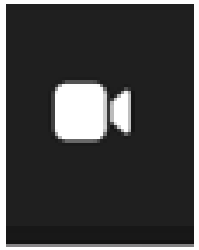
PERKINS V CONSOLIDATED ANNUAL REPORT (CAR)

User Training
Program Year 2025-26

Participation Guidelines & Tips

- Please stay muted during the training.
- Type your questions in the chat box. Questions will be answered at the end of the session.

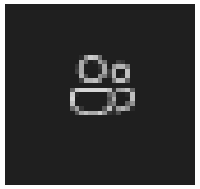
MS Teams Tools



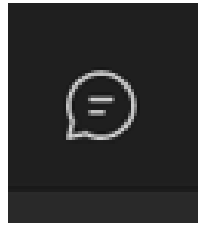
Turn camera on/off



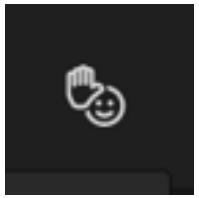
Turn microphone on/off



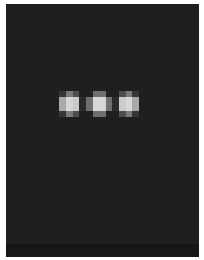
View participant list



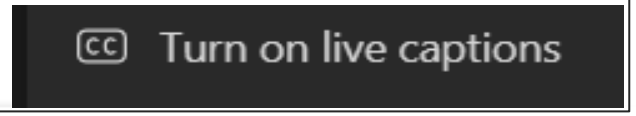
View and use the chat



Use the hand-raise feature



Click on Three dots to turn live captions



Agenda

- Perkins Coordinators (PCs)
- Important Dates
- CAR Required Sections
- System Login & General Information
- Live Demo of CAR Required Steps
- Questions
- Contact Information



Perkins Coordinators (PCs)

Perkins Coordinator Contact	State Responsibility
José Figueroa Education Program Specialist Jose.Figueroa@ed.gov (202) 987-1397	AK, AR, CA, DE, FL, ID, KY, LA, MO, MT, NC, ND, NH, NV, OH, OR, PA, PR, RI, SD, TN, VA, VI, VT, WA, WV, WY
Andrew Johnson Program Specialist Andrew.Johnson@ed.gov (202) 987-1208	AL, AZ, CO, CT, DC, GA, HI, IA, IL, IN, KS, MA, MD, ME, MI, MN, MS, NE, NJ, NM, NY, OK, PW, SC, TX, UT, WI

Important Dates

CAR Opens:

In early December, 2026

CAR Submission Deadline:

February 1, 2027

The training recording and user guide will be posted on:

- Portal User Help Center
- OCTAE website at: Consolidated-Annual-Report page and Resources



CAR Required Sections

- 1. Cover Page
- 2. Narrative Performance Report
  - 2.a - Implementation of State Leadership Activities
  - 2.b - Fiscal Responsibility
  - 2.c - Disparities or Gaps in Performance
  - 2.d - Implementation of State Program Improvement Plans
- 3. Financial Status Reports *(Updated!)*
  - 3.a - Interim Financial Status Report
  - 3.b - Final Financial Status Report
- 4. Performance Data Reports *(Updated!)*
  - 4a & 4b - CTE Participant Enrollment Forms
  - 4c & 4d - CTE Concentrator Enrollment Forms
  - 4.e through 4.s - CTE Performance Forms

System Login & General Information

System Login

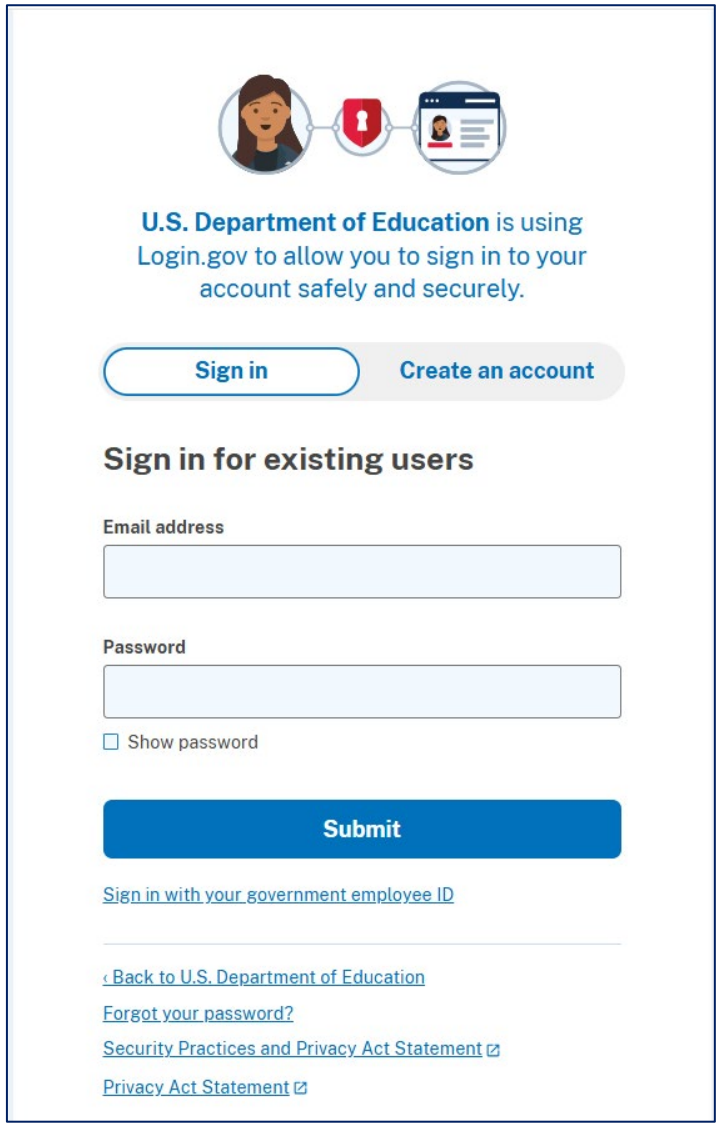
- To access the Perkins Web Portal, go to: https://perkins.ed.gov
- Click **I Agree** after reviewing the warning message.
- Click on "**CLICK HERE TO LOG IN**"



Create Login.gov Account

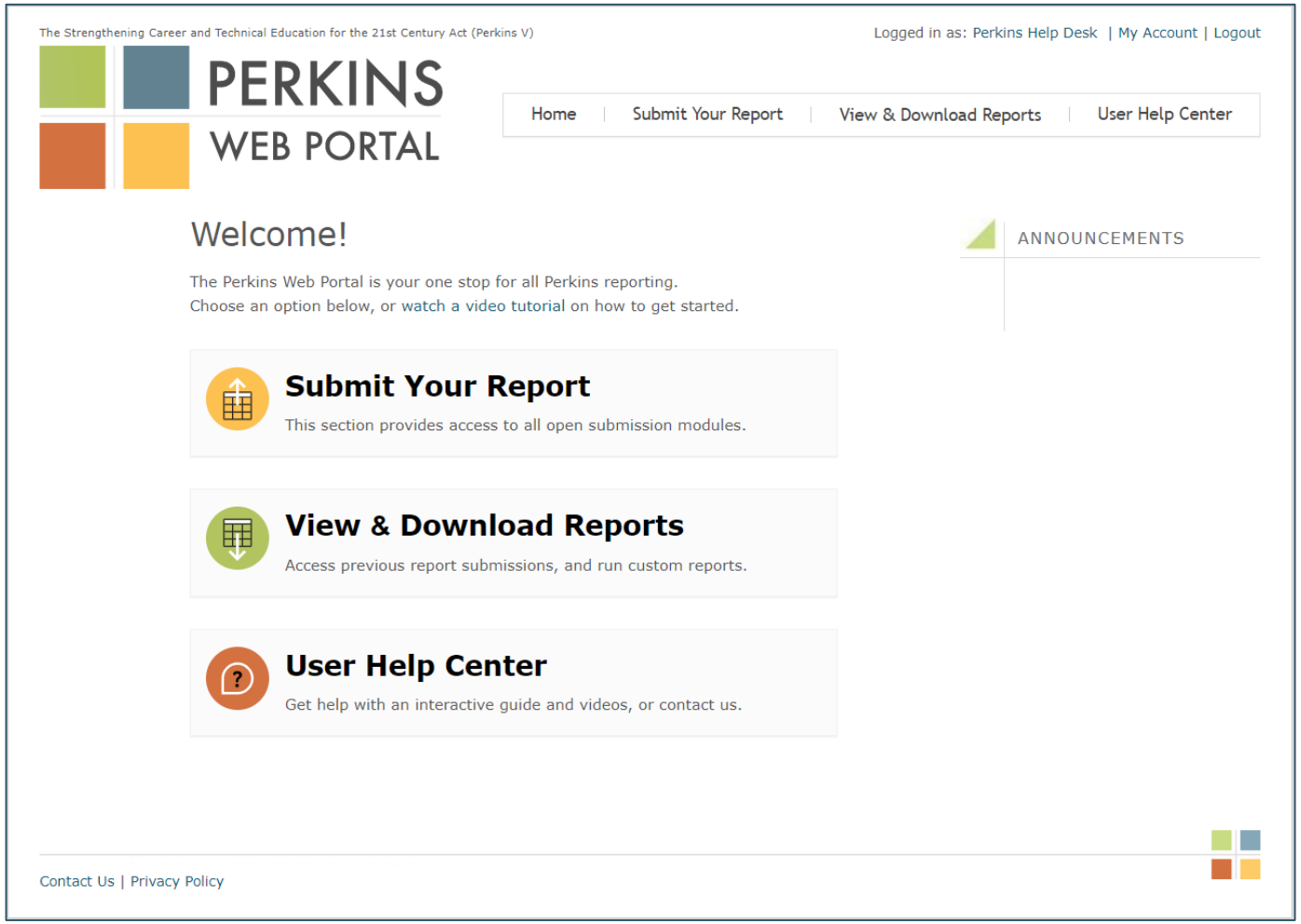
- On the Login.gov sign-in page, enter your email address to sign in using your Login.gov account.
  - New users will need to create a login.gov account.
- For further information, refer to the Login.gov user guide available at:

https://octae.ed.gov/cte/accountability/consolidated-annual-report



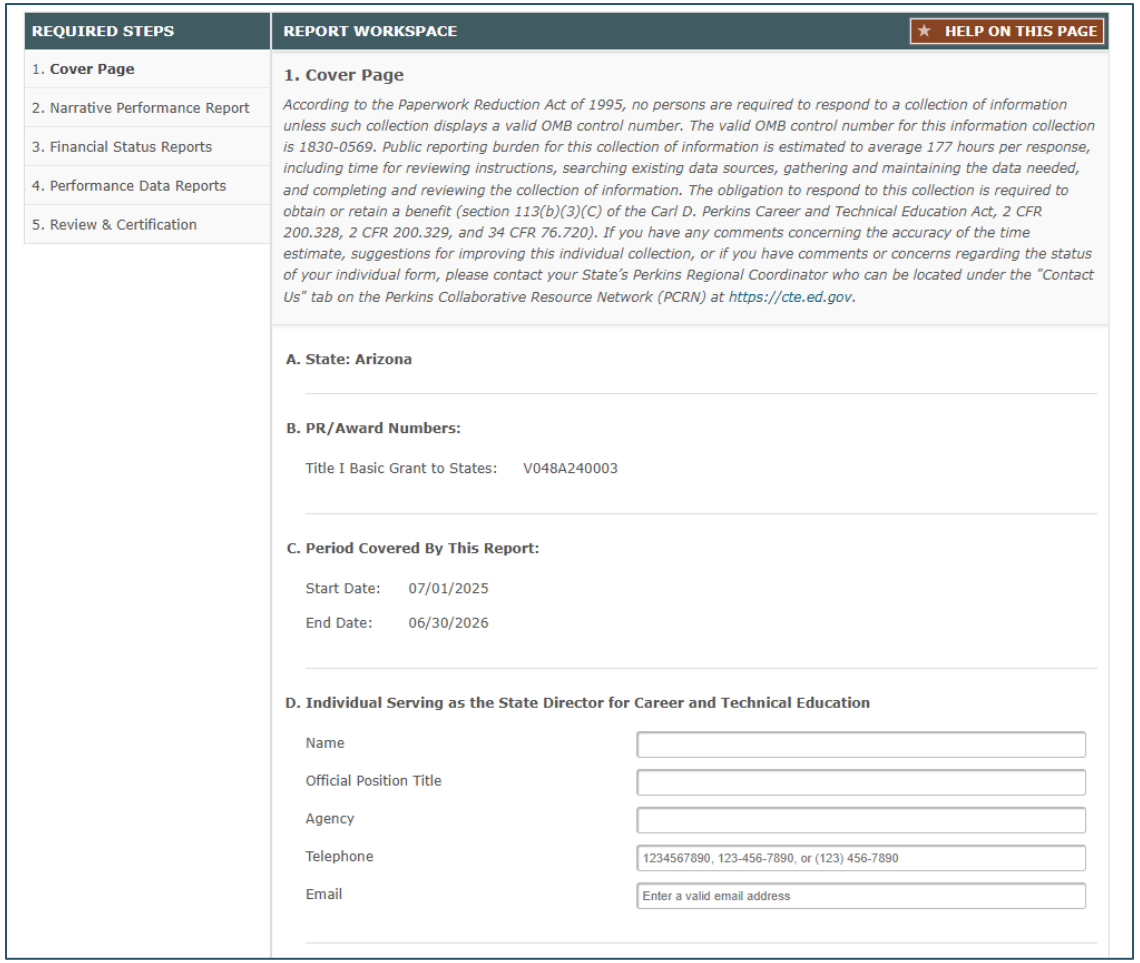
Perkins Web Portal Home Page

- **Submit Your Report:** Provides access to all reporting modules.
- **View & Download Reports:** Provides access to previous report submissions.
- **User Help Center:** Contains user guide, recorded training video, and Help Desk contact information.



