TO: Area Vocational Directors

FROM: Chris Deaton

DATE: February 1, 2019

SUBJECT: Directions for Reporting Completion

Data on Perkins Indicators

Because of changes in reporting requirements (items 3 & 4 below), SSN's and STN's are now required on *all students*.

Completion status for 2018-2019 enrollments are due from all Area Districts on or before (Friday), June 14th, 2019. Please submit your files through the State reports.

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

(1)   Assessment Taken https://www.doe.in.gov/cte/inters
(2)   Assessment Pass/Fail https://www.doe.in.gov/cte/inters
(3)   Dual Credits Transcripted
(4)   Make sure SSN or address is completed for all
(5)   Make sure STN number is accurate
(6)   Number of High School Credits Earned – Required-
https://www.doe.in.gov/sites/default/files/inters/pathwayearnedcreditscodesforimport2.pdf
(7)   Birthdate
(8)   Pathway – Required-
https://www.doe.in.gov/sites/default/files/inters/pathwayearnedcreditscodesforimport2.pdf
(9) Dual Credit Post Secondary Course – (Optional) https://www.doe.in.gov/cte/inters
(10) Dual Credit Post Secondary Institution – (Optional) https://www.doe.in.gov/cte/inters
(11) Work Based Learning: # of Hours- (Required if in WBL)
(12) Work Based learning- Employer Name- (Required if in WBL)
(13) Work Based Learning- Type of Experience- (Required if in WBL)
(14) Work Based Learning- Pathway- (Required if in WBL)
(15) Student Information Media Release- (Fall or Spring)
(16) Graduation Pathways (CTE Concentrator) Opt In-(Fall or Spring)

You must complete the following items for all Fall 2018 count day enrollments. The enrollments that you reported in the fall must have the completion information filled in and reflect the **official count day (09/14/2018)** and **MUST** be reconciled with the InTERS 30A. 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) Assessment Taken – If the student takes a state or Industry licensing exam fill in the assessment field with the proper choice.

(2) 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.

(3) Dual Credits Transcripted – Enter the number of dual credits the student has on his/her transcript

(4) Make sure the SSN or Address is listed, the STN number is accurate and the Birthday is correct.

(5) Number of High School Credits Earned – If student earned credits, please indicate the number of credits with the codes on the website.

(6) Pathway – Students must be listed in only one Pathway at a time, codes are on the website.

(7) Dual Credit Postsecondary course & Institution- if a student is earning dual credits the course and institution can be entered. These fields are optional

(8) Work Based Learning- If a student is enrolled in Work Based learning then, # hours, Employer name, type of experience, and what pathway it falls into.

(9) Student Information Media Release-you must provide the form to each student taking a CTE course and mark the check box on their student record for PI Media Release if it is signed and returned.

(10) Graduation Pathways (CTE Concentrator) Opt In-you will select from Perkins 4, Perkins 5 or Not Opted In on the student record to show which graduation path the student is pursuing.

Reminder: If you have questions pertaining to the requested data or sending this information to IDOE, please call Chris Deaton at (317) 232-9169, or email at cdeaton2@doe.in.gov.