Minnesota Department of Education

How to access the Carl Perkins Web-Based Application

If you don't already have an MDE user account start here to create a new account

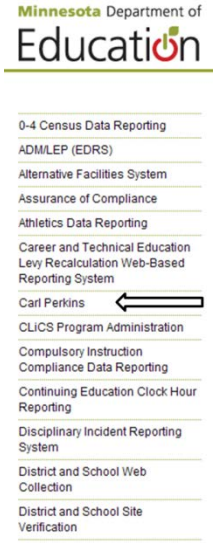
Create Account View step-by-step instructions on how to create a new MDE account

It is critical that your email address (contact information) be the same as when you originally created your User ID and Password through the registration process. If your email has changed, you will need to update your MDE account. View step-by-step instructions on how to view or update your MDE account. Information transfer depends on your email being correct so you can be connected to the Carl Perkins database server.

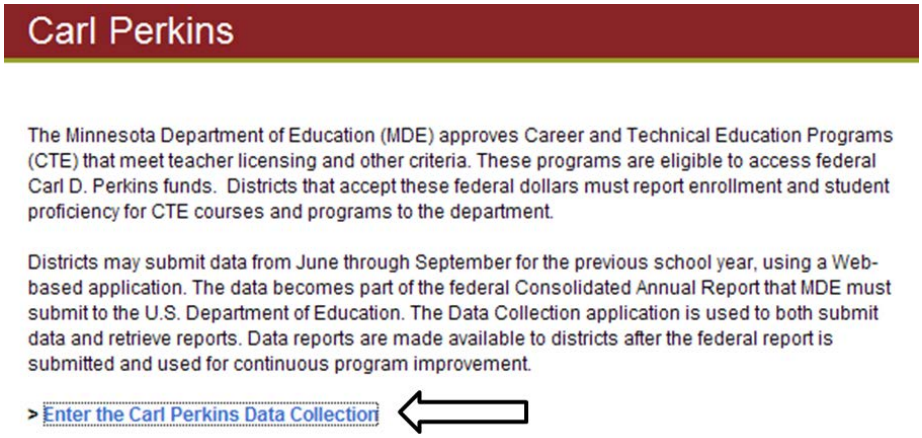
If you already have an MDE user account and have received authorization, follow these instructions to access Carl Perkins web-based application to upload the Perkins P File.

1. Navigate to the MDE web site (http://education.state.mn.us)
2. From the top tool bar menu: > School Support > Data Submissions

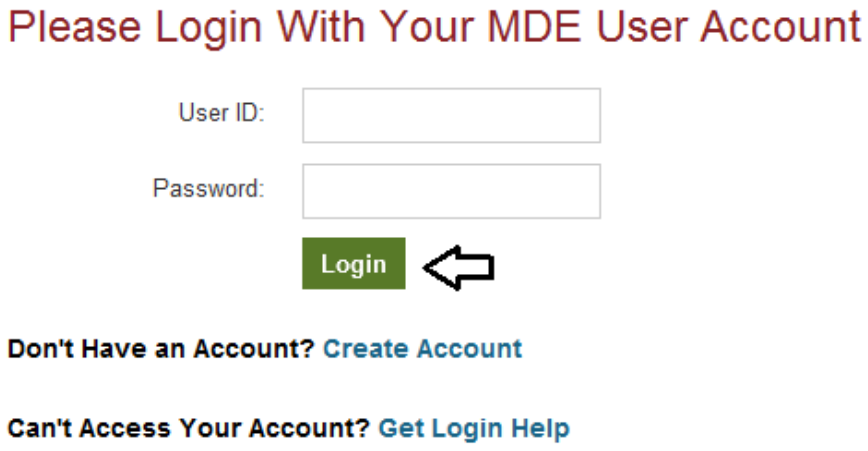
3. On the Data Submissions page, select Carl Perkins from the list on the left-hand side of the page. This will launch the information page for the Carl Perkins application.



