

INSTRUCTION FOR PERKINS PORTAL

Go to ACE homepage and select "Career and Technical Education."

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ACE Arkansas Department of Career Education

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Message From the Director

Welcome to the website of the Arkansas Department of Career Education! Our website is designed to make information easy to find and accessible to all of our online visitors.

The mission of the Arkansas Department of Career Education is to provide leadership and contribute resources to serve the diverse and changing career educational needs of Arkansas youth, adults, and persons living with disabilities. It is our goal that all Arkansans be prepared to compete not only with their peers across the country, but globally.

Thank you for your interest in our website, which is designed to put information about the Department of Career Education's programs, services, and initiatives at the fingertips of every citizen. We hope that you will feel free to contact us about any program, service, or initiative offered by our agency. Your questions and comments are always important to us.

Career and Technical Education

Arkansas Works
Special Programs
Student Organizations
More...

More Info

Career and Technical Education (CTE)

CTE prepares both youth and adults for a wide range of careers and advanced education and training opportunities. CTE programs provide specialized training and real-world work experience while reinforcing academic skills and their application in the workplace and prepares students for a variety of occupations from entry through professional levels. [More >](#)

Then select "Perkins Portal"

Arkansas Department of Career Education

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Career and Technical Education

Arkansas Career and Technical Education (CTE) has adopted a bold new national vision for career and technical education. This vision was developed by the National Association of State Directors of the Career and Technical Education Consortium (NASDCTEC) to emphasize the critical role that CTE plays in our nation's educational advancement and economic competitiveness. [More >](#)

A College Carol

Career and Technical Education News and Events

- Arkansas Works
- Program Areas
- Student Organizations
- Special Programs
- Microsoft IT Academy
- Information & Forms
- Inservice Information
- Secondary Area Career Centers
- Career Clusters
- Law Enforcement Support Office (LESO)
- State Approving Agency for Veterans
- Technical Institutes
- Perkins Portal**
- Technical Assistance
- CTE EOC Assessment
- Teacher Information System

This will take you to the log in screen for the Perkins Portal. If you do not have a username/password, contact Mary Ellen Koettel (mary.koettel@arkansas.gov or 501-682-1528). If you have a username/password but have forgotten either one, enter your email address under "Forget your Password."

ARKANSAS CAREER AND TECHNICAL EDUCATION ACCOUNTABILITY PORTAL

Tuesday January 08, 2013
version 1.147

Please enter your User Name and Password

User Name:

Password:

Forget your Password?
Enter your email address to receive your password.

**Arkansas Career and Technical
Education Accountability Portal.**

The *primary* modules of the Portal are:

- 1. Completers:** A Completer of a Career & Technical program of study is a student who has (1) successfully completed three units of credit in a program of study including all of the required core courses and (2) who has graduated from high school. The programs of study are in the Secondary Program Policies and Procedures manual. Each program of study includes at least one required core course and several optional courses that may be taken. The Open Period for this activity will be May 1st through September 15th.
- 2. Placement:** The Placement status for the completers identified above is determined 6 months after graduation. The students listed will be all those that were entered during the submittal of completers that haven't been assigned a Placement Status yet. Typically, the Open Period for this activity will be in December 1st through February 15th of the following School year.
- 3. Teacher Information:** The system will collect the teacher information of the individuals teaching Career & Technology Education (CTE) courses. Each teacher will enter his/her profile information, Occupational Areas, Programs of Study, and Vocational Course information for each semester/quarter into the system. Teacher Information in the system will be reviewed by Program Staff assigned to the Occupational Areas. Typically, the Open Period for this activity will be mid June through September 15th.
- 4. Perkins Application:** Each school in the State of Arkansas annually applies for its Perkins funding. Each Consortium or District completes their application and submits it for review in the automated workflow process. Each application may have several reviewers. Typically, the Open Period for this activity will be May through December. Amendments to the application may be submitted throughout the fiscal year.

There are several modules within the Portal. If you wish to change your password, select Admin, and use the change password link located on that page.

ARKANSAS CAREER AND TECHNICAL EDUCATION ACCOUNTABILITY PORTAL

Completers
Placement
Teacher Info
Perkins
Certifications
Reports
Admin
System
Help
Logout

Introduction to the ADWE Education Accountability Portal

Welcome to the Arkansas Department of Career Education Accountability Portal. This Portal automates the Completers, Placement, Teacher Information, and Perkins Application reporting process and provides an easy-to-use, automated approach to submitting and processing student data. By automating these processes, errors are identified by the Portal and corrected at the local level; thus, expediting the data collection and enhancing data quality.

Completers
A Completer of a Career & Technical program of study is a student who has (1) successfully completed three units of credit in a program of study including all of the required core courses and (2) who has graduated from high school. The programs of study are in the Secondary Program Policies and Procedures manual. Each program of study includes at least one required core course and several optional courses that may be taken. The Open Period for this activity will be May 1st through September 15th.

The first module we will review is Perkins.

The screenshot shows the top navigation bar of the 'ARKANSAS CAREER AND TECHNICAL EDUCATION ACCOUNTABILITY PORTAL'. The 'Perkins' menu item is circled in red. Below the navigation bar, the page title is 'Perkins Application'. There are two main sections: 'Tasks' and 'Reports'. The 'Tasks' section lists several links, with 'Complete Perkins Application' being the first. The 'Reports' section lists several links, including 'View Perkins Applications' and 'View Perkins Amendments'. A 'HELP' button is visible in the top right corner.

Active links are in color and underlined. The “Complete Perkins Application” is not active at the time the above screenshot was made because the application has already been submitted for this fiscal year.

Below is a screenshot prior to when the application was submitted. You will notice that only one of the forms is available – Cover Page. This form must be saved before the remaining forms will activate.

The screenshot shows the 'Complete Perkins Application' page. The 'Perkins' menu item is highlighted. The page title is 'Complete Perkins Application'. Below the title, there is a message: 'Select from the following sections to work on and complete your Perkins Application.' The 'SchoolYear: 2007- 08' and 'Deadline for Submission: July 1, 2007' are displayed. A note states: 'Note: This Year's Application Has Not Been Started, Yet.' The 'Completed Sections - Finished' are listed as 'Cover Page (This Form Must Be Completed First)', 'Accountability Report For Previous Year', 'Improvement Plan', 'Projects/Activities', 'Budget Explanation', 'Budget Summary Form', and 'Local Plan Changes'. A 'HELP' button is visible in the top right corner.

COVER PAGE: The Cover Page pre-populates with the information from the last application or amendment. You may change this information as needed. The check the “This form is completed” box and Save.

Cover Page

Complete the following entries and then click save.

Consortium	South Central Arkansas Educational Cooperative	LEA Number	5220000
Amendment Title	Perkins Amendment 3 (10/26/2012)		
Address	2235 California Camden, AR 71701	Superintendent/ Director	Marsha Daniels
Perkins Coordinator	Terry Sullivan	Coordinator Phone	8708362213
Contact Person Address (if different)	2235 California Ave. Camden, AR 71701	Contact Person Fax	8708365347
Coordinator Email	sullivant@gumbo.scsc.k12.ar.us		
Bank Account	<input checked="" type="radio"/> Checking <input type="radio"/> Saving	Account Number	3010816
Bank Routing Number	082902320		

This form is completed

Save this form Cancel the changes

ACCOUNTABILITY REPORT FOR PREVIOUS YEAR: The Accountability Report is a narrative form that allows you to describe the outcomes from your projects and expenditures during the previous year. The name of the projects and descriptions will pre-load and the coordinator should write a description of the outcomes to date.

