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Overview

Each year the state requires certain data for the Carl Perkins Report from the PREVIOUS year’s District database (District Aeries Client Version ONLY). The setup options selected must pertain to all schools selected. Prior to printing the report take note to the following:

- This report prints for each district CBEDS code identified in the CRS table that has a Voc Ed Level (VCL) of 01, 02 or 03.

- The Participant, Concentrator and Capstone columns will only utilize students that have a passing grade in the history (HIS) table for the term entered.

- All DST columns will calculate Voc Ed Level courses with the Course Type (TY) field different than 30 or 33. All ROCP columns will calculate Voc Ed Level Courses if the Course Type (TY) field equals 30 or 33.

- Concentrators in Capstone Course will use the CBEDS code identified in the CRS table that has a Voc Ed Level (VCL) of 03.

- Concentrators in Capstone course receiving post-secondary credit at the secondary level will use the CBEDS code identified in the CRS table that has a Voc Ed Level (VCL) of 03, the Type field must equal 32 or 33 and all students that qualify must be flagged with a Yes in the SSD.PSC field.

- Concentrators in Capstone course completed state or industry recognized certification or licensure will use the CBEDS code identified in the CRS table that has a Voc Ed Level (VCL) of 03, the Type field must equal 32 or 33 and all students that qualify must be flagged with a Yes in the SSD.IRC field.

- The 12th Grade Concentrator Met/Exceeded CAASPP ELA and CAASPP Math will look at CAASPP tests for parts 1 and 2. Students with proficiency levels of “Standard Met” or “Standard Exceeded” (TST.PL >= 3) will be included in these counts.

- The Concentrators in Capstone Courses with C or better will look at students in HIS to determine who completed the Voc Ed Courses flagged as type 03.

- 12th Graders receiving a Diploma, GED or Proficiency Credential will look at the STU.HSG field. Any code not to be used to calculate this column should be de-selected on the setup form.

Please be aware that Eagle Software’s objective is to provide their users with documented procedures, such as the one that follows, in an attempt to expedite the steps necessary to accomplish certain tasks within Aeries™. However, Eagle Software recognizes that each school and district using Aeries™ has established their own unique guidelines and policies.

By using these procedures you assume full responsibility for the appropriate application, the results of their use, any impact upon your database and conforming to all guidelines and policies that have been established by your school or district.
**Data Elements of the Carl Perkins Report**

The Aeries Client District version of the Carl Perkins allows you to generate the Carl Perkins report and afterwards an extract file. The Carl Perkins reports pull information from many areas of the system that must be configured correctly in order to generate the correct totals.

To ensure this report is generated correctly it is crucial that data is verified in the previous year’s database prior to generating this report. Only students in grades 7-12 can be included in this report and ALL data setup must apply to all schools to be included in this report.

The Course (CRS) table must be verified and updated to ensure course file designations for Voc Ed Course Level (CRS.VCL), CBEDS (CRS.C3) codes and Course Type (CRS.TY) are correct in last year’s database.

All Schools selected for this report MUST have ALL 12th graders that received a diploma, GED or proficient credit flagged correctly in the STU.HSG field. It is also important to verify Schools have flagged students correctly for Special Populations. This report will generate totals for students flagged as Economically Disadvantaged, Limited English Proficient, Migrant, Single Parents and Disabled.

Any student that qualifies for the Concentrators in Capstone course receiving post-secondary credit at the secondary level or Concentrators in Capstone course completed state or industry recognized certification or licensure MUST be flagged with a Yes in the SSD.IRC or SSD.PSC fields located on the Secondary Student Data form.

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**Carl Perkins 2016-17 / CDE 101 E1 Layout: October 2016**

**Carl Perkins Report - Setup and Print**

- Enter special populations...
  - Choose the field in which the data is stored, then enter the qualifying value.

- Economically Disadvantaged
  - If FRE.CD = "F" or FRE.CD = "R"
  - or translated from CALPADS XRF

- Migrant
  - SSD.MID

- Single Parents
  - SSD.SPN

- Disabled
  - CSE.DI

- Limited English Proficient
  - STU.LF

- Term that indicates Completion:

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**Print Perkins CDE 101 E1** **Print Perkins E1 Detail** **Create E1 Extract** **EXIT** **Info**
Prior to running the Carl Perkins reports ensure that the following areas are configured correctly:

**VOC ED Levels 01, 02, 03**

ALL Voc Ed courses must be flagged in the **CRS** table with a corresponding code in the **Voc Ed Lvl (VCL)** field. From the Courses form, select a Voc Ed course and click the mouse on the drop down arrow to select a Voc Ed Lvl code of 01, 02 or 03.

**ROCP Courses**

ALL Voc Ed courses that are ROCP must be flagged in the **Type (TY)** field with code 30 or 33.

