

PDE4092 Walkthrough- Building a Report

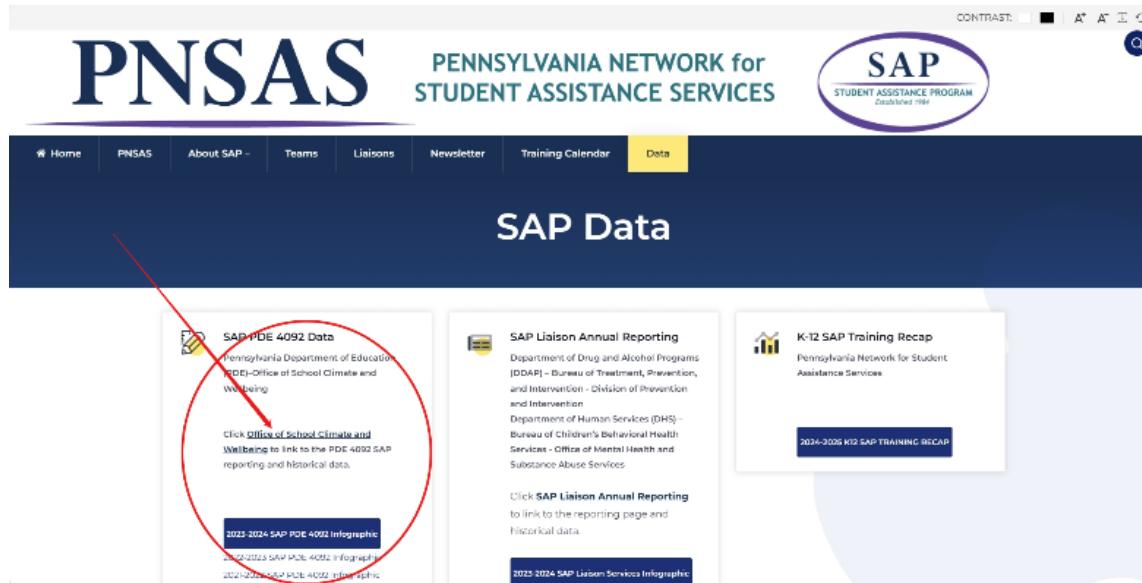
This document has been developed to assist SAP team members in understanding how to access their team's PDE4092 data from previous years.

- Go to pnsas.org- [Home](#)
- Click on Data tab



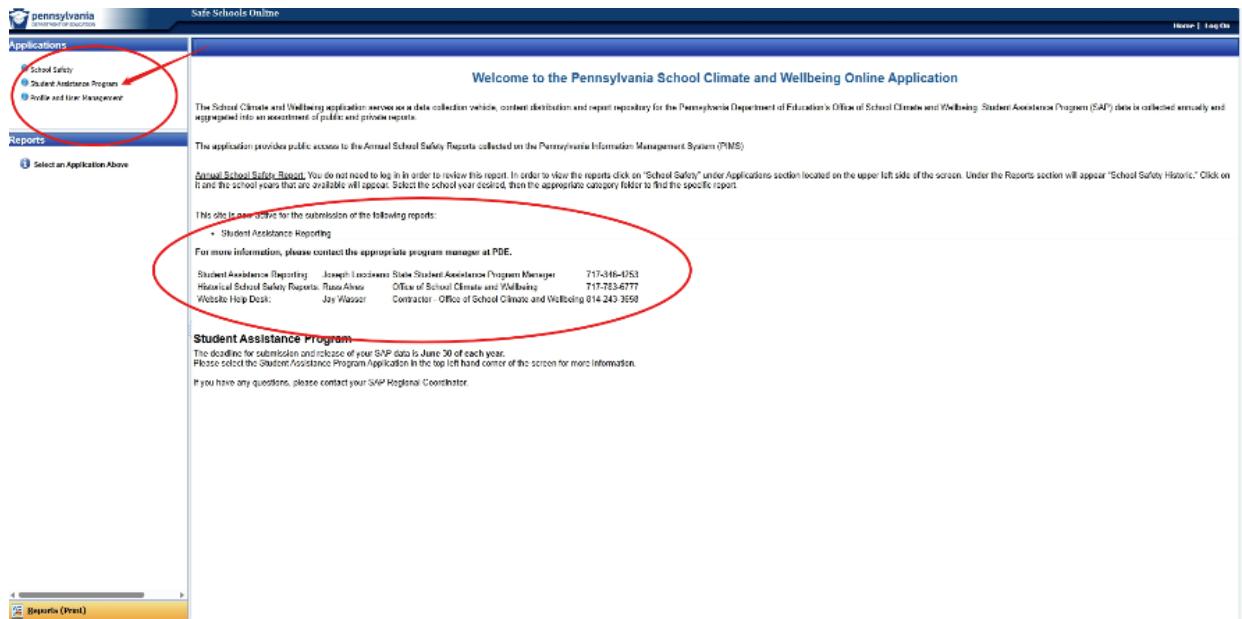
The screenshot shows the PNSAS website with a yellow 'Home' button. The 'Data' tab is highlighted with a red circle. The main content area is titled 'Student Assistance Program in Pennsylvania' and features three sections: 'SAP in Pennsylvania', 'SAP Team Members', and 'SAP Liaisons'. Each section has a small icon and a brief description. The URL in the address bar is <http://pnsas.org>.

