

# How to... Write a Perkins Justification

## Step 1: Identify the Use of Funds which the item aligns to.

- A- Provide **career exploration and career development activities** through an organized, systematic framework designed to aid students, including in the middle grades, before enrolling and while participating in a CTE program, in making informed plans and decisions about future education and career opportunities and programs of study. See Section 135 for further details.
- B- Provide **professional development** for teachers, faculty, school leaders, administrators, specialized instructional support personnel, career guidance and academic counselors, or paraprofessionals.
- C- Provide within CTE the **skills necessary to pursue careers** in high-skill, high-wage, or in-demand industry sectors or occupations.
- D- Support **integration of academic skills** into CTE programs and programs of study.
- E- Plan and carry out elements that support the implementation of CTE programs and programs of study and that result in **increasing student achievement on performance indicators**.
- F- Develop and implement **evaluation of the activities** carried out with funds under this part, including evaluations necessary to complete the local needs assessment and the local report.

☞ *For example, your request for industry equipment would **increase skills needed to pursue a career(C)** and will also **integrate academics (D)** by involving the use of extensive math.*

## Step 2: Identify two or three standards which the item is aligned to or in support of.

- [CTE Career Cluser Standards](#) are listed on the DOE website. Select the applicable Career Cluster. Then, the course the request is aligned to. Open the standards document by selecting on the course title.

Indicator # BT 2 Utilize appropriate industry math skills and formulas		Indicator # BT 5 Apply basic organizational, spatial, structural and construction pi	
Webb Level	Sub-indicator	Webb Level	Sub-indicator
Level 2 Skill/	<b>BT2.1</b> Understand and demonstrate basic math skills and formulas.	Level 3 Strategic	<b>BT 5.1</b> Demonstrate the understanding of the building process by the building of a construction project.

- Once you have identified the course standards that the request supports, locate the identifier for the standard as highlighted above in yellow.
- Include only the short identifier in your justification. Please only include 2-3 in your justification.
- If a request is for professional development, simply put ALL instead of the standard identifier.

☞ *Update your justification for industry equipment to now read: **CD BT2.1, BT5.1***

## Step 3: Add a short explanation.

- Should not exceed 150 words. The example below is only about 50 words long. Be sure to include wording that documents any needed clarifications related to the Top 5 Red Flags.
- Include reference to how the request supports the Action Plan related to the CLNA Lite. Here is an example of a final/complete justification:

Use of funds      ↖ Standards      ↖ Short Explanation

☞ **CD BT2.1, BT5.1** Purchasing framing circular saws will allow students to learn skills used in the construction of structures. These saws are exactly what are used at home building construction sites daily for framing, roofing, siding and various other building tasks. Students will practice work place math skills while using the equipment as well. **This request supports the Action Plan in that it allows the program to more closely align to industry grade equipment and skills.**

**Note to Consortia:** The district where the item will be utilized must be listed at the beginning of the justification. For example: **(Custer) CD BT5.1, BT 5.1** Purchasing framing circular saws will allow.....