



***Aeries™* Student Information System**
Carl Perkins Report - District
CDE 101 E1 Instructions - 2010-2011 School Year
September 29, 2011

Each year the state requires certain data for the Carl Perkins Report from the **PREVIOUS** year's District database (**Client Server 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 Proficient in CAHSEE ELA and CAHSEE Math will look at CAHSEE tests for parts 1 and 21 that the scale score is greater than or equal to 380.**
- **The Concentrators in Capstone Courses with C or better will look at students in the HIS and 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.

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.

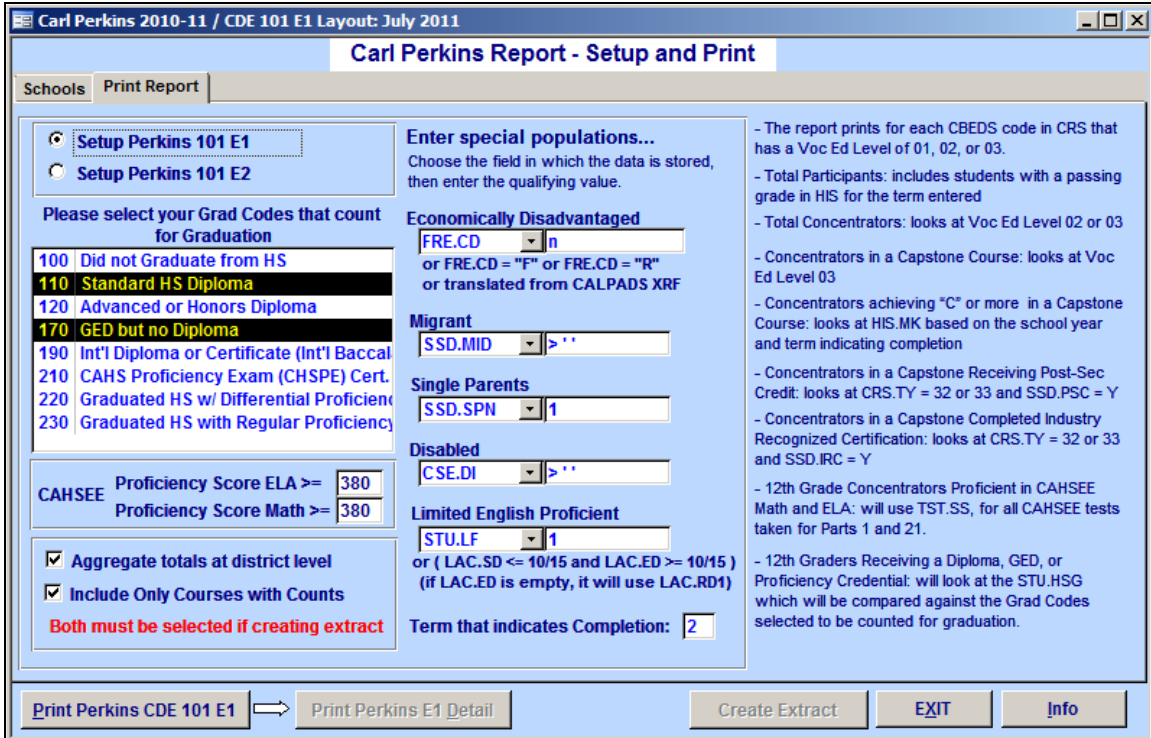
The **CRS** table must be verified and updated to ensure course file designations for Voc Ed Course Level (**VCL**), CBEDS codes and Course Type (**TY**) are correct in last year's database.

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.

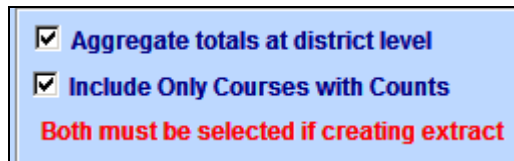
Any student that qualifies for the **Concentrators in Capstone course receiving post-secondary credit at the secondary level** or **Concentrators in Capstone course completed state or industry recognized certification or licensure** **MUST** be flagged with a Yes in the **SSD.IRC** or **SSD.PSC** fields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

CARL PERKINS REPORT OR EXTRACT

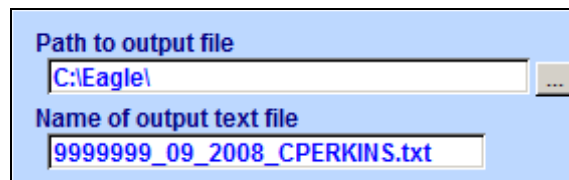
The District version of the Carl Perkins allows you to generate the Carl Perkins report and after it is generated an extract file can be created.