4. On the Carl Perkins information page, select the link > Enter the Carl Perkins Data Collection.



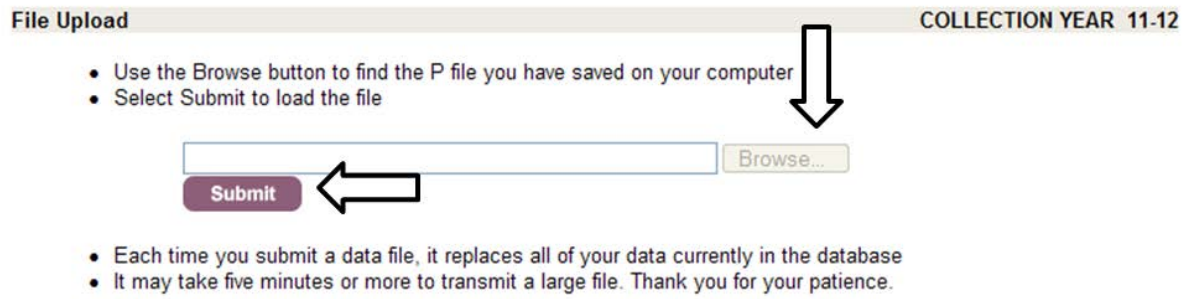
5. Login to your MDE user account



District Main System Page

On the District Main System Page, you will upload your Perkins P File or report viewing and retrieval the following winter.

To upload your Perkins P File, use the browse button to find the P file you have saved on your computer and then select submit to load the file.



Each time you submit a data file, it replaces all of your data currently in the database. It may take five minutes or more to transmit a large file.

If your data file was successfully uploaded, the system will generate the following message:

NO ERRORS – FILE RECEIVED WITH [#] RECORDS – THANK YOU.

The [#] in the message should match the number of records in the file. Select LOGOFF to leave the application.

If your data file contains one or more errors, you will need to make the necessary corrections and then resubmit the entire file. The system will generate a System Error Report indicating:

WARNING FILE NOT ACCEPTED – PLEASE CORRECT ERRORS AND RESUBMIT

The Error Description is linked to the Student ID Validation System site where you can login and correct the error.

Example of a System Error Report

WARNING FILE NOT ACCEPTED, PLEASE CORRECT ERRORS AND RESUBMIT

Record Number	Error Description
1	Invalid School Year, expected 12, received '13'
1	This ID is already assigned to a different student.
2	Invalid School Year, expected 12, received '13'
2	Student may already exist with a different ID based on similar sounding names, a range of birth dates and gender.

NOTE: Only the first 300 error records will be visible.

The system automatically sends an email to the authorized user with an Excel file attachment containing information about the error(s).

Example of Excel file: System Error Report

Record Number	Error Description	StudentID System Link
1	Invalid School Year, expected 13, received '12'	
1	This ID is already assigned to a different student.	https://w1.stage.education.state.mn.us/StudentIDGUI/student/validate/PreValidateStudent.faces?criteriaId=1728449
2	Invalid School Year, expected 13, received '12'	
2	Displaced Homemaker NOT 'Y' or 'N', received Displaced Homemaker='Z'	
2	State Student Id Invalid, must be a non-zero integer value > 0001000000000	https://w1.stage.education.state.mn.us/StudentIDGUI/student/validate/PreValidateStudent.faces?criteriaId=1728450

NOTE: The column titled 'Student ID System link' provides a direct URL to the Student ID Validation System site where you can login and correct the error. To make the URL live, click the cell and then hit enter. Or you can copy and paste the link into a browser.

Once you have corrected the error(s) within your data file, you must resubmit the entire data file.

Retransmitting a File

Changes to a previously loaded data file requires retransmitting the entire file not just the changed records.

Each time a file is successfully transmitted for a district, it replaces ALL of the existing data for that district. Transmitting ONLY the corrected data will overwrite all of your data currently in the database resulting in a successful transmission of only the corrected records for the district.

NOTE: The data file must always contain all the data for district's submission.

Once you have successfully uploaded the data file the system will generate the following message:

NO ERRORS – FILE RECEIVED WITH [#] RECORDS – THANK YOU.

The [#] in the message should match the number of records in the file.

Select LOGOFF to leave the application.

