

# Montana Carl D. Perkins Policy and Procedures Manual

**Subject:** Perkins Funds Distribution and Management  
**Policy:** Local Reporting of Student Data  
**Effective:** July 1, 2007  
**Revised:** Not Applicable

Montana requires all recipients of Perkins funds distributed through formula or awarded through competitive process to provide student level data to the Office of the Commissioner of Higher Education (OCHE) and the Office of Public Instruction (OPI). The data is required to fulfill the requirement of Section 113, Accountability (pages 14-20), of the [Perkins law](#). Allocations or awards may be withheld until the required data is provided.

### ***Secondary Procedures***

Secondary public high schools receiving Local Application funds are required to submit data twice a year to the OPI Perkins Accountability Specialist as follows:

<b>File</b>	<b>Due</b>	<b>File Specifications</b>
Fall Data Collection: Provide follow-up on students identified as CTE Concentrators in the prior school year.	December 31 each year	<a href="#">Quick Reference Guide for Fall Data Collection</a>
Spring Data Collection: Identify CTE Concentrators & areas of concentration in the current school year.	Early April each year	<a href="#">Quick Reference Guide for Spring Data Collection</a>
Tech Prep: Identify Tech Prep participants who were also CTE Concentrators.	December 31 each year	<b>See Tech Prep Policy</b>

The Fall and Spring data collections are part of the electronic data system warehouse called Achievement in Montana (AIM). OPI has contracted with the education software vendor, Infinite Campus, since 2005. Local high schools provide data via various, locally selected student accounting systems like 'School Master' or 'Power School.' This data is uploaded into the Montana and State Editions of AIM. Infinite Campus provides a way for schools to report student-related data for enrollment, demographic data, state and federal education programs eligibility, statewide assessments, and special education planning and reporting.

Once entered into the Infinite Campus software, specific CTE data is reviewed and carefully checked for accuracy and completeness by the Perkins Accountability

Specialist. In addition, the Measurement and Accountability Division staff at OPI also runs numerous data quality checks on this same data. Many quality assurance checks are made prior to federal reporting. The Infinite Campus 'Year-End' snapshot is typically used for reporting purposes on the CAR and in the EDEN reports.

***Postsecondary Procedures***

Postsecondary colleges receiving Local Application funds must provide the OCHE Perkins Accountability Specialist (PAS) the following files within the assigned timeframes. Files will be quality checked for accuracy. When the files have been approved, the file queries or reports must be secured to prevent corruption. The PAS must be notified if the files have been altered. Documentation will be maintained on all file adjustments.

<b>File</b>	<b>Due</b>	<b>File Specifications</b>
Student and Term	30 days after the end of each semester or quarter	<a href="#">Student and Term file specifications</a>
Completers	By July 15 each year	<a href="#">Completer specifications</a>
Special Populations	By June 30 each year	<a href="#">Special population specifications</a>

In addition, the following maintenance tasks must be performed each year to assure accurate allocations:

- The PAS will distribute the Program Table Verification form ([sample](#)) to all grantees by February 1. The form must be reviewed and updated annually. Changes must be made and coordinated with the PAS. After all updates have been made, a revised report will be delivered. The final signed copy of this form must be received by February 15.
- Grant Mangers must thoroughly review the PELL & BIA Eligible Concentrator Verification Form ([sample](#)) annually. The PAS will deliver the form shortly after the signed Perkins Program Table Verification form is received. All corrections to the form must be completed by March 1. Failure to do so may jeopardize funding.