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MEMORANDUM

TO: Indiana Area Vocational Directors

FROM: Christopher Deaton
Director of Adult/Career and Technical Education

DATE: February 8, 2012

SUBJECT: Completion Data Reporting Process & Information

Greetings. You will find information in a series of memos which are intended to provide clarification and direction on our expectations and process for the reporting of data in Spring 2012.

Included are the following informational memos:

- Directions for reporting Completion data on Perkins indicators
- Terminology / Definitions for Perkins IV
- Authority to Collect Data statement
- Nontraditional DOE codes
- Local Guidelines and Procedures for Data Collection
- Agreed upon levels for the 2011-2012 core indicators and 2010-2011 Indicator results
- SSN Statement
- General Audit List and Memo
- Adult Non Credit Memo

* Documents will be posted on website.

- Indicator results will not be mailed they will be posted on our website, the link is: <http://www.in.gov/dwd/2440.htm> .

Below are three changes that were made last year that we feel like needed to be highlighted again this year.

- SANCTIONS for being LATE will be strictly enforced. With data due June 22nd, we have clear alignment to hold new funding until Spring data has been received. Previously we have indicated this sanction would take place in extreme circumstances, however in order to stress the importance of the due date we are now making this sanction applicable in all circumstances. This will also be applicable to fall data reporting.
- DATA needed for 1 HOUR COURSES. The definitions used for federal indicators have expanded to include the universe of all CTE students previously the definitions did not include one hour courses. Effectively, data will have to be reported on students in 1 hour classes if those students are enrolled in a sequence that can lead to concentration/completion and/or if the student is enrolled in Project Lead The Way.
- STNs & SSNs reporting. These two data points are critical for placement tracking and analysis. A district is expected to supply valid and accurate STNs for every student. A district is expected to ask for SSNs from every student and supply those SSNs which are received. This reporting is applicable to every student, including 1 hour students. Keep in mind, if no SSN is received the AVD is responsible for supplying a current address.

While we recognize this is a lot of information, we are trying and will continue trying to reduce the burden on schools for this data collection. Please take the time to review the attached information for details and contact me (cdeaton@dwd.in.gov or 317-233-6697) with any questions.