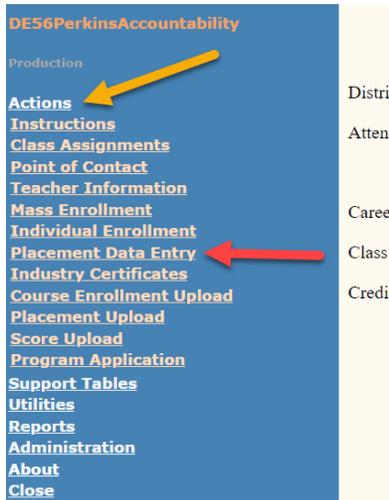


Entering Placement Data into the Perkins Data Collection System

In the **Actions** section, select **Placement Data Entry**:



Select your high school attendance center, then click **Show Students**. This populates a list of students whom have been 12th grades students at your district this year.

Once the list populates, on the far right, **select the applicable placement option** for each student.

Click **Save** at the bottom. If it is a large group of students, click save occasionally to reduce the risk of losing data.

Placement Entry

District: West Central 49-7

Attendance Center: 49007-01 West Central High School - 01

Show Students

SIMS	Last Name	First Name	Middle Name	Placement
				entering 4 year postsecondary

Entering Unknown is the same as leaving it blank for accountability purposes.

Unknown should only be selected if the student is **not** going to post-secondary education, does not plan to be employed in any form or fashion, is not going into the military nor the AmeriCorps nor the PeaceCorps.

Advanced Training should be used for students whom will be going to special service options such as Black Hills works, LifeScope or other advanced training options for individuals with disabilities.

If there are non-12th grade students that exited during the data collection year, enter their placement data via the Individual Enrollment section under Actions.