Perkins Data Collection Checklist for Mass & Individual Enrollment

- ☐ Review the Perkins Data Collection Training Manual and 2013-14 system updates
  - Training options are available April 17 – 28, 2014
    - Contact DCTE (605.773.3423) for more information.
  - Access the training manual at http://doe.sd.gov/octe/data or in the Perkins Data Collection System.
  - Consult applicable administrators and staff in the district to determine who will complete each portion of the data collection process.
- ☐ Collect Necessary Data
  - Student course grades, in the approved CTE program for SY13-14, including those delivered in-person, online, or via Dual Credit.
  - Placement information for 12th graders (options: advanced training, employment, Military, 2-year postsecondary, or 4-year postsecondary)
  - Industry certifications attained by students (ex. NCRC, ProStart, Cisco, CNA, AWS, etc.)
  - Notes about changes to students' status for IEPs or single parenting:
    - *Situation 1:* If a student has stopped or started an IEP since September 27, 2013 *or*
    - *Situation 2:* If a student's status as a single parent has changed (expecting or became a parent) since September 27, 2013
  - Students' "prior credits" (e.g., a student transferred to the school district last year but was not in the Perkins system during data collection):
    - Required information includes: nine-digit student ID (SIMS), student's first and last name, career cluster(s), credit(s) earned, TSA(s) earned
- ☐ Check Personnel Records Form (PRF)
  - Look at each teacher's course assignments in Teacher 411 to ensure the proper courses are listed (both fall and spring semesters).
    - Teacher 411: https://apps.sd.gov/applications/de04public/TeacherLookup/TeacherSearch.aspx
  - If a course is listed incorrectly or is not listed at all, work with the district PRF Contact to make the correction.
    - PRF Contacts can be found by selecting the applicable category (e.g., "Public School Districts") on the School Directory at http://doe.sd.gov/ofm/edudir.aspx.
    - If a teacher's PRF record requires changes, you may do so **prior to June 9, 2014**. However, after June 9, 2014, you must contact DCTE after the correction has been made at the district level. Then, the course can be ported into the Perkins Data Collection system.

- Follow the directions outlined in the Perkins Data Collection Training Manual in "Section 2: Data" (pages 32-59).
  - Check valid career clusters for the district (this should reflect the district's SY13-14 approved CTE programs)
  - Update Point of Contact Information
  - Update Teacher Information
  - Enter Enrollment and Placement Data – **Due May 30, 2014**
    - Data must be entered for all courses approved as part of each CTE program for SY13-14.
      - If you need a copy of your approved 13-14 program application, contact your regional specialist. A map listing the districts that each regional specialist is responsible for is found on page 9.
      - If the courses in your program changed since it was approved in 2013, work with your regional specialist to make the appropriate updates.
    - The following types of classes should be entered as found on the 2013-14 approved program application: Foundational CTE, Cluster, Pathway, Academic and Capstone Experiences
      - Include courses delivered In-Person, online, and via Dual Credit.
      - Enter data for students in courses only once.
        - *This is a change from pre-SY2013 applications.* Do not duplicate student enrollments in courses within the school year. The Perkins Data Collection system is now able to share information across clusters.
      - All fall semester courses can be fully entered.
        - Data for spring semester courses and year-long courses should be entered after the school year ends and final grades are available.
      - Multi-districts should enter data for students/courses at their attendance center; for those resident districts that offer both multi-district programs and their own approved CTE programs, the resident district should enter data for students/courses at their attendance center.
    - If students are missing from your district, complete the **Missing Students Reporting Sheet**, available at http://doe.sd.gov/octe/data and email it to jake.cummings@state.sd.us so DCTE can attempt to locate them and credit their CTE experience appropriately.
    - When entering placement data for 12^{th} graders, ensure that student's intended post-high school plans are saved, even if the student did not take a CTE course in their 12^{th} grade year.
      - Placement data only needs to be entered once for each 12^{th} grader.
  - Enter Industry Certifications, as applicable.

- Edit Disabled and Single Parent Statuses, as necessary.
    - If any student had a change in their status as a single parent (are themselves expecting or parenting, male or female) since September 27, 2013, change his or her "Single Parent" status via the Individual Enrollment process detailed on pages 43-47.
    - If any student in a CTE program either went on or off of an IEP since September 27, 2013, change their "Disabled" status via Individual Enrollment.
- Add Prior Credits, as necessary
- Make additional revisions via Individual Enrollment, as necessary

☐ Review Data [see Section 3: Reports (pages 63-70)]

- Review data entered for all approved CTE programs via the Perkins reporting tools; make any necessary edits to ensure all CTE students in the system have been credited appropriately.
- Districts and CTE programs are encouraged to run reports and analyze their data over time, compare their CTE data to the district's full performance data, and make changes to their programs to best support students in the district.

☐ Validate Data – **Due June 13, 2014**

- After all data have been reviewed, necessary revisions made, and the data verified for *all* 2013-14 approved CTE programs in the district, an administrator or other authorized staff person must complete the Perkins Data Validation Form and submit it to the Division of Career & Technical Education (DCTE).

☐ Regional Specialists' Contact Information:

- DCTE adopted a regional service model in Fall 2013, whereby specialists serve multiple districts within designated regions. These specialists' contact information can be found below. In addition, the map on page 9 illustrates regional boundaries and specifies what region districts have been assigned to. Sections later in the manual will direct you to contact your regional specialists with specific questions.

Region	Contact	Email Address	Phone
Central	Alyssa Krogstrand	alyssa.krogstrand@state.sd.us	(605) 773-4150
East Central	Kara Schweitzer	kara.schweitzer@state.sd.us	(605) 220-3381
North Central	Amanda Doherty	amanda.doherty@state.sd.us	(605) 773-4463
Northeast	Ray Tracy	ray.tracy@state.sd.us	(605) 773-4736
South Central	Nora Kohlenberg	nora.kohlenberg@state.sd.us	(605) 773-4747
Southeast	Brad Scott	brad.scott@state.sd.us	(605) 773-4740
Western	Keley Smith-Keller	keley.smithkeller@state.sd.us	(605) 220-3714