The **Create Extract** button will be grayed out until the report is generated but both the **Aggregate Totals** and **Include Only Courses** options **MUST** be selected. After the report is generated with these two options selected the **Create Extract** button will now be available to create the Extract.



The **Schools** tab also contains the **Path to Output File** and **Name of File** that can be updated.



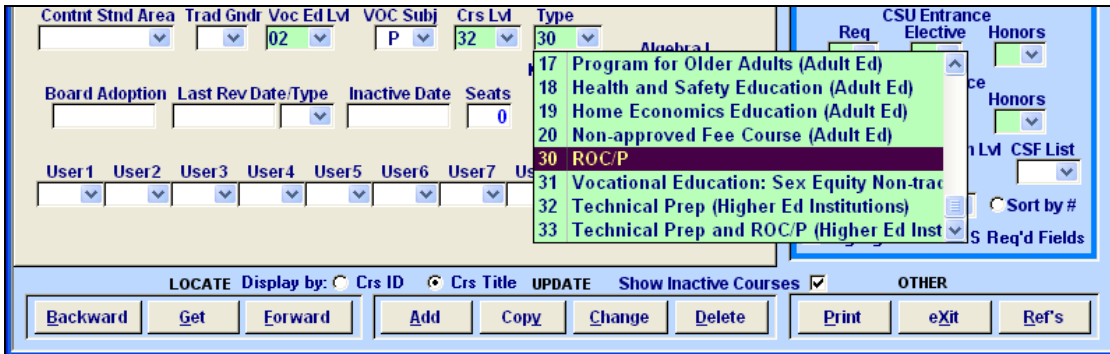
CARL PERKINS REPORT

Prior to running the **Carl Perkins** report the setup **MUST** be correct in order for this report to generate the correct totals. These options **MUST** be setup for all schools selected.

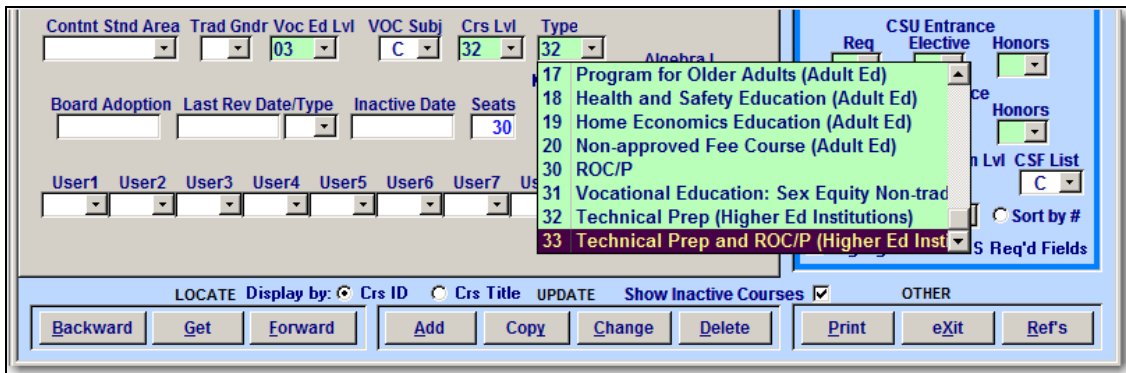
FLAG VOC ED LEVEL 01,02,03

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.

