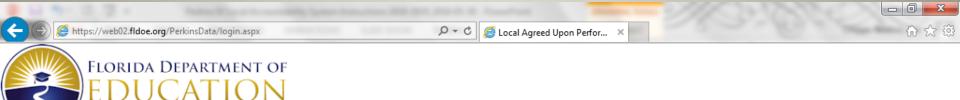
Perkins IV Local Accountability System Instructions

Log in

https://web02.fldoe.org/PerkinsData/login.aspx



Local Agreed Upon Performance Levels













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The user name and password were included in the original memo or can be obtained by contacting **Susan Arvin** (850) 245-9979 or

susan.arvin@fldoe.org

Step 1- Welcome Screen

Main Menu

You are logged in as



Local Agreed Upon Performance Levels

Welcome to the Perkins IV (2008-2019) Local Performance Accountability System

Overview

- Section 113 of the Perkins Act establishes and supports a state and local performance accountability system designed to assess the effectiveness of state
 and local funding recipients in achieving progress in CTE.
- This system has been developed as a "one stop shop" and companion to the Perkins IV local application. Local recipients can review local performance data for previous years in relation to state targets, accept state targets as local targets, and complete a local program improvement plan if necessary.
- Program improvement plans should be submitted to your FLDOE Grant Manger. This can be done in conjunction with or separate from submission of your 2018-2019 RFA

Continuous Improvement Provision

- State and local recipients of Perkins IV funds are expected to continually make progress toward improving the performance of CTE students as required by Section 113(b)(2)(A).
- Please be advised that performance indicator data displayed in the system's subsequent pages are
 for program year 2016-2017 on career and technical education students via the FLDOE statewide may
- Secondary and postsecondary RFA's require local recipients to briefly describe how the Career and
 respect to meeting the 2018-2019 Locally Agreed Upon Performance Levels established under Section
- This system will prompt you to respond to this required section of the RFA for each performance india
 advance of logging-in. The system will prompt you to complete a program improvement plan if require
- Refer to the <u>2018-2019 Perkins IV Implementation Guide</u> for Perkins IV accountability information.
- If you choose to negotiate a performance target, you will need to contact your Grants Manager.

Continue

The first time you log into the web tool you will see the Welcome screen. Select Continue at the bottom of the screen to begin the process of accepting your local targets.

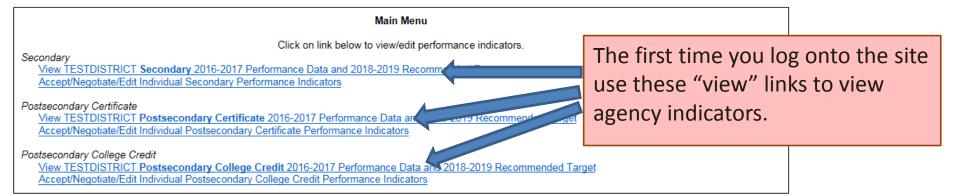
Step 2 Main Menu

You are logged in as TESTDISTRICT



Local Agreed Upon Performance Levels

Admin Main Menu













Step 2 Main Menu

You are logged in as TESTDISTRICT



Local Agreed Upon Performance Levels

Admin Main Menu

Main Menu

Click on link below to view/edit performance indicators.

Secondary

View TESTDISTRICT Secondary 2016-2017 Performance Data and 2018-2019 Recommended Test Accept/Negotiate/Edit Individual Secondary Performance Indicators

Postsecondary Certificate

View TESTDISTRICT Postsecondary Certificate 2016-2017 Performance Data and 2018-2019 Percondery/Negotiate/Edit Individual Postsecondary Certificate Performance Individual Postsecondary

Postsecondary College Credit

View TESTDISTRICT Postsecondary College Credit 2016-2017 Performance Data Accept/Negotiate/Edit Individual Postsecondary College Credit Performance Every time after your initial login, use the "Accept/Negotiate/Edit" links to edit agency indicators.

recommended rarget

Step 3 Main Indicators Page

Main Menu

You are logged in as TESTCOLLEGE Log Out

TESTCOLLEGE Secondary Performance Indicators

Admin Main Menu



Indicates Level

Please use the Perkins IV Data Verification Tool to view state level and local level data for years 2011-12, 2012-13, 2013-14, 2014-15 and 2015-16. (https://web02.fidoe.org/PerkinsSearch/DataTool.aspx)

