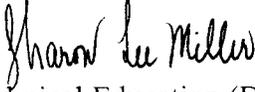




UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF CAREER, TECHNICAL, AND ADULT EDUCATION

OCT 16 2014

TO: State Directors for Career and Technical Education (CTE)

FROM: Sharon Lee Miller, Director 
Division of Academic and Technical Education (DATE)

SUBJECT: State's Submission of Perkins IV Consolidated Annual Reports for
Program Year (PY) 2013-14

It is time once again for each State to submit its annual Perkins Consolidated Annual Report (CAR) to the Department pursuant to the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV). This year's CAR report will provide narrative updates, financial information and performance data for program year (PY) 2013-14.

Beginning on November 1, the CAR Perkins Information Management System (PIMS) database (<https://perkins.ed.gov>) will open for States to submit their cover page, narrative information, fiscal information, and enrollment and postsecondary performance data. On November 1, States also may begin submitting their secondary performance data into the Education Data Exchange Network (EDEN) database. Each State must complete and certify its submissions by close of business on December 31, 2014.

It is important to note that this year's CAR will not require you to provide updated narrative information on the program areas for which your State had technical skill assessments (Part III, B, 2, 2). You still will be required to provide the estimated percentage of students who would be reported in the State's calculation of career and technical education concentrators who took assessments and the State's plan and timeframe for increasing the coverage of programs and students reported in this indicator. We are hoping that this change will relieve reporting burden on your State, while not compromising the integrity of your narrative report.

We are also pleased to inform you that this year's CAR database has many enhancements that State CTE directors have requested, namely a printer friendly feature, cell size expansion, and text editor. We hope that these changes will ease and improve your CAR submission experience.

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The Department of Education's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.

During the first week of November, State CTE directors will receive an e-mail from John Vavricka of RTI International containing your CAR Personal Identification Number (PIN) to access and begin entering your information into the database. If you are a new State CTE director, you will first receive an email from accounts@pimsdev.com containing a link to create your CAR account. You will then receive your PIN from John Vavricka.

In addition, the Financial Status Report (FSR) PIN recipient that you previously identified will receive a separate email notification with their PIN. If either you or your designated staff member do not receive an email and/or PIN by November 5, please immediately contact Sharon Head of our office's Perkins Accountability and Performance Branch (PAB) at sharon.head@ed.gov.

To support States in their PY 2013-14 Perkins IV data submissions, our office and RTI will host two web-based training sessions, each covering the same information. The sessions will be held as follows:

- Monday, October 27, 2014, from 10:00 am – 11:00 am EST
- Thursday, October 30, 2014, from 2:00 pm – 3:00 pm EST

The agenda along with the web conference link and call-in information for each session will be posted on the home page of the Perkins Collaborative Resource Network (PCRN) at <http://cte.ed.gov>. In addition to the live training sessions, on-line training resources will be available on the CAR website throughout the reporting period.

Our office will continue to automatically upload your State's agreed upon performance levels into the CAR database. If you note a discrepancy between the CAR database levels and the levels that you have agreed upon, please immediately contact your DATE Regional Accountability Specialist (RAS) for clarification and/or correction. Contact information for your State's RAS is available at <http://cte.ed.gov/contact.cfm>.

As always, please let our office know if there is any way that we can assist you in your CAR submission.