

# **TECHNICAL ASSISTANCE GUIDANCE**

## **to complete the Perkins Fall Accountability Data Collection**

For those Montana districts that receive Perkins federal funds, one of the two required data collections occurs every fall from October 1 – December 31. According to Perkins law, someone from your district must make a legitimate effort to contact each 12<sup>th</sup> grade Career and Technical Education (CTE) Concentrator that was marked as such in the prior school year and graduated. The definition of a Concentrator is: a 12<sup>th</sup> grade student who has earned three (3) or more credits in any CTE program area throughout their high school career.

We realize you may not reach every Concentrator; however, a legitimate effort should be made as it affects your particular “performance indicator” the following year. If you have made every attempt and still reach a ‘dead end’, you may mark the “unknown” or “other” box in AIM as a last resort. You can also add a comment that explains ‘phone disconnected’ or ‘refused to answer’. Here are some additional guidelines that may help assist the person(s) making the phone calls.

In this day and age of hundreds of telemarketers and scams, most people would be willing to provide this important information if they clearly knew why you were asking.

- ✓ Clearly identify yourself by first and last name.
- ✓ Explain you are calling on behalf of the school district.
- ✓ Politely explain:
  - This follow-up call is part of your school’s responsibility to fulfill a federal Perkins requirement.
  - This information will assist your school district in maintaining the valuable future funding for the Agriculture, Business, Family & Consumer Sciences, Health Sciences, and Industrial, Trades and Technology programs at your high school.
  - The information they share will only be used by the Office of Public Instruction for federal reporting purposes and will be kept confidential.
- ✓ When calling, we suggest you try to speak with the graduate personally, but if that is not possible (maybe they are away at college, at work, or in the military) you can also obtain the information from a parent, grandparent, or other family member. We would discourage you from using friends, community members, etc. as resources. They would not technically be considered a “reliable source.”

For other follow-up questions, please feel free to contact  
**CTE/Perkins Data Control Specialist**  
**Office of Public Instruction**  
**Phone: 406.444.9019**  
**E-mail: [ian.beagles@mt.gov](mailto:ian.beagles@mt.gov)**