THE INSTITUTIONAL PROFILE

FY'11 Perkins IV Application

The Institutional Profile (IP) provides numeric information about student enrollment in career and technical education programs and supports the institution's choice of major efforts. It indicates whether or not the effort is of sufficient size and scope to be funded. The IP provides information on the institution's efforts to provide services to students who are members of special populations and numbers and categories of students with a disability. It is also used in providing required information to the U.S. Department of Education (USDE) regarding enrollment in career clusters, the ethnicity of career/technical education students, and enrollees' special population status**. In addition, NEW data is required for civil rights purposes. This new data will enable SED to compare the characteristics of CTE students with those of non-CTE students. This additional data will be reported on the WORD document INSTITUTIONAL PROFILE, ATTACHMENT 1 (attached to this E-Mail).**

Please read the following before completing the EXCEL file

- Where a consortium exists, EACH member of the consortium MUST submit a separate Institutional Profile. Combined Profiles will NOT be accepted.

- ONLY list credit-bearing programs that are assigned HEGIS codes 5000-5599. Do **NOT** list credit-bearing programs in other HEGIS codes.

- List all eligible credit-bearing programs in numeric order by HEGIS code, followed by all eligible noncredit-bearing programs in CIP code order.

- Report **Fall 2009** enrollments in each credit-bearing and noncredit-bearing career/technical program. ONLY report Fall 2009 enrollments in each program. Do NOT list programs that did not have any students enrolled in Fall 2009.

- Non-credit programs reported must include academic and occupational learning combined toward the attainment of a **specific occupational skill** and be 100 or more hours in length. Non-credit programs reported must include the CIP code assigned to that program.

- The Profile may ONLY be submitted electronically; do NOT include a hard copy with your application; however, it is suggested that a copy be maintained with your files.

- The Profile **MUST** be submitted no later than the application due date, May 14, 2010. Institutions are encouraged to transmit their IP at the earliest possible date but no later than May 14, 2010.

- Applications CANNOT be approved for funding without a complete IP containing the required data.

Instructions for completing the Institutional Profile

Attached with this document is the Excel file "Institutional Profile Fall 2009" which you will complete and then transmit via E-Mail.

- Cells C1-C4 contain your institution's identifying information. Be certain to identify the name of the individual who will be able to answer specific questions about the completed Profile.

- Begin reporting the first career/technical program in Cell B10.

  Column A: Career Cluster. This column is shaded in red and labeled **"FOR SED USE ONLY".** You are NOT to input anything into this column.

  Column B: HEGIS or CIP Code. Credit-bearing two-year programs should use HEGIS codes; non-credit programs should use CIP codes. Use one or the other; do not use both.

  Column C: Program Title. **DO NOT ABBREVIATE THE PROGRAM TITLE OR USE CODES THAT ARE UNIQUE TO YOUR INSTITUTION.** For example, do NOT list program titles such as "DTN" or "GSWS". You may, however, use such common abbreviations as "Tech", "Mgmt", or "Admin." Profiles that do not follow these instructions will be rejected.

Columns D-E define the gender distribution of career/technical program enrollees. The data reported in these columns are **UNDUPLICATED.**

- Column D: Male
- Column E: Female

Columns F-M define the Racial/Ethnic Distribution of career/technical Program enrollees. Categories of ethnicity are defined by USDE. The data reported in these columns are **UNDUPLICATED.**

- Column F: American Indian or Alaskan Native (AI/AN)
- Column G: Asian
- Column H: Black or African American (Black)
- Column I: Hispanic or Latino (Hispanic)
- Column J: Native Hawaiian or Other Pacific Islander (PI)
- Column K: White
- Column L: Other
- Column M: Unknown

Note: Column L (Other) refers ONLY to those students who have reported their ethnicity, but it is not one of those listed in Columns F-K. Column M should only be used for students who do not identify their ethnicity. (Previously, Column L was used to identify both categories. We are now asking for them to be broken out individually.) The total of Columns F-M **MUST** equal the total of Columns D-E.

Columns N-S define the Special Population status of enrollees in career/technical programs. The data reported in these columns are **DUPLICATED** (if a student belongs to more than one Special Population category, they are to be counted in EACH category. Special Population categories are defined by USDE. (For more specific definitions of each category see **"Section I. – Definitions"** of the FY'11Guidelines.)

- Column N: Individuals with Disabilities (Disabled)
- Column O: Economically Disadvantaged Individuals (Economic Disadvan)
- Column P: Individuals preparing for nontraditional training and employment (Nontrad)
- Column Q: Single Parents (SP)
- Column R: Displaced Homemakers (DH)
- Column S: Individuals with Limited English Proficiency (LEP)

Column T defines the **unduplicated** count of enrollees who are members of any Special Population category. Each enrollee is now to be counted **once** if they belong to **any** of the Special Population categories listed in Columns N-S. SED is required to report this data to USDE. **THIS COLUMN IS SHADED IN YELLOW TO IDENTIFY IT AS DIFFERENT FROM THE PRECEEDING COLUMNS.**

Note: The number reported in Column T cannot be lower than the highest number reported in Columns N-S.

- Column T: Number of students who belong to any Special Population category (**TOTAL UNDUPLICATED** Spec Pop Enrollees)

Columns U-Z define categories of Disability as defined by SED's Office of Vocational and Educational Services for Individuals with Disabilities (VESID).

- Column U: Learning Disabled
- Column V: Mobility Impaired
- Column W: Visually Impaired
- Column X: Acoustically Impaired
- Column Y: Multiple Disabilities (Multiple)
- Column Z: Other (health) Impairment (Other)

Note: Multiple Disabilities (Column Y) refers to individuals who have disabilities in more than one category; e.g., the person is both Mobility and Visually Impaired, or Learning Disabled and Visually Impaired. If the student qualifies to be reported in Column Y, they are **NOT** to be reported in any other columns U-Z. The total of Columns U-Z **MUST** equal Column N.

Questions regarding the completion of the Institutional Profile should be addressed to Mary Groat at (518) 474-5313, or mgroat@mail.nysed.gov.

Questions regarding the completion of the Institutional Profile, Attachment 1 should be addressed to Dave Martire at (518) 474-5313, or dmartire@mail.nysed.gov.

Both the completed Institutional Profile and the Institutional Profile, Attachment 1 is to be submitted via E-Mail to Mary Groat at mgroat@mail.nysed.gov no later than May 14, 2010.