**TECH PREP Courses**

ALL Tech Prep Courses to be counted in columns D1 or D2 on CDE’s Carl Perkins report must be flagged in the **CRS** table with the **Voc Ed Lvl (VCL)** field set to 03 and the **Type (TY)** field MUST be flagged with code 32 or 33.
**CBEDS Codes in CRS Table**

ALL CBEDS Codes (C3) MUST be correct for each course in the CRS table. From the Courses form, select a Voc Ed course and click the mouse on the drop down arrow to select the correct CBEDS code.

![CBEDS Codes in CRS Table](image)

**VOC ED Sequences**

It is important that every course in a voc ed sequence of courses be coded with the same CBEDS code.

**Graduated Students**

It is crucial to verify that all 12th graders that graduated with a diploma, GED or Proficiency Credential are flagged correctly in the **STU.HSG** field for ALL schools selected.

From the Student Data form click the mouse on the **Student Data 3** tab. Verify that Graduated students are flagged in the Graduation Status (**HSG**) field. You may also populate the Grad Status field from the Transcripts form.

![Graduated Students](image)

**Special Populations**

It is very important to verify that students are flagged correctly for Special Populations which includes Economically Disadvantaged, Limited English Proficient, Migrant, Single Parents, and Disabled.

**NOTE:** There are fields available in Aeries that allow you to flag Special Population students. If your district does not utilize these fields you must verify and flag students in the fields selected by your district.
The field utilized for Migrant is the **Migrant ID (SSD.MID)** field. The field utilized for Single Parent is the **Special Needs (SSD.SPN)** field. Both fields are located on the **Secondary Student Data** tab on the Students form. The Migrant ID is on the **General** sub-tab and the Special Needs field is on the **Perkins** sub-tab.

### Limited English Proficient

The field utilized in Aeries for Limited English Proficient is the **LangFlu (LF)** field on the **Student Data** form.

Additional fields that are utilized in Aeries that indicate the student is Limited English Proficient are the **Start Date (LAC.SD)** and **End Date (LAC.ED)** on the **Language Assessment** form. If the End Date is blank the program will check the **Redesignation Date (LAC.RD1)**.

For example, if the Start Date is less than or equal to October 15 and the End Date is greater than or equal to October 15 the student is considered Limited English Proficient no matter how their STU.LF field is populated.
If the End Date is blank the program will then check the Redesignation Date to determine whether the student was Limited English Proficient. The example below would calculate the student as Limited English Proficient since the Redesignation Date is after October 15.

**Economically Disadvantaged**

The fields utilized in Aeries for Economically Disadvantaged are the AFDC Number (FRE.AF) field or the Lunch Type code field (FRE.CD) located in the Free and Reduced meals table.

Any value in the AFDC Number (FRE.AF) field or a code of F or R in the Lunch Type code (FRE.CD) will automatically count this student as Economically Disadvantaged.

If this data was updated at the school site the FRE table should be current since this is last year’s database.

Also, the CALPADS Translation (XRF) table will be used to translate the Free and Reduced codes other than F or R

**Disabled**

The field utilized in Aeries for flagging Disabled students is the Disability code (CSE.DI) field on the Special Education Data form. Any value in the Disability field will automatically count this student as Disabled.
Carl Perkins Form

From View All Forms select Carl Perkins and the following form will display.

On the Schools tab select the schools that will be included in the report. The schools with Lo and Hi grades that fall within grades 7 – 12 will be defaulted to be included in the reports and will display Yes. Clicking on the school name will change the processing flag from Yes to No and vice versa. Verify that the Setup Perkins 101 E1 option is selected, the correct Grade Range of students that will be reported, and the Path and Name of the output file.

There is also the option to Include Grades above 13. This option was added for special assigned grades such as Grade 17 for Special Ed students. If this option is selected it will include ALL grades above 13.

Click on the Print Report tab to set up the rest of the options needed to run the Carl Perkins report.
Select all **Grad Codes** to be counted toward Graduation. Be sure NOT to select codes that do not count toward graduation. For example, if code 360 is used to indicate that the student completed grade 12 but did not complete all graduation requirements, then that code would not be selected.

The first time this report is generated you may want to de-select the **Aggregate totals at district level** option. This will print ALL schools individually to allow you to verify the data and student details.

![Checkbox options]

Select the **Include Only Courses with Counts** radio button. This will eliminate all pages that do not have counts for the CBED’s course number.

**NOTE:** The Aggregate Totals and Include Only Courses with Counts options MUST be selected and the report must be generated before the Create Extract button becomes available to create the Extract.

![Checkbox options]

The **Term that Indicates Completion** will default to term 2. This field will be used to indicate whether the student received a passing grade in the term selected for ALL schools. When this report generates it will use the **History** (HIS) table and term selected to determine whether this course was completed.

The **Special Populations** fields will display the table and field that Aeries utilizes to calculate Special Populations on the report. Verify that your school stores this data in these fields and modify the selections if necessary.

**Reports**

**Print Selected Schools**

If the option **Aggregate totals at district level** is not selected each school will print individual totals. The school name will print in the top left corner.

