July 11, 2013

MEMO: CEP 13-10

TO: Administrators of Occupational Education

FROM: Debra Jones, Ed.D.
Dean, Career Education Practices Unit

SUBJECT: 2012-2013 Perkins Title I-C Final Report System Online

The 2012-2013 Perkins Title I-C Online Final Report system is now available for data input. The Final Report system is available at: https://misweb.cccco.edu/icfinalreport/prod/logon.cfm. The Title I-C Online Final Report System User Guide is located at the bottom of the logon screen. Templates for the Final Report forms are located at:
http://extranet.cccco.edu/Divisions/WorkforceandEconDev/CareerEducationPractices/PerkinsIV/PerkinsIVTitleIPartC/LocalApplicationTemplates.asp

Three levels of user passwords have access to the online final report system: CEO, Project Director and General User. The passwords are the same, and have similar functions, as the passwords for the Perkins Title I-C Local Application and Year-to Date (YTD) systems.

The district Project Director will use the same YTD Project Director password and Local Application General User password to access the Title I-C Online Final Report system. The district CEO will also use the same assigned password to certify and submit the completed Final Report.

Reminder: The Title I-C YTD 4th Quarter Report (due July 25, 2013) must be approved by the Chancellor’s Office before your Chief Business Officer (CBO) can certify the YTD Final Report of Expenditures. The district CBO must certify the YTD Final Report of Expenditures by August 31, 2013. The completed YTD final report automatically populates the budget summary in the online final report system (Final Report, Section IV, Part A - Budget Summary by District form).

Please be aware that the due date for your President/Superintendent (CEO) to certify and submit the completed 2012-2013 Perkins Title-IC Online Final Report is August 31, 2013.

In summary, the 4th Quarter YTD Expenditures and Progress Report must be completed and approved prior to certification of the YTD Final Expenditures and Progress Report due August 31, 2013. The YTD Final Expenditures and Progress Report must be certified prior to completing the Online Final Report also due August 31, 2013.

If you have questions, please contact your Regional Program Monitor. Program Monitor information is at Perkins Project Monitors by Region.

Cc: Title I-C Project Directors
   Regional Consortia Chairs
   WED Division Staff