	1	2	3	4	5	6	
the Main	y Performance dicators	2016-2017 Actual Local Performance	2016- 2017 Local Target	Local Program Improvement Plan Required	2018- 2019 State Targets	FLDOE Recommended 2018-2019 Local Targets	
Menu to	nic Attainment-	50.00%	68.00%	Yes	7	eo.no%	
start the					7		
process of	iic Attainment -	66.67%	63.00%	No	64.00%	67.17%	
process of	ary Technical	75.00%	88.00%	Yes	88.00%	88.00%	ı
accepting							
or	ary School	80.00%	95.68%	Yes	96.50%	98.50%	
negotiating	Graduation Rate	83.33%	87.50%	No	88.50%	88.50%	
your local	ary Placement	85.71%	81.78%	No	82.00%	86.21%	
-	ditional enrollment	87.50%	40.02%	No	40.50%	88.00%	
	ditional completion	88.89%	95.22%	No	96.25%	96.25%	
Targets.							1

For measures with a "Yes," agencies will be asked to complete a Program Improvement Plan (PIP) when accepting or negotiating those measures. (See the next slide for an explanation of each column and slides 13 and 14 for instructions on PIPs.)

2018-2019 - Local Targets

Agencies may choose to ACCEPT the recommended proposed 2018-2019 secondary local targets pre-populated in column 6 (above) for each of the performance indicators, or may choose to NEGOTIATE each performance indicator individually

NOTE: Agencies proposing negotiation may incur a delay of award notification

To start the process of Accepting or Negotiating the Postsecondary Certificate 2018-2019 Local Target Recommendations as your 2018-2019 Locally Agreed Upon Performance Levels, use the Main Menu link at the top of the page. You must contact your FLDOE Grant Manager if you choose to negotiate your performance targets.

Step 3 Main Indicators Page

Main Menu

You are logged in as TESTCOLLEGE

Log Out

TESTCOLLEGE Secondary

Admin Main Menu

Please use the Perkins IV Data Verification Tool to view state level and local le (https://web02.fidoe.org/Perkins

1	2	3	4	5	6
Secondary Performance Indicators	2016-2017 Actual Local Performance	2016- 2017 Local Target	Local Program Improvement Plan Required	2018- 2019 State Targets	FLDOE Recommended 2018-2019 Local Targets
1S1 Academic Attainment- Reading	50.00%	68.00%	Yes	69.00%	69.00%
1S2 Academic Attainment - Math	66.67%	63.00%	No	64.00%	67.17%
2S1 Secondary Technical Skills	75.00%	88.00%	Yes	88.00%	88.00%
3S1 Secondary School Completion	80.00%	95.68%	Yes	98.50%	98.50%
4S1 Student Graduation Rate	83.33%	87.50%	No	88.50%	88.50%
5S1 Secondary Placement	85.71%	81.78%	No	82.00%	88.21%
6S1 Non-traditional enrollment	87.50%	40.02%	No	40.50%	88.00%
6S2 Non-traditional completion	88.89%	95.22%	No	98.25%	98.25%

2018-2019 - Local Targets

Agencies may choose to ACCEPT the recommended proposed 2018-2019 secondary local targets pre-populated in column 6 (above) for each of the performance indicators, or may choose to NEGOTIATE each performance indicator individually

NOTE: Agencies proposing negotiation may incur a delay of award notification

To start the process of Accepting or Negotiating the Postsecondary Certificate 2018-2019 Local Target

Recommendations as your 2018-2019 Locally Agreed Upon Performance Levels, use the Main Menu link at the top of
the page. You must contact your FLDOE Grant Manager if you choose to negotiate your performance targets.

The indicators table is comprised of the following columns:

- (1) List of all performance indicators
- (2) Identifies your agency's 2016-2017 local level performance data per indicator
- (3) Identifies your agency's 2016-2017 local agreed upon target per indicator
- (4) Identifies if your agency is required to complete a Program Improvement Plan (PIP) for that indicator. Agencies whose 2016-2017 local performance was not within 90% of their 2016-2017 local target are required to complete a PIP.
- (5) Identifies the State 2018-2019 target per indicator
- recommended local target. This is calculated based on your 2016-2017 performance compared with the 2018-2019 state target. Please see Section VII of the Perkins IV RFA Implementation Guide (2018-2019 Edition) for more information.

 (http://fldoe.org/academics/careeradult-edu/funding-opportunities/carl-d-perkins-resources.stml)

Step 4 Starting the Acceptance/Negotiation of Local Targets

You are logged in as TESTDISTRICT

Log Out

Local Agreed Upon Performance Levels

Admin Main Menu

Main Menu

Click on link below to view/edit performance indicators.

