PIMS – CHILD ACCOUNTING

This guide describes how to enter and configure data to be reported on the School Calendar and Student Calendar Fact extracts. The guide assumes prior knowledge of basic iPass navigation and configuration. *Tip – Refer to release notes for Version 7.020150313 for additional information.*

Configuration:

1. School Attendance Parameters
    Attendance System > Maintenance – Attendance > School Attendance Parameters

    a. Enter the school's "Number of instructional minutes in a standard day" to be reported on the School Calendar extract.
        Tip – You will be able to override the instructional minutes for specific calendar types in step 2 if you have multiple calendars within a school.

2. Calendar Types
    Attendance System > Maintenance – Attendance > Calendar Types
    Tip – If you do not see the Calendar Types tab, you may need to check your user type permissions for access to the page.

    a. The Calendar Type/School combinations configured on this page will define the records reported on the School Calendar extract.

    b. The calendar type **Code** will be concatenated with the state school number to report as the Calendar ID. The Code entered should be no longer than 8 characters.

    c. The calendar type **Name** will report as the calendar Description.

    d. The calendar type **State Code** will report as the calendar's Program Code.

    e. Enter a **Rotation Code** to be reported as Rotation Pattern Code, if applicable.

    f. Enter **Instruction Minutes** if they differ from the default minutes entered in step 1.

3. Use Calendar Day Codes (formerly Holidays) to enter your holidays and special reportable days.
    Attendance System > Maintenance – Attendance > Enter/Modify Calendar Day Codes

    a. Use the following state codes to indicate reportable days:
        G – Graduation Ceremony Day
        S – Strike
        A80 – Act 80
        PSD – Planned Shortened Days
        O – Other Reasons
        MU – Make Up Days

Student:

4. Student enrollment records must be associated to a calendar type to correctly report a Student Calendar Fact record.
    a. Update individual student via Biographical System > Add/Modify Student Biographical > Enrollment > select Enrollment > select from Calendar Type field
    b. Mass update students via Biographical System > Mass Update Students
        Tip – Search for students to be updated first, then select calendar type from Data to Update