	The SCSC Consortium has met or was within 90% of the goal for skill attainment for the past 4 years.
Name of the Project:	Industry Certification
Description:	Teachers and students will obtain various industry certifications in their respective program areas with an expected end result of increases in CTE skill attainment and the number of students and teachers receiving industry certifications. Industry certification exams and practice exams will be purchased for those schools desiring to participate in this project. The reason this project is being implemented is to give students a head start on pursuing future job opportunities, which will result if they have obtained a recognized industry certificate prior to graduating from high school.
Measure:	CTE Skill
Did you meet your measurement objective? What were the outcomes?	
Response:	While EOC test scores are not yet available for 2011-12, we expect this activity to have a positive impact on CTE skill attainment. We did, however, have the following teachers receive certifications: Harmony Grove - Dreamweaver; Bearden - Dreamweaver and Photoshop; Taylor - Photoshop. We also had 17 students receive Photoshop Certifications. We also had three SCSC FACS teachers receive Green Living Certification as a result of a workshop conducted at the CoOp.
Name of the Project:	CAERT Lesson Plans

IMPROVEMENT PLAN: The district or consortium performance scores are included in the form. If the performance of any indicator is less than 90% of the target, you must address improvement by completing an improvement plan.

Improvement Plan	
For the 2012-13 fiscal year, your actual performance in 2010-11 was compared to your negotiated targets. If your performance is less than 90% of the target, you must submit an Improvement Plan.	
Literacy - Literacy attainment is the number of CTE concentrators who scored proficient or advanced on the 11th grade literacy exam. Your improvement strategies should address specific actions you will take to improve the scores of CTE concentrators on the exam.	
District Average:	Negotiated Target: 64.48 Actual Performance: 51.84 Met 90% of Target: No
Response:	To improve literacy performance in 2012-2013, Perkins funds will be implemented to: 1. Obtain a literacy consultant who will continue literacy strategies (Marzano) started in prior years with the CTE teachers and introduce the Literacy Design Collaboration (LDC) model, task, and templates to the teachers and students. The consultant will follow up during the year on the progress. 2. Provide iPads in two classrooms to enhance the Common Core State Standards in the areas of writing, research, presentation, and collaboration. 3. Bring awareness to the lack of performance in summer workshops by looking at the data and creating individual plans to integrate literacy with CTE content.
Math - Math attainment is the number of CTE concentrators who scores proficient or advanced on the geometry end-of-level exam.	
District Average:	Negotiated Target: 64.29 Actual Performance: 67.26 Met 90% of Target: Yes

PROJECTS/ACTIVITIES: There are two types of projects – Performance Indicator Project and Improvement Project for Specific Program of Study.

Project Activities																	
Performance Indicator Project	Improvement Project for Specific Program of Study																
<table border="1"> <thead> <tr> <th>Delete</th> <th>Edit</th> <th>Completed</th> <th>Activity Name</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">✖</td> <td style="text-align: center;">✎</td> <td style="text-align: center;">✔</td> <td>Formative Assessments for CTE</td> </tr> </tbody> </table>	Delete	Edit	Completed	Activity Name	✖	✎	✔	Formative Assessments for CTE	<table border="1"> <thead> <tr> <th>Delete</th> <th>Edit</th> <th>Completed</th> <th>Activity Name</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Delete	Edit	Completed	Activity Name				
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Approximate Cost \$5250.00	Approximate Cost \$0.00																
Ratio 100.00%	Ratio 0.00%																

Performance Indicator projects are those projects designed to improve performance on a specific indicator. These projects may involve multiple teachers, multiple programs, and multiple pathways.

An Improvement Project for a Specific Program of Study is done in one pathway/program of study. The program of study must be designated high skill, high wage, AND high demand. If the program is not on the state list as meeting all three of these designations, then you must provide appropriate and valid data for your region of the state. This type of improvement project will change the entire program – not just one course or one aspect of a course. This project will usually span two to three years with a timeline for completing the work.

First is an example of a Performance Indicator Project. To begin, click on the blue box named Performance Indicator Project. The first form asks for a name and description of the project. Be sure to include sufficient detail so that the review staff will understand what you are proposing to do and how it relates to what you want to accomplish. For example, if you are proposing a project to increase nontraditional enrollment in Construction, also describe how this project relates to an increase in nontraditional enrollment.

Name of project:

Describe this project in detail – what are you planning to do, how are you planning to do it, and why are you planning to do it.

This form is completed

You must put in a name, at least one character for the description, and Save before the system will allow you to continue to the next form. If the description is complete, you should check “this form is completed” and Save. Even if you click the completed box, you can always go back and edit any of the forms prior to submission.

The next form asks that you select which Performance Indicator you are proposing to impact with this project. We understand that several indicators may be affected, but you must select the primary one that you intend to measure. After selection, check “this form is complete” and Save.

On which performance indicator will this project have the major impact (check only one that is the primary focus of this activity/project):

- Literacy
- Math
- Graduation
- High School Completion
- CTE Skill
- Placement
- Nontraditional Participation
- Nontraditional Completion

This form is completed

The next form has an extensive list of the required and permissive uses of the Perkins funds. You should select the primary one(s) that you feel apply to the project you are describing and the outcomes you intend. Complete and Save.

Performance Indicator Project

Identify which of the required uses or permissive uses of funds this project meets (check all that apply):

- Integration of academic and CTE skills
- Link Secondary and postsecondary CTE programs
- Experience in and understanding all aspects of an industry
- Use of technology in CTE (training teachers to use technology or providing students with math/science skills to
- Other CTE activities consistent with purpose of this act
- Activities to support entrepreneurship education and training

This form is completed

The next form asks that you describe how you will measure the success of this project. Try to be as specific as possible. If you are implementing a project to increase nontraditional enrollment in the Construction program, what is your current performance and what is your goal for increasing it with this expenditure. The description of the project should already have explained how the project is related to nontraditional enrollment.

How will the success of this project be measured? What data and what set of students will be used in the measurement? (Example: This project will be measured by [name of data set]. Our current performance is [current performance]. Our goal for this project is an increase of [number or percent of increase] by [time of measurement]?)

This form is completed

Next is the list of schools in which this project will be conducted. Note that you may select more than one by holding down the Ctrl key. The approximate number is just a number. For example, if you have 4 teachers at 3 schools involved, then enter the number 12. Complete and Save.

School(s) in which this project will be conducted:
Hold the Ctrl key down to make multiple selection

5220000 - South Central Arkansas Educational Cooperative
 5201002 - Bearden High School
 1408002 - Emerson High School
 5205029 - Harmony Grove High School (Ouachita Co)
 7003028 - Junction City High School
 7006036 - Norphlet High School
 7007040 - Parkers Chapel High School
 5222000 - SAU Tech Career Academy - Camden
 5222002 - SAU Tech career Academy - Fordyce
 5222003 - SAU Tech Career Academy - Magnolia
 7008045 - Smackover High School
 7022001 - SouthArk Career Center
 5205012 - Sparkman High School
 5206033 - Stephens High School
 1408019 - Taylor High School

Approximate number of teachers/counselors/administrators who will be involved:
(use a number only, no punctuation and no words)

This form is completed

The next form asks if this is a new or continued project. If continued, you must describe previous outcomes.

Is this project new or continued from the previous year? If continued, the title of the project must be worded exactly as the previous year and you must describe your outcomes from the previous year(s) below.