General Information

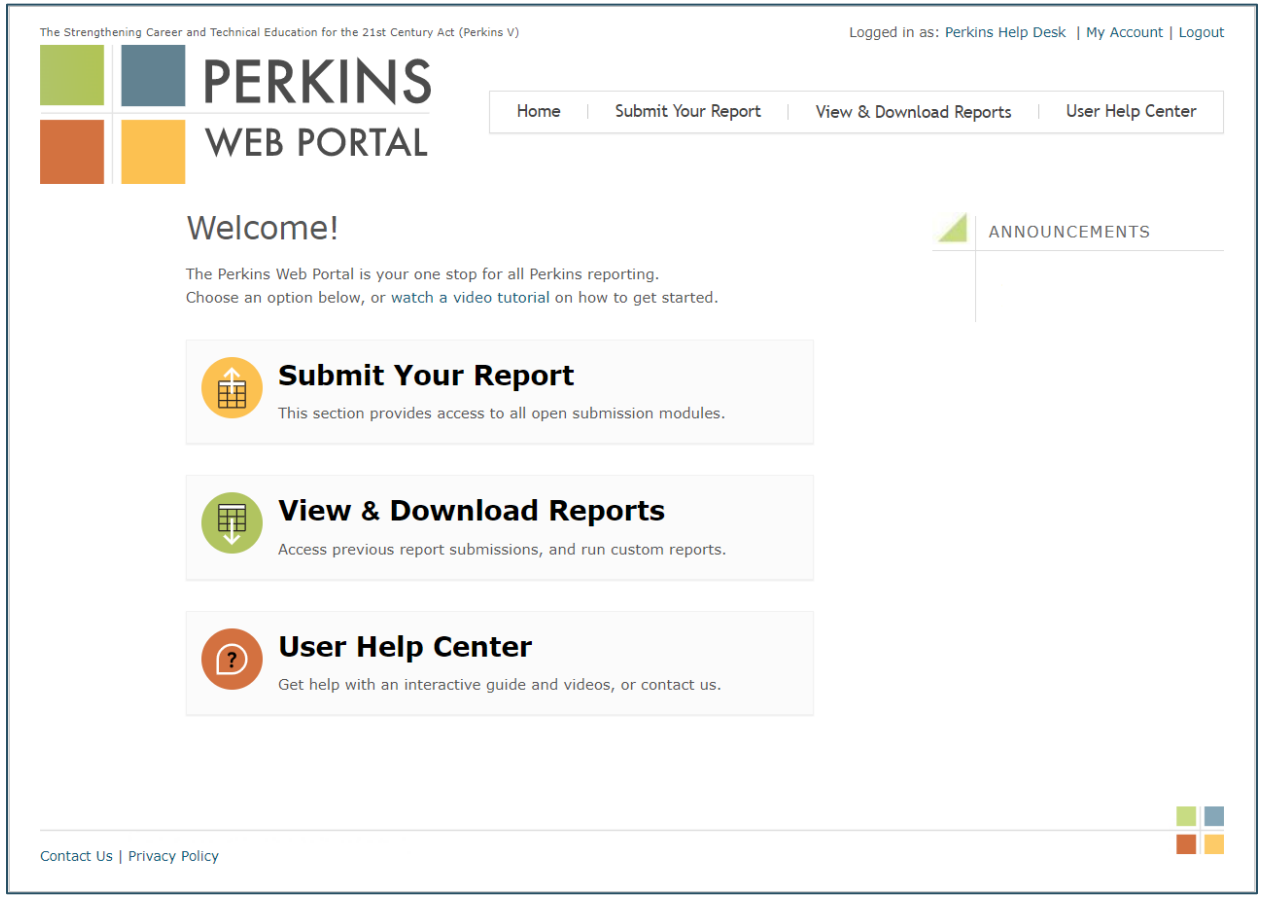
- Save data frequently!
  - Save Draft: Saves data without performing any data validations.
  - Save & Continue:
    - Saves data and performs data validations.
    - Marks a step complete (no errors).
    - Moves to the next section.
- Clear Form: Removes all saved data from the section.
- Use the navigation menu on the left side of the screen.





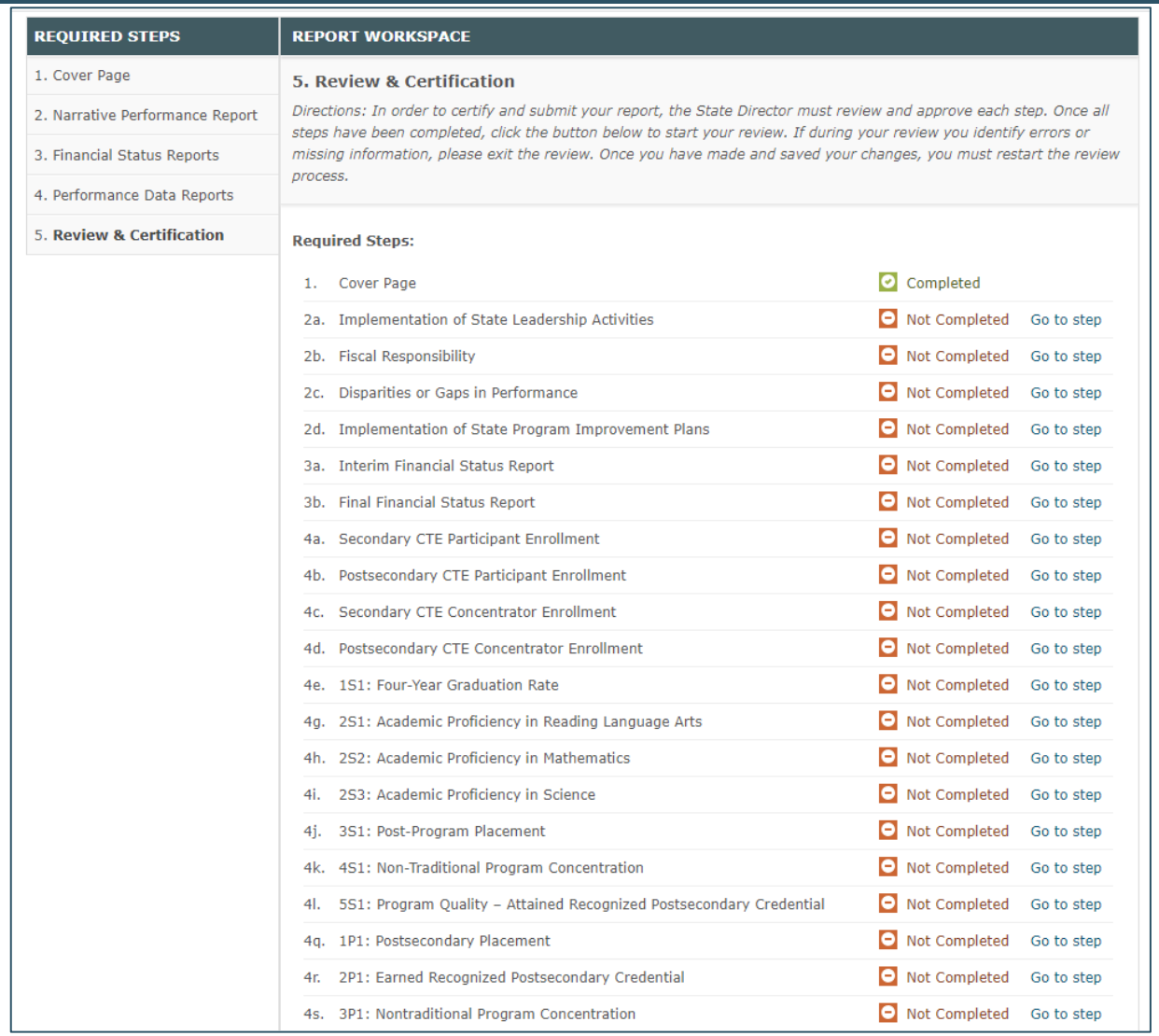
User Access

- User account requests must be submitted by the State Director.
- Three User Roles in CAR:
  - State User: Enter/Edit Data
  - Financial Auditor: Certify Financial Status Reports (FSR)
  - State Director: Review & Certify CAR
- *Important!* Please notify your Perkins Coordinator of personnel changes that affect Perkins Web Portal access.



Review & Certification Page

- Navigate to the **Review & Certification** to check the status of each section.
  - Not Completed
  - Completed
- Performance measures that are not applicable for your State will not be displayed on this page.



REQUIRED STEPS	REPORT WORKSPACE
1. Cover Page	**5. Review & Certification**
2. Narrative Performance Report	*Directions: In order to certify and submit your report, the State Director must review and approve each step. Once all steps have been completed, click the button below to start your review. If during your review you identify errors or missing information, please exit the review. Once you have made and saved your changes, you must restart the review process.*
3. Financial Status Reports	
4. Performance Data Reports	**Required Steps:**
5. **Review & Certification**	

1.	Cover Page	Completed	
2a.	Implementation of State Leadership Activities	Not Completed	Go to step
2b.	Fiscal Responsibility	Not Completed	Go to step
2c.	Disparities or Gaps in Performance	Not Completed	Go to step
2d.	Implementation of State Program Improvement Plans	Not Completed	Go to step
3a.	Interim Financial Status Report	Not Completed	Go to step
3b.	Final Financial Status Report	Not Completed	Go to step
4a.	Secondary CTE Participant Enrollment	Not Completed	Go to step
4b.	Postsecondary CTE Participant Enrollment	Not Completed	Go to step
4c.	Secondary CTE Concentrator Enrollment	Not Completed	Go to step
4d.	Postsecondary CTE Concentrator Enrollment	Not Completed	Go to step
4e.	1S1: Four-Year Graduation Rate	Not Completed	Go to step
4g.	2S1: Academic Proficiency in Reading Language Arts	Not Completed	Go to step
4h.	2S2: Academic Proficiency in Mathematics	Not Completed	Go to step
4i.	2S3: Academic Proficiency in Science	Not Completed	Go to step
4j.	3S1: Post-Program Placement	Not Completed	Go to step
4k.	4S1: Non-Traditional Program Concentration	Not Completed	Go to step
4l.	5S1: Program Quality – Attained Recognized Postsecondary Credential	Not Completed	Go to step
4q.	1P1: Postsecondary Placement	Not Completed	Go to step
4r.	2P1: Earned Recognized Postsecondary Credential	Not Completed	Go to step
4s.	3P1: Nontraditional Program Concentration	Not Completed	Go to step

System Login & General Information

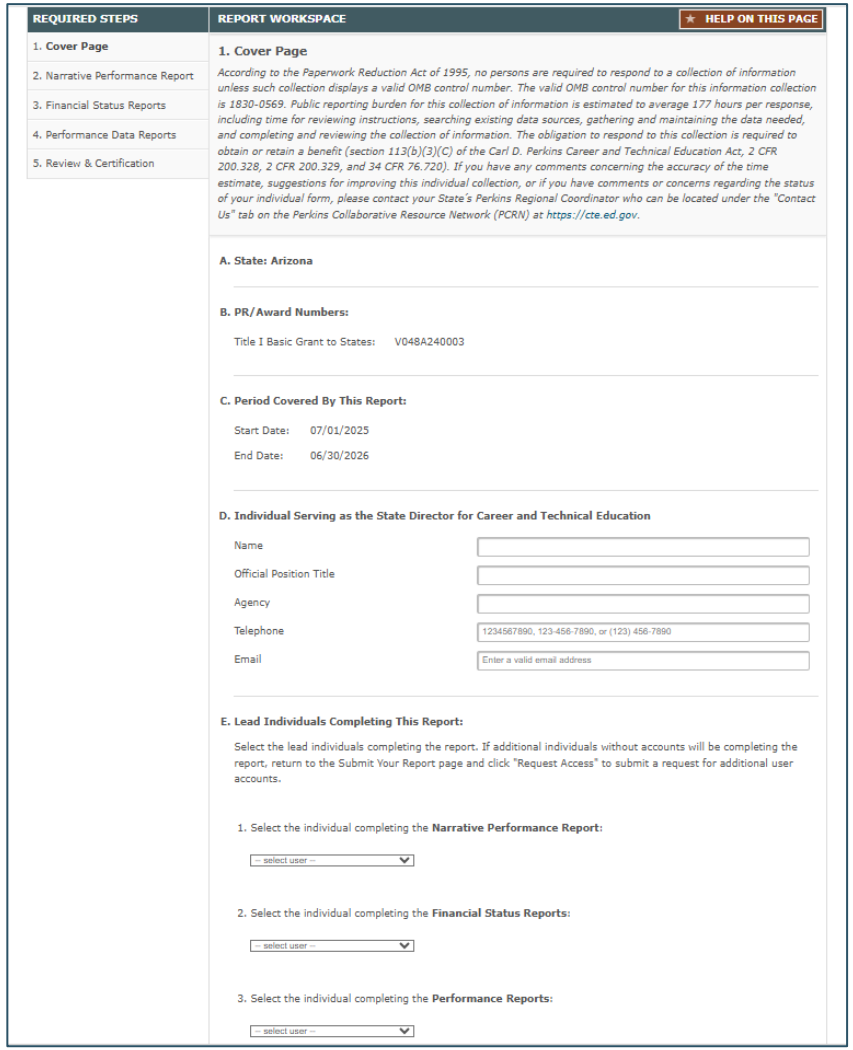
Live Demo!



CAR Required Steps

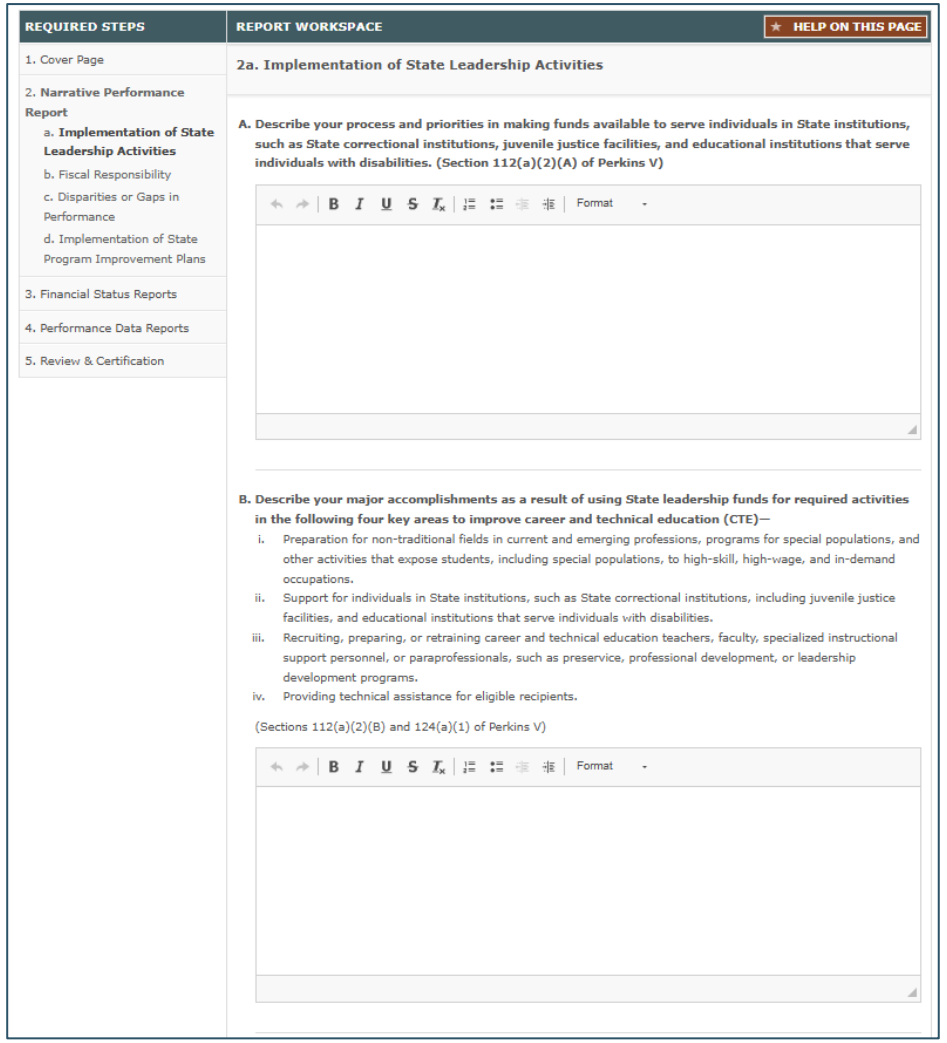
1. Cover Page

- All fields are required:
  - State name is auto-populated
  - PR/Award number is auto-populated
  - Period covered by this report is auto-populated
  - Provide contact information for the State Director
  - Select the lead individual completing each section
- Click **Save & Continue** to mark the section complete.