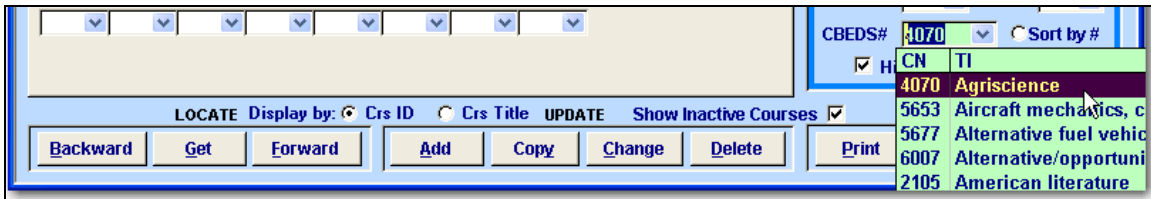
FLAG ROCP COURSES ALL Voc Ed courses that are ROCP **must** be flagged in the **Type** field with code 30 or 33.



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** field **MUST** be flagged with code 32 or 33.



UPDATE CBEDS CODES IN CRS TABLE ALL CBEDS Codes **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.



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.

The screenshot shows the 'Student Data 3 (STU)' tab in the Aeries system. The student's name is Allan Abbott, grade 12, and birthdate 6/08/1992. The 'Graduation Status (HSG)' dropdown menu is open, showing options: 100 Did not Graduate from HS, 110 Standard HS Diploma, 120 Advanced or Honors Diploma, 170 GED but no Diploma, 190 Int'l Diploma or Certificate (Int'l Baccalaureate), 210 CAHS Proficiency Exam (CHSPE) Cert. but no Diploma, 220 Graduated HS w/ Differential Proficiency Standards, and 230 Graduated HS with Regular Proficiency Standards. Other fields include 'Summer Withdrawal Reason', 'End of Year Status', and 'Interdist Exp Dt'.

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** field. The field utilized for Single Parent is the **Special Needs Status (Spec Needs)** field. Both fields are located on the **Secondary Student Data** tab on the **Students** form.

Student Data 1 (STU) Student Data 2 (STU) Student Data 3 (STU) Secondary Student Data (SSD)

Stu#	Last Name	First Name	Middle Name	Suffix	Perm ID No.	Sex	Grade	Birthdate	Age
048637	Abbott	Allan			007543400	M	12	6/08/1992	18

Migrant Ed Migrant ID: 1234567

Spec Needs: 1 Single Parent

Other: summer withdrawal

LIMITED ENGLISH PROFICIENT

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

Student Data 1 (STU) Student Data 2 (STU) Student Data 3 (STU) Secondary Student Data (SSD)

Stu#	Last Name	First Name	Middle Name	Suffix	Perm ID No.	Sex	Grade	Birthdate	Age
048637	Abbott	Allan			007543400	M	12	6/08/1992	18

LangFlu: 1 ELL

Other: withdrawal

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

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.

Program:	Start Date	End Date	Yrs In Prgm	YPCalc Date	Program	Curr LangDes	Lng of Inst	Eng Class Elig	Srvcs Rcvd
	9/01/1999		10	9/29/2009					
Redes Info:	Redes. Dt	Redes. Code	30 Day foll.up	30 Day Code	180 Day foll.up	180 Day Code			
	10/16/2009								
	Reasonable Fluency Dt.	1 Yr follow up	1 Yr Code	2 Yr follow up	2 Yr Code	3 Yr follow up	3 Yr Code		

Red Flag

LOCATE UPDATE Print Preview OTHER

Backward Get Forward Add Change Delete Print eXit

The fields utilized in Aeries for Economically Disadvantaged are the **AFDC Number** field or the **Lunch Type Code** field (F or R) 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** 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 field on the **Special Education Data** form. Any value in the **Disability (CSE.DI)** field will automatically count this student as **Disabled**.

Special Education Data

2010-2011 Screaming Eagle High School 9/19/2011

STU#	Last Name	First Name (AI)	M/I	Sex	Grade	Pgm	Birthdate	Perm ID No.	SocSecNum
1	Abbott	Allan	J	M	12		11/11/1992	099400001	*****

General Information | Student Services | Discipline Data | Infant Data | Transition Information | IEP Status and Info | Comments

SELPA Code	SELPA from	District of Service	District of Residence	School Code	School Type	Include?
3100	3100	3066431	3066431	3030228	10	

ELL	Nativ Lang	Early Int	Referral Date	Refer By	Parent Consent	Initial Evaluation	Ini Eval Delay	Eval after 3rd BD	Plan Type
N			11/15/2005		11/21/2004	11/20/2004			1