New Continued

Please describe the outcomes (positive or negative) from previous year that affected your decision to continue or repeat this activity as well as any modifications being made to ensure success:

This form is completed

The last form for this type of project is a description of proposed estimated costs. These are narrative boxes. If you do not plan to have any costs in one of the categories, enter None or N/A. There must be something in each box to complete the form.

Describe the financial costs for this project that will be paid from the Perkins funds during the current year. Please include an estimated cost with each category.

Salary/Benefits/Stipends:

Professional development expenses (including travel)

Consultant costs:

Instructional materials / supplies:

Software:

Other:

The bottom of the estimated cost form allows you to enter each item of equipment or any non-consumable item that costs \$100 or more. After entering the name of the item and quantity, select the school, program, and teacher. If the teacher's name is not in the dropdown, click on new and follow instructions below. If this project does not involve any equipment or non-consumable items, leave this section blank.

Equipment and other non consumable items that cost more than \$200:

Item Name :

Quantity :

Select School:

Select Program or Service Area :

Select Teacher : **new**

Add Item(s)

Add a new teacher: Once you click on New, you will get a pop up form that allows you to enter the teacher. Once you click "add teacher", then select the teacher from the dropdown list.

New Teacher

First Name

Last Name

add teacher **cancel**

Once you have entered all information for the first piece of equipment, click on the blue button "Add Item(s)." You will see that a list begins to appear below this section. Add all items in the same manner. When all items are entered, insert the approximate cost for the whole project. Do not use commas or symbols. Enter the number only. Complete and Save.

Equipment and other non consumable items that cost more than \$200:

Item Name :

Quantity :

Select School:

Select Program or Service Area :

Select Teacher : **edit** **new**

Add Item(s)

Item Description	Quantity	School	Program or Service Area	Teacher	Delete
Computer	3	Bearden High School	Agriculture	Mona, Cayce	delete

Approximate cost of this project during current year (from Perkins funds only): \$

This form is completed

Back **Save**

The project is added to the list of other projects under Performance Indicator Project. This example has two Performance Indicator Projects. One has been completed and one has not. The check mark under the Completed column lets you see which still needs attention. Every form within the project must be completed (the box checked) before the completed check mark will appear. You may edit either project by clicking on the pencil symbol. Or you may delete either by click on the red X in the delete column.

Performance Indicator Project				Improvement Project for Specific Program of Study			
Delete	Edit	Completed	Activity Name	Delete	Edit	Completed	Activity Name
			Formative Assessments for CTE				
			Safety Saw for Agriculture				
Approxomate Cost			\$5250.00	Approxomate Cost			\$0.00

The Improvement Project for Specific Program of Study is lengthier and more involved. As noted earlier, this type of project impacts the entire program of study. It is usually three years in length (or may be two years) and includes a great deal of planning. Below is a review of the forms within this type of project. To begin, click on the blue button.

Enter the name of the project and select the district(s) in which this project will be conducted. Then select the Career Cluster and Pathway/Program of Study. Respond to the question about the first year. Complete and Save.

Activity Name :

SchoolName :
 Hold the Ctrl key down to make multiple selection

5220000 - South Central Arkansas Educational Cooperative
 5201002 - Bearden High School
 1408002 - Emerson High School
 5205029 - Harmony Grove High School (Ouachita Co)
 7003028 - Junction City High School
 7006036 - Norphlet High School
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 5222003 - SAU Tech Career Academy - Magnolia
 7008045 - Smackover High School
 7022001 - SouthArk Career Center
 5205012 - Sparkman High School
 5206033 - Stephens High School
 1408019 - Taylor High School

What program of study you are going to improve :

Is this the first year of improvement for this program of study :

Yes No

This form is completed

Based on data prepared by the Department of Workforce Services, each pathway/program of study has been designated as High Skill, High Wage, and/or High Demand. In order to use the Perkins funds for this type of improvement project, the pathway/program must meet all three designations. You will see that in the first example below, “Yes” is checked on each statement. The system is preloaded with the state’s list. If the program you are improving is on the list, then you Complete and Save.

To use Perkins funds to improve a specific program of study, it must be high skill, high wage, and high demand. If state data does not support all three designations, you must provide valid regional/local data.

Yes **No** High skill - This pathway leads to an apprenticeship, associate degree, or identified credential.

Yes **No** High wage - At least 50% of the jobs in this pathway have salaries that are more than 20% above the average for all arkansas industries.

Yes **No** High demand - This program is in a pathway that is on the high demand list provided by the Department of Workforce Services.

If the program you selected does not meet all three designations, you must provide valid regional/local workforce data that clearly indicates that this program is high skill, high wage, and high demand in your region of the state. In the example below, the program selected is high skill but is not high wage or high demand. In this example, valid workforce data must be provided.

To use Perkins funds to improve a specific program of study, it must be high skill, high wage, and high demand. If state data does not support all three designations, you must provide valid regional/local data.

Yes **No** High skill - This pathway leads to an apprenticeship, associate degree, or identified credential.

Yes **No** High wage - At least 50% of the jobs in this pathway have salaries that are more than 20% above the average for all arkansas industries.

Yes **No** High demand - This program is in a pathway that is on the high demand list provided by the Department of Workforce Services.

This form is completed

The list of required and permissive uses of funds is the same as described earlier for the other type of project. Select one or more. Complete and Save.

Identify which of the required uses or permissive uses of funds this project meets (check all that apply):

- Integration of academic and CTE skills
- Link Secondary and postsecondary CTE programs
- Experience in and understanding all aspects of an industry
- Use of technology in CTE (training teachers to use technology or providing students with math/science skills to enter technology fields or collaborating with technology industries)
- Provide professional development to teachers, administrators, and counselors who are involved in CTE
- Provide activities to prepare special populations who are enrolled in CTE
- Initiate, improve, expand, and modernize quality career and technical education programs
- Develop and implement evaluations of CTE programs

It is anticipated that improving the entire pathway/program will result in some type of industry credential – either for the program, teacher, and/or students. Describe your expectation and name the credential(s).

Describe the types of industry certification are available and how instruction and funding will be provided for these:

Certifications for the programs:

Certifications for the teacher(s):

Certifications for the students:

This form is completed

The next screen is very lengthy and involved. Remember, for each new project you are describing a two to three year improvement. There are basically three sections (or types of personnel) to be addressed: the teachers of the program, the related academic teachers, and the administrators/counselors. If you discover that you must answer None or N/A to these questions, please consider the type of improvement you are making. Seek assistance from the CTE program staff before continuing.

Describe what professional development will be needed to achieve this improvement and how will coordinate with NCLB professional development activities

For the CTE teacher

Integration:

Applied Learning

Curriculum planning

Knowledge and understanding of industry standards

Knowledge and skills to work with special populations

Knowledge to know how to access and utilize data

The first six questions address the CTE teacher. The last six address the academic teachers and administrators/counselors. Respond to the questions, then Complete and Save.

For academic teachers:

Integration

Applied learning

Curriculum planning

For administrators and counselors

All aspects of industry

Academic requirements

Program of study information

This form is completed

The next form addresses the changes that will be made in the program during the entire project. You should include information regarding when (which year) these changes will be made.

Describe the new software or curriculum

Describe the equipment will be needed to achieve this improvement

Describe the related academic courses and identify any additional courses above the smart core that are required for this program of study

Are the CTE frameworks adequate to provide the necessary technical skills students will need, if not, describe the modifications that will be made on the frameworks

Describe the resources that will be available to assure that sub-population students are successful

How will work-based learning opportunities be made available (apprenticeship, internship, job shadowing etc.)

This form is completed

The last form is the financial information. This one is the same as is described previously for the other type of project.

