



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

OCT 20 2017

**PROGRAM MEMORANDUM—2017**

TO: State Directors for Career and Technical Education

FROM: Sharon Lee Miller /s/  
Director, Division of Academic and Technical Education  
Office of Career, Technical, and Adult Education

SUBJECT: Submission of Perkins IV Consolidated Annual Reports for Program Year (PY)  
2016-17

It is time once again for States to submit their annual Perkins Consolidated Annual Report (CAR) to the U. S. Department of Education (Department), Office of Career, Technical, and Adult Education (OCTAE), Division of Academic and Technical Education (DATE) pursuant to the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV). The CAR submission comprises a cover page; narrative information; fiscal information; and enrollment and performance data. This year's CAR submission, covering program year (PY) 2016-17, must be complete and certified by close of business on December 31, 2017.

States will continue to make their CAR submissions through two portals. States will submit their cover page; narrative information; fiscal information; and *postsecondary* enrollment and performance data via the Perkins CAR Portal at <https://perkins.ed.gov/>. States will submit their *secondary* enrollment and performance data via the EdFacts Submission System (ESS). The ESS opened on October 1, 2017; the Perkins CAR Portal will open on October 23, 2017.

As in years past, our office will automatically upload State's agreed-upon performance levels into the Perkins CAR Portal. Should a State note discrepancies between its performance levels uploaded into the Perkins CAR Portal and those documented in its official files, the State should immediately contact its DATE Regional Accountability Specialist (RAS), a listing for which is available on the Perkins Collaborative Resource Network (PCRN) at <http://cte.ed.gov/contact.cfm>.

Within the next day or so, State CTE directors and their designated financial staff members will receive an e-mail from John Vavricka of RTI International containing a Personal Identification Number (PIN) to certify their CAR submissions. Any *new* State CTE director or *new* designated financial staff member will first receive an email from [accounts@pimsdev.com](mailto:accounts@pimsdev.com) containing a link

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to create a CAR account. If the State director and/or their designated financial staff member do not receive an email and/or PIN by October 24, they should immediately contact Sharon Head of our office's Perkins Accountability and Performance Branch (PAB) at [sharon.head@ed.gov](mailto:sharon.head@ed.gov).

To support States in their PY 2016-17 CAR submissions, our office has posted a link to the recorded on-line training sessions that were held this past September, on-line training sessions, and a link to the Perkins CAR Portal on the Perkins Collaborative Resource Network (PCRN) at: <http://cte.ed.gov/accountability/consolidated-annual-report>.

As always, please let our office know if there is any way that we can further assist you in your CAR submission. We appreciate your efforts to compile and submit this annual information and data on your efforts to provide quality CTE programs in your State.