Secondary

View TESTDISTRICT Secondary 2016-2017 Performance Data and 2018-2019 Accept/Negotiate/Edit Individual Secondary Performance Indicators

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Postsecondary Certificate

View TESTDISTRICT Postsecondary Certificate 2016-2017 Performance Data and Accept/Negotiate/Edit Individual Postsecondary Certificate Performance Indicators

Postsecondary College Credit

View TESTDISTRICT Postsecondary College Credit 2016-2017 Performance Data and Accept/Negotiate/Edit Individual Postsecondary College Credit Performance Indicators

2019 Recommended Target

Click here to start the process of accepting or negotiating your 2018-2019 Targets. This will open the indicator edit page which shows which targets have been completed.











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Public Records

o o o o i biliti

Click on each performance indicator to accept or negotiate the recommended 2018-2019 local target, complete a program i local performance accountability section of the RFA. If requesting a negotiation, the narrative will be completed once negoti

1S1 Academic Attainment- Reading 1S2 Academic Attainment - Math

2S1 Secondary Technical Skills

3S1 Secondary School Completion

4S1 Student Graduation Rate

5S1 Secondary Placement

6S1 Non-traditional enrollment

6S2 Non-traditional completion

incomplete

incomplete incomplete

o incomplete

o incomplete

o incomplete

incomplete

o incomplete

The indicator edit page shows which targets have been completed. Click on the individual measure to accept/negotiate or edit. As you accept or negotiate individual measures, the edit page will flag items that still need to be completed.

Step 5 Individual Measure-Narrative Page- Accept or Negotiate

5S1 Secondary Placement

O Accept O Negotiate

For the individual measure, indicate if the recommended local target for 2018-2019 (column 6) will be accepted or negotiated.

Please use the Perkins IV Data Verification Tool to view state level and local level data for yea (https://web02.fldoe.org/PerkinsSearch/DataTool.aspx)

1	2	3	4	5	6
Secondary Performance Indicators	2016-2017 Actual Local Performance	2016- 2017 Local Target	Local Program Improvement Plan Required	2018- 2019 State Targets	FLDOE Recommended 2018-2019 Local Targets
5S1 Secondary Placement	85.71%	81.78%	No	82.00%	86.21%

save

Step 5 Individual Measure- Narrative Page-Accept, no PIP Required

5S1 Secondary Placement



Please use the Perkins IV Data Verification Tool to view state level and local level data for years 2011-12, 2012-13, (https://web02.fldoe.org/PerkinsSearch/DataTool.aspx)

1	2	3	4	5	6
Secondary Performance Indicators	2016-2017 Actual Local Performance	2016- 2017 Local Target	Local Program Improvement Plan Required	2018- 2019 State Targets	FLDOE Recommended 2018-2019 Local Targets
5S1 Secondary Placement	85.71%	81.78%	No	82.00%	86.21%

If you select <u>Accept</u> and do not need to complete a PIP the following message will appear under the indicator area. Please complete the required narrative statement and use the <u>Save</u> button at the bottom of the measure. If you time out of the system, or do not use the <u>Save</u> button, any information entered will be deleted.

Agency will ACCEPT the FLDOE recommended 2018-2019 local target as the final locally agreed upon requirements, briefly describe the career and technical education activities that will be delivered the 2018-2019 locally agreed upon performance level for this performance indicator. (Section 113; Section 134(b)(2))

Narrative is required in order to fulfill the local application. (max 5000 characters of proximately 714 words)

Reminder!!!

In order to <u>Save</u>, all fields must be completed. If you need to log out of the system before completing the individual indicator, place draft narrative in each field and <u>save</u> the measure before logging out of the system. Don't forget to return using the edit indicator button on the main page, and complete your narrative before closing the system.



The system will automatically log out after <u>45 minutes</u> of inactivity.

Note About Saving Narrative

It is important to note that in order to <u>save your typed narrative</u>, <u>ALL fields must be completed</u>. If you need to log out of the system before completing the individual indicator, <u>place draft</u> <u>narrative in each field</u> and <u>save</u> the measure before logging out of the system. Don't forget to return by clicking on Accept/Negotiate/Edit on the main page, and complete your narrative for the indicator before closing the system. The system will automatically log out after <u>45 minutes</u> of inactivity.

Main Menu

Click on link below to view/edit performance indicators.