After Completing and Saving, the system returns to the Project/Activities page. You will see that we now have a project under each column. One is complete, the other is not.

NOTE: It is not required for you to have both types of projects each year. If you have performance indicators that need to be addressed, then you may not be able to invest sufficient funds into a project that will improve all aspects of a pathway/program of study. Ignore the Ratio percentages. You do not need to respond to the question on this page. Early in the current reauthorization, we did have a goal of investing in pathways/programs of study that are high skill, high wage, and high demand. We still do – however, the Perkins funds are not sufficient to allow a large number of these type of projects.

After all projects are entered and are complete, click the “This Form is Complete” at the bottom of this page. All forms in all projects must be complete. You will notice on the example below, that the Animal System Pathway project is not complete. You would have to edit and complete this project before clicking the button on the bottom of this page.

Project Activities

Performance Indicator Project				Improvement Project for Specific Program of Study			
Delete	Edit	Completed	Activity Name	Delete	Edit	Completed	Activity Name
✖	✎	✔	Formative Assessments for CTE	✖	✎	○	Animal System Pathway

Approximate Cost \$5250.00	Approximate Cost \$26000.00
Ratio 16.80%	Ratio 83.20%

If the ratio of Across-the-board projects to Specific program of study projects is not approximately 40% for across-the-board and 60% for specific programs, please explain why.

This Form is Complete

Beginning with the 2013-14 fiscal year, the budget form will be simplified. The APSCN codes are included for your assistance. The form on the Portal will automatically calculate as budget numbers are entered. Do not enter commas or symbols – numbers only. In addition to this form, there is another page that allows you to describe the entire budget in narrative form. Both forms must be completed.

Budget	
Personal Services (61000/62000)	
Purchased Services (63000/64000/65000)	
Supplies & Materials (66000 and 68000)	
Property (67000)	
Administrative Cost (68400/69000)	
Total	

The last form in the Application is the Five Year Plan Changes. As described in the Perkins Coordinator Manual, each recipient had to file a five year plan during 2008-09. This plan will remain in effect, along with annual updates, until the Act is reauthorized or repealed. Each year, you should review the Five Year Plan and amend as needed using this form in the Application. If no changes are needed, simply indicate that on the response, then Complete and Save.

Five Year Plan Changes					
As a result of these proposed activities, describe what modifications, if any, are necessary to the five-year plan that was filed in the first year of Perkins III (1999-2000) or in the first year your district kept their own funds.					
<table border="1"> <thead> <tr> <th colspan="2">Five Year Plan Changes</th> </tr> </thead> <tbody> <tr> <td>Response:</td> <td>No changes are necessary.</td> </tr> </tbody> </table>		Five Year Plan Changes		Response:	No changes are necessary.
Five Year Plan Changes					
Response:	No changes are necessary.				

Once all forms are completed, a Submit button will appear on the Application page.

Complete Perkins Application	
Select from the following sections to work on and complete your Perkins Application.	
SchoolYear: 2006- 07	Deadline for Submission: July 1, 2006
Completed Sections - Finished	
 Finished	Cover Page
 Finished	Accountability Report For Previous Year
 Finished	Performance Indicators
 Finished	Projects/Activities
 Finished	Budget Explanation
 Finished	Budget Summary Form
 Finished	Local Plan Changes
<input type="button" value="Submit for Review and Approval"/>	

The Portal will ask if you are sure. Respond Yes. After submission, the Portal will send you an auto email confirming submission. It also notifies Mary Ellen that an application has been submitted.

The submission of an Amendment is the same except there are only four forms available instead of the seven shown above: Cover Page, Budget Summary, Projects/Activities, and Explanation (a narrative of why you are submitting an amendment).

We will next review how you can track the progress of the review process.

Go to the Perkins App page and select "Perkins Application Status."

Perkins Application

Tasks

Complete Perkins Application
[Complete Perkins Application Amendment](#)
[Perkins Application Status](#)
[View Staff Comments](#)

Reports

[View Perkins Applications](#)
[View Perkins Amendments](#)
[View Local Plan Report](#)
[View Reimbursement Report](#)

A screen with several purple and/or grayed out boxes will appear. Click on the underlined name of the district/consortium.

Perkins Application Status

Select School Year :

Perkins Application [Perkins Application Amendment](#)

Perkins Application Approval Process Workflow

```
graph LR; A[Preparation] --> B[Initial Admin Review]; B --> C[PS Review]; C --> D[PM Review]; D --> E[Final Admin Review]; E --> F[Final Approval]; F --> G[Completed]
```

[5220000 - South Central Arkansas Educational Cooperative](#)

A timeline of the review steps appears. You can see on the screen shot below that the coordinator opened the application to begin work on 4/25/12 and submitted it on 5/11/12. It was reviewed and assigned it to the appropriate program supervisors and managers on 5/15/12. The names of the supervisors assigned to review along with the dates they completed their review are listed. Then the application moved to the manager level. After all managers completed their review, it moved to the associate director level. And after that review, it moved to the deputy director for final review. As each level of review was completed the Portal generated an automatic email to the coordinator that included a summary of comments made by the reviewers. If for any reason you do not begin to get the emails from the Portal, check this screen to see the status. If the application is being reviewed and you are not getting emails, notify Mary Ellen.

Perkins Application Status Details

5620000 - Crowley's Ridge Educational Cooperative

Process Stage	When Started	When Ended	When Submitted / Reviewed	Submitted / Reviewed By
Preparation	4/25/2012	5/11/2012	5/11/2012	Kathi Turner
Initial Admin Review	5/11/2012	5/15/2012	5/15/2012	Mary Koettel
PS Review	5/15/2012	5/16/2012	5/16/2012	Devry Rhodes
PM Review	5/15/2012	5/21/2012	5/21/2012	Stephanie Harvey
	5/21/2012	5/23/2012	5/23/2012	Marylene Tate
	5/21/2012	5/24/2012	5/24/2012	Bruce Lazarus Ray Henson
Final Admin Review	5/24/2012		5/26/2012	Sandra Porter
Final Approval	5/26/2012	5/29/2012	5/29/2012	Robert Gunter
Completed	5/29/2012	5/29/2012	5/29/2012	

The Portal automatically defaults to the application status. To check on an amendment, click on the link to the right above the workflow. All of the amendments appear. Select the appropriate one.

Select School Year : 2012-13

[Perkins Application](#) **Perkins Application Amendment**

Perkins Application Amendment Approval Process Worklow

Preparation | Initial Admin Review | PS Review | PM Review | Final Admin Review | Final Approval | Completed

[5220000 - South Central Arkansas Educational Cooperative - Perkins Amendment 1 \(7/10/2012\)](#)

Preparation | Initial Admin Review | PS Review | PM Review | Final Admin Review | Final Approval | Completed

[5220000 - South Central Arkansas Educational Cooperative - Perkins Amendment 2 \(10/25/2012\)](#)

Preparation | Initial Admin Review | PS Review | PM Review | Final Admin Review | Final Approval | Completed

[5220000 - South Central Arkansas Educational Cooperative - Perkins Amendment 3 \(10/26/2012\)](#)

To see all of the comments made on the application/amendments, click on the link entitled "View Staff Comments."

Perkins Application

Tasks

- [Complete Perkins Application](#)
- [Complete Perkins Application Amendment](#)
- [Perkins Application Status](#)
- [View Staff Comments](#)
- [Expenditure Report For Previous Years](#)
- [Complete Reimbursement Form](#)
- [Submit Local Plan For Perkins](#)

Reports

- [View Perkins Applications](#)
- [View Perkins Amendments](#)
- [View Local Plan Report](#)
- [View Reimbursement Report](#)
- [View Local Performance](#)

Again, the screen defaults to the application. Click on any of the blue dots on the page.

