



TO: Area Vocational Directors

FROM: Christopher Deaton
Director of Adult/Career and Technical Education

DATE: February 10, 2017

SUBJECT: 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 2016-2017 enrollments are due from all Area Districts on or before (Friday), June 15th, 2017. 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) Completion status on all students
- (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 Transcribed
- (6) Make sure SSN or address is completed for all
- (7) Make sure STN number is accurate
- (8) Earned Credits – Required-<http://www.in.gov/dwd/2440.htm>
- (9) Birthdate
- (10) Pathway – Required – <http://www.in.gov/dwd/2440.htm>
- (11) Dual Credit Post Secondary Course – (Optional)
- (12) Dual Credit Post Secondary Institution – (Optional)
- (13) Work Based Learning: # of Hours
- (14) Work Based learning- Employer Name
- (15) Work Based Learning- Type of Experience
- (16) Work Based Learning- Pathway

You must complete the following items for all Fall 2016 count day enrollments. The enrollments that you reported in the fall must have the completion information filled in and reflect the **official count day (09/16/2016)** 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) 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 Transcribed – Enter the number of dual credits the student has on his/her transcript
- (6) Make sure the SSN or Address is listed, the STN number is accurate and the Birthday is correct.
- (7) Earned Credits – If student earned credits, please indicate the number of credits with the codes on the website.
- (8) Pathway – Students must be listed in only one Pathway at a time, codes are on the website.
- (9) Dual Credit Postsecondary course & Institution- is a student is earning dual credits the course and institution can be entered. These fields are optional
- (10) 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.

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.

Enclosure