio"/> list by year
Format: <input type="text" value="State Format(comma delimited)"/>	<div style="border: 1px solid #ccc; padding: 5px; min-height: 200px;"> <p>25-26</p> <ul style="list-style-type: none"> CLEVELAND 25-26 COLLEGIATE ACADEMY 25-26 CONNELL 25-26 DIEHL 25-26 EAST MIDDLE SCHOOL 25-26 EDISON 25-26 ELEMENTARY AS 25-26 <li style="background-color: #eee;">ERIE HIGH SCHOOL 25-26 ES CYBER BUILDING 25-26 ES EAGLE'S NEST 25-26 ES SBLP BUILDING 25-26 ES SELF BUILDING 25-26 HARDING 25-26 HS AEP/BRIDGES 25-26 HS CYBER BUILDING 25-26 HS SBLP BUILDING 25-26 JEFFERSON 25-26 LINCOLN 25-26 MC KINLEY 25-26 </div>
Ad Hoc Filter: <input type="text"/>	<p>CTRL-click or SHIFT-click to select multiple</p>
<input type="button" value="Generate Extract"/> <input type="button" value="Submit to Batch"/>	

#	Editor Options	Field Type	Requirements
EE1	Report Type	Drop list	



EE2	File Format	Drop list	Drop list will contain: <ul style="list-style-type: none"> • Comma Separated (CSV) • HTML
EE3	Calendar Selector	Multiple calendar selector	<ol style="list-style-type: none"> 1. Defaults to the Calendar selected in the Campus Toolbar 2. At least one calendar is Required
EE4	Start Date		
EE5	Effective Date	Date field	
EE6	Prior Reporting Date	Date field	
EE7	Ad Hoc Filter	Drop list	
EE8	Generate Extract	Trigger button	Trigger the creation of the extract when selected

Report Data Elements

Header: STUDENT_FACT_Unlawful_Absences

#	Data Element Label	Business Rules	Data Source GUI Path
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1	DistrictCode		School & District > District > District Info > State District Number
2	SchoolYearDate	A single date (June 30), the last day of the current school year indicating the whole school year.	Scheduling & Courses > Calendar Setup > Calendar Information > Day Setup, Last day <ul style="list-style-type: none"> • Format: <ul style="list-style-type: none"> ◦ YYYY-MM-DD ◦ 2025-06-30
3	StudentID	Students without Student State ID will still report.	Census > People > Demographics > Person Identifiers > Student State ID
4	ReportingDate	The last day of the current school year. If multiple enrollments exist, report the ReportingDate associated with the highest EnrollmentID .	Scheduling & Courses > Calendar Setup > Days > Last Day of Instruction <ul style="list-style-type: none"> • Format: <ul style="list-style-type: none"> ◦ YYYY-MM-DD ◦ 2025-06-30
5	CategorySetCode	Use the constant value of: UNLAWFULABS	
6	PrimaryMeasureType	Use the constant value of: AMOUNT	
7	NOT COLLECTED		

8	Amount	<p>The number of school days of unlawful absence.</p> <ol style="list-style-type: none"> 1. IF Status = Absent AND Excuse = Unexcused THEN Count as Unlawful Absence ELSE Do Not Count 2. IF Total Unlawful Absences > 0 THEN Report Value ELSE Do Not Report (Do not report 0.0) 3. IF Student Turns 18 During the Reporting Period THEN Only consider qualifying absences for dates prior to the Student's 18th Birthday <ol style="list-style-type: none"> a. example: IF Student turns 18 on 03/05 THEN Report all qualifying unlawful absences from the start of the reporting period through 03/04 4. IF Student has Multiple Enrollments THEN Sum all Unlawful Absences across all Enrollments. <p>Half-Day vs Whole-Day</p> <p>- Half Day Absence</p>	<ol style="list-style-type: none"> 1. Scheduling & Courses > Calendar Setup > Calendar Information > Whole Day Absences 2. Student Info > General > Attendance 3. Scheduling & Courses > Calendar Setup > Periods Setup > Period Schedule Info
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		<ul style="list-style-type: none">• If Absent Minutes \geq Half Day threshold AND Absent Minutes $<$ Whole Day threshold, then:<ul style="list-style-type: none">◦ The student is considered absent for half a day◦ Report value = 0.5- Does Not Count• If Absent Minutes $<$ Half Day threshold, then:<ul style="list-style-type: none">◦ The absence does not count toward unlawful absences	
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