

19-20 Perkins Data Collection Quick Guide

Where do I access the Perkins Web Portal (data collection system) and related instructions? [Here!](#)

Need help with your password? Contact your [DCTE Regional Specialist](#).

How does data get into the Perkins data collection system?

<p>Student Grades and Course Info</p>	<p>For districts using Infinite Campus, <u>student grades earned</u> at the <i>high school level</i> automatically flow from Infinite Campus into the Perkins data collection system... IF, Infinite Campus is using the <u>correct course codes</u> AND all <u>CTE teacher's PRF is accurate</u> for districts using Infinite Campus. <i>* If these either of the above are not happening, your data will not be complete/accurate.</i></p> <p>Manual entry of student grades is needed only for the following types of courses:</p> <ul style="list-style-type: none"> ✓ DIAL Virtual School Classes ✓ Courses taken at other districts. Ex: CTE Academy or a nearby district. ✓ All cluster, pathway and capstone courses <i>if</i> your district does not use Infinite Campus. <p>Run a 'Kicked Back Courses' Report to see what courses (and related grades) did NOT make it into the Perkins data collection system. Find instructions for this process here.</p> <p><i>Goal: is that the Kicked Back Courses report is void of all courses within a CTE program of study.</i> <i>Unsure what classes are on each Career Cluster's program of study? Pick the cluster here to check</i></p> <p>Instructions can be found on the Perkins Web Page under Data Collection</p>
<p>Student Placement Data</p>	<p>Uploaded via the Placement Data Upload template. OR, manually entered into the Perkins Data Collection system. Note- placement data should be collected and entered for all exiting and 12th grade students. Instructions can be found on the Perkins Web Page under Perkins Data Collection Manual</p>
<p>Student Industry Certifications</p>	<p>Manually entered into the Perkins Web Portal if and as available. Given the challenges of the spring semester, we recognize that students may have earned fewer certificates.</p> <p>Instructions can be found on the Perkins Web Page under Perkins Data Collection Manual</p>
<p>Single Parent Status Changes</p>	<p>Manually Updated within the Perkins Web Portal. Instructions can be found on the Perkins Web Page under Perkins Data Collection Manual Note- simply update this info if you are already aware of a status change. No need to outright survey or ask students for this information.</p>

How do I, confirm that every CTE teacher's PRF is accurate and complete?

- Do an '[Educator Search](#)' for each teacher that teaches *any* CTE course.
 - Be sure that both fall and spring semester classes need to be included.
 - Have your district's PRF contact make the necessary changes. Don't know who handles that at your district? You'll find it at the top of the list [here](#).

- In one email for your district, email Kim.Roth@state.sd.us a list of all teachers who's PRF was updated. **It is essential that you email Kim Roth so that the database can be updated and therefore allowing those PRF changes to work.**

How do I, gather placement data from ALL exiting and 12th grade students?

- Survey students in a way that works best for your school.
- Response options are:
 - Entering 4 Year Postsecondary
 - Entering Less than 4 Year Postsecondary
 - Entering Military
 - Entering Employment
 - Entering Advanced Training
 - Used for students entering an advanced training programs such as Vocational Rehabilitation
 - Unknown
 - Students listed with a placement of 'unknown' is the same as leaving the box blank.
- Either manually enter the placement data into the Perkins Web Portal OR upload using the excel template found [here](#) under the Data Collection Forms drop down. Instructions on how to do this are found [here](#).

How do I enter Industry Credential Information?

- As you're able, gather lists of industry credentials students have earned this past year within CTE programs.
- Enter Industry Credentials manually into the Perkins Web Portal.

What is meant by single parent status and how do I update it if needed?

Students who are currently a single parent or are/were pregnant during the data reporting year are viewed as a special population within Perkins legislation. Therefore, if a student is a pregnant or parenting student at any point in the reporting year, please update their student information using the Individual Enrollment tab. We only expect this information to be gathered if the student self-reports or shares the information through their own initiative.

How do I know all the CTE courses and grades have made it into the Perkins Data Collection system?

Continue running Kicked Back Courses report and use the directions found here until the report is void of any courses within a CTE program of study.

How do I know I'm done?

- ✓ The Kicked Back Courses Report is clear.
- ✓ All exiting and 12th grade students have placement data entered.
- ✓ All industry certifications have been manually entered.

Who can help me? I have questions!

Contact your [regional specialist](#) or email Kim.Roth@state.sd.us.