

MN - Carl Perkins Extract (Perkins P-File)

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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: <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • Course .crossSiteCourse |

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| | | | <ul style="list-style-type: none"> • Section .crossSiteSection • GradingScore .crossSiteSection <p>This checkbox will only appear if the District associated with the site has enabled Cross Site.</p> |
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Reporting Population and Business Rules

| # | Business Rule(s) |
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| R1 | <p>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.</p> <ul style="list-style-type: none"> • 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 | <p>The following act as excludes:</p> <ul style="list-style-type: none"> • Course State Exclude • Cross Site Data <ul style="list-style-type: none"> ◦ Will only be excluded when <i>Cross Site Exclude</i> is checked on the Extract Editor. |
| R2 | The report can be run against a district's active year as well as any prior year. |



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| R3 | <p>The report can be generated in the following formats:</p> <ul style="list-style-type: none"> • Fixed Width (State Format) • CSV • HTML • XML |
| R4 | <p>The report will be ordered using the following:</p> <ul style="list-style-type: none"> • Calendar Year (SchoolYear) • Student State ID (MarssIDNumber) • Course Number (Not reported in the extract) • Section ID (Not reported in the extract) |
| R5 | <p>The file name that is generated will be titled P[State District Number][District Type].E[End School Year].</p> |

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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 | <p><i>Indicates the school year the record is for.</i></p> <hr/> <p>Reports the End Year associated with the Calendar.</p> <div style="border: 1px solid green; padding: 5px; margin-top: 10px;"> ✔ CATs </div> | Numeric - 2 | School Year Setup | Calendar. endYear |
| 2 | SchoolDistrict | <p><i>Indicates the district number.</i></p> <hr/> <p>Reports the State District Number.</p> <ul style="list-style-type: none"> • 0-padded on the left up to 4 total characters. • Example - If the State District Number is 12, then 0012 would report. <div style="border: 1px solid green; padding: 5px; margin-top: 10px;"> ✔ CATs </div> | Numeric - 4 | District Information | District .number |
| 3 | DistrictType | <p><i>Indicates the district type.</i></p> <hr/> <p>Reports the District Type.</p> <ul style="list-style-type: none"> • 0-padded on the left up to 2 total characters • Example - If the District Type is NULL, then 00 would report. <div style="border: 1px solid green; padding: 5px; margin-top: 10px;"> ✔ CATs </div> | Numeric - 2 | District Information | District .type |
| 4 | SchoolNumber | <p><i>Indicates the school number.</i></p> <hr/> <p>Reports the State School Number.</p> <ul style="list-style-type: none"> • 0-padded on the left up to 3 total characters. • Example - If the State District Number is 7, then 007 would report. <div style="border: 1px solid green; padding: 5px; margin-top: 10px;"> ✔ CATs </div> | Numeric - 3 | School Information | School .number |
| 5 | MarssIDNumber | <p><i>Indicates the student's Minnesota Automated Reporting Student System (MARSS) Student ID.</i></p> <hr/> <p>Reports the Student State ID.</p> | Numeric - 13 | Demographics | Person .stateID |