Select School Year : 2012-13

Perkins Application

[Perkins Application Amendment](#)

	When Initiated	When Reviewed	When Finished	District/Consortium	Submitted By	When Submitted
●	5/15/2012 3:26:25 PM	5/17/2012 9:44:44 AM	5/17/2012 9:44:44 AM	5220000 - South Central Arkansas Educational Cooperative	Terry Sullivan	5/15/2012 3:26:00 PM
Initial Admin Review						
PM Review						
●	5/17/2012 9:44:44 AM	5/25/2012 10:56:13 AM	5/25/2012 10:56:13 AM	5220000 - South Central Arkansas Educational Cooperative	Terry Sullivan	5/15/2012 3:26:00 PM
Final Admin Review						
●	5/25/2012 10:56:13 AM	5/27/2012 12:52:58 PM	5/27/2012 12:52:58 PM	5220000 - South Central Arkansas Educational Cooperative	Terry Sullivan	5/15/2012 3:26:00 PM
Final Approval						
●	5/27/2012 12:52:58 PM	5/29/2012 10:47:08 AM	5/29/2012 10:47:08 AM	5220000 - South Central Arkansas Educational Cooperative	Terry Sullivan	5/15/2012 3:26:00 PM

The first screen to appear is one that has the overall comments and approval/disapproval statements.

Review Perkins Application Details

Perkins Review Process --- Initial Admin Review			
District/Consortium	Submitted By	When Submitted	When Initiated
1520000 - Arch Ford Educational Cooperative	Lori Mitchell	5/15/2012 12:18:00 PM	5/15/2012 12:17:42 PM
Select the application or form:		Perkins Application	
<p>--- Reviewers' Comments ---</p> <p>--- on 5/17/2012 9:14:19 AM, Mary Koettel wrote: Sandra Porter #1, 3, 4, 6; Bruce Lazerus #2; BusEd #5. Admin is contracted to Ed cooperative.</p> <p>--- on 5/23/2012 10:19:55 AM, Ginger Fisher wrote: Activity #5 (CTE Skill) Reviewed with comments.</p> <p>--- on 6/8/2012 8:55:45 AM, Stephanie Harvey wrote: Activity #2 (School Improvement) Reviewed with comments.</p> <p>--- on 6/14/2012 8:24:36 AM, Devry Rhodes wrote: Please see Stephanie Harvey comments.</p> <p>--- on 6/15/2012 9:32:37 AM, James Brock wrote: #5 continuation project - approved</p> <p>--- on 6/22/2012 9:46:38 AM, Bruce Lazarus wrote: Forwarded to Sandra Porter by MEKoettel</p> <p>--- on 6/22/2012 12:28:33 PM, Sandra Porter wrote: Application reviewed and activities recommend "approve"</p> <p>--- on 6/22/2012 2:18:37 PM, Robert Gunter wrote: reviewed</p>			
<p>--- Comments on each project by Perkins Director ---</p> <p>Improving CTE Skill Attainment - Approved</p> <p>Improving Academic Attainment - Approved</p> <p>Perkins Implementation and Program Delivery - Approved</p>			

You may see that some reviewers made the statements "reviewed with comments" or something similar. Because the reviewers are writing their detailed comments on the Project/Activities form, we've asked them to not repeat the same thing on this page. The Portal does have some limits on the length of notes. To see the detailed comments on each Project, click on the dropdown arrow and select Projects/Activities form.

Review Perkins Application Details

Perkins Review Process --- Initial Admin Review			
District/Consortium	Submitted By	When Submitted	When Initiated
5220000 - South Central Arkansas Educational Cooperative	Terry Sullivan	5/15/2012 3:26:00 PM	5/15/2012 3:26:25 PM
Select the application or form:		Perkins Application	
<p>--- Review</p> <p>--- on 5/17/2012 9:44:44 AM, Mary Koettel wrote: Sandra Porter #1, 2, 3, 4; Agri #5. Admin is contracted</p> <p>--- on 5/25/2012 10:48:01 AM, Karie Smith wrote: approvable</p>			
		<ul style="list-style-type: none"> Perkins Application Cover Page Accountability Report For Previous Year Improvement Plan Projects/Activities Budget Explanation Budget Summary Form Local Plan Changes 	

This review screen has detailed comments from the staff as well as any additional information that might have been provided by the coordinator after submission.

Review Perkins Application Details

Perkins Review Process --- Initial Admin Review			
District/Consortium	Submitted By	When Submitted	When Initiated
1520000 - Arch Ford Educational Cooperative	Lori Mitchell	5/15/2012 12:18:00 PM	5/15/2012 12:17:42 PM

Select the application or form:

--- Reviewers' Comments ---

--- on 5/23/2012 10:19:30 AM, **Ginger Fisher** wrote:
Activity #5 (CTE Skill)
Accountability Report and Improvement Plan Reviewed. All indicator targets have been met. Activity is a continuation of past approved activities but new schools have been added for a new 3-year project. Well-written activity.

--- on 6/8/2012 8:55:34 AM, **Stephanie Harvey** wrote:
Activity #2 (School Improvement)

Per communication with Lori Mitchell on the following question:
When will the in-services be held that Angie Zimmerman is to present, where, and how many teachers do you anticipate attending?

Below is a list of the in-services that Angie Zimmerman, my Academic Attainment Specialist will be offering this summer. All the in-services will be held at Arch Ford Education Cooperative. I am unsure of the exact numbers, because we still have teachers registering, but the number I am providing is current as of today:

Jun-12
 June 5th - Classroom Response System Training - 8:30 - 3:30- Computer Lab-Angie Zimmerman- Session # 167125 - 11 participants
 June 6th - Kuder Career Planning System New Users Training - 8:30 - 11:30-Computer Lab-Kim Freeman, Arkansas Field Trainer-Session # 167516 - 16 participants
 June 6th - Kuder Career Planning System Best Practices - 12:30 - 3:30-Computer Lab-Kim Freeman, Arkansas Field Trainer-Session # 167509 - 16 participants
 June 14th - Classroom Management for CTE Instructors - 8:30 - 3:30-Room E-Angie Zimmerman-Session # 168021 - 28 participants
 June 26th - Common Core in the Technical Subjects - 8:30 - 11:30-Distance Learning Lab-Angie Zimmerman-Session # 167124 - 18 participants
 June 27th - Accountability in the CTE Classroom - 8:30 - 3:30-Room B-Lori Mitchell (A must for new CTE Instructors)-Session # 167507 - 10 participants

There is also a way to print the entire application/amendment from the Portal. However, it is occasionally problematic. Here are the steps, but if you have trouble just email/call Mary Ellen and she can email you a copy.

Perkins Application

Tasks	Reports
Complete Perkins Application Complete Perkins Application Amendment Perkins Application Status View Staff Comments	View Perkins Applications View Perkins Amendments View Local Plan Report View Reimbursement Report

Click on the View Perkins Application (or Amendments) link under Reports. Select Year.