2.a - Implementation of State Leadership Activities

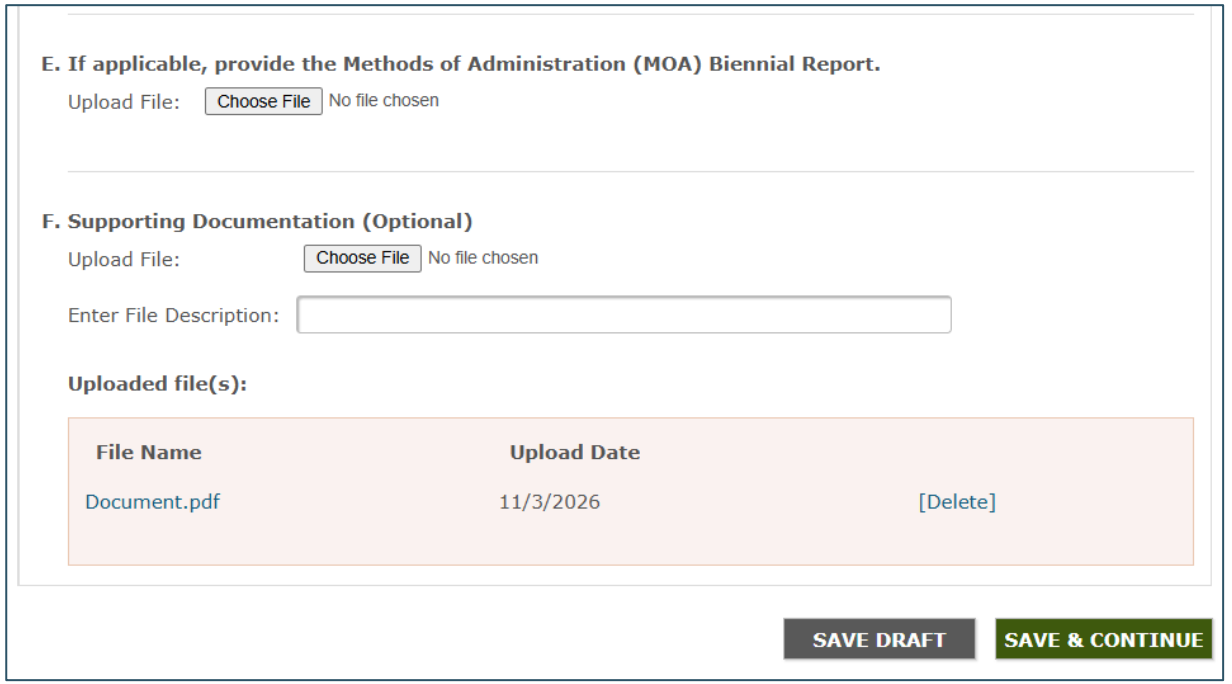
- Provide text responses for the narrative questions. Text fields use rich text editors to allow formatting.
- All narrative responses are required unless the question is optional.



*Partial screenshot shown

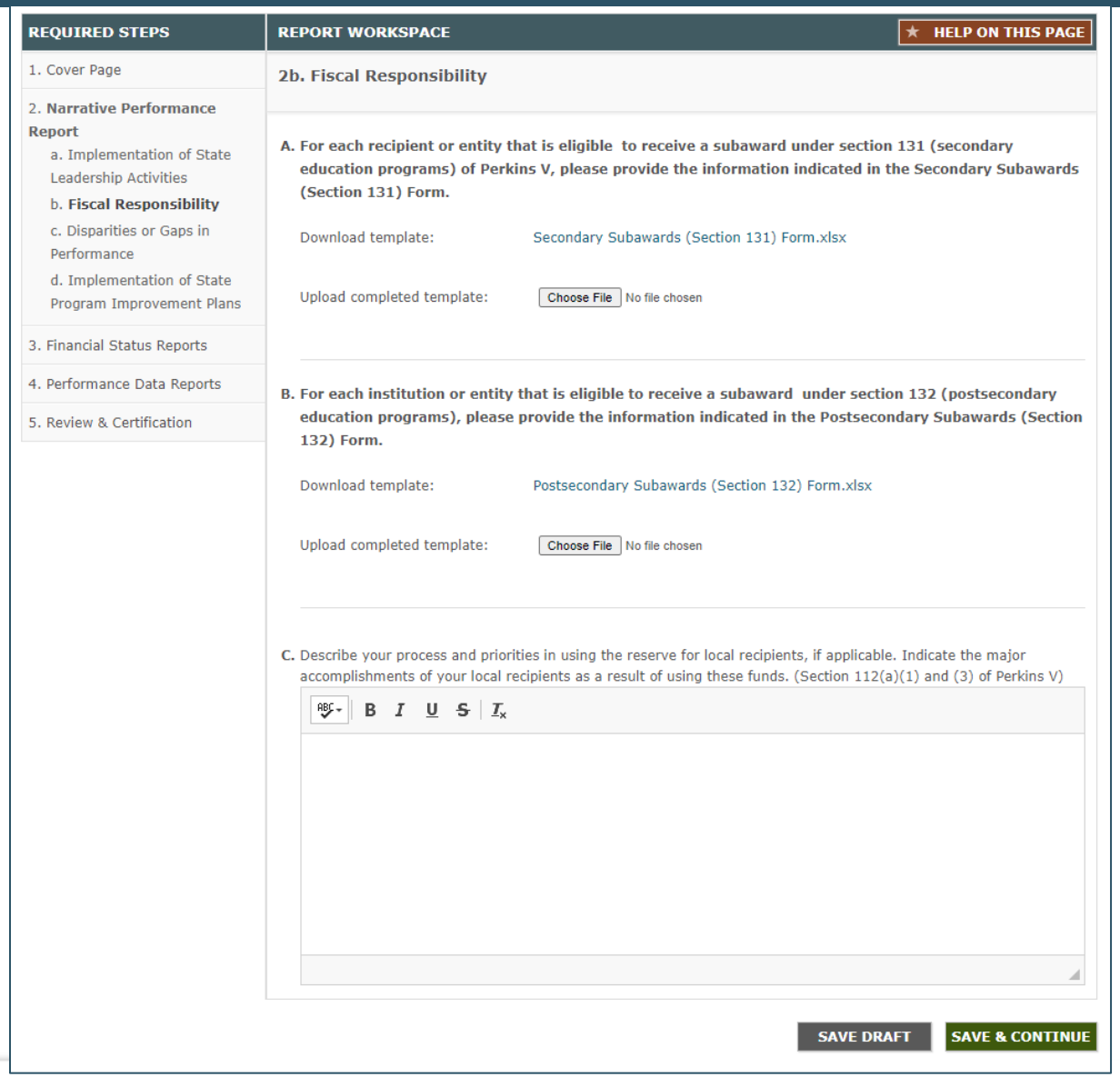
2.a - Implementation of State Leadership Activities (continued)

- States are no longer required to submit a Methods of Administration (MOA) report as part of their Consolidated Annual Report (CAR).
- Refer to the press release available at:
  - https://www.ed.gov/about/news/press-release/us-department-of-education-announces-elimination-of-unnecessary-burdens-career-and-technical-education-programs
- Click **Save & Continue** to mark the section complete



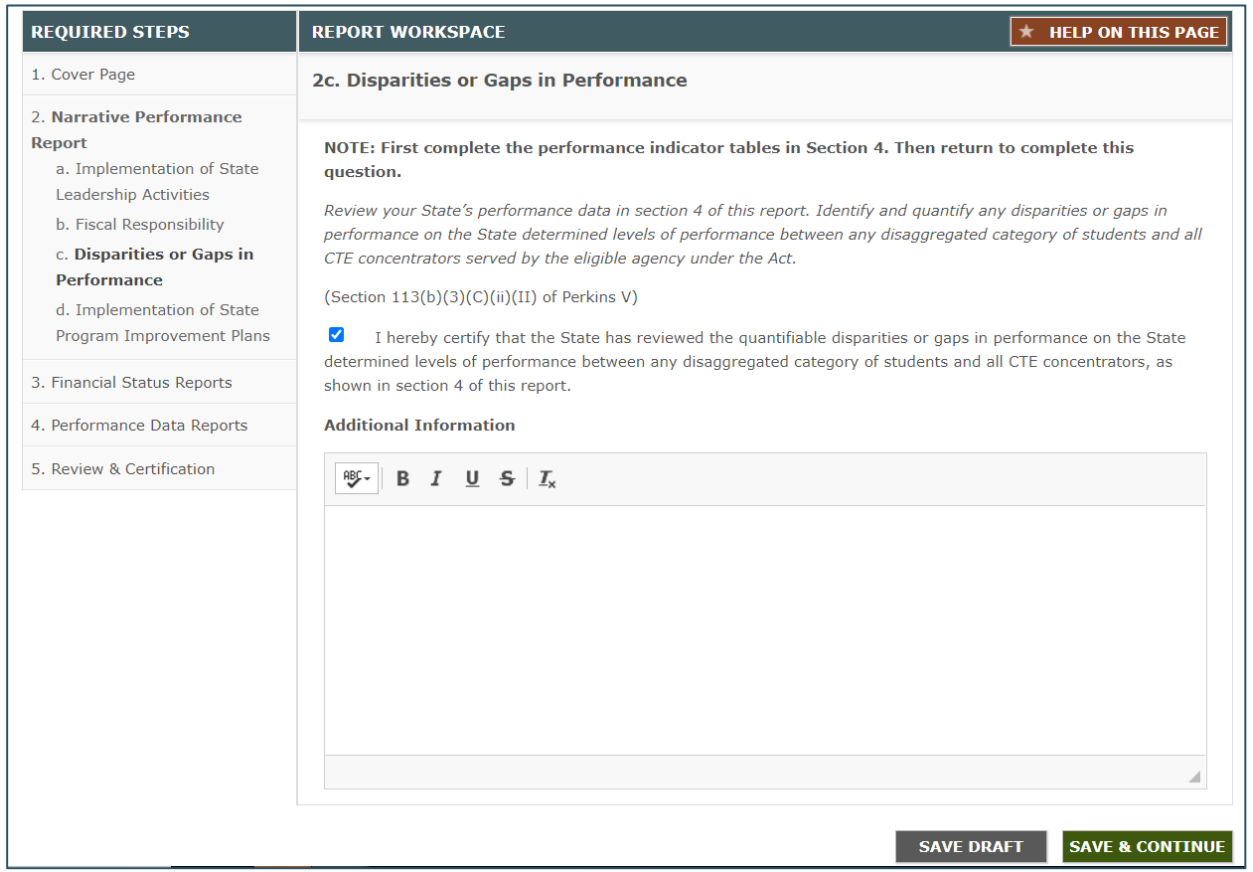
2.b - Fiscal Responsibility

- Templates are available for Secondary and Postsecondary Subawards forms.
- Download the template, then populate with your State data.
  - *Important!* If a cell is completed in one row, all cells in that row must be completed.
- Upload the template by selecting **Choose File** and click **Save Draft.**
- Click **Save & Continue** to mark the section complete.



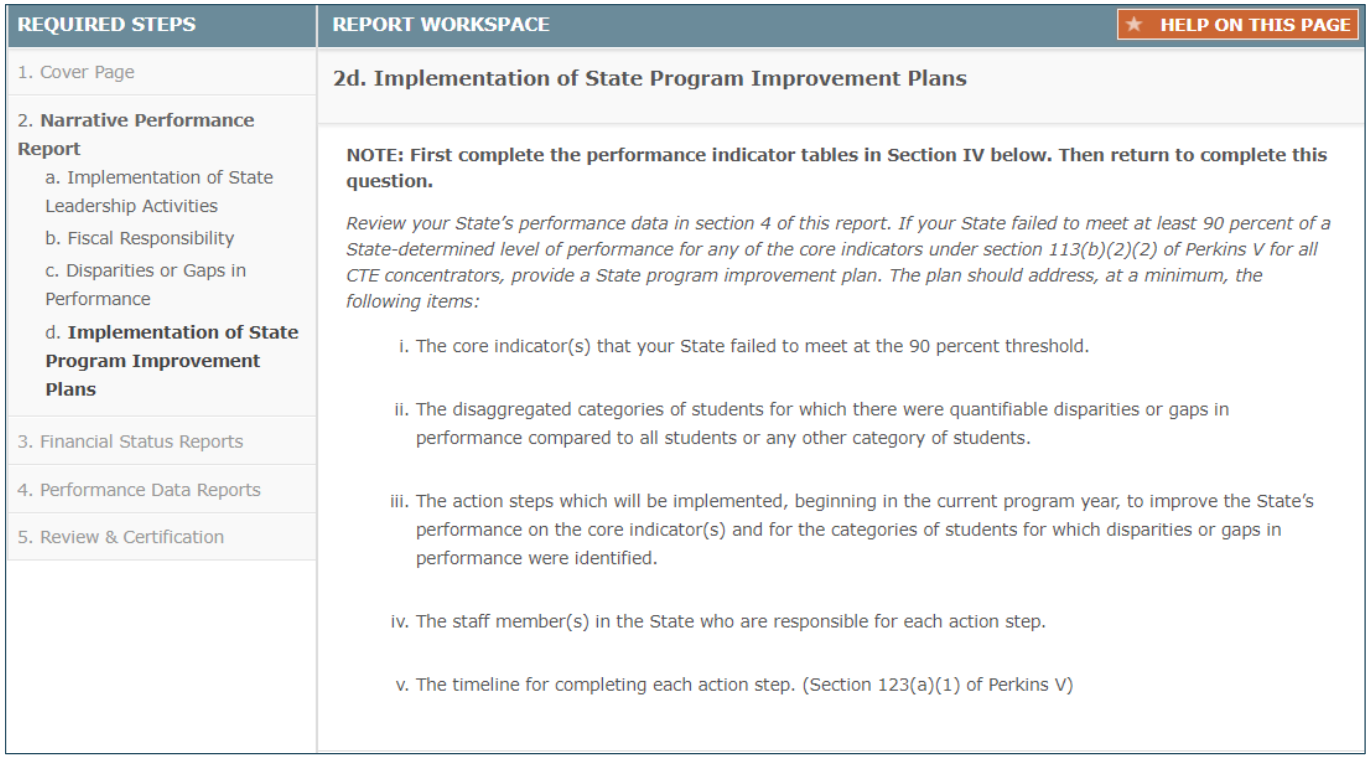
2.c - Disparities or Gaps in Performance

- First complete and review the CTE Performance Forms sections 4.e through 4.s.
- Select the **checkbox** to confirm your review.
- Provide any additional information.
- Click **Save & Continue** to mark the section complete.
  - *Important! Section 4 must be completed first.*



2.d - Implementation of State Program Improvement Plans

- First complete and review the CTE Performance Forms sections 4.e through 4.s.
- This section will only be populated if your State failed to meet at least 90 percent of a State Determined Level of Performance for any of the core indicators for all CTE concentrators.