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| | | <ul style="list-style-type: none"> 0-padded on the left up to 13 total characters <ul style="list-style-type: none"> Example - If the Student State ID is 123456789, then 0000123456789 would report. <div style="border: 1px solid green; padding: 5px; margin-top: 10px;"> ✔ CATs </div> | | | |
| 6 | ProgramCode | <p><i>Indicates the six-digit program code.</i></p> <hr/> <p>Reports the Perkins Program Code.</p> <ul style="list-style-type: none"> 0-padded on the left up to 6 total characters. <ul style="list-style-type: none"> Example - If the Perkins Program Code is 50, then 000050 would report. <p>Notes:</p> <ul style="list-style-type: none"> Refer to Program Approval for a list of approved programs and courses. <div style="border: 1px solid green; padding: 5px; margin-top: 10px;"> ✔ CATs </div> | Numeric - 6 | Course Information | CustomCourse .value |
| 7 | CourseCode | <p><i>Indicates the two-digit course code.</i></p> <hr/> <p>Reports the Perkins Code.</p> <ul style="list-style-type: none"> 0-padded on the left up to 2 total characters. <ul style="list-style-type: none"> Example - If the Perkins Code is 3, then 03 would report. <p>Notes:</p> <ul style="list-style-type: none"> Refer to Program Approval for a list of approved programs and courses. <div style="border: 1px solid green; padding: 5px; margin-top: 10px;"> ✔ CATs </div> | Numeric - 2 | Course Information | Course .vocationalCode |
| 8 | CourseLengthInMinutes | <p><i>Indicates the total number of course minutes for the term in which it was taken.</i></p> <hr/> <p>Reports the result of the following calculation:</p> <ul style="list-style-type: none"> For each unique Period Schedule that overlaps the student's Roster Dates for the Section, perform the following calculation: $\text{MINUTES PER PERIOD SCHEDULE} = \text{PERIOD MINUTES} * \text{DAYS}$ <ul style="list-style-type: none"> Period Minutes will use the first non-NULL value: <ul style="list-style-type: none"> Section-level Period Minutes Override Course-level Period Minutes Period Minutes for the Period (minutes between Start Time | Numeric - 5 | Section Information Course Information Period Setup Day Setup | CustomSection .value CustomCourse .value Period .periodMinutes Day .instruction |

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| | | <p>and End Time, inclusive of both)</p> <ul style="list-style-type: none"> Days will only include days marked as Instructional that fall between the student's Roster Dates. <ul style="list-style-type: none"> 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. <p>Notes:</p> <ul style="list-style-type: none"> 0-padded on the left up to 5 total characters. <ul style="list-style-type: none"> Example - If the calculation is 123, then 00123 would report. <div style="border: 1px solid green; padding: 5px; margin-top: 10px;"> ✔ CATs </div> | | | |
| 9 | GradeReceived | <p><i>Indicates the grade received.</i></p> <hr/> <ul style="list-style-type: none"> Reports P (Proficient) when the Score assigned to the student is marked as a Passing Score. Reports N (Not Proficient) in all other situations. <p>Notes:</p> <ul style="list-style-type: none"> The associated Grading Task must be marked as State Reported and Final to be considered in reporting. <div style="border: 1px solid green; padding: 5px; margin-top: 10px;"> ✔ CATs </div> | 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 | <p><i>Indicates if the student was a single parent.</i></p> <hr/> <p>Reports the Single Parent.</p> <ul style="list-style-type: none"> Reports N (No) if Single Parent is NULL. <div style="border: 1px solid green; padding: 5px; margin-top: 10px;"> ✔ CATs </div> | Alphanumeric - 1 | Enrollments | Enrollment .singleParent |
| 11 | DisplacedHomemaker | <p><i>Indicates if the student was out of the workforce.</i></p> <hr/> <p>Reports the Displaced Homemaker.</p> <ul style="list-style-type: none"> Reports N (No) if Displaced Homemaker is NULL. <div style="border: 1px solid green; padding: 5px; margin-top: 10px;"> ✔ CATs </div> | Alphanumeric - 1 | Enrollments | EnrollmentMN .displacedHomemaker |
| 12 | TechnicalSkillAssessment | <p><i>TSA data is no longer part of the Perkins V accountability system.</i></p> | Alphanumeric - 1 | Grading Task Setup | GradingTask .code |

