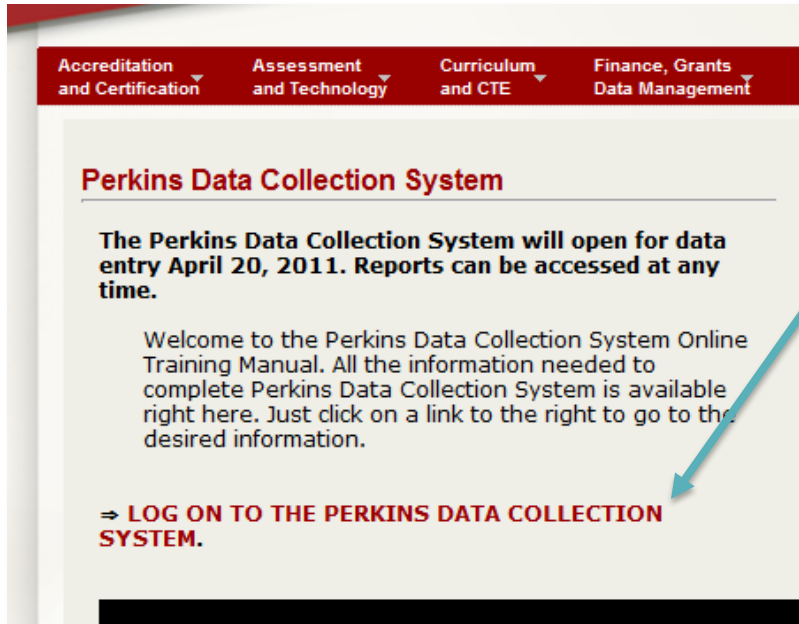


Perkins Accountability Reports

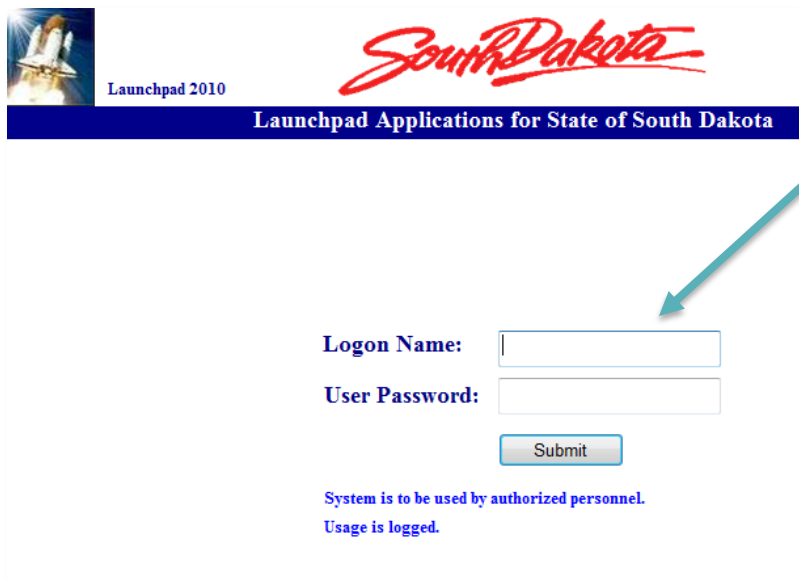
Directions for Running Perkins Data Reports for School Year 2011-12

www.doe.sd.gov/octe/data

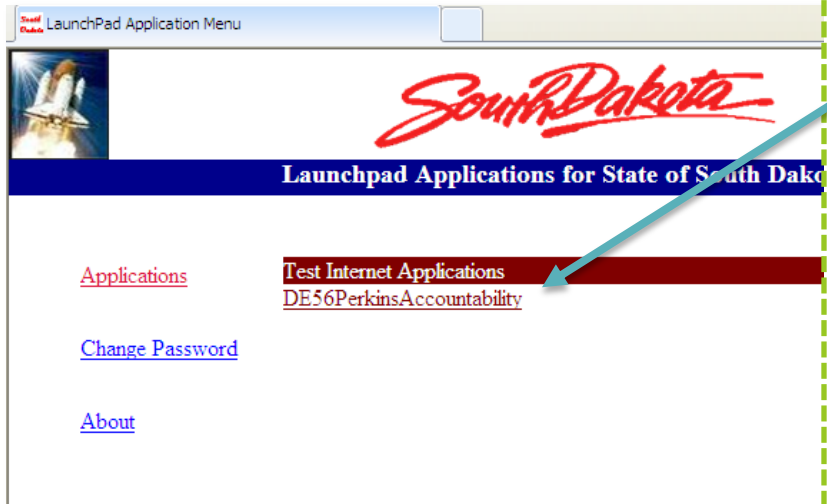


1. Go to www.doe.sd.gov/octe/data.

2. Click on “LOG ON TO THE PERKINS DATA COLLECTION SYSTEM.” The Perkins Data system currently does not function in Google Chrome browsers. Please open login to the system through Internet Explorer or another supported browser.