Migrant	Residential Status	EntryDate:	(Alternate)	Last IEP:	Last Evaluation	Disability	Disability2
N	10	11/22/2005	Y	11/30/2006	11/30/2006	240	260

Sole Low	Fed Infant	Fed Preschl	Fed Schl Age	(PreSchool)	In Reg Class %
Y				10	090

MHS Elig	MHS Lang Spec	Trans Parent Input (Participation)	Part-CAHSEE	Part-Math	Part-
N	N	Y			

240 Speech or Language Impairment (SLI)
 250 Visual Impairment (VI)
 260 Emotional Disturbance (ED)
 270 Orthopedic Impairment (OI)

**PERKINS CDE
101 E1 REPORT**

From **View All Forms** select **Carl Perkins** and the following form will display. The **Setup Perkins 101 E1** button will automatically be selected.

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 100 is used for Did not Graduate from HS it would not be selected.

The **CAHSEE Proficiency Scores for ELA and Math** will default to a scale score greater than or equal to 380 for part 1 and 21.

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

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.

Carl Perkins Report - Setup and Print

Schools | Print Report

Setup Perkins 101 E1
 Setup Perkins 101 E2

Please select your Grad Codes that count for Graduation

100	Did not Graduate from HS
110	Standard HS Diploma
120	Advanced or Honors Diploma
170	GED but no Diploma
190	Int'l Diploma or Certificate (Int'l Baccal
210	CAHS Proficiency Exam (CHSPE) Cert.
220	Graduated HS w/ Differential Proficiency
230	Graduated HS with Regular Proficiency

CAHSEE Proficiency Score ELA >= 380
CAHSEE Proficiency Score Math >= 380

Aggregate totals at district level
 Include Only Courses with Counts
Both must be selected if creating extract

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

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

Migrant
SSD.MID > ''

Single Parents
SSD.SPN = 1

Disabled
CSE.DI > ''

Limited English Proficient
STU.LF = 1
or (LAC.SD <= 10/15 and LAC.ED >= 10/15)
(if LAC.ED is empty, it will use LAC.RD1)

Term that indicates Completion: 2

- The report prints for each CBEDS code in CRS that has a Voc Ed Level of 01, 02, or 03.
- Total Participants: includes students with a passing grade in HIS for the term entered
- Total Concentrators: looks at Voc Ed Level 02 or 03
- Concentrators in a Capstone Course: looks at Voc Ed Level 03
- Concentrators achieving "C" or more in a Capstone Course: looks at HIS.MK based on the school year and term indicating completion
- Concentrators in a Capstone Receiving Post-Sec Credit: looks at CRS.TY = 32 or 33 and SSD.PSC = Y
- Concentrators in a Capstone Completed Industry Recognized Certification: looks at CRS.TY = 32 or 33 and SSD.IRC = Y
- 12th Grade Concentrators Proficient in CAHSEE Math and ELA: will use TST.SS, for all CAHSEE tests taken for Parts 1 and 21.
- 12th Graders Receiving a Diploma, GED, or Proficiency Credential: will look at the STU.HSG which will be compared against the Grad Codes selected to be counted for graduation.

Print Perkins CDE 101 E1 | Print Perkins E1 Detail | Create Extract | EXIT | Info

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.

Aggregate totals at district level

Include Only Courses with Counts

The **School** tab will allow you to select which schools will be included in this report. The Schools defaulted to be included will display **Yes**. These schools have a Lo and Hi grade that falls within grades 7 and 12.

Carl Perkins Report - Setup and Print

Schools | Print Report

Schools to be included in the report

100	Basic Code Tables	No
200	Basic Data HS ADS SOC Etc	No
990	Golden Eagle Elementary School	No
991	Tawny Eagle YR Elementary School	No
992	Hawk Elementary for ATT	No
993	Bald Eagle Intermediate School	Yes
994	Screaming Eagle High School	Yes
995	Aeries Continuation School	No
999	Inactive Students	No

Grade Range: thru
 Include Grades above 13

Path to output file

Name of output text file

All None

Print Perkins CDE 101 E1 ⇨ Print Perkins E1 Detail Create Extract EXIT Info

The **Grade Range** for students to be included in this report can only include grades 7 and 12. The **Grade Range** can be changed but will not allow grades outside this grade range.

