MN - Carl Perkins Extract (Perkins P-File)

August
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Summary, Scope, and Purpose

The Minnesota Department of Education (MDE) approves Career and Technical Education Programs (CTE) that meet teacher licensing and other criteria. These programs are eligible to access federal Carl D. Perkins funds. Districts that accept these federal dollars must report enrollment and student proficiency for CTE courses and programs to the department.

Due Dates

[Carl Perkins](#)

[Data Reporting](#)

Districts will typically submit data from **June through September** for the previous school year.

Extract Editor Requirements

Path: Reporting > MN State Reporting > Carl Perkins Extract

#	Editor Options	Field Type	Requirements

EE1	File Format	Drop list	Drop list will contain: • **Fixed Width (State Format)** • Comma Separated (CSV) • HTML • XML
EE2	Report Legal Name when Provided	Checkbox	When checked, Legal Name Information is used over Preferred Name Information.
EE3	Calendar Selector	Multiple calendar selector	• Defaults to the Calendar selected in the Campus Toolbar • At least one calendar is Required
EE4	Student Ad Hoc Filter	Drop List	Allows a sub-set of students in the selected calendar(s) to be used as the population for the report.
EE5	Generate Extract	Trigger Button	Trigger the creation of the extract when selected
EE6	Submit to Batch	Trigger Button	Send extract to Batch Queue when selected
EE7	Cross Site Exclude	Checkbox	When checked, Cross Site data will be excluded from the report. For this extract, it would be checking primarily against: • Course .crossSiteCourse • Section .crossSiteSection • GradingScore .crossSiteSection This checkbox will only appear if the District associated with the site has enabled Cross Site.

Reporting Population and Business Rules

#	Business Rule(s)
R1	A record will be created for each Student within the Calendar(s) selected on the Extract Editor that are rostered into a Course with a value for Perkins Code and Perkins Program Code **AND** have a Grade entered in that Course for a Grading Task that is marked as State Reported. • While the Grading Task being marked as Final is **NOT** required for reporting a record, it is highly recommended as the Final checkbox drives logic on multiple data elements such as GradeReceived.
R1. BR1	A record will be generated for each unique Student-School-Course combination.
R1. BR2	The following act as excludes: • Course State Exclude • Cross Site Data ○ Will only be excluded when *Cross Site Exclude* is checked on the Extract Editor.
R2	The report can be run against a district's active year as well as any prior year.
R3	The report can be generated in the following formats: • **Fixed Width (State Format)** • CSV • HTML • XML

R4	The report will be ordered using the following: • Calendar Year (SchoolYear) • Student State ID (MarssIDNumber) • Course Number (Not reported in the extract) • Section ID (Not reported in the extract)
R5	The file name that is generated will be titled **P[State District Number][District Type].E[End School Year]**.

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Report Data Elements Logic

	Data Element Label (Full Name)	Business Rule(s)	Format - Fixed Width Length	Data Source GUI Path	Database Field
1	**SchoolYear**	*Indicates the school year the record is for.* Reports the **End Year** associated with the Calendar.	Numeric - 2	School Year Setup	Calendar. endYear
2	**SchoolDistrict**	*Indicates the district number.* Reports the **State District Number**. • 0-padded on the left up to 4 total characters. ○ Example - If the State District Number is 12, then 0012 would report.	Numeric - 4	District Information	District .number
3	**DistrictType**	*Indicates the district type.* Reports the **District Type**. • 0-padded on the left up to 2 total characters ○ Example - If the District Type is NULL, then 00 would report.	Numeric - 2	District Information	District .type

4	**SchoolNumber**	*Indicates the school number.* Reports the **State School Number**. • 0-padded on the left up to 3 total characters. ○ Example - If the State District Number is 7, then 007 would report.	Numeric - 3	School Information	School .number
5	**MarssIDNumber**	*Indicates the student's Minnesota Automated Reporting Student System (MARSS) Student ID.* Reports the **Student State ID**. • 0-padded on the left up to 13 total characters ○ Example - If the Student State ID is 123456789, then 0000123456789 would report.	Numeric - 13	Demographics	Person .stateID
6	**ProgramCode**	*Indicates the six-digit program code.* Reports the **Perkins Program Code**. • 0-padded on the left up to 6 total characters. ○ Example - If the Perkins Program Code is 50, then 000050 would report. **Notes:** • Refer to Program Approval for a list of approved programs and courses.	Numeric - 6	Course Information	CustomCourse .value

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| 7 | **CourseCode** | *Indicates the two-digit course code.* <hr> Reports the **Perkins Code**.

 • 0-padded on the left up to 2 total characters.
    ○ Example - If the Perkins Code is 3, then 03 would report.