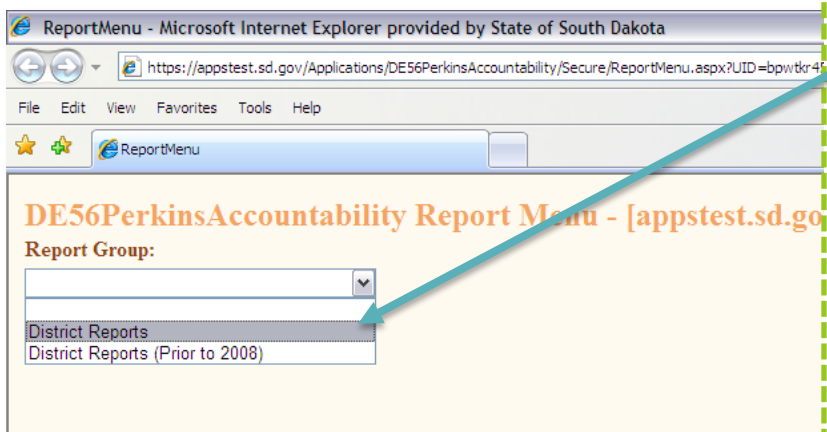
3. Log in to Perkins Data Collection site using your school’s Logon Name and Password. Each district has one logon name/password. Please contact the main Perkins contact in your district for this information. If no one has the logon name/password, contact the Office of Learning & Instruction (OLI) at 605.773.3423.



5. Select the Perkins Accountability link in the center of the page.



6. Click on Reports.















7. In the drop-down menu, choose District Reports.

DE56PerkinsAccountability Report Menu - [appstest.s

Report Group:

District Reports

View	Name	Description
	1S1: Attainment of Academic Skills - Reading / Language Arts	Report measures attainment in Reading / Language Arts
	1S2: Attainment of Academic Skills - Mathematics	Report measures attainment in Mathematics
	2S1: Technical Skills Attainment	Report measures the number of concentrators in the program.
	3S1 & 4S1: School Completion and Student Graduation Rates	Report compares the number of concentrators in education during the regular year.
	5S1: Placement	Report displays the relative percentage of students in postsecondary, military, employment or advanced education.
	6S1: Nontraditional Participation	Report displays the rate of nontraditional participation who has enrolled in any career and technical education program.
	6S2: Nontraditional Completion	Report displays the rate of nontraditional completion of grades 9-12 who has earned two (2) credit hours.
	Concentrators By Cluster	Report displays all students in grades 9-12 by cluster. Cluster not individual student.
	Participants by Cluster	Report displays all secondary students who are currently enrolled in CTE.
	Student Summary Report by Class Assignment	Report provides an overview of all information entered. Accuracy of data entered.
	Student Summary Report by Cluster	Report provides an overview of all information entered.
	Teacher Information	Provides a summary of CTE class assignments.

A menu of available Perkins reports will appear.

To run a report...

8. Click on icon next to the report you wish to run. This will open a new window.

9. Select your district from the 1st drop down box.

10. Select 2012 from the 2nd drop down box (to run reports for the 2011-12 school year).

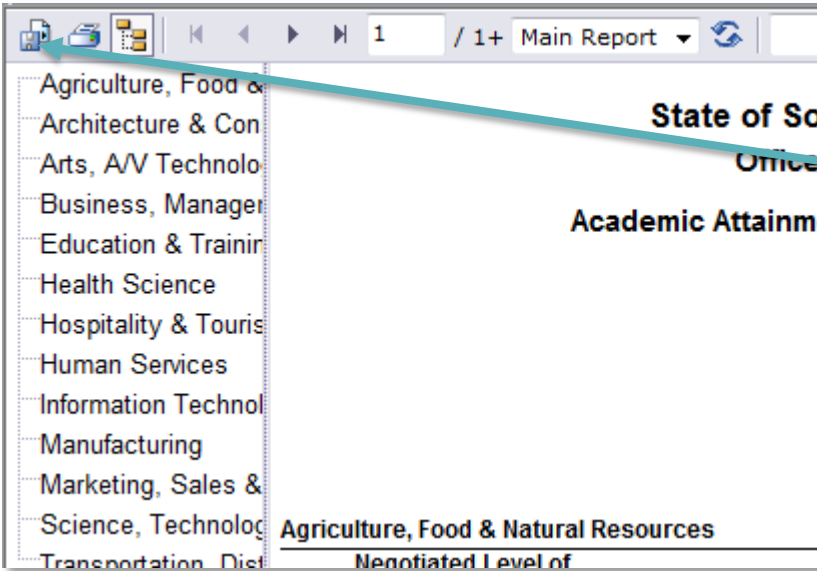
11. Click **OK**. The report will run. It may take a few moments to generate and appear.

