



INDIANA  
**WORKFORCE**  
DEVELOPMENT  
AND ITS **WorkOne** CENTERS

## MEMORANDUM

**TO:** Area Vocational Directors

**FROM:** Christopher B. Guidry, State Director of Career and Technical Education

**DATE:** January 21, 2010

**SUBJECT:** Changes and Directions for Reporting Completion  
Data on Perkins Indicators

Because of changes in reporting requirements for completion status data (items 1, 2, 3 & 4 below), SSN's and STN's are now required on All Students.

Completion status for 2009-2010 enrollments is due from all Area Vocational Districts on or before (Friday), June 25, 2010. Please submit your files through the State reports and synchronization processes on the INTERS software.

**In reporting completion status you should use the Indiana Technical Education Reporting System (INTERS) to update the following information:**

- (1) Completion status on all students; (See memo entitled New Terminology/Def. included in this packet. If the student is not a completer the field can be left blank.
- (2) Concentrator (Y or N) (See memo entitled New Terminology/Def. included in this packet.
- (3) Assessment Taken
- (4) Assessment Pass/Fail
- (5) Dual Credits Earned
- (6) Dual Credits Transcribed
- (7) Make sure SSN or address is completed for all
- (8) Make sure STN number is accurate
- (9) Earned Credits
- (10) Birthdate

**You must complete (1), (2), and (3).** The enrollments that you reported in the fall must have the completion information filled in and reflect the official count day (09/12/2009) and **MUST** be reconciled with the Form 30A count submitted to the Indiana Department of Education. Recent audits have shown differences to be common and this concerns us. Continued deficiency in this area may lead to ineligibility or delayed grant funding.

Update each student enrollment record in **ALL PROGRAMS** as indicated below:

- (1). Completion status (see memo entitled new term/def)
  - 1 = expected to continue program
  - 2 = completed program
  - 3 = transferred from program
  - 4 = left program
- (2) Concentrator (Y or N) (See memo entitled New Terminology/Def. included in this packet)
- (3) Assessment Taken – If the student takes a state or Industry licensing exam fill in the assessment field with the proper choice.
- (4) Assessment Pass/Fail – Once the assessment field is completed then the Pass/Fail field must be marked as pass if the student passes, if it is not filled in a fail is the assumption.
- (5) Dual Credits earned – Enter the number of dual credits the student earned
- (6) Dual Credits Transcribed – Enter the number of dual credits the student has on his/her transcript
- (7) Make sure complete SSN or Address is listed - Every student must have SSN or full address.
- (8) Make sure STN number is accurate - This was a problem in 2008-2009. Make sure each STN is accurate.
- (9) Earned Credits – If student did not earn credit for the class mark as No. If the student did earn credits for the class no entry is required.
- (10) Birthday - DWD will now need the date of birth for each student.

**Reminder:** If you have questions pertaining to the requested data or sending this information to IDWD, please call Chris Deaton at (317) 233-6697, or email at [cdeaton@dwd.in.gov](mailto:cdeaton@dwd.in.gov).

Enclosure