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.**

If an extract file will be created the **Path to Output File** and **Name of Output File** can be updated.

**PRINT
SELECTED
SCHOOLS**

If you de-select **Aggregate totals at district level** each School selected will print individual totals. The school name will print in the top left corner.

Click the mouse 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.

Eagle Unified School District														9/26/2011								
Carl Perkins Report - CDE 101-E-1														Page 27								
Eagle High School																						
4698 - Other finance and business																						
Race/Ethnicity		Total Particip		Total Concert		Concert in Capstone Course		Concert in Capstone Achieving "C" or more		Concert in Capstone Receiving Post-Sec Credit		Concert in Capstone Completed Industry Recog Certif		12th Grade Concert		12th Grade Concert Proficient CAHSEE ELA		12th Grade Concert Proficient CAHSEE Math		12th Grade Concert Receiving Diploma, GED Prof Cred		
		DST	ROCP	DST	ROCP	DST	ROCP	DST	ROCP	DST	ROCP	DST	ROCP	DST	ROCP	DST	ROCP	DST	ROCP	DST	ROCP	
American Indian	Male																					
	Female																					
Asian	Male	9	4	9	4	9	4	5	4	4	2	4	2	1	2	1	1	1	2	1	2	
	Female	9	3	9	3	9	3	7	3		1		1	1	1	1		1				
African American	Male	2	9	2	9	2	9	1	9						3							
	Female	5	2	5	2	5	2	4	2													
Hispanic	Male	49	32	49	32	48	32	27	29	1	5	1	5		6				4		2	
	Female	49	10	49	10	47	10	36	10					1	1						1	
Pacific Islander	Male																					
	Female		3		3		3		3		1		1		3		1		1			
White	Male	18	12	18	12	18	12	14	11						1				1			
	Female	15	2	15	2	14	2	11	2					1								
Other	Male	2		2		1		1						1								
	Female	1		1		1		1														
TOTALS:		159	77	159	77	154	77	107	73	5	9	5	9	5	17	2	6	2	8	1	5	
Special Populations		Total Particip		Total Concert		Concert in Capstone Course		Concert in Capstone Achieving "C" or more		Concert in Capstone Receiving Post-Sec Credit		Concert in Capstone Completed Industry Recog Certif		12th Grade Concert		12th Grade Concert Proficient CAHSEE ELA		12th Grade Concert Proficient CAHSEE Math		12th Grade Concert Receiving Diploma, GED Prof Cred		
		DST	ROCP	DST	ROCP	DST	ROCP	DST	ROCP	DST	ROCP	DST	ROCP	DST	ROCP	DST	ROCP	DST	ROCP	DST	ROCP	
Economically Disadvantaged	Male	34	19	34	19	34	19	18	17	2	4	2	4		1				1		1	
	Female	35	11	35	11	34	11	26	11		2		2	2	3	1			1		1	
Individuals w/Disabilities	Male	4	19	4	19	3	19	2	18		4		4	1	4				1		1	
	Female	2	1	2	1	2	1		1													
Single Parents	Male																					
	Female		3		3		3		3		1		1		3		1		1			
Limited English Proficient	Male	4	10	4	10	4	10	2	10	2	2	2	2		2				1		2	
	Female	6	4	6	4	5	4	2	4		2		2		3						1	
Migrant	Male																					
	Female		2		2		2		2		1		1		2						1	
TOTALS:		85	69	85	69	82	69	50	66	4	16	4	16	3	18	1	1	1	4		7	

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 to Indicate 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.

4698 - Other finance and business																						
Race/Ethnicity	Total Particip		Total Concent		Concent in Capstone Course		Concent in Capstone Achieving "C" or more		Concent in Capstone Receiving Post-Sec Credit		Concent in Capstone Completed Industry Recog Certif		12th Grade Concent		12th Grade Concent Proficient CAHSEE ELA		12th Grade Concent Proficient CAHSEE Math		12th Grade Concent Receiving Diploma, GED Prof Cred			
	DST	ROCP	DST	ROCP	DST	ROCP	DST	ROCP	DST	ROCP	DST	ROCP	DST	ROCP	DST	ROCP	DST	ROCP	DST	ROCP		

The **Concentrators in Capstone Achieving C or Better** 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 (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 (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 Proficient in CAHSEE ELA and CAHSEE Math** columns will look at CAHSEE tests for parts 1 and 21 that the scale score is greater than or equal to 380.