2.d - Implementation of State Program Improvement Plans (continued)

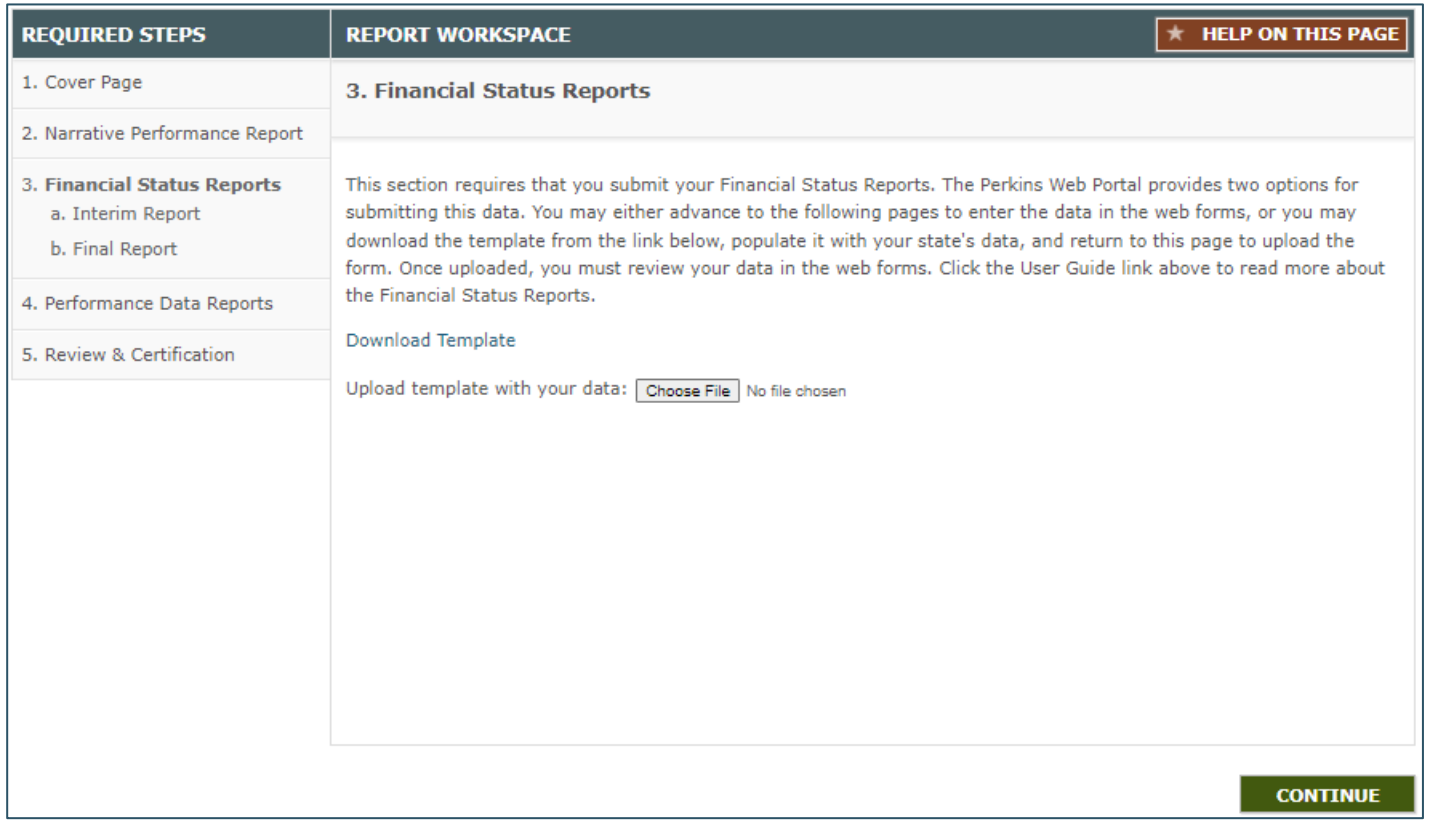
- For each core indicator that failed, enter text responses for:
  - Action Steps
  - Staff Members
  - Timelines
  - Targeted Completion Date
- Click **Save & Continue** to mark the section complete.
  - *Important! Section 4 must be completed first.*



3. Financial Status Reports (FSRs)

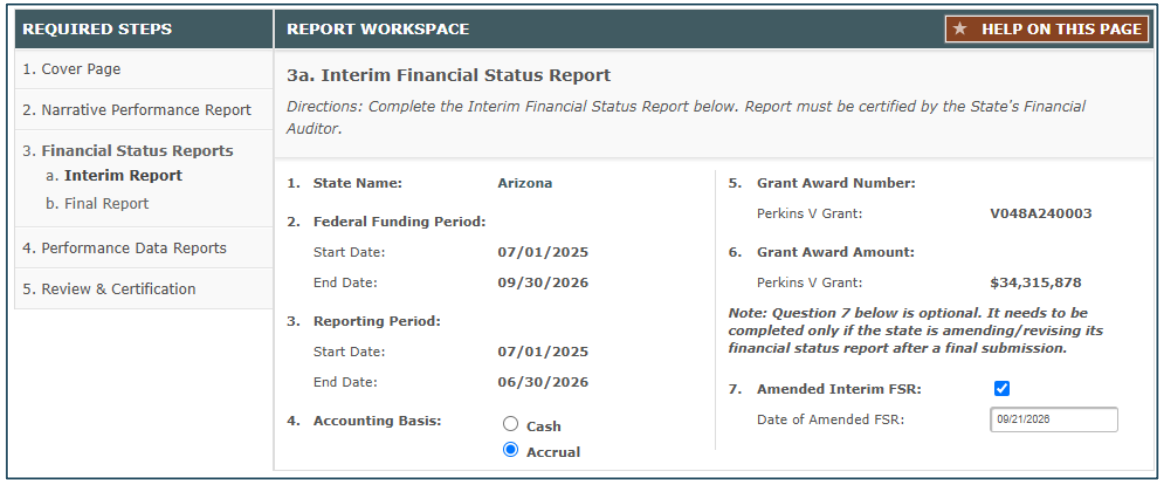
Two Options for Submitting:

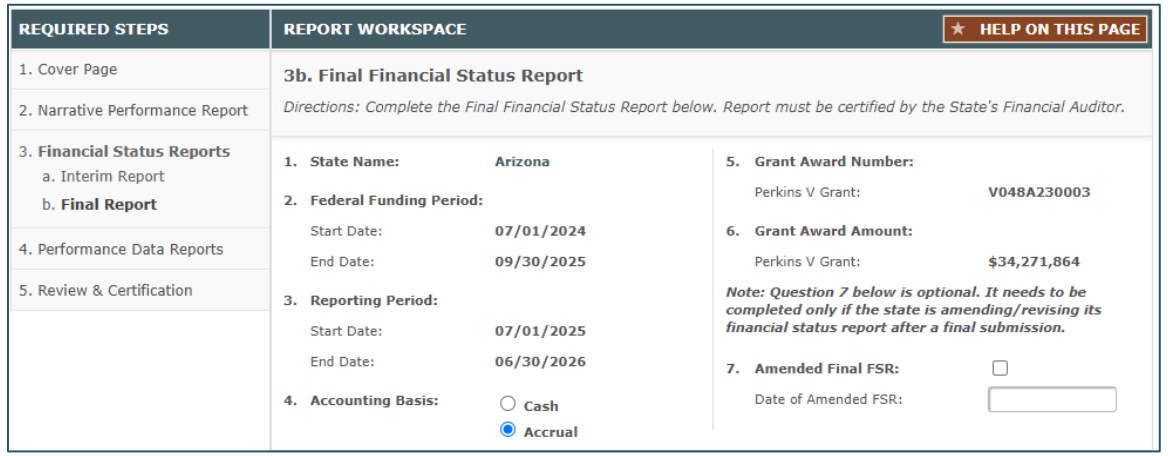
- Enter data directly in the web forms.
- Download a template to populate with the State's data.
  - *Important! Uploaded file must **match** the template name and format.*
  - *You must review your data in the web forms.*



3.a & 3.b - Interim and Final Financial Status Reports (FSRs)

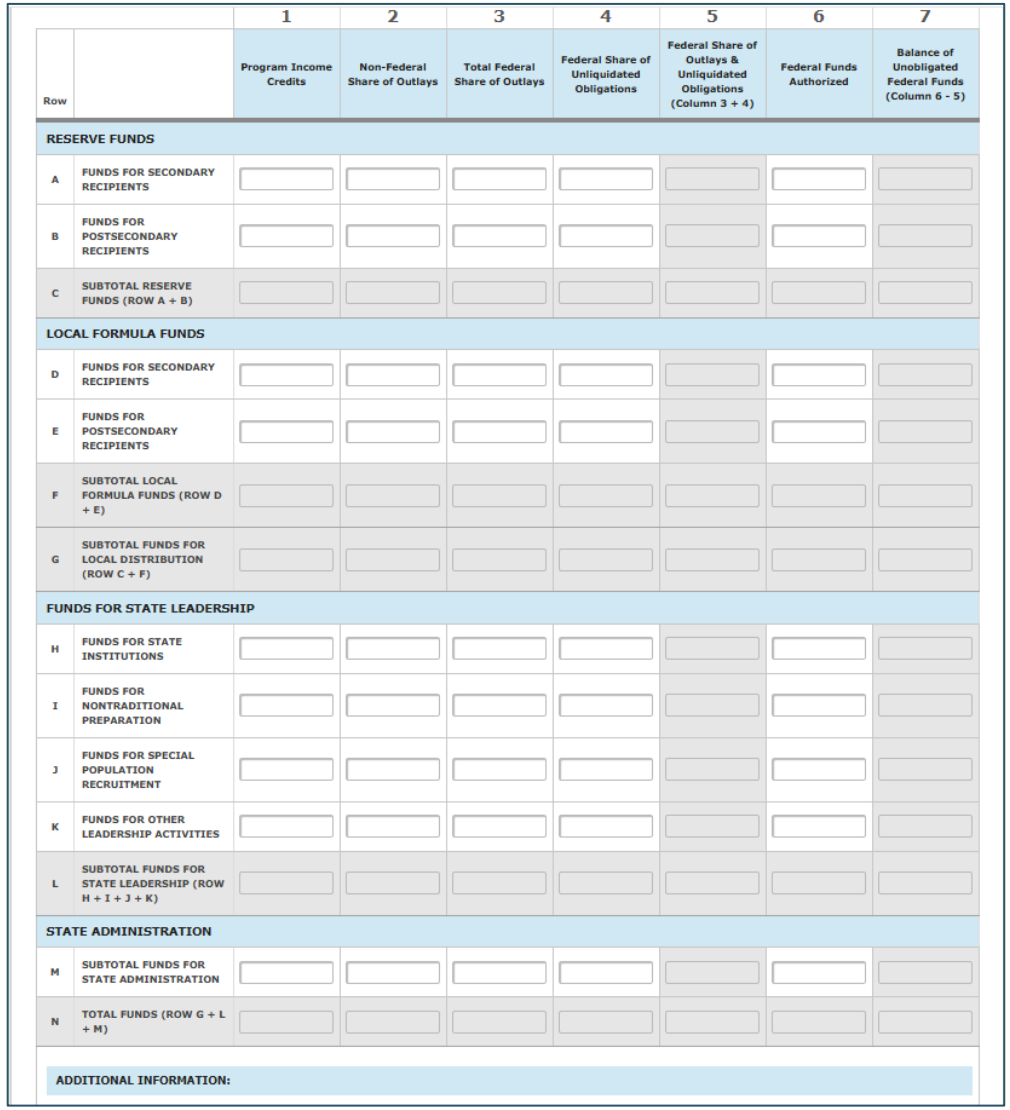
- Review the automatically populated State Name, Federal Funding Period, Grant Award Number, and Grant Award Amount.
- Enter the Reporting Period dates and select the Accounting Basis.
- If amending a previously finalized FSR, select the applicable amendment checkbox and enter the amendment date.





