

Richard Woods, Georgia's School Superintendent "Educating Georgia's Future"

CTAE Perkins V User Manual

March 1st, 2020

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I. Objective

The Perkins V Comprehensive Local Needs Assessment (CLNA) and Local Application (LA) is located online in the Student Longitudinal Data System (SLDS). The District Administrator will complete the Local Application, lock the application and submit to the District Superintendent for review. The District Superintendent has the option to request a revision from the District Administrator or approve and submit to the GaDOE CTAE Finance and Accountability Team for their review and feedback.

II. Scope

- 1. District User(s) can access the CLNA/LA and complete all the sections.
- 2. District Administrator has the same rights as the District User along with the ability to lock the working copy and submit to the District Superintendent.
- 3. District Superintendent has the same rights as District Administrator along with the ability to Approve & Submit to state or Reject working copy.

III. Access

District Users, Administrators and Superintendent will access CTAE Perkins V on the SLDS Menu Bar by logging into their SIS.

																			_
SLDS	Parent Portal S	Support	GUIDE	TRL	MTSS/SST	TKES	Usage	Reports	ODS	Reports	IIS Dashboar	rd Growth Model	LOR	LOR Dashboard	L A Status	High School Feedback	Gifted Eligibility	MS Tools	TestPad
Couns	elor Companion	EL Scre	eener C	LIP/SIP	Keenville	TKES	/LKES	ES4PS	PL	School Im	provement	Request Services	SI Das	shboard CTAE P	erkins V Log	jout			
Historie	al Dashboard 🔻	Operatio	onal Dashi	board 🔻	School District					v	/							Help & Training	Recent Upda
Search	By GTID Search	Sear 2020	ch By Year, 0 🗸	System, Sc	hool, Grade and	l Student ol, Please	Select		,	~ ~		✓ Go							
Consider	Best Score No		~		Se	ason	Spring				`		View I	Report					
Admin G	roup Main,F	etest			V Fis	cal Year	2019,201	18] ~								
Filter Gro	Total		\checkmark		Fil	ter Value	Total				~				۰				

Figure 1: SLDS Menu bar

IV. Local Application

District User – The home page has the options to View and Print the CLNA/LA. The District User can also complete all the pending sections as long as the working copy is not locked.
 One can access the CLNA/LA by clicking on the View Working Copy available on the home page or the Local Application button.

Note: Working Copy – currently active Local Application

🕆 Home 🛛 💓 I	ocal Applicatio	n 🕞 Data I	Download					
:hool Year :	2020 - 2021	•	District :			You are logg	ed in as : District U	lser
elected Optic	n: Online Pe	rkins V						
Status : In Prog	gress							
				1%				
started On: 2/	17/2020							
ast Updated	Date: 2/18/2	020						
ast Updated	By :							
	Working Conv		Print Working Conv	Panding Sec	tions			
	working copy		Ep Phile Working copy	E@ Pending Sec	lions			
tato Submissi	ons History							
tate submissi			Application		Super	intendent	2	itate
Fiscal Voar	Marmo							

Figure 2: Home Page - District User

% Perkins V Local Applica	tion							
Home Kocal Application Education	nioad District :	You are log	ged in as : District User					
AConsultation - 1.1.Identification of Team - 1.2.Identification of CTAE CLNA	Consultation 1.1 Identification of Team The comprehensive local needs assessment team consists of people who are responsible for working collaboratively throughout the needs assessment process. Ideal team members possess knowledge of programs, the capacity to plan and implement the needs assessment, and the ability to ensure stakeholder involvement. A required team member so mame by a duplicated when multiple roles are performed by the same person. Documentation of team member involvement must be maintained by the leigble recipient (VAM may be used if the eligible recipient does not have a required team member employed by their							
 B.Comprehensive Local Needs Assessment C.Local Application for Career, Technical and Agricultural Education 	Required Team Members	1.1.2	o nare a required team memore employed by their					
	Position/Role Superintendent/ Assistant Superintendent	Name John Doe						
	School Administrator(s) *	Enter some text here						
	CTAE Director *	Enter some text here						
	Title I, Part A Director *	Enter some text here						
	Homeless Liaison (McKinney-Vento Homeless) *	Enter some text here						
	Neglected & Delinquent Coordinator *	Enter some text here						
	Rural Education Initiative Coordinator *	Enter some text here						
	Special Education Director *	Enter some text here						
	Foster Care Point of Contact *	Enter some text here						
	Title II Part A Coordinator *	Enter some text here						