The **12th Graders 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).

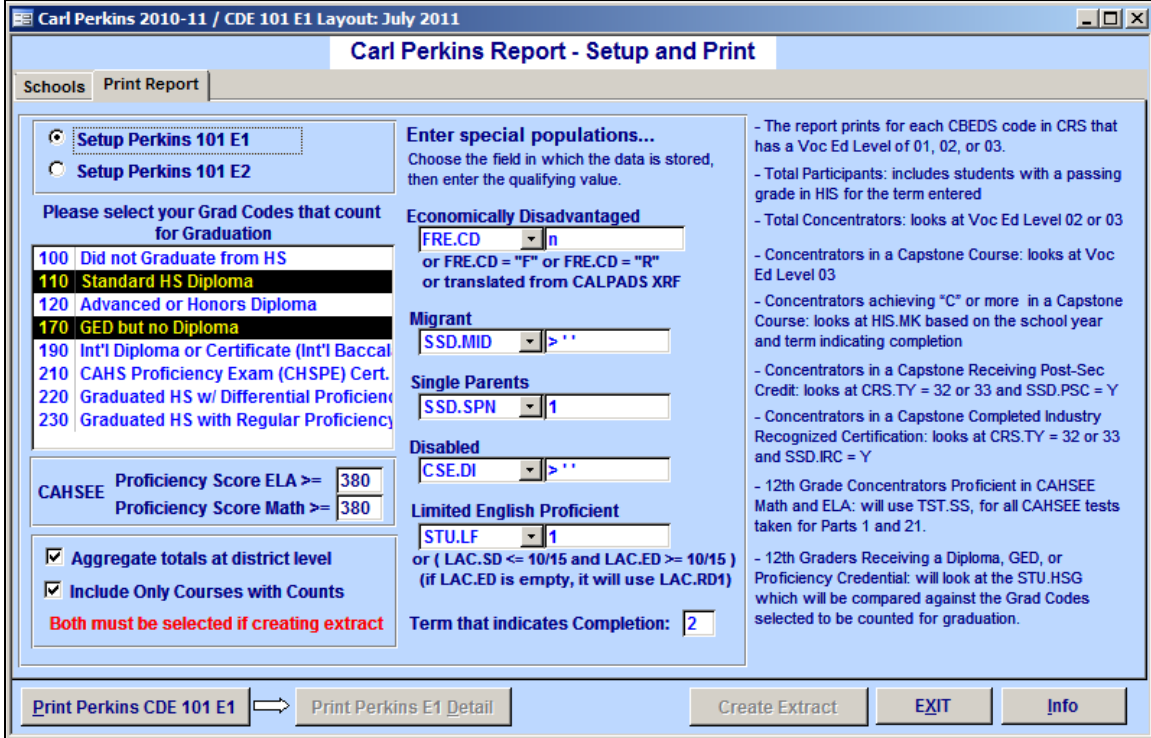
**PRINT
DISTRICT
TOTALS**

If you select **Aggregate totals at district level** the District totals will be printed for all schools selected and will not print individual totals for the schools selected.

