Perkins/CTE Data Collection Manual

CTE data is used in many ways including:

- ✓ **CCR indicator reporting, scholarship eligibility**
- ✓ **Federal Perkins reporting, civil rights reviews, and much more. Accurate and complete CTE reporting is essential and required by federal law.**

CTE data is incorporated on each district's public district report card. Accurate and complete data reporting will accurately portray the local CTE program(s).

There are multiple CTE data points that need to be confirmed prior to signing off on your district's CTE at the end of each school year. **First, it is important to reflect on the different types of data involved in the annual CTE Perkins Data Collection Process:**

Data Collected via Infinite Campus into the Perkins System		
District-provided CTE courses. Your district's teacher. Your district's students.	**SD Center for Virtual Education** E-Learning Business Courses Teacher is from SD CVE. Your district's students.	**CTE Dual Credit** Approved CTE specific Dual Credit Courses taken at Technical Colleges or Board of Regents institutions
Relies On: 1. **Accurate State Course Codes used in Infinite Campus** 2. **Course is accurately listed on teacher's PRF** <mark>Action Needed- Confirm Accuracy Using the Course Status Report found in the Perkins Data Collection System</mark>		

Manually Imported Data	
Placement Data	✓ Survey **all** 12th graders plus any other exiting students ✓ Manually enter data into the Perkins Data Collection System using the Placement Entry tab or Individual Enrollment
Industry Certifications	▪ Ensure industry certification codes have been added to transcripts within Infinite Campus.
<mark>Do students from your district access CTE via another District, a Multi-District or other district partnership?</mark> *Includes situations where a district 'buys a seat' at another district. Ex: CTE Academy, NWAS, NETHS or if District A sends students to District B, etc.* *****Contact the multi-district to determine whom has the responsibility to report courses taken at NWAS or NETH**	If so, these courses need to be manually entered! We're considering these courses provided by an '**A**pproved **C**ourse **P**rovider'

Additional column content for the highlighted row:
1. Use Individual or Mass Enrollment
2. Courses will appear with **ACP** after the course code number. Ex: 19000ACP

Contact Kim.Roth@state.sd.us for assistance!

Note: All subgroup and special population data is pulled from SD-STARS except for the Single Parent data. If CTE leadership is aware of a student whom the Single Parent status applies, feel free to update within the Individual Enrollment section of the Perkins Data Collection System. Do not survey students about their parenting status, simply report if the information is already known/available to the district.

NEVER EMAIL the COURSE STATUS REPORT!!!

This is a FERPA violation because it contains student ID's and grades.

Part 1: Auto Import Data (purple section above)

This step involves checking the 'CTE Courses Status Report' to ensure that all CTE course grades were successfully imported from Infinite Campus into the Perkins Data Collection System. This report has recently been updated to a more streamlined and straightforward format.

1. Log into the Perkins Data Collection System here.
   Note- each district has one single logon/password. Connect with your CTE/Perkins point of contact if needed.
2. Once logged in, select Perkins Accountability.
3. On the left-hand side, pick Reports. Then select Course Status Report.
4. Pick the top option in the 'Import Log' box, then click "Run Report" on the far right.
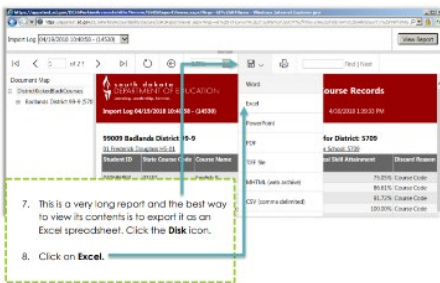
This will result in a report with a red banner across the top.

The first step is to download the report into Excel!

Then, you'll want to 'filter' the data to quickly review and identify any issues.

1. Highlight the row where you want the filters to be. In this situation, simply click on the row number '10' this will highlight the entire row.
2. Then, click on the Filter or funnel icon. Basically, this will funnel the data down to what you're wanting to look at.

This will add filters to each column. Now you may click on a down arrow, pick what you want to view, and it will be displayed. Struggling? Check out this helpful How-To video: "Using the Course Status Report" !

Now, you're ready to start reviewing and validating your CTE data!

Here is an overview of what each column tells you:

Student ID	The student who the line of data refers to.	Use this Student ID to look up the student in Infinite Campus to see what course section and teacher the data is from.
Course Code as Listed in Infinite Campus	This is the course code listed as the 'state code' within Infinite Campus.	If this is the wrong course code- have your district Infinite Campus guru update it for you.
Course Code Type	Quickly identifies what type of course it is.	Sorts what codes are CTE codes, non-CTE codes, CTE Dual Credit and CTE-FND (Foundational) for you!
Course Name Used in Infinite Campus	Name the district calls the course within Infinite Campus.	This name may be different then the official course title for the course code. For example: The district calls the class 'Child Development' when the state course is called 'Human Development: Preschool to School Age".
Credit Amount	How much credit the course was worth.	This is helpful in figuring out situations where a course is offered across either one semester or a full year.
Technical Skill Attainment	What grade the student earned for that course credit.	Compare the course grade with that in Infinite Campus to 'see' what semester the grade is from.
Course Status	Tells you if the course has been imported or not.	The responses under Course Status tell you if the course data was imported and if it wasn't, why it not.