Select Year for Perkins Application

Select the School Year (SY) for the Perkins Application:

- Select a School Year ---
- 2005-06
- 2006-07
- 2007-08
- 2008-09
- 2009-10
- 2010-11
- 2011-12
- 2012-13**

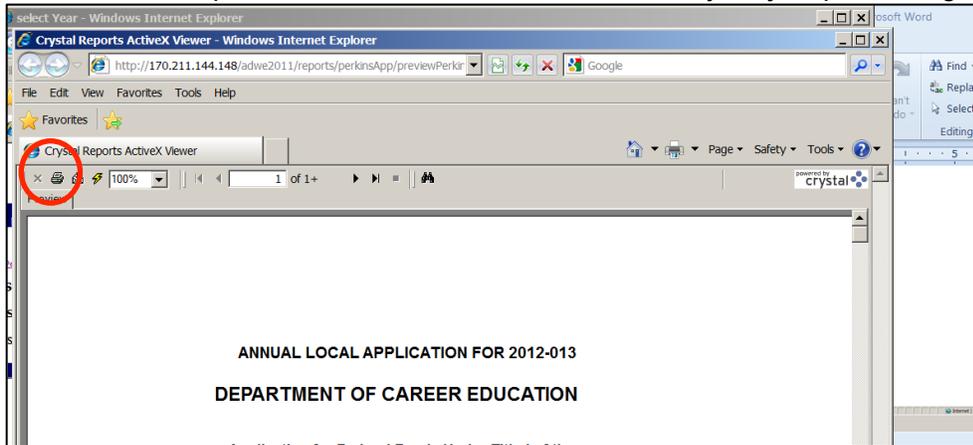
Click on the blue button "View Application."

Select Year for Perkins Application

School Year (SY) for the Perkins Application: **2012-2013**

Select the Institution : 5220000 - South Central Arkansas Educational Cooperative

A box should pop up with the application/amendment. Note that this is currently in Crystal Reports. The first time you use this link on a computer, the system should ask if you want to install the Crystal Viewer. There have been many issues since the summer of 2012. If a blank screen pops up – just call/email Mary Ellen (501-682-1528) and she can send you a PDF version of the report. If on the other hand, it works for you, just print using the little printer icon.



REIMBURSEMENT

Requesting reimbursement is also in the Portal. Open the Perkins Application page and click on “Complete Reimbursement Form.”

Perkins Application

Tasks	Reports
Complete Perkins Application	View Perkins Applications
Complete Perkins Application Amendment	View Perkins Amendments
Perkins Application Status	View Local Plan Report
View Staff Comments	View Reimbursement Report
Expenditure Report For Previous Years	View Local Performance
Complete Reimbursement Form	
Submit Local Plan For Perkins	

The system defaults to the current fiscal year. If previous requests have been made, a list will appear. To submit a new request, click on “Submit New Reimbursement Form.”

Reimbursement

LEA Number: 5220000
Consortium : South Central Arkansas Educational Cooperative
Grant Award: \$78,388.00

[Submit New Reimbursement Form](#)

Select SchoolYear : 2012-13

View	Date Submitted	Person Submitted	Phone	Amount Requested	Funds Remaining After This Request	Status	School Year
View	10/29/2012 5:22:32 PM	Terry Sullivan	8708361622	\$4,030.79	\$74,357.21	Approved	2013
View	10/29/2012 5:31:44 PM	Terry Sullivan	8708361622	\$1,266.26	\$73,090.95	Approved	2013

The reimbursement form will open. All grayed out fields will be pre-populated or auto-calculated.

REIMBURSEMENT FORM (sample)

Recipient Name

LEA Number

Person Requesting

Phone Number

Grant Award

	Current Budget	Previous Request	Balance	REQUEST (+ or -)	Balance if Approved	% Over Budget
Personal Services (61000/62000)						
Purchased Services (63000/64000/65000)						
Supplies & Materials (66000 and 68000)						
Property (67000)						
Administrative Cost (68400/69000)						
Total						

Explanation of Request:

I hereby certify that the funds requested have been expended in accordance with our approved application and/or amendments.

When a request is submitted, the Portal automatically checks the request to ensure that no more than 25% is requested during the first quarter. The Perkins coordinator will receive an error message in that event. The system requires the recipient to certify that the reimbursement request is aligned with their approved budget. Beginning with the 2013-14 fiscal year, the Portal also checks to determine the remaining funds by budget category to ensure that overpayment does not occur. Again, an error message will be generated and the request cannot be submitted.

Once request is submitted, mail invoices/documentation to Finance Director.

The request is directed first to the deputy director for Finance (or designee). Once the deputy director has approved the reimbursement request, the Portal sends it to the ACE accountant responsible for the payment of funds. A notice is generated by the Portal to inform the Perkins coordinator that the request has been approved and will be reimbursed. After funds are drawn down from the federal government, they are direct deposited into the designated account of the district/consortium.

You may also view all reimbursements and download the summary to Excel. Select "View Reimbursement Report."

A list of equipment (and items over \$200) is also generated within the expenditure report based on the application and amendments that were submitted during the year. It can then be edited by the local coordinator and submitted with the financial report. Both forms must be complete for the local coordinator to get the “SUBMIT” button.

Annual Expenditure Report - Part 2 of 2
Financial Report 2011-2012

School	Program	Teacher	Quantity/Item
Arch Ford Educational Cooperative	Guidance Counselor or Administrator	Lori, Mitchell	1 Computer
Atkins High School	Business and Marketing	Melissa, Robinson	1 Interactive Projector
Atkins High School	Business and Marketing	Melissa, Robinson	1 Classroom Response System
Bigelow High School	Business and Marketing	Holly, Balducci	1 Classroom Response System
Bigelow High School	Family and Consumer Sciences	Heather, Neumeier	1 Classroom Response System
Danville High School	Internship and WkplceReadiness and EAST	Phyllis, Dickey	1 Laptop Computer
Dardanelle High School	Business and Marketing	Sandy, Williams	1 Classroom Response System
Dardanelle High School	Business and Marketing	Sandy, Williams	1 Interactive Projector

CTE COMPLETERS

During the open period (usually late March to September 15), the “Submit/Update Completers” link will be active. Completers of CTE programs of study are determined by the local district and are entered (by state assigned ID number).

Completers --> Submit/Update Completers

Submit/Update Completers

1520000 - Arch Ford Educational Cooperative

(#) = Number of Completers Submitted ✓ = Finished Submitting Completers

5801000 - Atkins School District (35) 5801002 - Atkins High School	2306000 - Mount Vernon/Enola School District ✓ (20) 2306030 - Mt. Vernon/Enola High School
7102000 - Clinton School District ✓ (65) 7102006 - Clinton High School	1503000 - Nemo Vista School District ✓ (33) 1503017 - Nemo Vista High School
7503000 - Danville School District ✓ (53) 7503006 - Danville High School	5303000 - Perryville School District ✓ (33) 5303011 - Perryville High School

Click on the high school link that is underlined. Enter the 10-digit state assigned ID (sometimes called the Triand number). Click “Enter Completer.”

Maintain Completers

5801002 - Atkins High School

If an ID number (10 digit Triand number) is entered that does not match a 12th grade student for your school in the February APSCN Cycle 5 Report, you will be asked to verify the number. If the number is correct and you wish to add the student as a completer, you must also enter the student's race and gender.

A student may complete more than one program of study – if so, you may enter this student more than once. Reports will show an unduplicated count as well as a duplicated count. However, for Placement, the student is considered to have completed the first program of study entered – regardless of the number of programs completed..

10-Digit Triand Number:
Enter numbers only – no dashes

Finished

Each student ID is verified against a file uploaded by ACE to ensure that the number is a valid 12th grader. If the ID number is not found, the system will ask you to verify the number. Enter the ID again. This time an underlined “click here” will appear on the screen. The local coordinator may enter the student but must also enter race and gender.