12. Review the results of the report. To understand how the report was generated, refer to the Accountability Definitions document found at doe.sd.gov/octe/data. If the report looks inaccurate, changes can be made through the Individual Enrollment process (if done during the data collection period). Call the Office of Learning and Instruction if you have questions.

Enter Report Criteria

Select district from listbox:

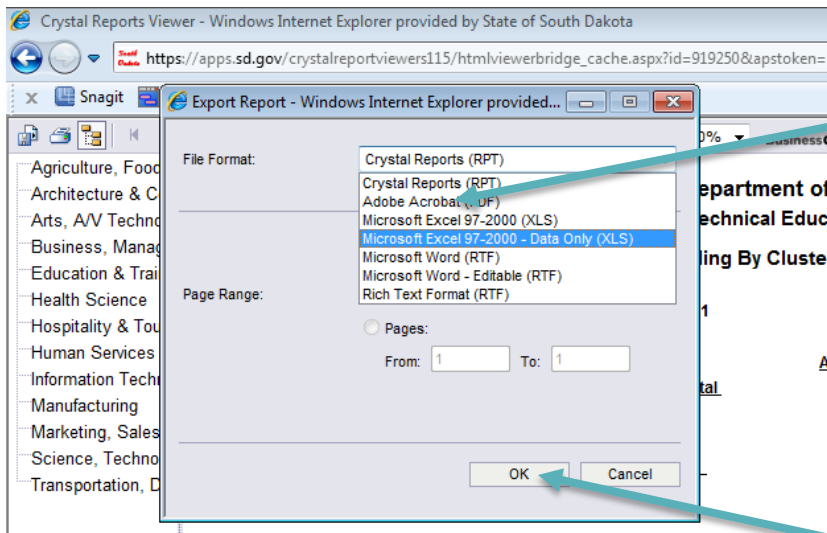
Please select a school year:



To print or save a Perkins data report...

10. While looking at a Perkins data report, click the icon in the upper left corner of the screen (export icon).

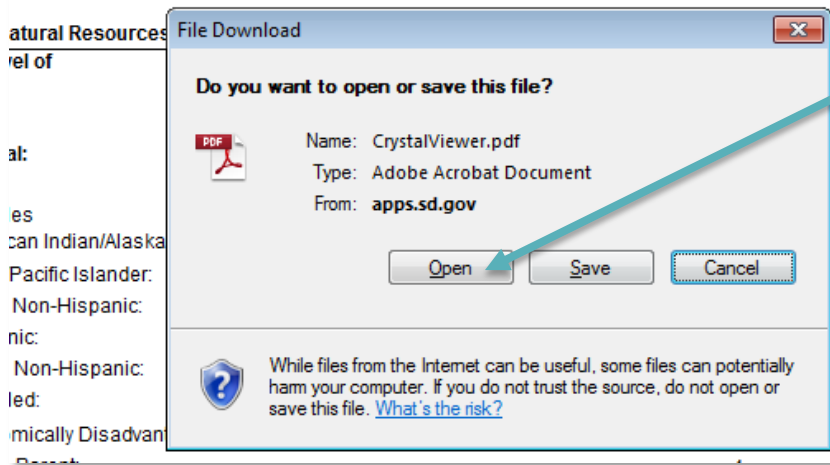
If the Export Report screen does not appear, hold down the Control button while following the next step. Most errors at this point are caused by local security settings; contact your local technology administrator for more information.



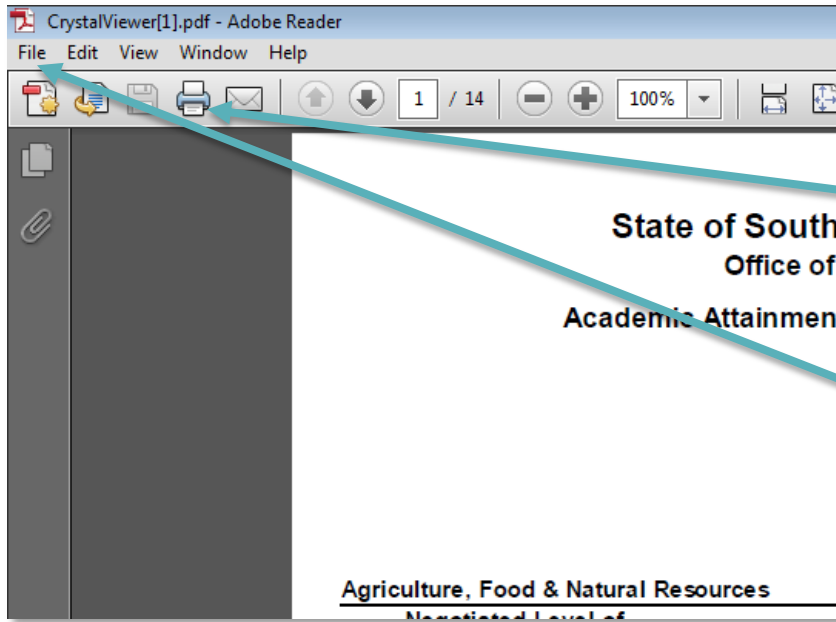
11. Click on the file format drop-down menu. Choose Adobe Acrobat (PDF) (or any other format you would like).

