CTAE Perkins V User Manual

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Table of Contents
I. Objective ........................................................................................................................................3
II. Scope............................................................................................................................................3
III. Access..........................................................................................................................................3
IV. Local Application.........................................................................................................................3
V. Data Download..............................................................................................................................6

Table of Figures
Figure 1: SLDS Menu bar...................................................................................................................3
Figure 2: Home Page - District User .................................................................................................4
Figure 3: View via Local Application button....................................................................................4
Figure 4: Home Page - District Administrator ..................................................................................5
Figure 5: Home Page - District Superintendent ...............................................................................6
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.

Figure 1: SLDS Menu bar

IV. Local Application
1. 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
**Figure 2: Home Page - District User**

**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).**

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

![Figure 4: Home Page - District Administrator](image)

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/submit.
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.