2019-2020 Perkins Data Collection Updates

#1- The following data <u>no longer</u> needs to be entered:

- ✓ **Middle School Grades** do not need to be entered unless a waiver has been completed.
- ✓ **Foundational Course** grades do not need to be entered.
- ✓ **Academic courses** do not need to be uploaded or validated.

Districts using Infinite Campus:

Cluster, Pathway and Capstone Courses	
	Once grades have been posted, the next day- run a Kicked Back Courses Report to identify any errors or courses that did not successfully import. *Note- the course must be listed on the teacher's PRF for the course to be imported. Be sure to triple check that the correct course code is being used and that the course is listed on the teacher's PRF.* The PRF is a database of teacher information including what courses he/she teaches. Need to check a teacher's PRF? Go here. Enter the teacher's name, scroll to the bottom to 'Most Recent Assignments'. Triple check that all CTE courses are listed. The Kicked Back Courses Report will never be 'empty' however, with careful review you'll be able to determine that all the courses successfully imported. Learn more here. Be sure to manually enter any courses students take at other districts, Dual Credit and DIAL Virtual School Courses.
Placement Data	
Plans after HS? ○ 4 Yr. Postsecondary ○ Less an 4 Yr. Postsec. ○ Military ○ Employment	**Upload or manually enter placement data** for all 12th graders and any other exiting students to the best of your ability. Instructions are found here. Note- For the 2019-2020 school year, please provide as much placement data as you're able to do so however we recognize that placement data collection rates may be lower than typically reported.
Certifications	
	We realize this this year has been unusual. If you would like, enter any certifications student may have earned if you're able.

Districts that do NOT use Infinite Campus:

Cluster, Pathway and Capstone Courses	
	Upload course grades the same as in years past. Clear up an error report issues where courses preventing the data from uploading. Please note that only Cluster, Pathway and Capstone courses need to be uploaded. *Note- Middle school, foundational and academic courses no longer need to be uploaded.* Be sure to manually enter any courses students take at other districts, Dual Credit and DIAL Virtual School Courses.

Placement Data	
Plans after HS? ○ 4 Yr. Postsecondary ○ Less an 4 Yr. Postsec. ○ Military ○ Employment	**Upload or manually enter placement data** for all 12th graders and any other exiting students to the best of your ability. Instructions are found [here](). Note- For the 2019-2020 school year, please provide as much placement data as you're able to do so however we recognize that placement data collection rates may be lower than typically reported.

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	We realize this this year has been unusual. Enter any certifications student may have earned if you're able.

Timelines:

May 31st.   It is recommended to begin data collection immediately after grades are finalized and to have data collection completed by May 31st. If your district needs additional time, please email Kim.Roth@state.sd.us to request an extension.

June 12th.   June 1st-12th should be used to validate data including running Kicked Back Courses reports, checking that all courses imported successfully, fixing PRF or course code errors, etc.

Please note- **the PRF system closes permanently on June 12th, 2020.** Once the PRF system closes, the Perkins data errors due to PRF or course code issues will no longer be able to be fixed.

Please validate data thoroughly and completely. The data is yours. We are here to support and provide assistance however in the end, your district is responsible for your data.

For questions or support- please contact your regional CTE specialist or Kim.Roth@state.sd.us