



INDIANA
WORKFORCE
DEVELOPMENT
AND ITS **WorkOne** CENTERS

MEMORANDUM

TO: Area Vocational Directors

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

DATE: February 8, 2012

SUBJECT: Directions for Reporting Completion
Data on Perkins Indicators

Because of changes in reporting requirements for completion status data (items 1, 2, 3 & 4 below), SSN's and STN's are now required on All Students.

Completion status for 2011-2012 enrollments is due from all Area Vocational Districts on or before (Friday), June 22, 2012. Please submit your files through the State reports and synchronization processes on the INTERS software.

In reporting completion status you should use the Indiana Technical Education Reporting System (INTERS) to update the following information:

- (1) Completion status on all students; (See memo entitled New Terminology/Def. included in this packet. If the student is not a completer the field can be left blank.
- (2) Concentrator (Y or N) (See memo entitled New Terminology/Def. included in this packet.
- (3) Assessment Taken
- (4) Assessment Pass/Fail
- (5) Dual Credits Transcribed
- (6) Make sure SSN or address is completed for all
- (7) Make sure STN number is accurate
- (8) Earned Credits
- (9) Birthdate

You must complete the following items for all Fall 2011 count day enrollments. The enrollments that you reported in the fall must have the completion information filled in and reflect the **official count day (09/14 /2012)** and **MUST** be reconciled with the InTERS 30A. Recent audits have shown differences to be common and this concerns us. Continued deficiency in this area may lead to ineligibility or delayed grant funding.

Update each student enrollment record in **ALL PROGRAMS** as indicated below:

- (1). Completion status (see memo entitled new term/def)
 - 1 = expected to continue program
 - 2 = completed program
 - 3 = transferred from program
 - 4 = left program
- (2) Concentrator (Y or N) (See memo entitled New Terminology/Def. included in this packet)
- (3) Assessment Taken – If the student takes a state or Industry licensing exam fill in the assessment field with the proper choice.
- (4) Assessment Pass/Fail – Once the assessment field is completed then the Pass/Fail field must be marked as pass if the student passes, if it is not filled in a fail is the assumption.
- (5) Dual Credits Transcribed – Enter the number of dual credits the student has on his/her transcript
- (6) Earned Credits – If student did not earn credit for the class mark as No. If the student did earn credits for the class no entry is required.
- (7) Make sure the SSN or Address is listed, the STN number is accurate and the Birthday is correct.

Reminder: If you have questions pertaining to the requested data or sending this information to IDWD, please call Chris Deaton at (317) 233-6697, or email at cdeaton@dwd.in.gov.

Enclosure