How to Download/Print District Reports from 20XX-20XX Data Collection

Reports Available: January XX, 20XX – March XX, 20XX – OPEN

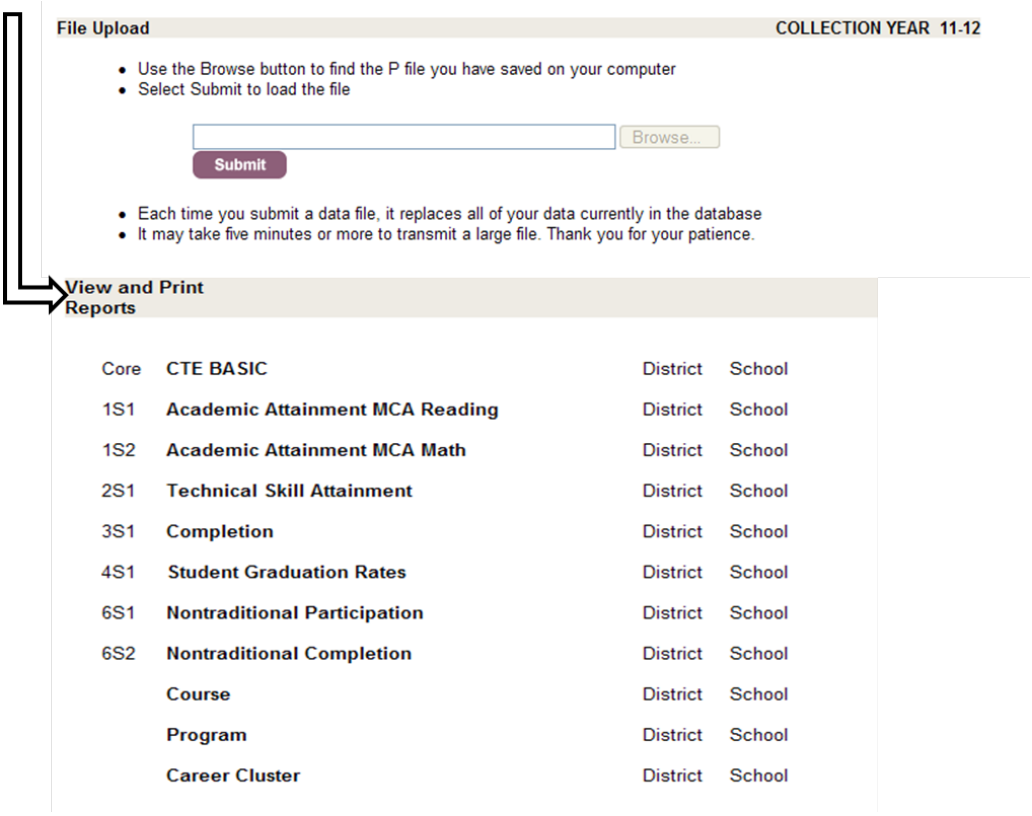
Create a folder on your desktop and name it, “Perkins 20XX (Current Year) Reports” where it can be backed up and accessed later by you or other district staff for any reasons including a Perkins audit.

One district with one school building will have a total of 11 District Reports to download and save to file. One district with multiple school buildings will have a total of 22 reports to download and save to file (11 district reports and 11 school reports).

> Enter the Carl Perkins Data Collection

After logging in, you will come to the “File Upload” and “View and Print Reports” page. Scroll down to “View and Print Reports”. Ignore the “File Upload” as that is done in the summer/fall of the current year.