Filter down to 'CTE' in the Course Code Type Column. Review the Course Status to identify any issues.

As you review the data, first look at the CTE courses and then observe is they were successfully imported or not.

Using the filters to your advantage will make reviewing the data much simpler!

Special Notes:

➢ **Once you fix a PRF issue, you need to email Kim.Roth@state.sd.us so that she can manually update the Perkins system to accept that PRF change.**

➢ Once fixes are made to course codes and PRF issues, the updated data will be pulled in overnight. Re-check the Course Status Report the next day/morning to see if issues have been resolved. It is best to fix any/all issues as early as possible to ensure as many fixes happen overnight as possible.

If….	Then…	Resources:
Successfully Imported	**Awesome, your work is done! This is the goal…that all CTE and CTE DUAL courses have been successfully imported!**	
Not Imported- PRF Issue	✓ Check to be sure the course is listed on the teacher's PRF on Educator Search. ✓ Email Kim.Roth@state.sd.us that you added the course to the teacher's PRF. Please include district name in your email. *Note: Courses that are CTE in nature but not within approved Career Clusters at the district will show as Not Imported for either PRF or Course Code issue reasons.*	Link to: Educator Search/PRF Info. Video Demonstration of how to use Educator Search
Not Imported- Course Code Issue	If it is a CTE course, check that the correct course code number is listed in as the state code in Infinite Campus. Have your Infinite Campus guru update if needed. If it is not a CTE course, the course status may be Not Imported- Course Code Issue because the code simply isn't a CTE course code that needs imported. *Note: Courses that are CTE in nature but not within approved Career Clusters at the district will show as Not Imported for either PRF or Course Code issue reasons.*	2022-2023 Master Course Code List CTE Career Cluster Courses
Not Imported- Student Did not Earn Credit	The student didn't pass the course per Infinite Campus therefore, there is no data to collect.	
Not Imported- Student Enrollment Issue	The student has an enrollment issue. Email Kim.Roth@state.sd.us for assistance if the course is a CTE course.	

Part 2: Enter Placement Data- Requires Manual Data Entry!

Placement data should be collected from all 12th grade or graduating students plus all who are exiting secondary education. This may include those who drop out and age out of receiving special education services. If a student has not exited their secondary education, placement data does not need to be reported. However, when they do exit, their placement data needs to be reported. How to gather and report placement data:

1. **Gather information from students.**
   - ✓ If your district has not already done so, gather information from all graduating and exiting students regarding their plans after high school.
   - ✓ Simply ask which of the following are they most likely to pursue following graduation:
     - o Four-year college
     - o Less than four-year college or technical college
     - o Getting a job/going directly into the workforce.
     - o Peace Corps or AmeriCorps
     - o Or none or the above. Meaning they do not plan to attend any college or postsecondary education nor join the military nor get a job nor join the Peace Corps or AmeriCorps.
   - ✓ Marking Unknown/None of the Above in the Perkins System for a students' placement is the same as not providing any placement data for the student. Please avoid submitting 'UNKNOWN' if it all possible.
   - ✓ School counselors and CTE teachers may also have knowledge of student plans.

2. **Report the Data.** Within the Perkins Data Collection System:

Option A: Recommended for most districts.
- ✓ Click on Actions (on the left)
- ✓ Then, select Placement Entry. This brings you a complete list of all the 12th grade students at your district. The simplest way, is to export your Student Placement results into excel, alphabetize by last name, and then enter the data by student.

Option B: Recommended for large districts.
- ✓ Click on Actions (on the left)
- ✓ Then, select Placement Upload
- ✓ Format Placement data per the instructions. Save as a csv file and upload. If the upload does not work, review formatting for errors.

Don't skip this part!

For other students that are not 12th graders, use Individual Enrollment to search for the student the select the applicable placement option for the student.

3. **Once you believe your Placement data to be fully entered, send an email to Kim.Roth@state.sd.us with "Placement Feedback Please- (District Name)" in the subject line. Ex: Placement Feedback Please- Huron Kim Roth will run a report on your behalf and provide feedback.**
Low placement rates are simply a lack of accurate data reporting by the district! Please be thorough!!

Part 3: Manually Enter Course Data from Approved Course Providers

Do students from your district access CTE via another District, a Multi-District or other district partnership? *Includes situations where a district 'buys a seat' at another district.* *Ex: CTE Academy, NWAS, NETHS or if District A sends students to District B, etc.* ***Contact the multi-district to determine whom has the responsibility to report courses taken at NWAS or NETH**	If so, these courses need to be manually entered! We're considering these courses provided by an 'Approved Course Provider'	1. Use Individual or Mass Enrollment 2. Courses will appear with **ACP** after the course code number. Ex: 19000ACP **Contact Kim.Roth@state.sd.us for assistance!**

Part 4: Industry Certifications

Enter Industry Certifications into Infinite Campus.
- ✓ Instructions for posting industry recognized credentials to student transcripts are located at the Student Data Collections Desk Guide.

Data Collection is Complete!

Thank you for your hard work, effort, and contributions to furthering CTE for South Dakota students!
Have a wonderful summer.