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DATE: July 23, 2015

CEP 15-06

TO: Administrators of Occupational Education

FROM: Walter Di Mantova, Dean
Workforce Policy and Practice Alignment

SUBJECT: 2014-2015 Perkins Title I-C/CTE Transitions Final Report System Online

Synopsis: The 2014-2015 Perkins Title I-C/ CTE Transitions 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

Users Guide and Passwords -- The Title I-C Online Final Report System User Guide (developed to help a user through this process) is located at the logon screen and on the left-hand side of the reporting system after logging in. Three levels of user passwords have access to the Title I-C Online Final Report System. These passwords are the same that each District received in order to fill out the Perkins Title I-C Local Application including the CEO password.

Completing YTD 4th Quarter Reports -- The Title I-C and CTE Transitions YTD 4th Quarterly Reports (due Wednesday, July 15, 2015) must be approved by the Chancellor's Office before your Chief Business Officer (CBO) can certify the YTD Final Report of Expenditures.

Final Report Due Date -- The district CBO must first certify the YTD Final Report of Expenditures for Title I-C and CTE Transitions as these fiscal reports populate the Final Report System Section IV, Part A - Budget Summary by District. Then the Chief Executive Officer (CEO) must certify the 2014-2015 Perkins Title-IC Online Final Report (both by Monday, August 31, 2015). Failure to meet this deadline, without Monitor Approval, may result in the forfeiture of 10% of the district's 2014-15 Title I-C and CTE Transitions final allocations.

If you have any questions or concerns please contact the Perkins Monitor assigned to your region: http://extranet.cccco.edu/Divisions/WorkforceandEconDev/ContactUs.aspx

cc: Chief Executive Officers
Chief Business Officers
Title I-C Project Directors
Workforce & Economic Development Division Staff