

PERKINS GUIDANCE

TITLE: SPECIAL POPULATIONS DOCUMENTATION AND REPORTING
NUMBER: PG-003
DATE: July 1, 2020
PURPOSE: To Define requirements for Collection and Reporting of Special Populations

Introduction: This is guidance concerning the requirement that local Perkins recipients report results of students who are members of special populations for performance measurement purposes.

Authority: *Strengthening CTE for the 21st Century Act of 2018*
Title I Part A Sec. 113 Accountability (b)(4)(B)(ii)
Recipients shall annually submit to ADHE disaggregated data for subgroups of students defined in the Act so that gaps and disparities can be identified and quantified. The data applies to student level and program level information.

Requirement: Local recipients must collect special populations information in both fall and spring semesters which is then reported to ADHE in the AHEIS Perkins I-Special Populations file due in August. The institution may collect and report special populations information on all students but is required to report on all CTE students. These results must be valid, reliable, complete and timely.

Evidence of Validity: Valid refers to the extent to which a measurement does what it is supposed to do. Special populations information is considered valid if at a minimum, it collects information on all special populations categories and contains CTE students.

Evidence of Reliability: Reliable refers to the consistency, stability or dependability of the data. In order for the data to be considered reliable, special populations information must be reported using the same criteria across years.

Evidence of Completeness: Complete refers to the degree to which all data is reported. In order for the data to be considered complete, all CTE students must be included.

Evidence of Timeliness: Timeliness refers to whether results were reported in the required time period. Special populations data must be collected in both fall and spring terms to be considered timely.

Local Written Procedures: A local written procedure is required to ensure that submitted information meets data quality requirements. The local procedures should describe the following:

1. Describe the process for surveying students. Whether electronic or manual, this includes how data is collected, who is responsible for collecting and providing to

the appropriate person for submission into AHEIS, when collections will occur and sources for collecting data if not self-reported by students.

2. Describe where the supporting documents are stored so that the information can be reviewed during the annual compliance review.

Perkins Annual File: Special populations information is reported into AHEIS in the Perkins I-Special Populations file. This data is used to identify gaps and disparities in all Perkins core indicators.

Important Dates: The time period for reporting is the Perkins program year: July 1 through June 30. The dates of collection will vary by type of method used.

The Perkins Annual File is due mid-August. See the AHEIS Manual for the specific date and for additional submission information.

Treatment of Staff Time: The collection and reporting of data is an eligible use of Perkins administration funds. If admin funds are used for salaries of individuals involved in this process, a time and effort report must be provided to the Perkins coordinator.