If you are comfortable with Excel, exporting to Microsoft Excel 97-2000 – Data Only (XLS) is very helpful because of your ability to manipulate the file.

12. Click OK.



13. Select Open.



Select whether to save or print the report...

14. Print the Report

15. Save the Report (Save As...)

16. When finished, close out of any unnecessary screens.

DE56 Perkins Accountability Report Menu - [appstest.sd.gov]

Report Group:

District Reports

View	Name	Description
	1S1: Attainment of Academic Skills - Reading / Language Arts	Report measures attainment in Reading / Language Arts
	1S2: Attainment of Academic Skills - Mathematics	Report measures attainment in Mathematics
	2S1: Technical Skills Attainment	Report measures the number of concentrators and the number of concentrators in the program.
	3S1 & 4S1: School Completion and Student Graduation Rates	Report compares the number of concentrators who completed high school during the regular year.
	5S1: Placement	Report displays the relative percentage of students who are placed in postsecondary, military, employment or advanced training.
	6S1: Nontraditional Participation	Report displays the rate of nontraditional participation for students who has enrolled in any career and technical education program.
	6S2: Nontraditional Completion	Report displays the rate of nontraditional completion for students in grades 9-12 who has earned two (2) credits.
	Concentrators By Cluster	Report displays all students in grades 9-12 who are concentrators. Cluster not individual student.
	Participants by Cluster	Report displays all secondary students who are participants.
	Student Summary Report by Class Assignment	Report provides an overview of all information entered for each class assignment to ensure accuracy of data entered.
	Student Summary Report by Cluster	Report provides an overview of all information entered for each cluster to ensure accuracy of data entered.
	Teacher Information	Provides a summary of CTE class assignments for each teacher.

Repeat steps 8-16 to run other Perkins data reports.

Perkins Accountability Reports

Perkins Accountability Reports—Used for Program Improvement and Federal Reporting	
1S1: Attainment of Academic Skills - Reading / Language Arts	Report measures current 12 th grade concentrators' attainment in Reading/Language Arts from their 11 th grade Dakota STEP test results (those that attained proficient or advanced status compared to all 12 th grade concentrators).
1S2: Attainment of Academic Skills - Mathematics	Report measures current 12 th grade concentrators' attainment in Mathematics from their 11 th grade Dakota STEP test results (those that attained proficient or advanced status compared to all 12 th grade concentrators).
2S1: Technical Skills Attainment	Report measures the number of concentrators who attain a 75% or higher average in their CTE Career Cluster program out of the total number of concentrators in the program.
3S1 & 4S1: School Completion and Student Graduation Rates	Report compares the number of concentrators who earned a regular secondary school diploma to the number of concentrators who left secondary education during the regular year. *Report not available until Fall semester after data is entered.
5S1: Placement	Report displays the percentage of 12 th grade concentrator graduates placed in the following categories after graduation: four year postsecondary, two year postsecondary, military, employment or advanced training (as compared to all 12 th grade concentrators).
Nontraditional Perkins Accountability Reports	
6S1: Nontraditional Participation	Report displays the rate of nontraditional participants to all participants in those Career Clusters considered nontraditional (females in AFNR, A/C, IT, Manufacturing, STEM and Transportation; males in Human Services and Health Science).
6S2: Nontraditional Completion	Report displays the rate of nontraditional concentrators to all concentrators in those Career Clusters considered nontraditional (females in AFNR, A/C, IT, Manufacturing, STEM and Transportation; males in Human Services and Health Science).
Additional Reports—Useful for Checking Data Accuracy	
Concentrators By Cluster	Report displays all students in grades 9-12 who have earned two (2) credits in a single CTE Career Cluster program area. Reports display totals by Career Cluster, not individual student.
Participants by Cluster	Report displays all secondary students who have enrolled in any career and technical education program.
Student Summary Report by Class Assignment	Report provides an overview of all information entered for students by individual class assignment code in the current year. Useful for checking the accuracy of data entered.
Student Summary Report by Cluster	Report provides an overview of all information entered for students by Career Cluster. Useful for checking the accuracy of data entered.
Teacher Information	Provides a summary of CTE class assignment by teacher.