Click on the **Print Perkins CDE 101 E1** button. The following report will be generated for all CBEDS codes identified in the CRS table flagged with Voc Ed Level 01, 02 or 03.
The **Total Participants** column will determine who has completed Voc Ed Courses for Voc Ed Level 01, 02 or 03 CBEDS courses. It will use the **Term that Indicates Completion** field and locate students in the History table that passed these courses in the term selected.

The **Total Concentrator** column will determine who has completed Voc Ed Courses for Voc Ed Level 02 or 03 CBEDS courses.

The **Concentrator in Capstone Course** column will determine who has completed Voc Ed Courses for Voc Ed Level 03 CBEDS courses.

The **Concentrators in Capstone Achieving C or more** column will look at **HIS** to determine who completed Voc Ed Courses for type 03 with a Mark of C or better.

The **Concentrators in a Capstone Receiving Post-Sec Credit** column will determine who has completed Voc Ed Courses for Voc Ed Level 03 CBEDS courses and will look at Course Type (TY) 32 or 33. The students flagged with a Y in the **Post Secondary Credit (SSD.PSC)** field on the Secondary Student Data form will be included in this calculation.
The Concentrators in a Capstone Completed Industry Recognized Certification column will determine who has completed Voc Ed Courses for Voc Ed Level 03 CBEDS courses and will look at Course Type (TY) 32 or 33. The students flagged with a Y in the Completed Industry Recognized Certification (SSD.IRC) field on the Secondary Student Data form will be included in this calculation.

The 12th Grade Concentrators column will determine the total number of 12th graders that completed Voc Ed Courses for Voc Ed Level 02 or 03 CBEDS courses.

The 12th Grade Concentrator Met/Exceeded CAASPP ELA and CAASPP Math will look at CAASPP tests for parts 1 and 2. Students with proficiency levels of “Standard Met” or “Standard Exceeded” (TST.PL >= 3) will be included in these counts.

The 12th Grader Concentrators Receiving a Diploma column will only include students considered a graduate that are flagged in the STU.HSG field (but you MUST exclude codes that do not count towards graduation).

**Print District Totals**

If the Aggregate totals at district level option is selected the District totals will be printed for all schools selected and the individual school totals will not be printed.
**Print Perkins E1 Detail**

After the Perkins CDE 101 E1 report has been generated a detailed report of all students that were included in the report can be printed.

If the **Aggregate totals at district level** option is de-selected the students will be printed in order of the Schools selected. If the option is selected for only District totals ALL students will print in alphabetic order.

Click the mouse on the **Print Perkins E1 Detail** button. The following report will display. The columns across the headers are the same as in the School and District summary reports. The students that are included in each category are listed in the left column of the page along with their grade and the qualifying course number and Voc Ed level. The check mark in the body of the report indicate if the student was counted in the respective column.

<table>
<thead>
<tr>
<th>Race/Ethnicity</th>
<th>Total Percents</th>
<th>Total Percent</th>
<th>Content in Capstone Course</th>
<th>Content in Capstone “C” or more</th>
<th>Content in Capstone Receiving Professional Credit</th>
<th>Content in Capstone Receiving Industry Recognized Certification</th>
<th>12th Grade Content</th>
<th>12th Grade Content Standard</th>
<th>12th Grade Content Standard</th>
<th>12th Grade Content Standard</th>
<th>12th Grade Content Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Indian</td>
<td>Male</td>
<td>1255</td>
<td>0704/02</td>
<td></td>
<td></td>
<td></td>
<td>1255</td>
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<td>1255</td>
<td>1255</td>
</tr>
<tr>
<td>Asian</td>
<td>Male</td>
<td>118</td>
<td>0704/02</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Female</td>
<td>Male</td>
<td>119</td>
<td>0704/02</td>
<td></td>
<td></td>
<td></td>
<td>119</td>
<td>119</td>
<td>119</td>
<td>119</td>
<td>119</td>
</tr>
<tr>
<td>Hispanic</td>
<td>Male</td>
<td>1255</td>
<td>0704/02</td>
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<td>1255</td>
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<td>1255</td>
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<tr>
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<td>0704/02</td>
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<td>119</td>
</tr>
</tbody>
</table>

Carl Perkins Report CDE 101 E1 Instructions 2015-2016
**Extract**

The Carl Perkins allows you to generate the Carl Perkins CDE 101 E1 report and after it is generated an extract file can be created.

The **Path to Output File** and **Name of output text file** can be updated from the **Schools** tab.

![Path to output file and Name of output text file](image)

The **Create E1 Extract** button will be grayed out until the report is generated with both the **Aggregate Totals** and **Include Only Courses** options selected.

![Create E1 Extract button](image)

After the report has been generated with both options selected the **Create E1 Extract** button will display. Click the **Create E1 Extract** button.

![Create E1 Extract button](image)

The following message will display indicating where the file is stored and the number of records created.

![Extract file creation message](image)