View, Save and/or Print Reports

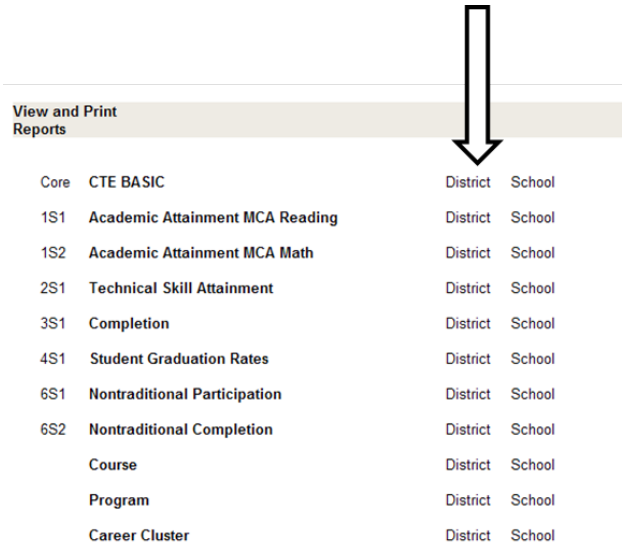


NOTE: The process to save/print all of your reports will take some time so please be patient and allow yourself enough time to complete the task.

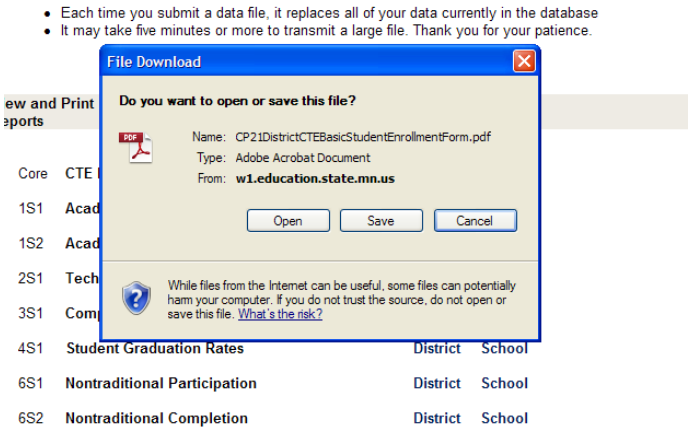
Eight Core Indicators:

CTE BASIC	3S1
1S1	4S1
1S2	6S1
2S1	6S2

1. **Saving Reports for a one district/one school building.**
2. To save reports, you will need to start with the first Core Indicator, line entitled Core – CTE BASIC and select the hyperlink District in the third column.

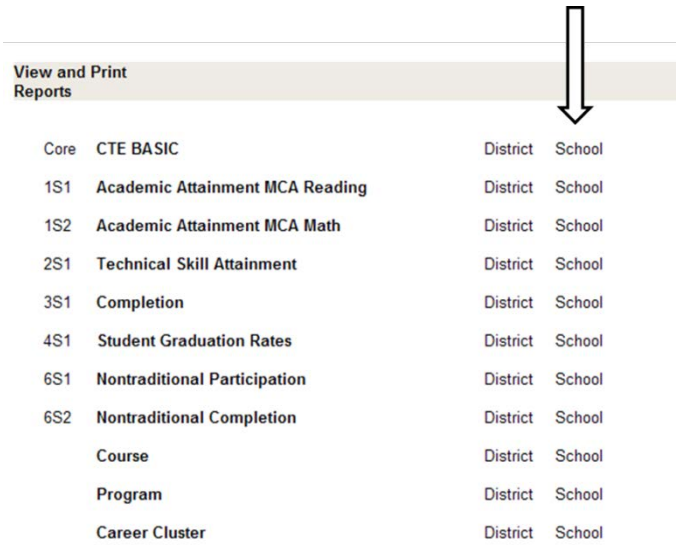


3. A pop-up menu will appear, "Do you want to Open, Save, or Cancel this file". Click "Save" and save the file to your desktop or to your Perkins 20XX Reports desktop folder using the same file name for the report. **Do not rename the report**.



4. When the CTE Basic report has been saved, click the "X" in the upper right hand corner. This will return you to the Landing page.
5. Repeat steps a. and b. for the remaining eight Core Indicators, saving each report to the same folder on your desktop.

6. Repeat steps a. and b. for the remaining reports: Course, Program, and Career Cluster. When completed, you should have 11 files saved in your Perkins 2012 Reports folder.
7. **A district with multiple schools** - repeat steps a. and b. using the school column four (creates individual reports by school).