- Click on Office of School Climate and Wellbeing Link- Or go directly to: [Pennsylvania School Climate and Wellbeing Online](#)

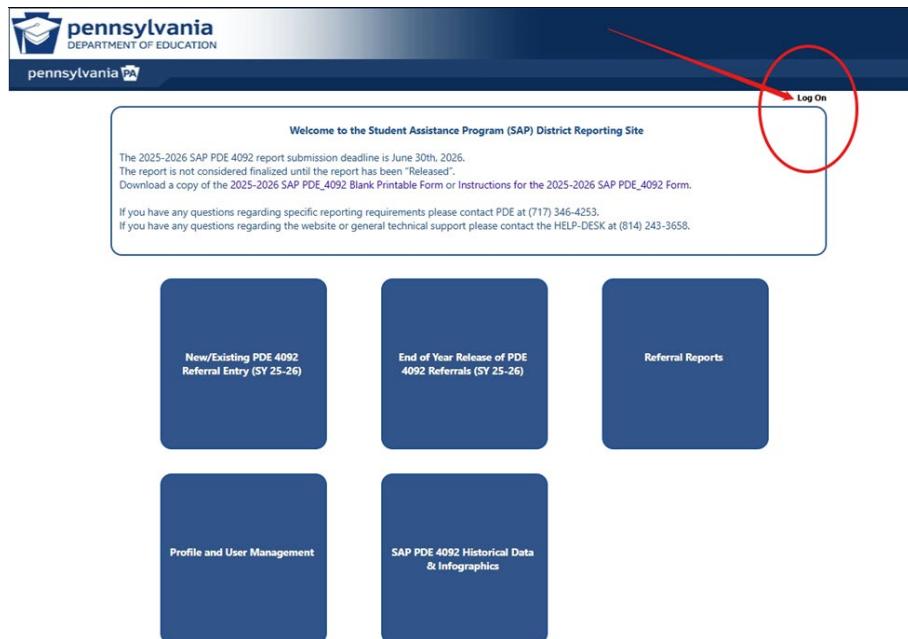


The screenshot shows the 'SAP Data' page. A red circle highlights the 'Click Office of School Climate and Wellbeing to link to the PDE 4092 SAP reporting and historical data.' link. The page also features sections for 'SAP Liaison Annual Reporting' and 'K-12 SAP Training Recap'. The URL in the address bar is <http://pnsas.org>.

- On the Safe School Online site- under applications click on the Student Assistance Program link
 - Please note that if you need assistance regarding access to/ or passwords please contact Jay Wanner at 814-243-3658.



- Click "Log On"



- Enter in your username and password

Log On for Student Assistance Program (SAP)

Username: I am a registered user, but forgot my password.

Password: [Get Password](#)

Remember me next time.

Log On

- Click on Referral Reports

Welcome to the Student Assistance Program (SAP) District Reporting Site

The 2025-2026 SAP PDE 4092 report submission deadline is June 30th, 2026.
 The report is not considered finalized until the report has been "Released".
 Download a copy of the 2025-2026 SAP PDE_4092 Blank Printable Form or Instructions for the 2025-2026 SAP PDE_4092 Form.

If you have any questions regarding specific reporting requirements please contact PDE at (717) 346-4253.
 If you have any questions regarding the website or general technical support please contact the HELP-DESK at (814) 243-3658.

New/Existing PDE 4092 Referral Entry (SY 25-26)

End of Year Release of PDE 4092 Referrals (SY 25-26)

Referral Reports

Profile and User Management

SAP PDE 4092 Historical Data & Infographics

- Select your School, District, County, School year, and School, then select "View." If you are unable to view the report, click on the link to download the report.

SAP Referral Reports

Use the dropdowns below in order to retrieve the complete PDF reports for the grouping levels of either statewide, county, LEA/District*, or school level* reports.

* LEA & School Reports are only available for LEA approved accounts. Please [log in](#) with your credentials to access/enable these reports.

Grouping: <input type="button" value="School"/>	School Year: <input type="button" value="2025-2026"/>
District/LEA: <input type="button" value=""/>	School: <input type="button" value=""/>
County: <input type="button" value="Adams"/>	SAP Referral #: <input type="button" value=""/>
<input type="button" value="View"/> <input type="button" value="Reset Selections"/>	