Secondary

View TESTDISTRICT Secondary 2016-2017 Performance Data and 2018-2019 Recommended Target Accept/Negotiate/Edit Individual Secondary Performance Indicators

Note About Saving Narrative

If you <u>place draft narrative in each field</u> and <u>save</u> the draft measures, <u>remember to return to the draft narrative</u> by clicking on Accept/Negotiate/Edit on the main page, and <u>complete your final narrative</u> for the indicator before closing the system.

<u>NOTE</u>: Once you have saved draft narrative in all the sections for an indicator, the indicator menu page will mark the narrative for that indicator as "complete," even though it may only contain draft narrative. Make note of which indicator narratives need finalizing and remember to go back in and complete the narrative.

Step 5 Individual Measure- Narrative Page- Negotiate, no PIP Required

5S1 Secondary Placement



Please use the Perkins IV Data Verification Tool to view state level and local level data for years 2011-12, 2012-13, 2013-(https://web02.fldoe.org/PerkinsSearch/DataTool.aspx)

1	2	3	4	5	6
Secondary Performance Indicators	2016-2017 Actual Local Performance	2016- 2017 Local Target	Local Program Improvement Plan Required	2018- 2019 State Targets	FLDOE Recommended 2018-2019 Local Targets
5S1 Secondary Placement	85.71%	81.78%	No	82.00%	86.21%

If you select **Negotiate** and do not need to complete a PIP the following message will appear under the indicator area. If you wish to continue with negotiation, use the **Save** button at the bottom of the measure and contact your agency's Grants Manager.



Please contact your grants administration program manager to request negotiation of this target. Agencies proposing negotiation may incur a delay of award notification.



Step 5 Ind. Measure- Narrative Page- PIP Required

4A1 Placement									
O Accept O Negotiate									
Please use the Perkins IV Ds (https://web02.fldce.org/Perk			e level and local l	evel data for	years 2011-12, 201	2-13, 2013-14, 2014-15 and 2015-16.	If you need to complete a PIP the		
1	2	3	4	5	8				
Postsecondary Certificate Performance Indicators	2016-2017 Actual Local Performance	2016- 2017 Local Isroet	Local Program Improvement Plan	2018- 2019 State Iarceta	FLUCE Recommended 2018-2019 Local Lyrosty		following fields will appear under the indicator area. Please complete the		
4A1 Flacement	65.67%	76,77%	Required	77,75%	77.75%		·		
The following measure needs			mprovement plan	17.73%	77.75%		narrative statement and all of the PIP		
A. Please provide any inform				d not meet th	e 90 gercent gerforr	mance level for this indicator. (max 5000 characters or approximately 714	fields. When all fields are completed use		
				~			the Save button at the bottom of the		
2. Clearly describe the agenc	y's gosi(s) for imp	roving perfor	mance on this me	essure, the sp	pecific actions to be	taken to meet the goal(x), and how the agency will measure whether the	measure. If you are negotiating the		
				~			,		
C. Provide name of the lead	ontact for the act	on Rema Iden	offied in item 2. (r	max 5000 chr	eracters or approxim	nately 714 words)	target, you are still required to complete		
^				^			the PIP fields. <i>If you time-out of the</i>		
D. Prolect a date of completion for the action items identified in item 6.				_			system, or do not use the Save button,		
Ç				Ŷ.			any information entered will be deleted.		
E. Describe how this local grogram improvement glan was developed in consultation with appropriate agencies, individuals, and organizations. (Parkins IV, Section 113(b)(3)). (max 5000 characters or approximately 714 words)									
				~					
F. Describe any disparties or	gaps in the perio	mance of dif	ferent categories	of students u	sing the data grovid	ed by the Division of Career and Adult Education and how those gaps wil	A sample Program Improvement Plan		
	(PIP) was included as an attachment with						(PIP) was included as an attachment with		
G. Describe how budget allocations will be utilized to suggert the improvement goals and identify the funding source(s). (max: 5000 characters or aggroximately 714 words)			dentify the funding a	iource(s). (max 3000 characters or approximately 714 words)	the original memo.				
the original memo.									
You have been identified as an agency that has not met 90% of its performance level for this indicator for three or more years. Please complete the narrative below.									
1. Your agency did not reach 90% of the performance target for this indicator for three or more years. If agglicable, glesse describe any data you have collected or would ideally like to collect (guantitative) that is not used in the calculation of this Perkins indicator that would demonstrate auccess. For instance, some agencies any collect survey data from former students to assess the glacement rates of completers and find that a significant percentage are working in their groups area outside of Florids. This information is not reflected in the calculation of this indicator but is important knowledge to have to explain performance.									
Reminder!!!									
In order to Save , all fields must be completed. If you need to log out of the system before completing the individual indicator, place draft									
	narrative in each field and <u>save</u> the measure before logging out of the system. Don't forget to return using the edit indicator button on the								

main page, and complete your narrative before closing the system. The system will automatically log out after 45 minutes of inactivity.