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| | (Optional) | <p>Data reporting and logic is maintained, but this data is optional. MDE does not include this data in their reports. For optional reporting in the Perkins file, the designated grading task cannot be combined with another task that also requires a code, such as COLLEGE CREDIT for MCCC PSEO reporting. In this scenario it is recommended to set up a separate task.</p> <ul style="list-style-type: none"> • 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. <div style="border: 1px solid green; padding: 5px; margin-top: 10px;"> ✔ CATs </div> | | Course Grading Tasks | GradingTask .stateReported |
| 13 | TSAProficiency (Optional) | <p>TSA data is no longer part of the Perkins V accountability system. Data reporting and logic is maintained, but this data is optional. MDE does not include this data in their reports. For optional reporting in the Perkins file, the designated grading task cannot be combined with another task that also requires a code, such as COLLEGE CREDIT for MCCC PSEO reporting. In this scenario it is recommended to set up a separate task.</p> <ul style="list-style-type: none"> • Reports P (Proficient) when the Score assigned to the student is marked as a Passing Score. • Reports N (Not Proficient) in all other situations. <p>Notes:</p> <ul style="list-style-type: none"> • The associated Grading Task must be marked as State Reported and Final and a Code of CPTSA to be considered in reporting. <div style="border: 1px solid green; padding: 5px; margin-top: 10px;"> ✔ CATs </div> | Alphanumeric - 1 | Grading Task Setup Course Grading Tasks Section Grading By Task | GradingTask .code GradingTask .stateReported GradingScore .score |
| 14 | LastName | <p>Indicates the student's last name.</p> <p>Reports the Last Name.</p> <ul style="list-style-type: none"> • 0-padded on the left up to 40 total characters. • Will report based on Legal Information if the <i>Report Legal Name when Provided</i> checkbox is checked on the Extract Editor. <div style="border: 1px solid green; padding: 5px; margin-top: 10px;"> ✔ CATs </div> | Alphanumeric - 40 | Identities | Identity .lastName Identity .legalLastName |
| 15 | FirstName | <p>Indicates the student's first name.</p> <p>Reports the First Name.</p> | Alphanumeric - 40 | Identities | Identity .firstName Identity .legalFirstName |

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| | | <ul style="list-style-type: none"> • 0-padded on the left up to 40 total characters. • Will report based on Legal Information if the <i>Report Legal Name when Provided</i> checkbox is checked on the Extract Editor. <div style="border: 1px solid green; padding: 5px; margin-top: 10px;"> ✔ CATs </div> | | | |
| 16 | MiddleName | <p><i>Indicates the student's middle name.</i></p> <hr/> <p>Reports the Middle Name.</p> <ul style="list-style-type: none"> • 0-padded on the left up to 40 total characters. • Will report based on Legal Information if the <i>Report Legal Name when Provided</i> checkbox is checked on the Extract Editor. <div style="border: 1px solid green; padding: 5px; margin-top: 10px;"> ✔ CATs </div> | Alphanumeric - 40 | Identities | Identity .middleName Identity .legalMiddleName |
| 17 | Suffix | <p><i>Indicates the student's suffix.</i></p> <hr/> <p>Reports the Suffix.</p> <ul style="list-style-type: none"> • 0-padded on the left up to 4 total characters. • Will report based on Legal Information if the <i>Report Legal Name when Provided</i> checkbox is checked on the Extract Editor. <div style="border: 1px solid green; padding: 5px; margin-top: 10px;"> ✔ CATs </div> | Alphanumeric - 4 | Identities | Identity .suffix Identity .legalSuffix |
| 18 | Gender | <p><i>Indicates the student's gender.</i></p> <hr/> <p>Reports the Legal Gender.</p> <ul style="list-style-type: none"> • Will report based on the Gender if Legal Gender is NULL. <div style="border: 1px solid green; padding: 5px; margin-top: 10px;"> ✔ CATs </div> | Alphanumeric - 1 | Identities | Identity .gender Identity .legalGender |
| 19 | DateOfBirth | <p><i>Indicates the student's date of birth.</i></p> <hr/> <p>Reports the Birth Date.</p> <ul style="list-style-type: none"> • Reports in format of YYYYMMDD. <div style="border: 1px solid green; padding: 5px; margin-top: 10px;"> ✔ CATs </div> | Numeric - 8 | Identities | Identity .birthDate |