3.a Interim Financial Status Report (FSR)

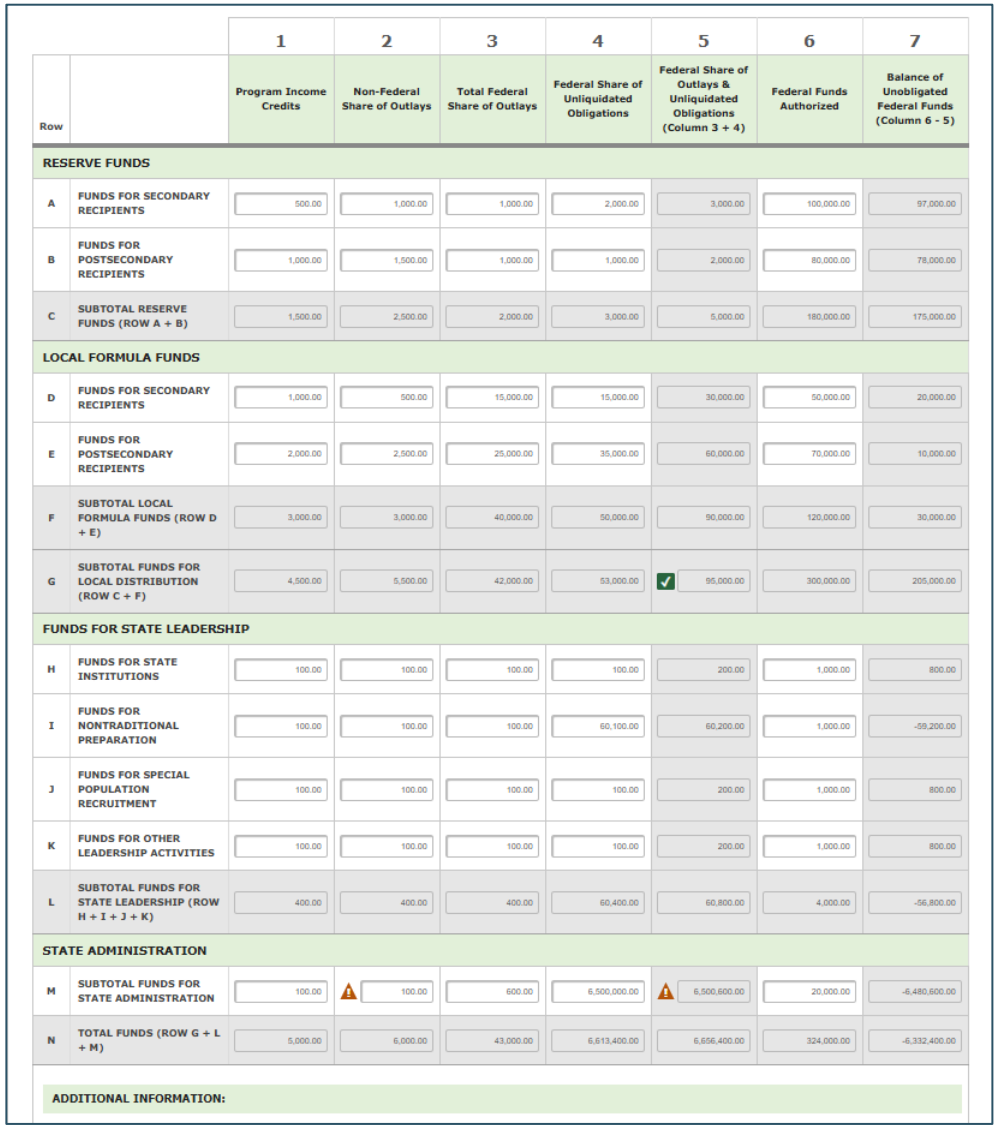
- Updated to align with the new CAR guide.
- Enter data in the web form or upload the provided Excel template.
- Review automatically populated and calculated fields for accuracy.
- Click **Save Draft** to save your data on the FSR section.
- Resolve any business rule exceptions before marking the form complete.



		1	2	3	4	5	6	7
Row		Program Income Credits	Non-Federal Share of Outlays	Total Federal Share of Outlays	Federal Share of Unliquidated Obligations	Federal Share of Outlays & Unliquidated Obligations (Column 3 + 4)	Federal Funds Authorized	Balance of Unobligated Federal Funds (Column 6 - 5)
RESERVE FUNDS								
A	FUNDS FOR SECONDARY RECIPIENTS							
B	FUNDS FOR POSTSECONDARY RECIPIENTS							
C	SUBTOTAL RESERVE FUNDS (ROW A + B)							
LOCAL FORMULA FUNDS								
D	FUNDS FOR SECONDARY RECIPIENTS							
E	FUNDS FOR POSTSECONDARY RECIPIENTS							
F	SUBTOTAL LOCAL FORMULA FUNDS (ROW D + E)							
G	SUBTOTAL FUNDS FOR LOCAL DISTRIBUTION (ROW C + F)							
FUNDS FOR STATE LEADERSHIP								
H	FUNDS FOR STATE INSTITUTIONS							
I	FUNDS FOR NONTRADITIONAL PREPARATION							
J	FUNDS FOR SPECIAL POPULATION RECRUITMENT							
K	FUNDS FOR OTHER LEADERSHIP ACTIVITIES							
L	SUBTOTAL FUNDS FOR STATE LEADERSHIP (ROW H + I + J + K)							
STATE ADMINISTRATION								
M	SUBTOTAL FUNDS FOR STATE ADMINISTRATION							
N	TOTAL FUNDS (ROW G + L + M)							
ADDITIONAL INFORMATION:								

3.b Final Financial Status Report (FSR)

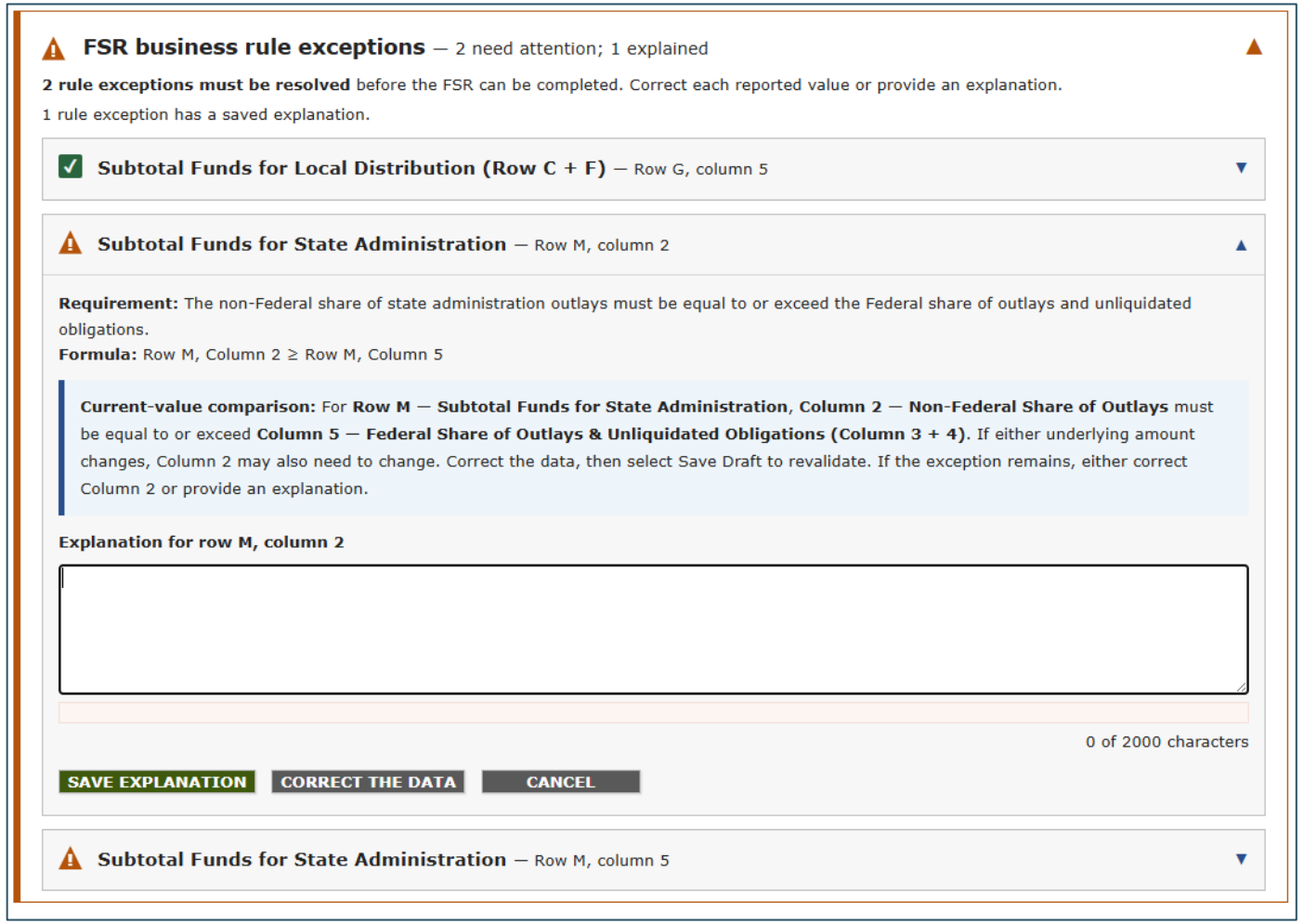
- Updated to align with the new CAR guide.
- Enter data in the web form or upload the provided Excel template.
- Review automatically populated and calculated fields for accuracy.
- Click **Save Draft** to save your data on the FSR section.
- Resolve any business rule exceptions before marking the form complete.



		1	2	3	4	5	6	7
Row		Program Income Credits	Non-Federal Share of Outlays	Total Federal Share of Outlays	Federal Share of Unliquidated Obligations	Federal Share of Outlays & Unliquidated Obligations (Column 3 + 4)	Federal Funds Authorized	Balance of Unobligated Federal Funds (Column 6 - 5)
RESERVE FUNDS								
A	FUNDS FOR SECONDARY RECIPIENTS	500.00	1,000.00	1,000.00	2,000.00	3,000.00	100,000.00	97,000.00
B	FUNDS FOR POSTSECONDARY RECIPIENTS	1,000.00	1,500.00	1,000.00	1,000.00	2,000.00	80,000.00	78,000.00
C	SUBTOTAL RESERVE FUNDS (ROW A + B)	1,500.00	2,500.00	2,000.00	3,000.00	5,000.00	180,000.00	175,000.00
LOCAL FORMULA FUNDS								
D	FUNDS FOR SECONDARY RECIPIENTS	1,000.00	500.00	15,000.00	15,000.00	30,000.00	50,000.00	20,000.00
E	FUNDS FOR POSTSECONDARY RECIPIENTS	2,000.00	2,500.00	25,000.00	35,000.00	60,000.00	70,000.00	10,000.00
F	SUBTOTAL LOCAL FORMULA FUNDS (ROW D + E)	3,000.00	3,000.00	40,000.00	50,000.00	90,000.00	120,000.00	30,000.00
G	SUBTOTAL FUNDS FOR LOCAL DISTRIBUTION (ROW C + F)	4,500.00	5,500.00	42,000.00	53,000.00	95,000.00	300,000.00	205,000.00
FUNDS FOR STATE LEADERSHIP								
H	FUNDS FOR STATE INSTITUTIONS	100.00	100.00	100.00	100.00	200.00	1,000.00	800.00
I	FUNDS FOR NONTRADITIONAL PREPARATION	100.00	100.00	100.00	60,100.00	60,200.00	1,000.00	-59,200.00
J	FUNDS FOR SPECIAL POPULATION RECRUITMENT	100.00	100.00	100.00	100.00	200.00	1,000.00	800.00
K	FUNDS FOR OTHER LEADERSHIP ACTIVITIES	100.00	100.00	100.00	100.00	200.00	1,000.00	800.00
L	SUBTOTAL FUNDS FOR STATE LEADERSHIP (ROW H + I + J + K)	400.00	400.00	400.00	60,400.00	60,800.00	4,000.00	-56,800.00
STATE ADMINISTRATION								
M	SUBTOTAL FUNDS FOR STATE ADMINISTRATION	100.00	100.00	600.00	6,500,000.00	6,500,600.00	20,000.00	-6,480,600.00
N	TOTAL FUNDS (ROW G + L + M)	5,000.00	6,000.00	43,000.00	6,613,400.00	6,656,400.00	324,000.00	-6,332,400.00
ADDITIONAL INFORMATION:								

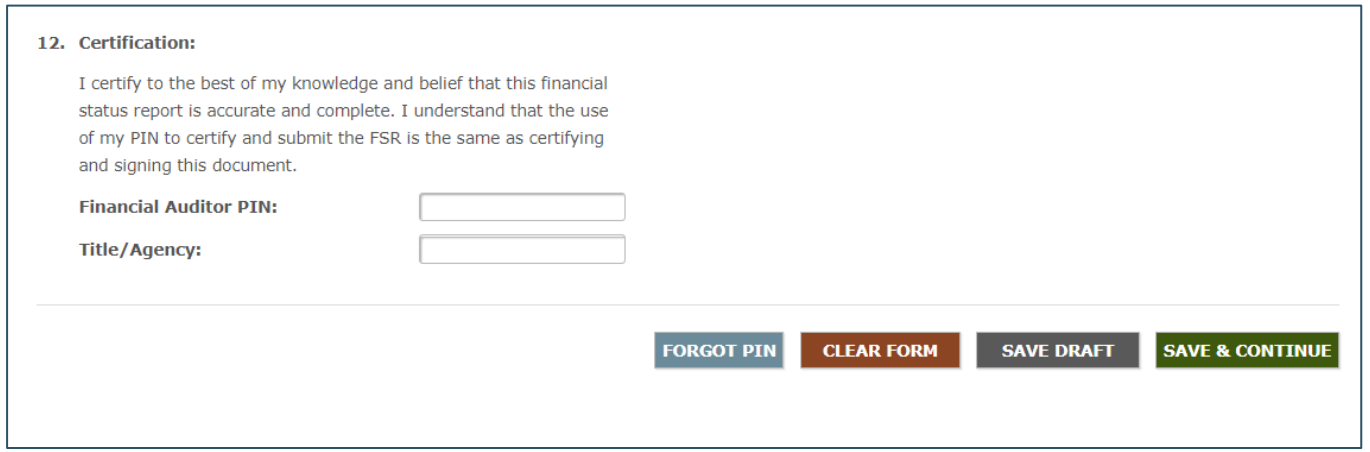
New FSR Business Rules Validation

- The system flags reported values that do not meet FSR business rules.
- Expand each flagged item to review the issue, then correct the data or provide an explanation.
- All exceptions must be addressed before the FSR can be marked complete.



Certifying the State's FSRs

- **Save & Continue** button and **Certification** section will only be displayed for the Financial Auditor user role.
- FSRs must be certified and signed by the Financial Auditor.
- Financial Auditor must request a PIN by selecting **Forgot PIN.**



Cover Page, Narrative Performance, & Financial Status Report

Live Demo!

