

**CALIFORNIA COMMUNITY  
COLLEGES  
CHANCELLOR'S OFFICE**

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**DATE:** July 27, 2017

**TO:** Administrators of Occupational Education  
Title I-C District Project Directors

**FROM:** Dr. Jeffrey A. Mrizek, Ed.D, MBA  
Dean, Career Technical Education  
Workforce and Economic Development Division

**SUBJECT:** 2016-2017 Perkins Title I-C/CTE Transitions Final Report System Online

**Synopsis:** The 2016-2017 Perkins Title I-C/CTE Transitions Online Final Report system is now available for data input. The Final Report system is available at:

<https://misweb02.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/CTE Transitions Online Final Report System. These passwords are the same that each district received in order to fill out the Perkins Title I-C/CTE Transitions Local Application including the CEO password.

**Completing YTD 4th Quarter Reports** -- The Title I-C and CTE Transitions YTD 4th Quarterly Reports (due, July 15, 2017) must be approved by the Chancellor's Office before the district 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. The Chief Executive Officer (CEO) must then certify the 2016-2017 Perkins Title-IC Online Final Report (both by Thursday, August 31, 2017). Failure to meet this deadline without pre-approval by the assigned Chancellor's Office Monitor may result in the forfeiture of the final 10% payment of the district's 2016-2017 Title I-C and CTE Transitions final allocations.

**Contact:** If you have any questions, please contact your Regional Program Monitor.  
<http://extranet.cccco.edu/Divisions/WorkforceandEconDev/ContactUs.aspx>

cc: Chief Executive Officers  
Chief Business Officers  
Chancellors Office Perkins Monitors