Maintain Completers

5801002 - Atkins High School

If an ID number (10 digit Triand number) is entered that does not match a 12th grade student for your school in the February APSCN Cycle 5 Report, you will be asked to verify the number. If the number is correct and you wish to add the student as a completer, you must also enter the student's race and gender.

A student may complete more than one program of study – if so, you may enter this student more than once. Reports will show an unduplicated count as well as a duplicated count. However, for Placement, the student is considered to have completed the first program of study entered – regardless of the number of programs completed..

[Click here to add '111111111' to the existing completers collection.](#)

10-Digit Triand Number:
Enter numbers only – no dashes

Finished

In the example, this student ID was in the system. The names of the students are not in the system. If you plan to print the program of study completer certificates, you MUST enter the student's name. Then select the Program from the dropdown list. Click “Add Completer.” If the student completed more than one program of study, select the second one from the list and “Add Completer” again. When finished with this student, click on “Return to Entry Screen.” You will notice that the programs selected will appear in the list below the entry form.

Maintain Completers

5801002 - Atkins High School

Student found with the Triand number, 1182855221.

Triand Number:

First Name (optional):

Last Name (optional):

Program of Study Completed:

NOTE: If you plan to print completer certificates, be sure to add the students' names and check the spelling.

Program Of Study	School Year	Placement
Insurance & Risk Management	2013	First

CERTIFICATES FOR COMPLETERS OF PROGRAMS OF STUDY

The third link under Tasks on the Completers module is "Print Completer Certificates." This is optional for the local districts. Select the high school by clicking on the underlined school name. A screen will appear that lists all of the completers that you entered for the selected year. You may select all to print or only one if you want to see a sample. Either click "Select All" or click in the box to select one or two as a sample.

Print Completers Certificate Detail

School Year: **2011-12** (Open) School: **4701002 - Armorel High School**

Select All to Print Clear All Print Sample Print Selected Certificates Close

<input type="checkbox"/>	Student ID/SSN (Sort)	Student Name	Program of Study Completed	Edit Name
<input type="checkbox"/>	1) 1111111111	Tasha Smith	Agricultural Power, Structural & Technical Systems	
<input type="checkbox"/>	1) 1111111111	Tasha Smith	Natural Resources/Environmental Service Systems	
<input type="checkbox"/>	2) 2222222222	Mary Ellen Koettel	Child Care Guidance, Management & Services	
<input type="checkbox"/>	3) 3333333333	Barbara Wheeler	Entrepreneurship	

If you notice a spelling error in the name of a student, you may correct it from this screen by clicking on the edit pencil icon. However, if the program or ID is wrong, you must return to the Submit/Update Completers link for corrections.

School Year: **2011-12** (Open) School: **4701002 - Armorel High School**

Select All to Print Clear All Print Sample Print Selected Certificates Close

<input type="checkbox"/>	Student ID/SSN (Sort)	Student Name	Program of Study Completed	Edit Name
<input type="checkbox"/>	1) 1111111111	Timothy Smith	Agricultural Power, Structural & Technical Systems	

When you click the pencil, an edit box will open for corrections. Make change and click Update.

School Year: **2011-12** (Open) School: **4701002 - Armorel High School**

Select All to Print Clear All Print Sample Print Selected Certificates Close

First Name: Last Name: Update

<input type="checkbox"/>	Student ID/SSN (Sort)	Student Name	Program of Study Completed	Edit Name
<input type="checkbox"/>	1) 4444444444	Sandra Jones	Business Finance	

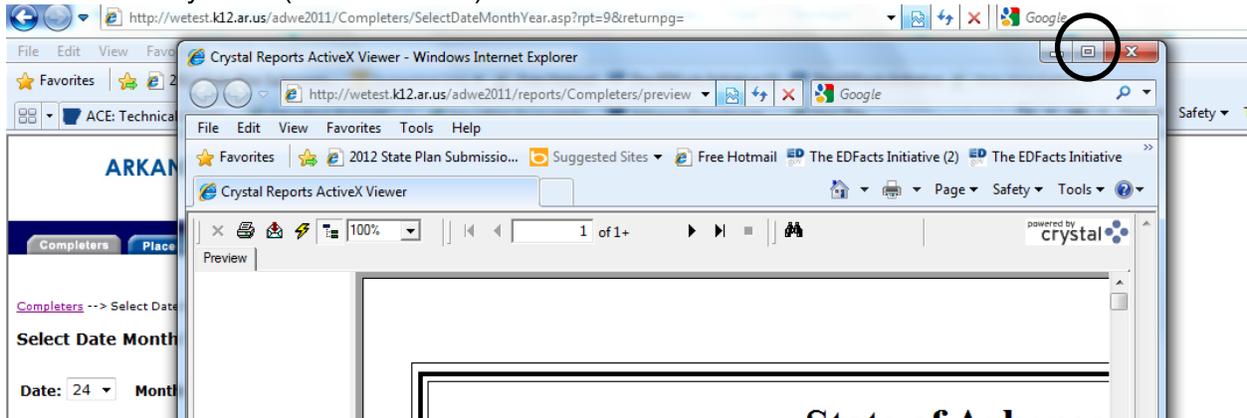
When either print button is clicked, a screen will appear requesting that you set the Month and Day. The current fiscal year is a default but may be changed if needed.

Select Date Month Year for Report

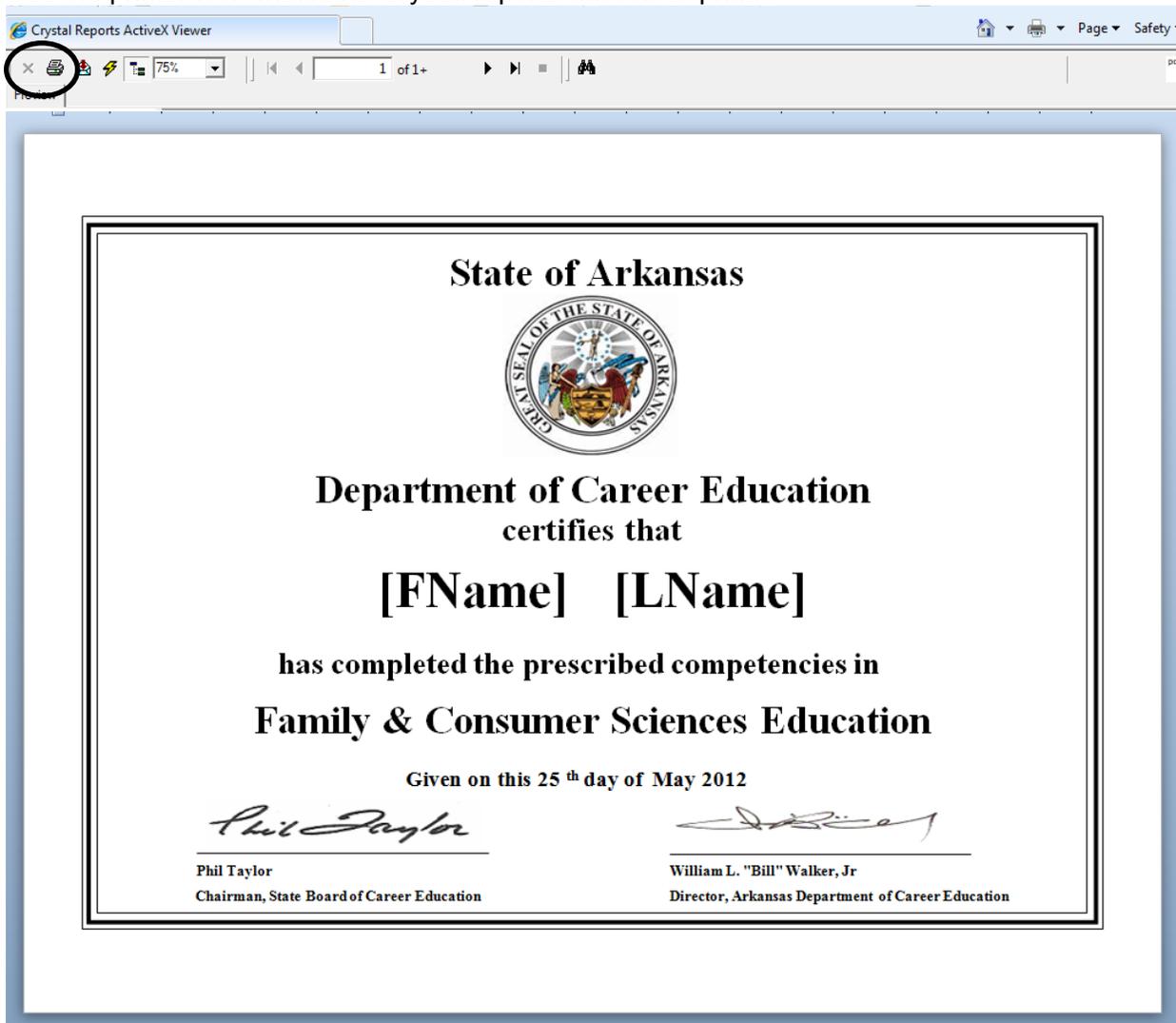
Date: Month: Year:

* Please load appropriate paper

When you click View Report, Crystal Reports should open and display the certificates. You will need to maximize the screen to see the certificates. If the certificates do not generate, email/call Mary Ellen (501-682-1528)



Use the printer icon within the Crystal reports window to print.



PLACEMENT OF COMPLETERS

In mid-November, the link to Submit/Update Placement will be opened. This is where the current status of the completers of the previous year is updated. The open period is mid-November until February 15.

Once the high school is selected, the list of students previously entered as completers will appear. Just select the current status beside each in the dropdown box.

Submit/Update Placement Details

For each of your students listed below, please select the Placement Status. The students listed below are the ones that completed a Program of Study at Clinton High School this past year (2001-02).

School Year: **2001-02** School: **7102006 - Clinton High School**

Completers	Positive Placement
2	1 (50.00% of Completers)

1-Further Education
 2-Employed in the Field of Program Completed
 3-Employed, not in the Field of Program Completed
 4-Military
 5-Unemployed and Not in Education
 6-Not Found

Student ID/SSN ^	Student Name	Student Program of Study Completed	Student Placement Status
1) 874565161		Automotive Collision	1 - Further Education
2) 881941844		Agricultural Mechanics	6 - Not Found

If a student is in further education and working, show them as further education. If the student is incarcerated or deceased, show them as Not Found.

INDUSTRY CERTIFICATIONS

Industry certifications/credentials earned by students and teachers may be entered into the Certifications module. The module is open for data entry all year with the exception of the first two weeks of each fiscal year.

[Completers](#)
[Placement](#)
[Teacher Info](#)
[Perkins](#)
[Certifications](#)
[Reports](#)
[Admin](#)
[System](#)
[Help](#)

Certifications

Tasks

- [Enter Teacher Certifications](#)
- [Enter Student Certifications](#)
- [Review Teacher Certifications](#)

Reports

- State Summary Reports
- [Summary of Teachers By Certifications](#)
- [Summary of Teachers By District](#)

Use the 10-digit state assigned ID for the student. The teacher submission requires only the teacher's name.

Submit/Update Student Certifications

5801002 - Atkins High School

Please Enter the Student's Details

Triand ID Number(10-Digits):

First Name:

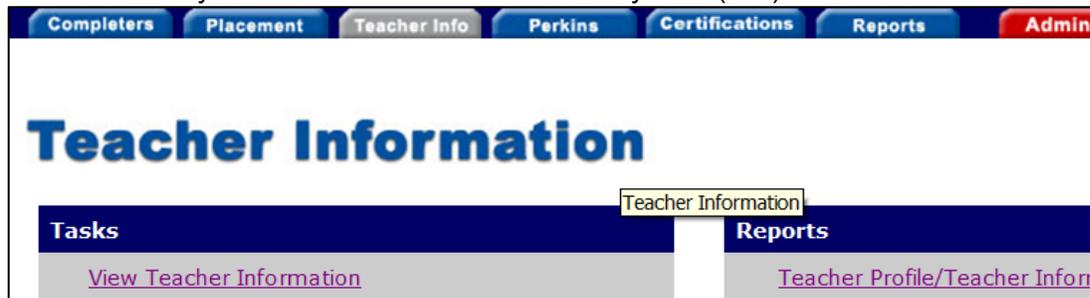
Last Name:

Certification Attempted:

Passed: Yes No

TEACHER INFORMATION

As the Perkins Coordinator, you have access to view the information entered by your CTE teachers each year in the Teacher Information System (TIS) which is a module within the Portal.



Select the District and/or School from the dropdown lists. Then select the Teacher.

Select the criteria for the teacher you wish to view, then click the NEXT button.

School Year: 2012-13

Occupational Areas: Search for Teachers in ALL Occupational Areas
 Pick Occupational Area(s) to Search in . . .

District: Atkins School District (5801000)

School: ALL Schools in Atkins School District

Teacher: ALL Schools in Atkins School District
 Atkins High School (5801002)
 Atkins Middle School (5801003)

Sort Order: First Name Last Name
 Last Name, First Name

Next > Cancel

		Reviewed By Suellen Ward
		View Survey Results for Katie Aishman-Parrish
Name (First MI Last)	Katie E Aishman-Parrish	
District/School:	Atkins School District / Atkins High School	
Job Responsibility:	Teacher	
Work Email Address:	katie.parrish@atkinsschools.org (send an email?)	
Work Phone Number:	(479) 641-7872	
Work Fax Number:		
Best Time to Contact Me:	12:45-1:30	
Occupational Areas:	Programs Of Study	
Status :	Approved	Conditionally-Approved Not-Approved
Family and Consumer Sciences, Education & Training, and Cosmetology	✓	
Vocational Courses 1st Semester		Vocational Courses 2nd Semester
493080 - Family & Consumer Sciences		493080 - Family & Consumer Sciences
493080 - Family & Consumer Sciences		493080 - Family & Consumer Sciences
493210 - Parenting		493140 - Housing & Interior Design
493110 - Food & Nutrition		493150 - Human Relations
493030 - Clothing Management		493020 - Child Development
493080 - Family & Consumer Sciences		493080 - Family & Consumer Sciences
493020 - Child Development		493110 - Food & Nutrition
Remarks Section		
Teacher Remarks:		
ADWE Remarks:	--- at 10/2/2012 10:57:00 AM, Susan Prater wrote: Foundation: Substitution letter 12-05 POS: FACSE Core: FACS Units: 4 Completers: 10/11: FACSE-5;CA-2;COSMO-5//11/12: FACSE-8; COSMO-1 EOC: Meets Requirements Special Training: N/A AC: Highly Recommended FCCLA: 11/12-15 Annual Reports: Did not submit annual reports Previous Conditional Approvals/Critical Elements: None Recommendation: Approve	
	--- on 10/15/2012 2:47:00 PM, Suellen Ward wrote: Note: Must submit fall and spring reports; FACSE POS-Approved.	