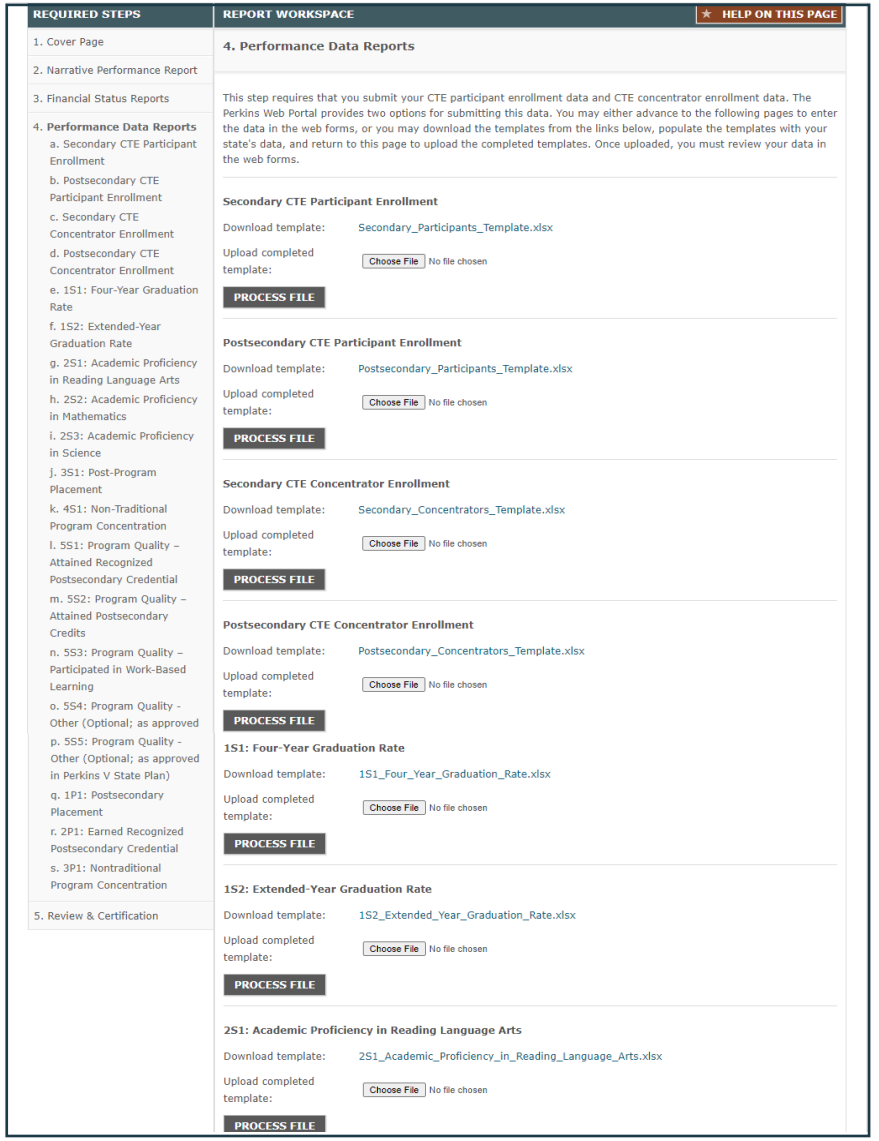


CAR Required Steps (continued)

4. Performance Data Reports - Templates

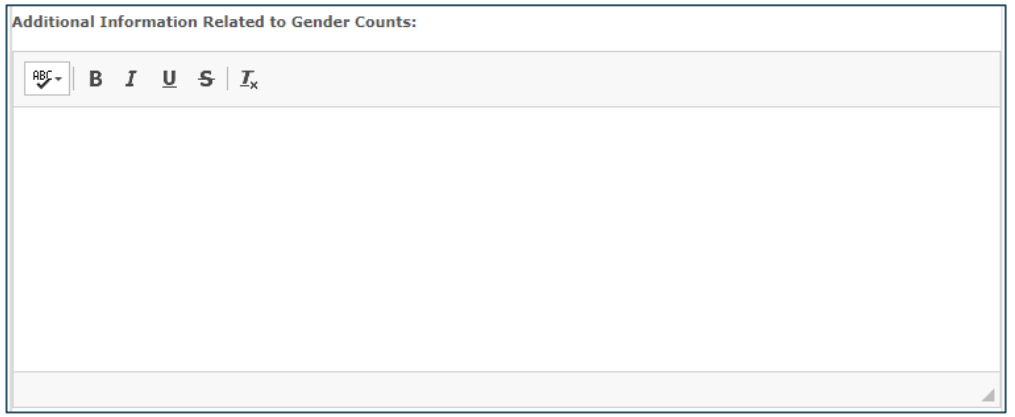
Two Options for Submitting:

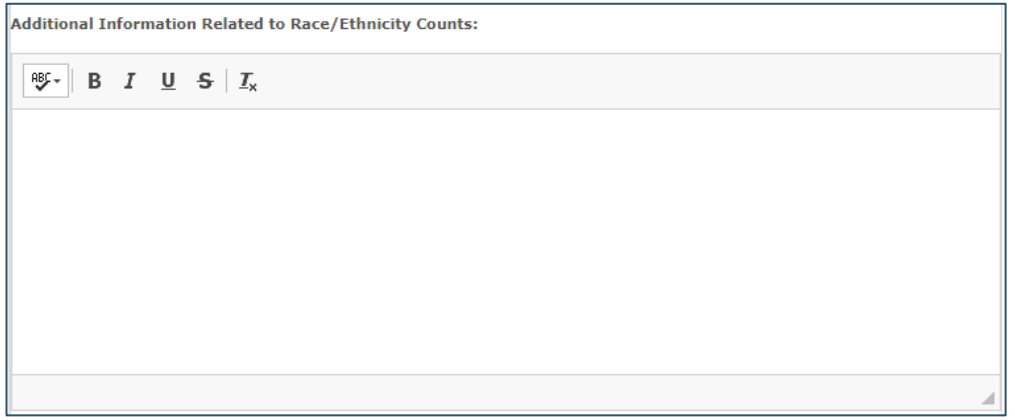
- Enter data directly in the web forms.
- Download a template to populate with the State's data.
  - *Important! Uploaded file must match the template name, format, and be uploaded below the matching title.*
  - *Click on **Process File.***
  - *Review your data in the web forms. Click **Save & Continue** to validate the data and mark the section complete.*



4. Performance Data Reports - Templates (continued)

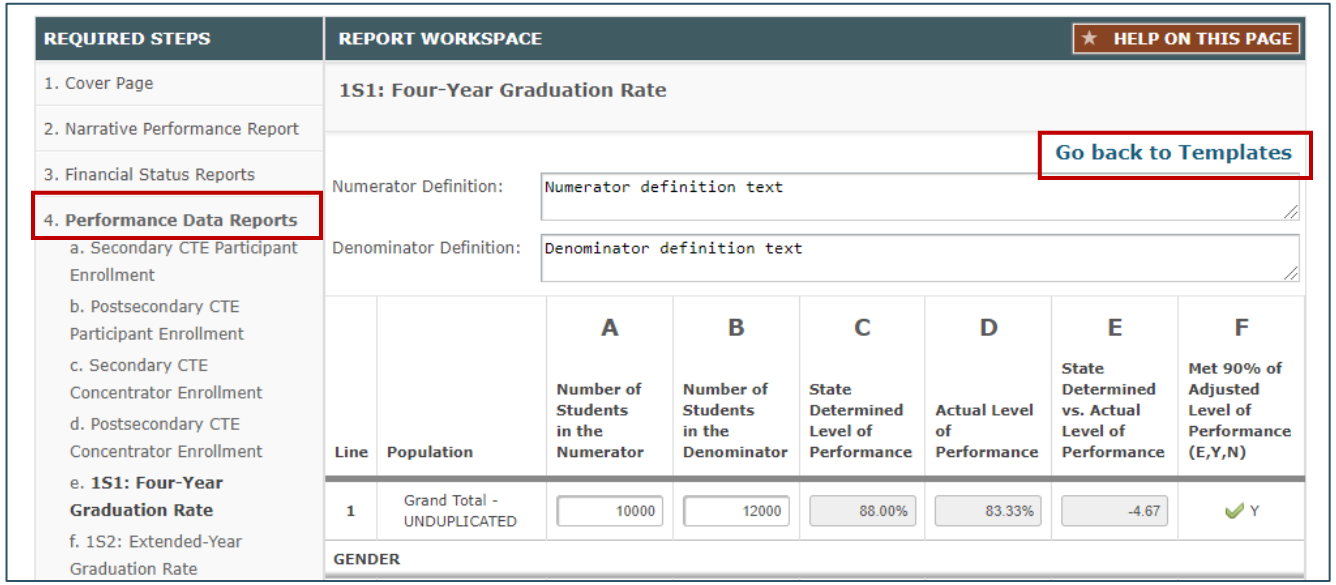
- Templates include text boxes for:
  - Additional Information Related to Gender Counts
  - Additional Information Related to Race/Ethnicity Counts
- Provide an explanation related to Gender or Race/Ethnicity counts if the sum is less than the Grand Total
  - A state can provide the same explanation on all forms as applicable.





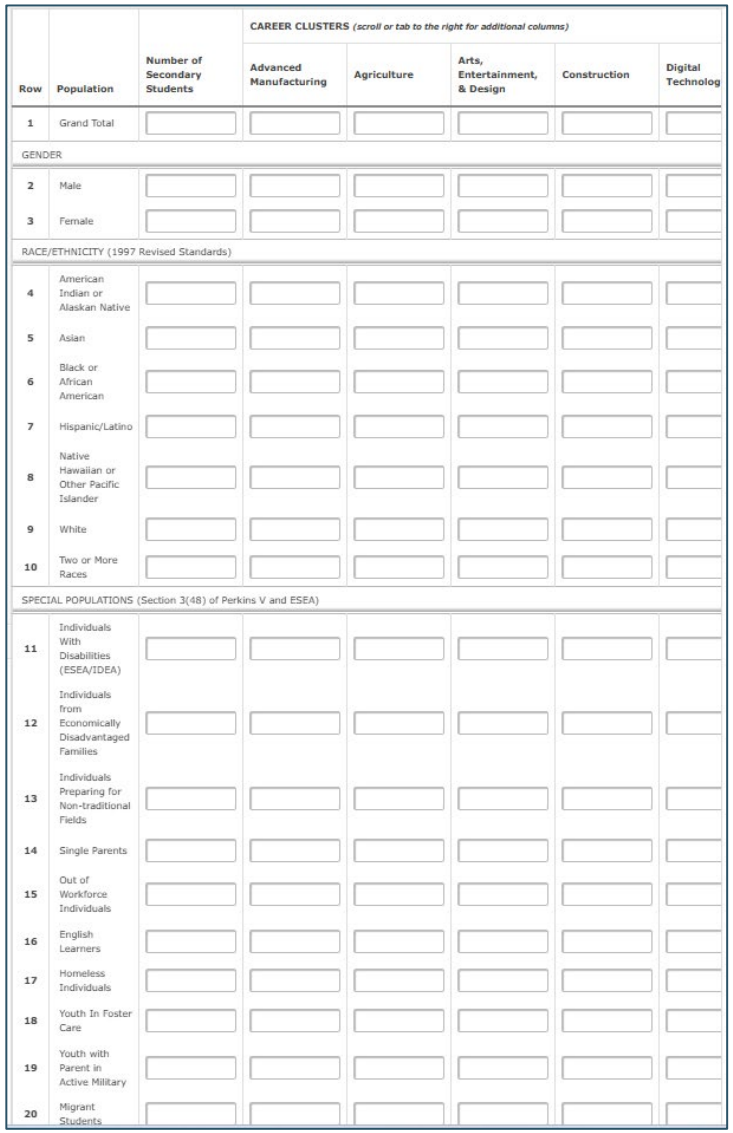
4. Performance Data Reports - Templates Navigation

- To navigate back to the Performance Data Reports templates page from any of the performance data entry web forms, click on **Go back to Templates.**
  - ***Important!*** Make sure to click **Save Draft** or **Save & Continue** to save any data before navigating back to the templates.



4.a & 4.c - Secondary CTE Participant/Concentrator Enrollment Forms

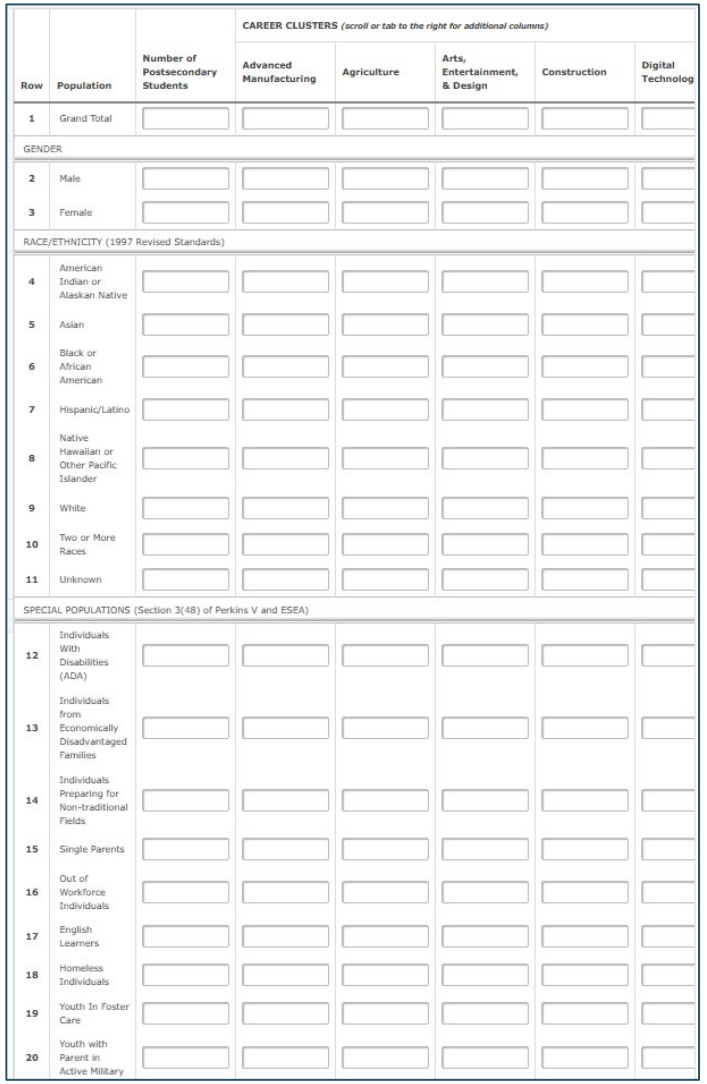
- 4.a - Secondary CTE Participant Enrollment.
- 4.c - Secondary CTE Concentrator Enrollment.
- Enrollment forms have been updated to align with the revised Career Clusters.
- Enter and verify data on the web forms.
- Once you complete this form, click **Save & Continue** to validate the data and mark the section complete.



