

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

## **CTAE Perkins V User Manual**

**March 1<sup>st</sup>, 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.

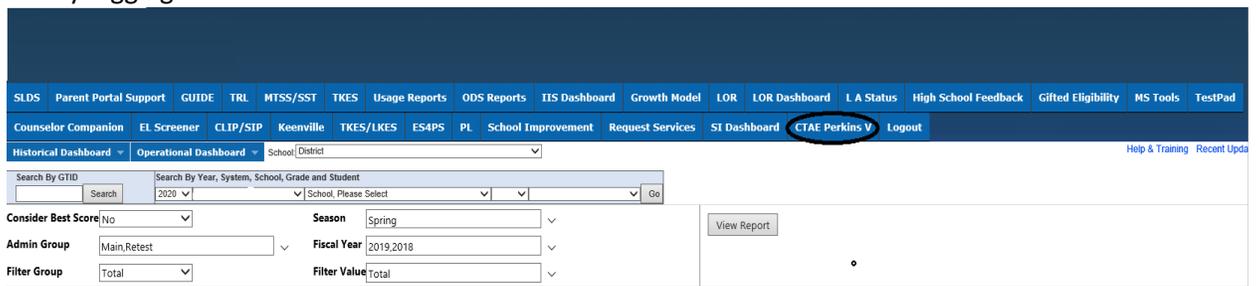


Figure 1: SLDS Menu bar

## 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*

**Perkins V Local Application**

[Home](#)
[Local Application](#)
[Data Download](#)

School Year : 2020 - 2021 District :  You are logged in as : District User

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Selected Option : Online Perkins V  
 Status : In Progress

1%

Started On: 2/17/2020  
 Last Updated Date : 2/18/2020  
 Last Updated By :

[View Working Copy](#)
[Print Working Copy](#)
[Pending Sections](#)

State Submissions History

Fiscal Year	Name	Application			Superintendent		State	
		Status	Last Updated By	Last Updated Date	Sign Off By	Sign Off Date	Sign Off By	Sign Off Date
No records to display.								

Figure 2: Home Page - District User

**Perkins V Local Application**

[Home](#)
[Local Application](#)
[Data Download](#)

School Year : 2020 - 2021 District :  You are logged in as : District User

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- A.Consultation
  - 1.1.Identification of Team**
  - 1.2.Identification of CTAE CLNA Stakeholders
- B.Comprehensive Local Needs Assessment
- C.Local Application for Career, Technical and Agricultural Education

### 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's name may be duplicated when multiple roles are performed by the same person. Documentation of team member involvement must be maintained by the eligible recipient. (N/A may be used if the eligible recipient does not have a required team member employed by their system).

**Required Team Members**

Position/Role	Name
Superintendent/ Assistant Superintendent *	<input type="text" value="John Doe"/>
School Administrator(s) *	<input type="text" value="Enter some text here"/>
CTAE Director *	<input type="text" value="Enter some text here"/>
Title I, Part A Director *	<input type="text" value="Enter some text here"/>
Homeless Liaison (McKinney-Vento Homeless) *	<input type="text" value="Enter some text here"/>
Neglected & Delinquent Coordinator *	<input type="text" value="Enter some text here"/>
Rural Education Initiative Coordinator *	<input type="text" value="Enter some text here"/>
Special Education Director *	<input type="text" value="Enter some text here"/>
Foster Care Point of Contact *	<input type="text" value="Enter some text here"/>
Title II Part A Coordinator *	<input type="text" value="Enter some text here"/>

Figure 3: View via Local Application button

- 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

**Perkins V Local Application**

Home Local Application Data Download

School Year : 2020 - 2021 District : You are logged in as : District Administrator

Selected Option : Online Perkins V  
 Status : In Progress  
 Started On: 2/17/2020  
 Last Updated Date : 2/20/2020  
 Last Updated By :

View Working Copy Lock Working Copy Print Working Copy Submit To Superintendent Pending Sections

State Submissions History

Fiscal Year	Name	Application			Superintendent		State	
		Status	Last Updated By	Last Updated Date	Sign Off By	Sign Off Date	Sign Off By	Sign Off Date
No records to display.								

Figure 4: Home Page - District Administrator

- 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.

**Perkins V Local Application**

Home Local Application Data Download

School Year : 2020 - 2021 District : You are logged in as : District Superintendent

Selected Option : Online Perkins V  
 Status : Not Started  
 0%

Started On: 2/17/2020  
 Last Updated Date :  
 Last Updated By :

View Working Copy Lock Working Copy Print Working Copy Submit To Superintendent Reject Working Copy

Approve & Submit To State Pending Sections

State Submissions History

Fiscal Year	Name	Application			Superintendent		State	
		Status	Last Updated By	Last Updated Date	Sign Off By	Sign Off Date	Sign Off By	Sign Off Date
No records to display.								

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**

Home Local Application Data Download

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	Download
251 - Academic Proficiency - Reading/Language Arts	Download
251 - Technical Skills OLD	Download
252 - Academic Proficiency - Mathematics	Download
253 - Academic Proficiency - Science	Download
351 - Post-Program Placement	Download
451 - Nontraditional Program Concentration	Download
553 - Participation in Work-Based Learning	Download
554 - CTAE Pathway Completion	Download
555 - Credentials of Value	Download

Figure 6: Data Download page - District level CTAE Indicators