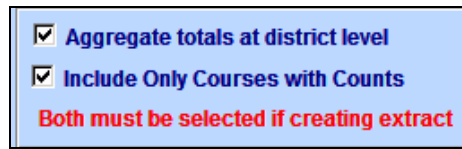
Eagle Unified School District														9/26/2011							
Carl Perkins Report - CDE 101-E-1														Page 27							
4698 - Other finance and business																					
Race/Ethnicity	Total Particip		Total Concert		Concert in Capstone Course		Concert in Capstone Achieving "C" or more		Concert in Capstone Receiving Post-Sec Credit		Concert in Capstone Completed Industry Recog Certif		12th Grade Concert		12th Grade Concert Proficient CAHSEE ELA		12th Grade Concert Proficient CAHSEE Math		12th Grade Concert Receiving Diploma, GED Prof Cred		
	DST	ROCP	DST	ROCP	DST	ROCP	DST	ROCP	DST	ROCP	DST	ROCP	DST	ROCP	DST	ROCP	DST	ROCP	DST	ROCP	
American Indian	Male																				
	Female																				
Asian	Male	9	4	9	4	9	4	5	4	4	2	4	2	1	2	1	1	1	2	1	2
	Female	9	3	9	3	9	3	7	3		1		1	1	1	1		1			
African American	Male	2	9	2	9	2	9	1	9					3							
	Female	5	2	5	2	5	2	4	2												
Hispanic	Male	49	32	49	32	48	32	27	29	1	5	1	5		6		4		4		2
	Female	49	10	49	10	47	10	36	10					1	1						1
Pacific Islander	Male																				
	Female		3		3		3		3		1		1		3		1		1		
White	Male	18	12	18	12	18	12	14	11					1					1		
	Female	15	2	15	2	14	2	11	2					1							
Other	Male	2		2		1		1						1							
	Female	1		1		1		1													
TOTALS:		159	77	159	77	154	77	107	73	5	9	5	9	5	17	2	6	2	8	1	5
Special Populations	Total Particip		Total Concert		Concert in Capstone Course		Concert in Capstone Achieving "C" or more		Concert in Capstone Receiving Post-Sec Credit		Concert in Capstone Completed Industry Recog Certif		12th Grade Concert		12th Grade Concert Proficient CAHSEE ELA		12th Grade Concert Proficient CAHSEE Math		12th Grade Concert Receiving Diploma, GED Prof Cred		
	DST	ROCP	DST	ROCP	DST	ROCP	DST	ROCP	DST	ROCP	DST	ROCP	DST	ROCP	DST	ROCP	DST	ROCP	DST	ROCP	
Economically Disadvantaged	Male	34	19	34	19	34	19	18	17	2	4	2	4		1				1		1
	Female	35	11	35	11	34	11	26	11		2		2	2	3	1			1		1
Individuals w/Disabilities	Male	4	19	4	19	3	19	2	18		4		4	1	4				1		1
	Female	2	1	2	1	2	1		1												
Single Parents	Male																				
	Female		3		3		3		3		1		1		3		1		1		
Limited English Proficient	Male	4	10	4	10	4	10	2	10	2	2	2	2	2					1		2
	Female	6	4	6	4	5	4	2	4		2		2		3						1
Migrant	Male																				
	Female		2		2		2		2		1		1		2						1
TOTALS:		85	69	85	69	82	69	50	66	4	16	4	16	3	18	1	1	1	4		7

CARL PERKINS EXTRACT

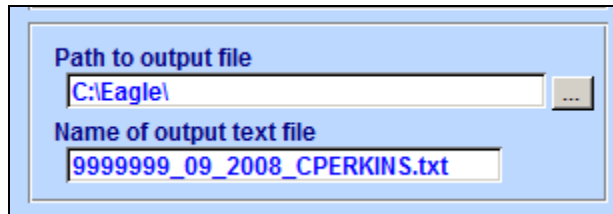
The District version of the Carl Perkins allows you to generate the **Carl Perkins CDE 101 E1** report and after it is generated an extract file can be created.



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



From the **Schools** tab the **Path to Output File** and **Name of File** can be updated.



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

The screenshot shows a software interface with a light blue background. On the left, there are two checked checkboxes: "Aggregate totals at district level" and "Include Only Courses with Counts". Below them is a red text note: "Both must be selected if creating extract". To the right of these checkboxes is a dropdown menu for "STU.LF" set to "1", and a text box for "Term that indicates Completion:" set to "2". Further right, there is a text box with a filter expression: "or (LAC.SD <= 10/15 and LAC.ED >= 10/15) (if LAC.ED is empty, it will use LAC.RD1)". On the far right, there is a note: "- 12th Graders Receiving a Diploma, GED, or Proficiency Credential: will look at the STU.HSG which will be compared against the Grad Codes selected to be counted for graduation." At the bottom, there are five buttons: "Print Perkins CDE 101 E1", "Print Perkins E1 Detail", "Create Extract" (with a mouse cursor over it), "EXIT", and "Info".

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