Row	Population	Number of Secondary Students	CAREER CLUSTERS *(scroll or tab to the right for additional columns)*				
			Advanced Manufacturing	Agriculture	Arts, Entertainment, & Design	Construction	Digital Technolog
1	Grand Total						
GENDER							
2	Male						
3	Female						
RACE/ETHNICITY (1997 Revised Standards)							
4	American Indian or Alaskan Native						
5	Asian						
6	Black or African American						
7	Hispanic/Latino						
8	Native Hawaiian or Other Pacific Islander						
9	White						
10	Two or More Races						
SPECIAL POPULATIONS (Section 3(48) of Perkins V and ESEA)							
11	Individuals With Disabilities (ESEA/IDEA)						
12	Individuals from Economically Disadvantaged Families						
13	Individuals Preparing for Non-traditional Fields						
14	Single Parents						
15	Out of Workforce Individuals						
16	English Learners						
17	Homeless Individuals						
18	Youth In Foster Care						
19	Youth with Parent in Active Military						
20	Migrant Students						

4.b & 4.d - Postsecondary CTE Participant/Concentrator Enrollment Forms

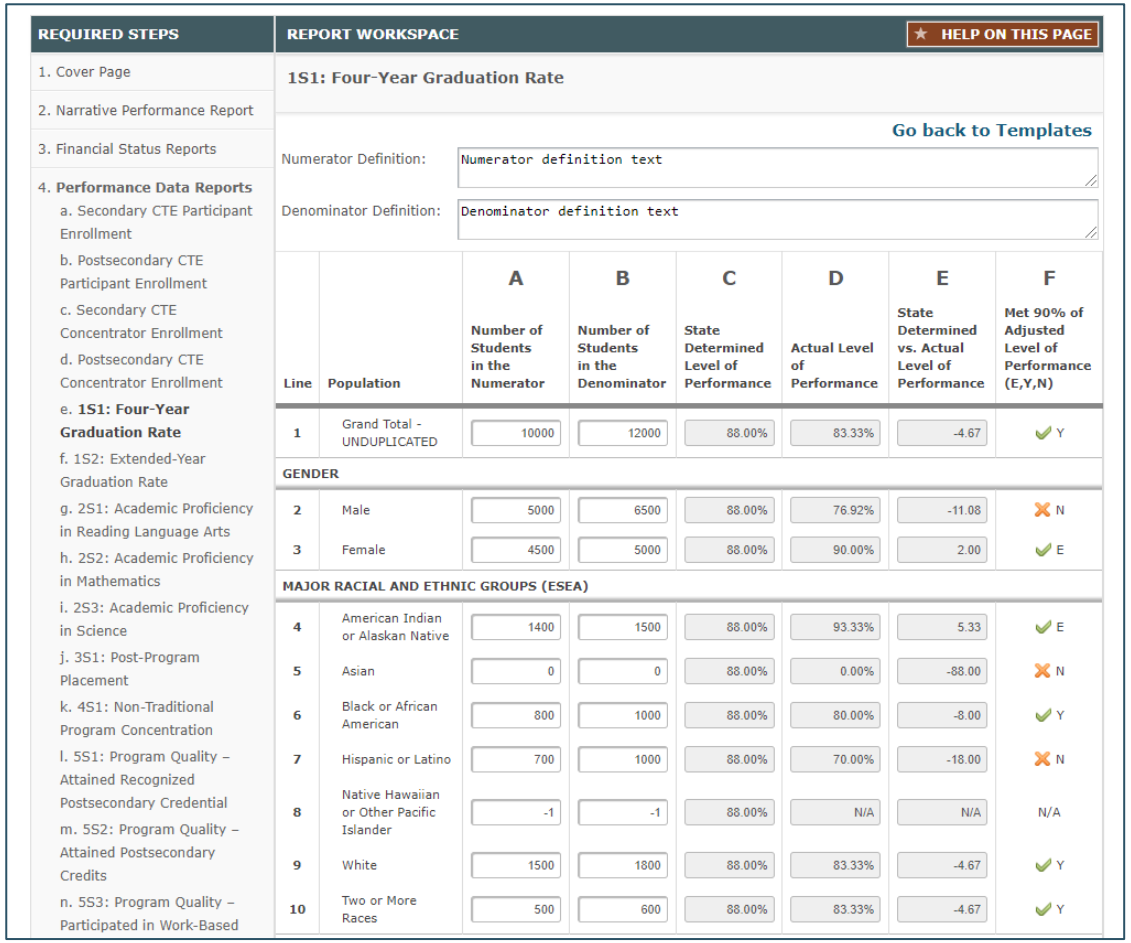
- 4.b - Postsecondary CTE Participant Enrollment.
- 4.d - Postsecondary CTE Concentrator Enrollment.
- Enrollment forms have been updated to align with the revised Career Clusters.
- Enter and verify data on the web forms.
- Once data is entered, click **Save & Continue** to validate the data and mark the section complete.



Row	Population	Number of Postsecondary Students	CAREER CLUSTERS *(scroll or tab to the right for additional columns)*				
			Advanced Manufacturing	Agriculture	Arts, Entertainment, & Design	Construction	Digital Technolog
1	Grand Total						
GENDER							
2	Male						
3	Female						
RACE/ETHNICITY (1997 Revised Standards)							
4	American Indian or Alaskan Native						
5	Asian						
6	Black or African American						
7	Hispanic/Latino						
8	Native Hawaiian or Other Pacific Islander						
9	White						
10	Two or More Races						
11	Unknown						
SPECIAL POPULATIONS (Section 3(48) of Perkins V and ESEA)							
12	Individuals With Disabilities (ADA)						
13	Individuals from Economically Disadvantaged Families						
14	Individuals Preparing for Non-traditional Fields						
15	Single Parents						
16	Out of Workforce Individuals						
17	English Learners						
18	Homeless Individuals						
19	Youth In Foster Care						
20	Youth with Parent in Active Military						

4.e through 4.s - CTE Performance Forms

- Performance forms have been updated to align with the revised Career Clusters.
- Enter data in the numerator/ denominator definitions, columns A and B, and additional information.
- System populates column C: State Determined Level of Performance from the State Plan.
- System auto-calculates columns D, E, and F as follows:
  - D: Numerator/Denominator
  - E: Actual - SDPL
  - F: Compares Actual to SDPL (N: < 90% , Y: >= 90% and <= 100% , E: >=100%)



REQUIRED STEPS

1. Cover Page
2. Narrative Performance Report
3. Financial Status Reports
4. **Performance Data Reports**
   - a. Secondary CTE Participant Enrollment
   - b. Postsecondary CTE Participant Enrollment
   - c. Secondary CTE Concentrator Enrollment
   - d. Postsecondary CTE Concentrator Enrollment
   - e. **1S1: Four-Year Graduation Rate**
   - f. 1S2: Extended-Year Graduation Rate
   - g. 2S1: Academic Proficiency in Reading Language Arts
   - h. 2S2: Academic Proficiency in Mathematics
   - i. 2S3: Academic Proficiency in Science
   - j. 3S1: Post-Program Placement
   - k. 4S1: Non-Traditional Program Concentration
   - l. 5S1: Program Quality – Attained Recognized Postsecondary Credential
   - m. 5S2: Program Quality – Attained Postsecondary Credits
   - n. 5S3: Program Quality – Participated in Work-Based

REPORT WORKSPACE — HELP ON THIS PAGE

1S1: Four-Year Graduation Rate

Go back to Templates

Numerator Definition: Numerator definition text

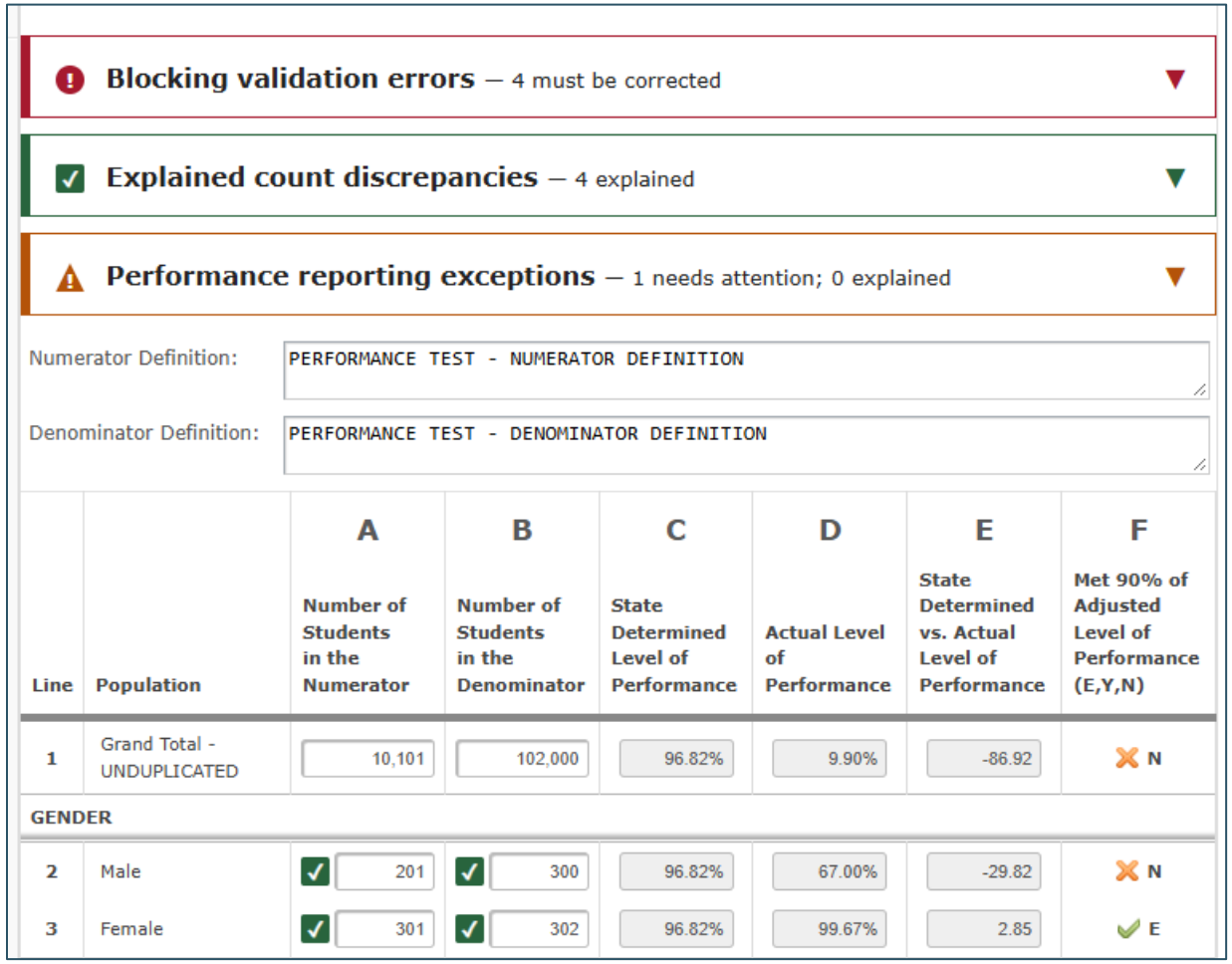
Denominator Definition: Denominator definition text

Line	Population	A: Number of Students in the Numerator	B: Number of Students in the Denominator	C: State Determined Level of Performance	D: Actual Level of Performance	E: State Determined vs. Actual Level of Performance	F: Met 90% of Adjusted Level of Performance (E,Y,N)
1	Grand Total - UNDUPLICATED	10000	12000	88.00%	83.33%	-4.67	✔ Y
GENDER							
2	Male	5000	6500	88.00%	76.92%	-11.08	✖ N
3	Female	4500	5000	88.00%	90.00%	2.00	✔ E
MAJOR RACIAL AND ETHNIC GROUPS (ESEA)							
4	American Indian or Alaskan Native	1400	1500	88.00%	93.33%	5.33	✔ E
5	Asian	0	0	88.00%	0.00%	-88.00	✖ N
6	Black or African American	800	1000	88.00%	80.00%	-8.00	✔ Y
7	Hispanic or Latino	700	1000	88.00%	70.00%	-18.00	✖ N
8	Native Hawaiian or Other Pacific Islander	-1	-1	88.00%	N/A	N/A	N/A
9	White	1500	1800	88.00%	83.33%	-4.67	✔ Y
10	Two or More Races	500	600	88.00%	83.33%	-4.67	✔ Y

*Partial screenshot shown

4.a through 4.s - Performance Data Reports

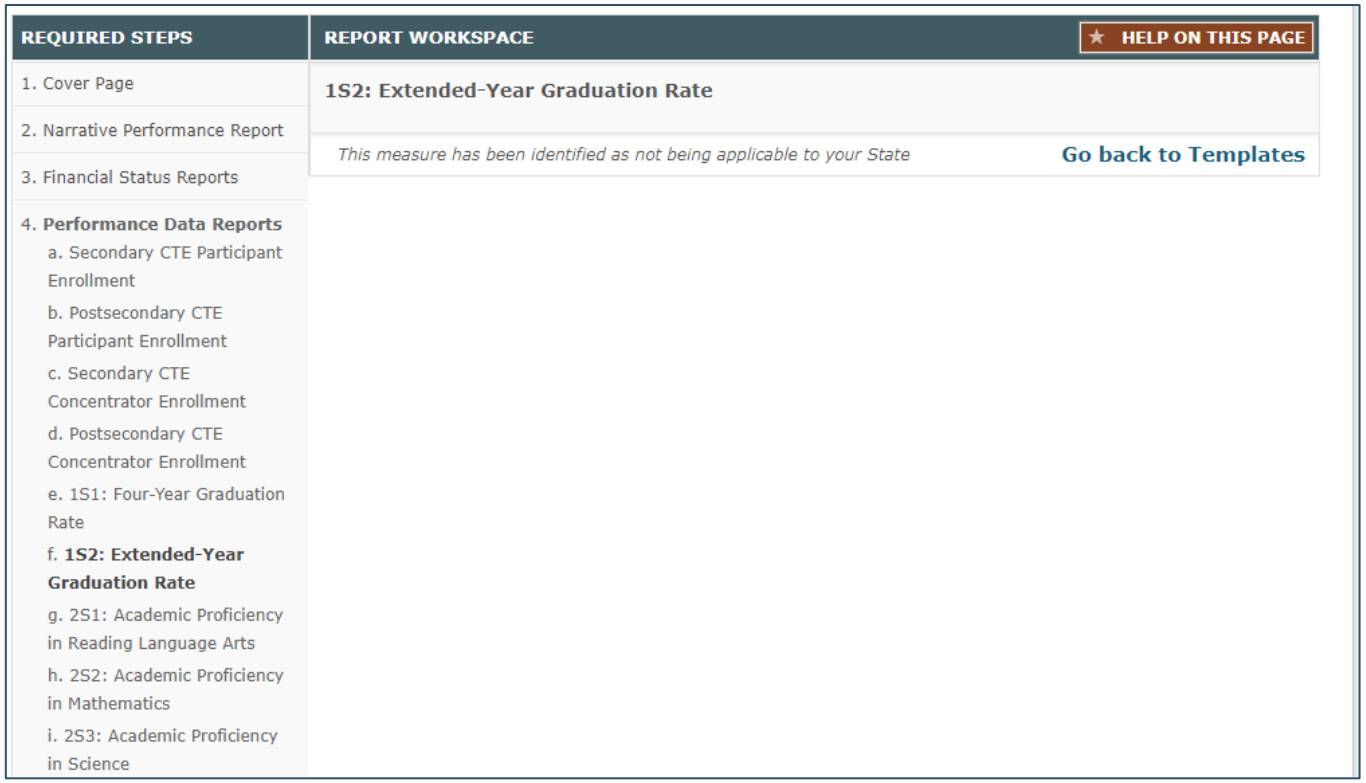
- Upon clicking **Save & Continue** button, the system validates the data.
- The system flags reported values that do not meet business rules.
- Expand each flagged item to review the issue, then correct the data or provide an explanation.
- All exceptions must be addressed before the section can be marked complete.



