

MEMORANDUM

TO: Indiana Area Vocational Directors

FROM: Chris Deaton

DATE: February 1, 2019

SUBJECT: Completion Data Reporting Process & Information

Greetings. You will find information in a series of memos which are intended to provide clarification and direction on our expectations and process for the reporting of data in Spring 2019.

Included are the following informational memos:

- Directions for Reporting Completion Data on Perkins Indicators
- Terminology / Definitions for Perkins IV
- Authority to Collect Data Statement
- Directions for Filling Out InTERS Excel Spreadsheet
- Directions for Exporting Spreadsheet from Fall Submission
- Local Guidelines and Procedures for Data Collection
- SSN Statement

*****Indicator results will not be mailed as they will be posted on our website and in InTERS, the link to the website is: <https://www.doe.in.gov/cte/inters>***

While we recognize this is a lot of information, we are trying and will continue trying to reduce the burden on schools for this data collection. Please take the time to review the attached information for details and contact me (cdeaton2@doe.in.gov or 317-232-9169) with any questions.