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Step 5 Ind. Measure-Narrative Page If PIP on Same Measure 3+Years – Extra Required PIP Narrative

You have been identified as an agency that has not met 90% of its performance level for this indicator for three or more years. Ple

1. Your agency did not reach 90% of the performance target for this indicator for three or more years. If applicable, please describlike to collect (quantitative or qualitative) that is not used in the calculation of this Perkins indicator that would demonstrate success survey data from former students to assess the placement rates of completers and find that a significant percentage are working in information is not reflected in the calculation of this indicator but is important knowledge to have to explain performance.

2. If technical assistance were made available, in what areas would you be interested (e.g., program evaluation, data reporting, us professional development, program or strategy identification, program or strategy implementation)? Please specify areas.

If you have heen Identified as an agency that has been required to complete a PIP for the same measure for 3 or more years, you will need to complete additional fields.

Step 6- Last Steps





You are logged in as TESTDISTRICT

TESTDISTR

Admin Main Menu

Click on each performance indicator to accept or negotiate the recommended 20 performance accountability section of the RFA. If requesting a negotiation, the n

1S1 Academic Attainment- Reading

incomplete incomplete

1S2 Academic Attainment - Math 2S1 Secondary Technical Skills

• Incomplete

3S1 Secondary School Completion

incomplete incomplete

4S1 Student Graduation Rate

o incomplete

5S1 Secondary Placement

o incomplete

6S1 Non-traditional enrollment

incomplete

6S2 Non-traditional completion

incomplete

Once all local targets and PIP forms have been accepted or you have indicated your intent to negotiate, the message box below will appear. Go to the Main Menu if you are ready to complete your local acceptance for this level.



Data Information for this Indicator has been Successfully Saved Return to Summary Page to Continue to the Next Performance Indicator

Go to Main Menu

Step 6- Last Steps- Reports

- Once all local targets and PIP forms have been accepted, there are three reports that need to be saved to your computer and submitted as part of your 2018-2019 Grant Application.
 - LAUPL Report
 - PIP Report
 - Attestation Report

Step 6- Last Steps-LAUPL Report

Local Agreed Upon Performance Levels

Admin Main Menu

Main Menu

Click on link below to view/edit performance indicators.

Secondary

- ✓ View TESTDISTRICT Secondary 2016-2017 Performance Data and 2018-2019 Recommended Target
- Accept/Negotiate/Edit Individual Secondary Performance Indicators
- Print LAUPL Report and include a copy as part of your 2018-2019 Grant Application to your FLDOE Grant Manager (doc)
- Print Local Improvement Plan Report and include a copy as part of your 2018-2019 Grant Application to your FLDOE Grant N
- Print Attestation Report on agency letterhead. Submit signed copy to your FLDOE Grant Manager along with your LAUPL R
 Requirements. (doc)

Postsecondary Certificate

- View TESTDISTRICT Postsecondary Certificate 2016-2017 Performance Data and 2018-2019 Recommended Test
- ✓ Accept/Negotiate/Edit Individual Postsecondary Certificate Performance Indicators
- Print LAUPL Report and include a copy as part of your 2018-2019 Grant Application to your FLDOE Grant Manager (doc)
- Print Local Improvement Plan Report and include a copy as part of your 2018-2019 Grant Application to your FLDOE Grant N
- Print Attestation Report on agency letterhead. Submit signed copy to your FLDOE Grant Manager along with your LAUPL Requirements. (doc)

Postsecondary College Credit

- View TESTDISTRICT Postsecondary College Credit 2016-2017 Performance Data and 2018-2019 Recommend Target
- Accept/Negotiate/Edit Individual Postsecondary College Credit Performance Indicators
- Print LAUPL Report and include a copy as part of your 2018-2019 Grant Application to your FLDOE Grant Manager (doc
- Print Local Improvement Plan Re
- Print Attestation Report on age Requirements. (doc)

NOTE: If you have already submitted your 2018-2019 Grant Application to your grant manager, then scan the signed Attestation form and forward via email to your grant manager, along with your LAUPL Report and your Local Program Improvement Report (if required).