 Notes:

 • Refer to Program Approval for a list of approved programs and courses. | Numeric - 2 | Course Information | Course . vocationalCode |

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| 8 | **CourseLengthInMinutes** | *Indicates the total number of course minutes for the term in which it was taken.* | Numeric - 5 | Section Information | CustomSection . value |
| | | Reports the result of the following calculation:

• For each unique Period Schedule that overlaps the student's Roster Dates for the Section, perform the following calculation: **MINUTES PER PERIOD SCHEDULE = PERIOD MINUTES * DAYS**
  ○ Period Minutes will use the first non-NULL value:
    ■ Section-level Period Minutes Override
    ■ Course-level Period Minutes
    ■ Period Minutes for the Period (minutes between Start Time and End Time, inclusive of both)
  ○ Days will only include days marked as Instructional that fall between the student's Roster Dates.
    ■ If Roster Dates are NULL, it will use the Term Dates associated with the term(s) the section is scheduled into.
• The reported value will be the **sum of all Minutes Per Period Schedule** calculated above.

Notes:

• 0-padded on the left up to 5 total characters.
  ○ Example - If the calculation is 123, then 00123 would report. | | Course Information

Period Setup

Day Setup | CustomCourse .value

Period . periodMinutes

Day .instruction |

9	**GradeReceived**	*Indicates the grade received.* • Reports **P** (Proficient) when the Score assigned to the student is marked as a Passing Score. • Reports **N** (Not Proficient) in all other situations. **Notes:** • The associated Grading Task must be marked as State Reported and Final to be considered in reporting.	Alphanumeric - 1	Score Group & Rubric Setup Grading Task Setup Course Grading Tasks Section Grading By Task	GradingScore .score ScoreListItem . passingScore GradingTask . stateReported GradingTask .isFinal
10	**TeenParent**	*Indicates if the student was a single parent.* Reports the **Single Parent**. • Reports **N** (No) if Single Parent is NULL.	Alphanumeric - 1	Enrollments	Enrollment . singleParent
11	**DisplacedHomemaker**	*Indicates if the student was out of the workforce.* Reports the **Displaced Homemaker**. • Reports **N** (No) if Displaced Homemaker is NULL.	Alphanumeric - 1	Enrollments	EnrollmentMN . displacedHomemaker

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12	**TechnicalSkillAssessment**	*TSA data is no longer part of the Perkins V accountability system. Data reporting and logic is maintained, but this data is **optional**.* • Reports **Y** (Yes) when the Grading Task assigned to the Course has a Code of **CPTSA** and is marked as State Reported and Final. • Reports **N** (No) in all other situations.	Alphanumeric - 1	Grading Task Setup Course Grading Tasks	GradingTask .code GradingTask . stateReported
13	**TSAProficiency**	*TSA data is no longer part of the Perkins V accountability system. Data reporting and logic is maintained, but this data is **optional**.* • Reports **P** (Proficient) when the Score assigned to the student is marked as a Passing Score. • Reports **N** (Not Proficient) in all other situations. **Notes:** • The associated Grading Task must be marked as State Reported and Final and a Code of **CPTSA** to be considered in reporting.	Alphanumeric - 1	Grading Task Setup Course Grading Tasks Section Grading By Task	GradingTask .code GradingTask . stateReported GradingScore .score
14	**LastName**	*Indicates the student's last name.* Reports the **Last Name**. • 0-padded on the left up to 40 total characters. • Will report based on Legal Information if the *Report Legal Name when Provided* checkbox is checked on the Extract Editor.	Alphanumeric - 40	Identities	Identity .lastName Identity . legalLastName

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15	**FirstName**	*Indicates the student's first name.* Reports the **First Name**. • 0-padded on the left up to 40 total characters. • Will report based on Legal Information if the *Report Legal Name when Provided* checkbox is checked on the Extract Editor.	Alphanumeric - 40	Identities	Identity .firstName Identity . legalFirstName
16	**MiddleName**	*Indicates the student's middle name.* Reports the **Middle Name**. • 0-padded on the left up to 40 total characters. • Will report based on Legal Information if the *Report Legal Name when Provided* checkbox is checked on the Extract Editor.	Alphanumeric - 40	Identities	Identity .middleName Identity . legalMiddleName
17	**Suffix**	*Indicates the student's suffix.* Reports the **Suffix**. • 0-padded on the left up to 4 total characters. • Will report based on Legal Information if the *Report Legal Name when Provided* checkbox is checked on the Extract Editor.	Alphanumeric - 4	Identities	Identity .suffix Identity .legalSuffix
18	**Gender**	*Indicates the student's gender.* Reports the **Legal Gender**. • Will report based on the **Gender** if Legal Gender is NULL.	Alphanumeric - 1	Identities	Identity .gender Identity .legalGender

19	DateOfBirth	*Indicates the student's date of birth.* Reports the **Birth Date**. • Reports in format of YYYYMMDD.	Numeric - 8	Identities	Identity .birthDate

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Appendix

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