Line	Population	A Number of Students in the Numerator	B Number of Students in the Denominator	C State Determined Level of Performance	D Actual Level of Performance	E State Determined vs. Actual Level of Performance	F Met 90% of Adjusted Level of Performance (E,Y,N)
1	Grand Total - UNDUPLICATED	10,101	102,000	96.82%	9.90%	-86.92	N
GENDER							
2	Male	201	300	96.82%	67.00%	-29.82	N
3	Female	301	302	96.82%	99.67%	2.85	E

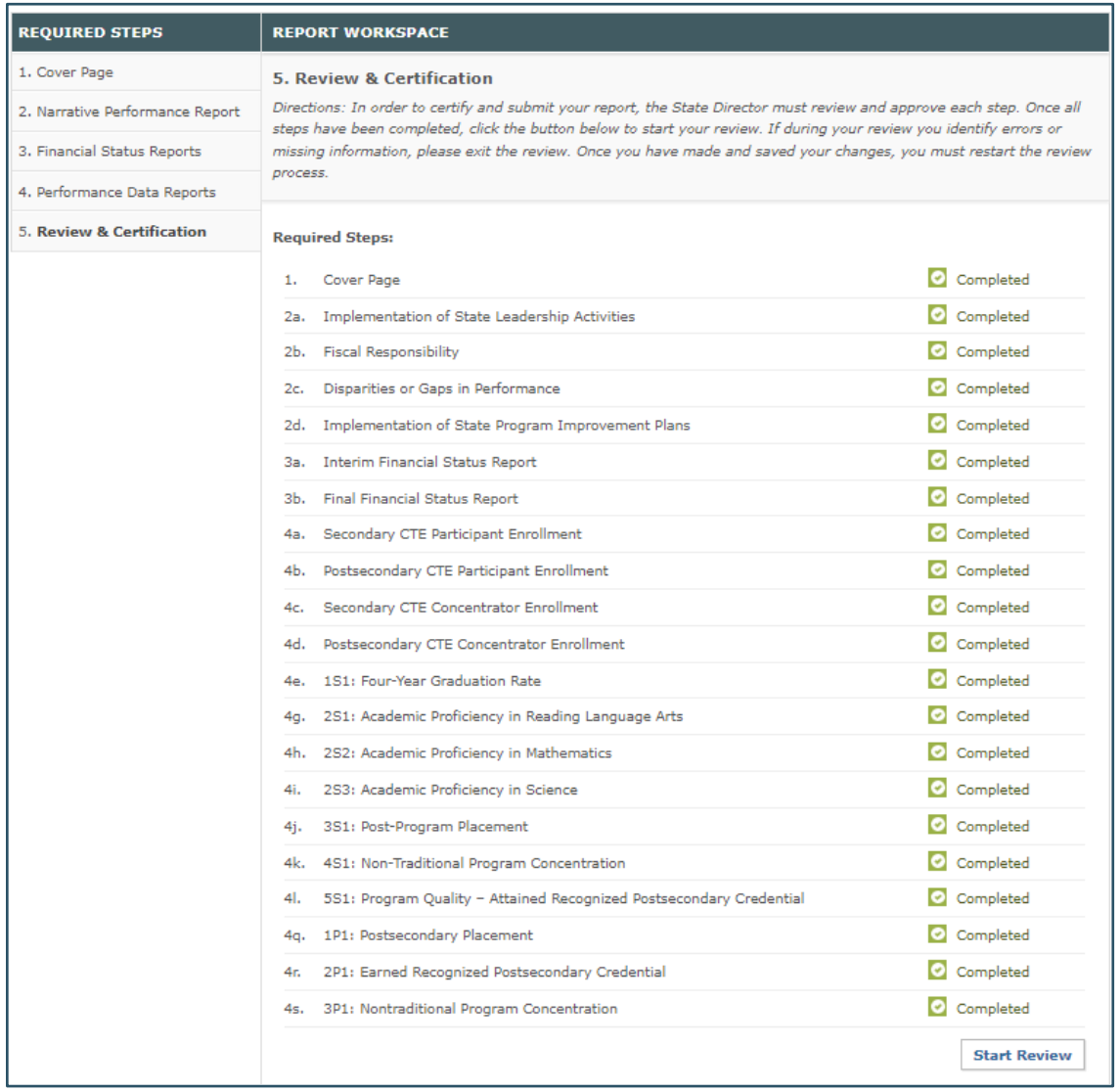
Not Applicable Performance Indicators

- If an indicator is not applicable to your State, the indicator template and the data entry web form will not be available.
- The system displays a message: *"This measure has been identified as not being applicable to your State".*
- Not applicable indicators will not by displayed on the Review & Certification page.



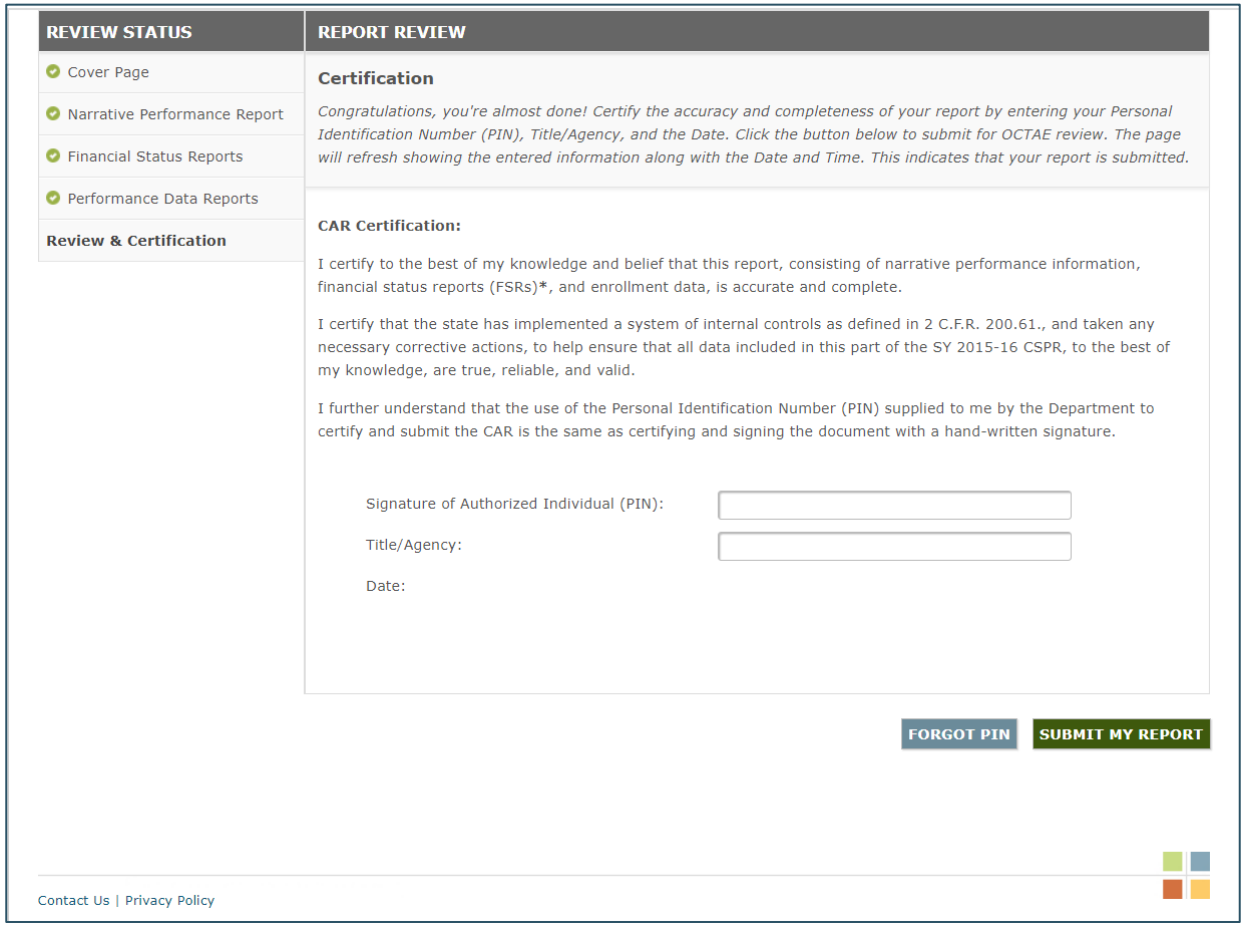
Review & Certification

- All sections must be marked completed before clicking on **Start Review**.
- **Start Review** button is only displayed for State Director user role.
- State Director must review and approve each section before being able to certify the State's CAR.



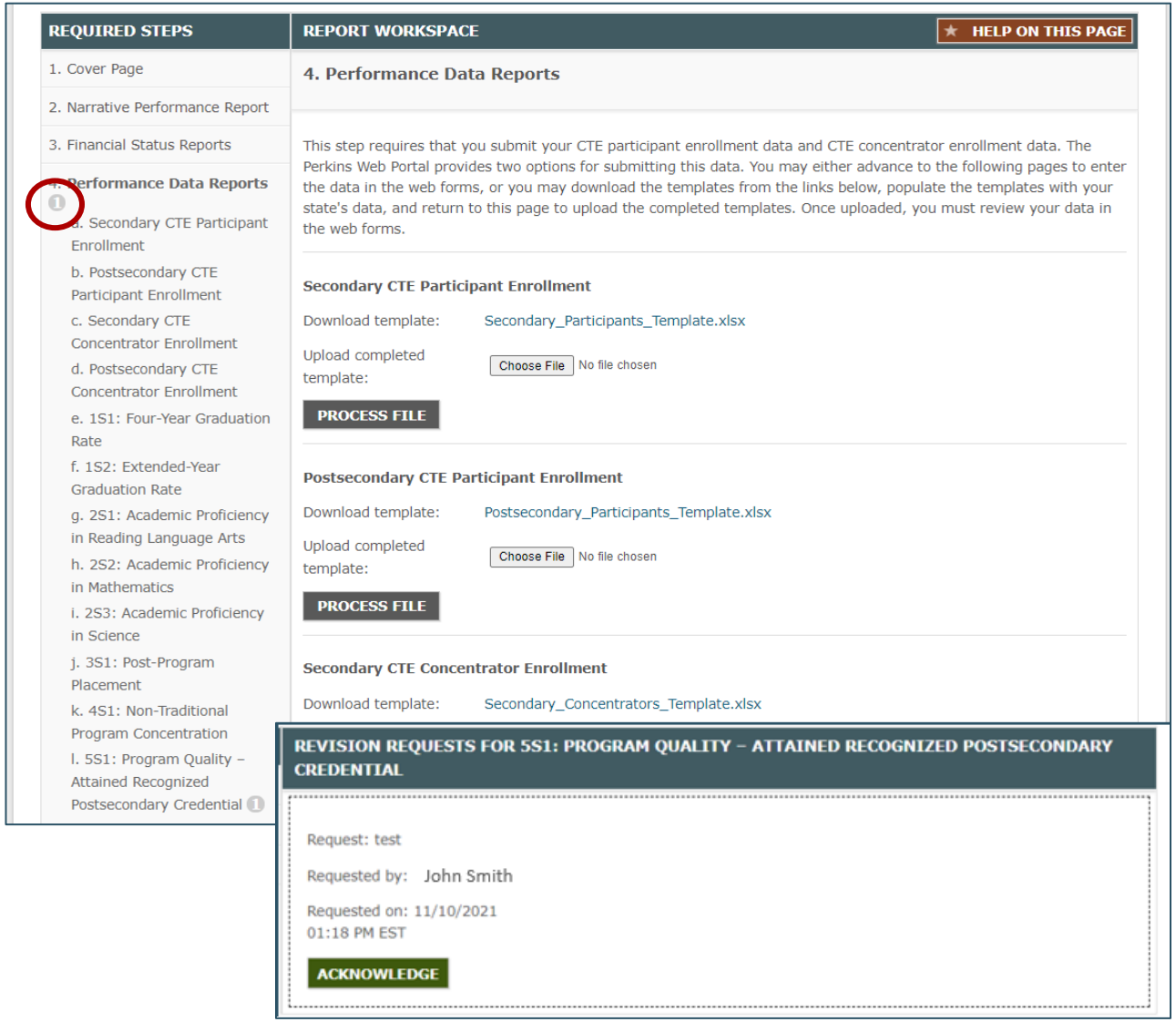
Certification

- Once all sections are reviewed and approved, the State Director must certify the State's CAR.
- Request State Director's PIN by clicking on **Forgot PIN.**
- Enter your PIN and Title/Agency name and click **Submit My Report**.
- System auto-populates Submission Date/timestamp.



OCTAE Revision Requests

- When OCTAE Staff sends a revision request to a section, the system reopens the State's CAR and sends an auto-generated email to the State Director.
- The system will display a number next to the section name in the CAR Portal.
- Click on the number to read and acknowledge the revision request.
- Make the requested edits to the section, click **Save & Complete**, and resubmit the State's CAR.



Performance Data Reports, Review & Certification

Live Demo!



Questions?

- Please use the chat feature to enter your questions.



View and use the chat

Contact Information

- For questions during the reporting period, contact your Perkins Coordinator or the Perkins Help Desk at:

  perkins-help@aemcorp.com



Thank You!

This webinar was produced and funded at least in part with federal funds from the U.S. Department of Education under Department of the Interior contract number 47QTCA18D00JV / 140D0426F0666 with Applied Engineering Management Corporation. Carolyn S. Lee serves as the contracting officer's representative. The content of this webinar does not necessarily reflect the views or policies of the U.S. Department of Education nor does the mention of trade names, commercial products, or organizations imply endorsement by the U.S. government.