**Perkins V Postsecondary Data Collection**

These reporting requirements are important and required components of Perkins V programming.

Which districts, colleges or institutions should submit this report?

* Those with either C74-approved postsecondary CVTE programs (as C74-approved programs are Perkins programs) or CTE postsecondary programs meeting the definition of Perkins programs,
* and receive Perkins postsecondary funding.

See the Perkins Checklist and other resources on the [Perkins V manual](https://www.doe.mass.edu/ccte/cvte/perkins-v/) for the reporting, performance, accountability and monitoring requirements associated with Perkins.

The Department realizes that some Perkins postsecondary programs are not credit based, and students enroll and complete a course as a single unit. For students in the Postsecondary Consortium (or other postsecondary programs in secondary schools), it is recommended that concentrators in these courses be identified as those individuals who commit to a Perkins program through admission process into an identified program.

**FAQ**

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| **General**  |
| It is not easy for us to enter this manually on the spreadsheet. Can we submit a separate file? | It is not required to submit this specific spreadsheet.Institutions may choose to submit a separate file following this template as guidance. See the File Specification.  |
| If we do submit a separate file, what do we do for **Nontraditional** and **Cluster** codes? | Please provide CIP codes, and DESE can fill in Non trad and cluster codes. |
| How do we collect the special population details? | Institutions have various strategies for collecting this info. These are required components of Perkins V reporting.  |
| How should we code population details for students who have graduated and did not get a chance to answer this question? | We understand if this was not collected in the past, and that institutions are taking steps to address this collection over time. Until it is available, the field can be left blank.  |
| If students do not fall into a special population or if they fall into one or more, how would this be reported? | If students fall into a special population, mark ‘Yes’ for each special population. If none, mark ‘No’ for each of the special populations. |
| Is it required that we fill in every space in every column for every student? | It is not required to fill in every space in every column for every student. Please fill in the report as completely as possible.  |
| **Enrollment** |
| Where do we capture info about the students enrolled in programs? | See the PS Enrollment sheet. This is for all students enrolled in programs currently.  |
| **Indicators**  |
| Does the numerator for 1P1 come from the survey of graduates? | Institutions have various strategies for collecting this info, including surveys, National Student Clearinghouse, etc. These are required components of Perkins V reporting. |
| For 2P1, which students should be reported?  | For this indicator, please report students who became CTE Concentrators in Fall 2016. This is their ‘start date’ of becoming concentrators.  |
| Does 1P1 include anyone who graduated from August 1, 2019 to July 31, 2020, regardless of start date? | Yes. |
| At our institution, we use a different date than July 31. Are we required to use July 31? | For 1P1, institutions may choose to reference a date that is within 30 days of July 31. It should be kept consistent.  |
| For 2P1, fall 2016 population, are we reporting all CTE concentrators or just those who received a credential? | This should be reported for all CTE Concentrators.Please refer to the definition numerator & denominator for more.  |
| Regarding the column for a Baccalaureate degree: is that if they earned this degree from our institution or from any institution? | This (and all 2P1 outcome columns) refer to outcomes from any institution.  |
| What if the student is enrolled in a BA program and did not yet receive a degree?  | The numerator for 2P1 refers to students who *complete* a recognized postsecondary credential. If the student is enrolled in but has not yet completed the credential, then the baccalaureate degree column can be N.  |
| Where is 3P1 (Nontraditional enrollment) reported? | Because of how this indicator is defined, it is captured on the PS Enrollment tab.  |
| Instructions say to report graduates as of July 31 but I feel like many of these students would have graduated in May/June if it weren't for Covid. Can I report them in this year's Perkins CTE Report?  | Please report them as described in the instructions and according to their actual graduation dates.  |
| For those students who were enrolled in the Fall of 2016, I know we need to complete Indicator 2P1 but should we also complete Indicator 1P1 for those students? | No. For these students, 1P1 does not need to be included.  |
| Some of our programs lead to credentials, certification, or licensure, depending on the program. Which should be reported?  | Industry-recognized credentials (IRCs), certificates and degrees can be reported. Licenses may be reported under IRCs.  |
| **Reporting** |
| How will the Postsecondary Consortium Report be submitted? Should this be done separately or combined? | Individual districts in the Consortium may report these separately. Please use the **CVTE PostSec PostGrad Data** dropbox in **Drop Box Central** in the **Security Portal**.  |
| Could we split the outcomes into different pages? | If it is easier to have 1P1 and 2P1 on their own pages, that is fine. Please use the same file format. |
| At what point would a student be considered a concentrator? | A student is considered a concentrator at the point at which the student meets the concentrator definition.  |
| Should we leave sections blank that do not apply? | Yes.  |
| Do the postsecondary indicators refer to CTE high school (secondary school) program graduates? | All postsecondary indicators refer to **postsecondary** students/concentrators and **postsecondary** experiences.  |
| We have had students who are now deceased. What should we do?  | This has been a challenging year in many regards. Thank you for the continued focus despite these challenges. The report has no means of identifying deceased students. It is OK to eliminate deceased concentrators from the collection. |
| **Other** |
| How do I submit the report? | Districts submit the report using the **CVTE Postsec PostGrad Data** drop box in **Drop Box Central** in the [**Security Portal**](https://gateway.edu.state.ma.us/)**.** For access, contact your district’s [Directory Administrator](https://www.doe.mass.edu/infoservices/data/diradmin/list.aspx). Colleges submit the report using the **CVTE Colleges** drop box in **Drop Box Central** in the [**Security Portal**.](https://gateway.edu.state.ma.us/) For access, contact Jen Appleyard.  |
| How do we stay in contact? Is there a mailing list? | The best point of contact is Gary Gomes, postsecondary liaison. He can be reached at Gary.Gomes@mass.gov. For questions related to Perkins V resources contact Jennifer.E.Appleyard@mass.gov. For questions about the Perkins V Postsecondary Data Collection, please contact Gary.Gomes@mass.gov or Jennifer.E.Appleyard@mass.gov or Andrew.R.Martin@mass.gov . |

Follow the data guidelines established by your institution, district or collaborative. Student-identifiable information should not be sent by email.