View and Print Reports

Core	CTE BASIC	District	School
1S1	Academic Attainment MCA Reading	District	School
1S2	Academic Attainment MCA Math	District	School
2S1	Technical Skill Attainment	District	School
3S1	Completion	District	School
4S1	Student Graduation Rates	District	School
6S1	Nontraditional Participation	District	School
6S2	Nontraditional Completion	District	School
	Course	District	School
	Program	District	School
	Career Cluster	District	School

8. When done, your Perkins 2012 Reports folder should have 22 files in it.
9. You can then open your Perkins 20XX Reports folder and optionally print each PDF file which represents one of the reports you saved if you want a hard copy.
10. You need to have all of these reports for your Perkins Consortium Director and your district. When you have created and saved all your reports, Open your email, create a message for your Perkins Consortium Director and attach all the files (11 or 22) to this email and click send. **Please do not email them to MDE.**
11. Keep your Perkins 20XX Reports folder in a place where you can access or retrieve a report so the reports are being backed up. You will need these report files in case your district has a Perkins audit.
12. The reports must be retrieved and saved by March XX, 20XX so the consortia leaders can use them to write their annual local Perkins Grant.
13. The system will close on March XX, 20XX. Yearly dates will be posted on the Carl Perkins website.

If you have questions or problems, please contact:

Marlys Bucher at marlys.bucher@state.mn.us (651) 582-8315

Debra Blahosky at debra.blahosky@state.mn.us (651) 582-8334

Carl Perkins Report Definitions

Report Name	Report Definitions
Basic Student Enrollment	Head count of eligible[1] participants[2]
1S1 Academic Attainment in Reading/Language Arts	**Numerator:** All eligible concentrators[3] who have a graduation or dropout flag for reporting year and have passed the GRAD reading assessment **Denominator**: All eligible concentrators who have a graduate or dropout flag for reporting year and have taken the reading GRAD assessment
1S2 Academic Attainment in Mathematics	**Numerator:** All eligible concentrators who have a graduation or dropout flag for reporting year and have passed the GRAD math assessment **Denominator:** All eligible concentrators who have a graduate or dropout flag for reporting year and have taken the math GRAD assessment
2S1 Technical Skill Attainment	**Numerator:** All eligible concentrators who have passed a technical skill assessment from the approved list **Denominator:** All eligible concentrators who have taken a technical skill assessment from the approved list
3S1 School Completion	**Numerator:** All eligible concentrators who earned a grad flag in the reporting year **Denominator:** All eligible concentrators who have a grad or dropout flag earned in reporting year
4S1 Student Graduations Rates	**Numerator:** All eligible concentrators NCLB grad table for year prior to reporting year who graduated **Denominator**: All eligible concentrators who are in the NCLB grad table for year prior to reporting year
5S1 Placement	**Numerator:** All eligible concentrators who graduated and were matched with MOHE data as college/university enrollees **Denominator:** All eligible concentrators who graduated
6S1 Nontraditional Participation	**Numerator:** Eligible participants who are non-traditional for courses hours taken in the current reporting year **Denominator:** Eligible participants who have taken a course marked as non-traditional in the current reporting year
6S2 Nontraditional Completion	**Numerator:** Counts hours for students who have 240 hours in non-traditional gender course(s) that are non-traditional for student's gender **Denominator:** All completers (graduates) with 240 hours of courses identified as non-traditional in the same field. All of the 240 course hours have to be identified as non-traditional

Report Name	Report Definitions
Enrollment of CTE Concentrators by Career Cluster	**Count** of students by cluster in each career field in which she/he is an eligible concentrator (student does not have to have 240 proficient hours in any one cluster
CTE Course/Program Report	**Unduplicated** student count in each course with proficiency. Program total is unduplicated count of students program with proficient coursework no matter how many courses were taken. Group by program then course within each report.
Core by District	**State** data disaggregated by district.

[1] an eligible student who has taken, or is currently enrolled in, an approved CTE course and has an active enrollment record in MARSS for current reporting year

[2] participant student who has a minimum of 100 proficient hours in approved CTE classes

[3] concentrator student who has a minimum of 240 hours in approved CTE classes