

Carl Perkins Submission Status Report: Definitions and Checklist

Definitions

Number of Records – Total Career Technical Education (CTE) student enrollment. This represents the total number of records listed within the P-file. This is often a duplicate count. For example, a student can be listed in the P-file multiple times if that student completed more than one CTE course during the past school year.

Number of Unique Students – Number of unique Minnesota Automated Reporting Student System (MARSS) - ID's listed within the P-file. This count displays a single count of the number of individual students who enrolled in CTE courses during the past school year.

Number of Unique Programs – Total count of unique six-digit Table C Program Codes listed within the P-file. This count represents the number of CTE Programs offered within your district during the past school year.

Number of unique courses – Total count of unique two-digit Table C Course Codes listed within the P-file. This count represents the number of CTE Courses offered within your district during the past school year.

Count proficient – Count Proficient displays the number of courses students passed. This relates to position 38 in the P-file Record Layout. Grade Received: "N"=did not pass the course, "P"=Passed the course and earned credit.

Number of non-traditional courses – CTE courses are coded as "Nontraditional" (non-trad) according to the National Classification of Instructional Programs (CIP codes). These non-trad codes are listed within [Table C](#).

Number Technical Skill Assessments (TSA) Given – This number represents the Total Number of TSAs listed in the P-file submitted to Minnesota Department of Education (MDE) (41st position in the record layout: "Y"=Yes, this student took a TSA in this course, "N"=No, this student did not take a TSA in this course).

Number TSA Proficient – This count represents the number of TSA's listed as "P" for Proficient (42nd place of the Record Layout).

Program code and title – Program code and Program title from Table C. According to the P-file submitted to MDE, this is the program for which a TSA was given.

Course code and title – Course code and Course title from Table C. According to the P-file submitted to MDE, this is the course in which a TSA was given.

Total – Column sums of the total number of TSA's given and separately, the total number of TSA's marked as Proficient.

Checklist

Directions: Please verify each of the following items prior to submitting your district's P-file to MDE (Pre-Check). It is also helpful to review this list again when comparing prior year and current year data within the Carl Perkins Submission Status Report (Post-Check). The headings below are the same as those on the Definitions page within this document.

Number of Records

- Verify enrollment counts represent students who were enrolled in CTE courses the entire course term. For example, if a student dropped a course after the first week of classes, that student should not be counted as being "enrolled."
- The student does not need to have "successfully completed" the course to be counted here, but, must have been enrolled during the entire course.

Number of Unique Students

- You should not expect to see this number vary greatly from year to year unless a program closed/opened; or, unless you district offers cyclical courses (courses only every other year).

Number of Unique Programs

- Please review the [Career and Technical Education Program Approvals Database](#) for your district. Verify that the six-digit Program Codes listed in your P-file align with the Program Codes listed in the Program Approval Database. Note that districts only need to report Programs and Courses for which students were actually enrolled in during the past school year (June/summer through May/end of school year).
- Submitting a Program Update to MDE is simple: If a Program Code is listed in the P-file but not the Program Approval Database, please [email a Program Update Request](#) to mde.cte.program.approval@state.mn.us.
- Include the following information in the email: Program Code, Course Code, Teacher's Name, Teacher's File number, Name of the Course, and a copy of the course syllabus.

Number of unique courses

- Review the [Career and Technical Education Program Approvals Database](#) for your district.
- Verify that the Course Codes listed in your P-file align with the Course Codes listed in the Program Approval Database. Note that districts only need to report Programs and Courses for which students were actually enrolled during the school year.
- Submitting a Course Update to MDE is simple: If a Course Code is listed in the P-file but not the Program Approval Database, please [email a Course Update Request](#) to mde.cte.program.approval@state.mn.us
- Include the following information in the email: Program Code, Course Code, Teacher's Name, Teacher's File number, Name of the Course, and a copy of the course syllabus.

Count proficient

- In order to get a sense of your district's CTE course passing rate, divide "Count Proficient" / by "Number of Records." The course passing rate for CTE students should be similar to the overall course passing rate within your district. If this number does not look right, please check position 38 in the Record Layout within the file submitted to MDE.
- Often the course passing rate can be extremely low if, for example, the P-file is submitted to MDE prior to your software vendor incorporating the final grades for the most recent (quarter, trimester, semester).
- The accuracy for this indicator is extremely important! The number of CTE Participants and Concentrators within your district is based on "successful completion" of approved CTE courses. This is part of the funding formula for your consortia. If students are not marked as "P" Proficient and they should be, this could negatively impact your funding.

Number of non-trad courses

- There should only be small shifts in the number of non-trad courses, female, male and total non-trad enrollees from one year to the next with the notable exception of the (possible) differences between School Year (SY) 2015 and SY 2016. If you see a big shift between SY 2015 and SY 2016 that is probably OK (MDE updated the CIP codes SY 2015).

Number of TSA Given

- TSA data are sent directly to classroom teachers. Districts need to report all TSAs given in courses taught by an appropriately licensed CTE instructor (see the Program Approval Database for approved programs/courses within your district).
- TSAs given at postsecondary institutions do not need to be reported. Postsecondary instructors do not hold the appropriate secondary teaching license; therefore, these courses are not part of a secondary approved program and do not need to be reported in the P-file.
- TSAs that could have been given but were not actually given do not need to be reported. Only TSAs for which students actually sat the test and for which an official score exists need to be reported.
- The difference in the number of TSAs given from one year to the next should be reasonably similar unless additional TSAs were given, or unless courses in which TSAs are offered are cyclical (every other year). If you are unsure, check with your CTE coordinator and/or CTE teachers.

Number of TSA Proficient

- If all the TSAs given are "N" Non-Proficient, please double-check with the teacher who gave the TSA and/or the person who entered in the TSA information. The default position is "N" no assessment was given and "N" no the person did not pass. If a TSA was given, then position 42 needs to be manually changed to a "P" if in fact the student was Proficient.

Note: Carl Perkins districts are organized into 26 consortia across Minnesota. You may want to notify your Consortia leader that your district's P-file data have been submitted to MDE.

[Access Consortium Leaders' contact information.](#)

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