Figure 3: View via Local Application button

2. District Administrator / Superintendent - Home page has the options to View Working Copy, Print Working Copy, and also view Pending Sections to know the sections that are pending to be completed before Submission to State. They also have the ability to LOCK the Working Copy as needed (once the application is locked, no other users are allowed to make edits, until it is unlocked by the Administrator or Superintendent).

	2020 - 2021	•	District :			You are lo	gged in as : Distri	ct Administrator						
elected Optic	on: Online Pe	erkins V												
Status: In Progress														
1%														
started On: 2/	/17/2020			Started On: 2/17/2020										
Last Updated Date : 2/20/2020														
ast Undated I	Date: 2/20/2	2020												
.ast Updated I	By:	2020												
ast Updated I	By: Working Copy	2020	Lock Working Copy	Print Working	g Сору	🧭 Submit To Superint	endent	Pending Sections						
ast Updated (Q View tate Submissi	By: Working Copy ions History	2020	Cock Working Copy	e Print Working	g Сору	📀 Submit To Superint	endent	Pending Sections						
ast Updated i	By : Working Copy	2020	Lock Working Copy	ि Print Workin	g Copy	Submit To Superint	endent	Pending Sections						
Last Updated View tate Submissi Fiscal Year	By : Working Copy ions History Name	Status	Lock Working Copy Application Last Updated By	Print Working	g Copy	Submit To Superint	endent Sign Off By	Pending Sections State Sign Off Date						

Administrator has the option to review and submit to superintendent for further review

Figure 4: Home Page - District Administrator

3. District Superintendent - has the option to review to Approve & Submit to state or Reject working copy.

If LA is rejected by the Superintendent, it is again open for the District Users and Administrator to be able to edit. After edits are completed, the LA will need to be locked by the District Administrator and submitted again to the District Superintendent for review/submission.

		on 📑 Data	Download					
:hool Year : 🔅	2020 - 2021	•	District :			You are logg	ged in as : District S	Superintendent
Selected Optic	on: Online Pe	rkins V						
Status : Not St	arted							
				0%				
Started On: 2/	17/2020							
ast Updated I	Date :							
ast Updated I	By:							
🛃 View	Working Copy		Lock Working Copy	🕞 Print Workinរ	g Сору	🧭 Submit To Superintenc	ient 🛞 I	Reject Working Copy
🔗 Approve	& Submit To S	tate	Pending Sections					
tate Submissi	ons History							
State Submissions History			Application		Sup	perintendent	9	State
Final Vara	Fiscal Year Name		Last Updated By	Last Updated Date	Sign Off By	Sign Off Date	Sign Off By	Sign Off Date
Fiscal Year								

Figure 5: Home Page - District Superintendent

V. Data Download

The Student Core Indicators of Performance are available for all roles to review. The Indicators can be viewed by individual schools or as a whole district after downloading the file(s). Each indicator file will download as an Excel file.

% Perkins V Local Application	
School Year : 2020 - 2021 • District :	You are logged in as : District Superintendent
Selected Option : Online Perkins V	
School : All	State Determined Performance Levels (SDPL)
CTAE Indicators	
Indicator	Download
151 - Four-Year Graduation Cohort Rate	۵.
251 - Academic Proficiency - Reading/Language Arts	±.
251- Technical Skills OLD	4
252 - Academic Proficiency - Mathematics	A
253 - Academic Proficiency - Science	4
351 - Post-Program Placement	A
451 - Nontraditional Program Concentration	
553 - Participation in Work-Based Learning	
554 - CTAE Pathway Completion	A
555 - Credentials of Value	A

Figure 6: Data Download page - District level CTAE Indicators