Once all local targets and PIP forms have been accepted or you have indicated your intent to negotiate, the following link will appear. When prompted, Select SAVE and follow the prompts to save the document to a location on your own computer. Include a copy of the saved document as part of your 2018-2019 Grant Application to your grant manager.

Application

Step 6- Last Steps-PIP Report

Local Agreed Upon Performance Levels

Admin Main Menu

Main Menu

Click on link below to view/edit performance indicators.

Secondary

- View TESTDISTRICT Secondary 2016-2017 Performance Data and 2018-2019 Recommended Targe
- Accept/Negotiate/Edit Individual Secondary Performance Indicators
- Print LAUPL Report and include a copy as part of your 2018-2019 Grant Application to your
- Print Local Improvement Plan Report and include a copy as part of your 2018-2019 Grant Application to your FLDC
- Print Attest - on agency letterhead. Submit signed copy to your FLDOE Grant Manager along with your

Requirements, (dc

Postsecondary Certificate

- View TESTDISTRICT Postsecondary Certificate 2016-2017 Performance Data and 2018-2019 Recommended 1
- Accept/Negotiate/Edit Individual Postsecondary Certificate Performance Indicators
- Print LAUPL Report and include a copy as part of your 2018-2019 Grant Application to your FLDOE Grant Manager
- Print Local Improvement Plan Report and include a copy as part of your 2018-2019 Grant Application to your FLDO
- on agency letterhead. Submit signed copy to your FLDOE Grant Manager along with your Print Attest

Requirements. (dc

Once all local targets have been accepted or you have indicated your intent to negotiate, and if you were required to complete a PIP form(s), the following link will appear. When prompted, Select **SAVE** and follow the prompts to save the document to a location on your own computer. Include a copy of the saved document as part of your 2018-2019 Grant Application to your grant manager.

Postsecondary College Credit

View TESTDISTRICT Postsecondary College Credit 2016-2017 Performance Data and 2018-2019 Recommended Target









NOTE: If you have already submitted your 2018-2019 Grant Application to your grant manager, then scan the signed Attestation form and forward via email to your grant manager, along with your LAUPL Report and your Local Program Improvement Report (if required).

ocal Perkins Application.

Step 6- Last Steps- Attestation Form

Local Agreed Upon Performance Level

Admin Main Menu

Main Menu

Click on link below to view/edit performance indicators.

Secondary

- View TESTDISTRICT Secondary 2016-2017 Performance Data and 2018-2019 Recommended Target
- Accept/Negotiate/Edit Individual Secondary Performance Indicators
- Print LAUPL Report and include a copy as part of your 2018-2019 Grant Application to your FLDOE Grant Manager (doc
- Print Local Improvement Plan Report and include a copy as part of your 2018-2019 Grant Application to your FLDOE Gra
- Print Attestation Report on agency letterhead. Submit signed copy to your FLDOE Grant Managed Requirements. (doc)

Postsecondary Certificate

- ✓ View TESTDISTRICT Postsecondary Certificate 2016-2017 Performance Data and 2018-2019 Recognized at the state of the sta
- ✓ Accept/Negotiate/Edit Individual Postsecondary Certificate Performance Indicators
- Print LAUPL Report and include a copy as part of your 2018-2019 Grant Application to your FLD Grant (doc)
- Print Local Improvement Plan Report and include a copy as part of your 2018-2019 Grant A cation to ar F DE Gra
- Print Attestation Report on agency letterhead. Submit signed copy to your FLDOE Grant anager alo with Jur LAUF Requirements. (doc)

Postsecondary College Credit

- View TESTDISTRICT Postsecondary College Credit 2016-2017 Performance Data and 201 2019 Formmended Tar
- ✓ Accept/Negotiate/Edit Individual Postsecondary College Credit Performance Indicators
- Print LAUPL Report and include a copy as part of your 2018-2019 Grant Application to your FLDOE Plant Manager (doc)
 Print Local Improvement Plan Report and include a copy as part of your 2018-2019 Gray Application to your FLDOE Gray
- Print Local Improvement Plan Report and include a copy as part of your 2018-2019 Grad Application your FLDOE Grad Print Attestation Report on agency letterhead. Submit signed copy to your FLDOE Grant Manage along with your LAUF
- Requirements. (doc)

Printing Attestation form will close report Are you sure you want to proceed?

<u>Yes No</u>

If all local targets have been accepted and PIP forms have been completed, the following link will appear. When selected, the following message will appear: **Printing Attestation form will close** report. Are you sure you want to proceed? When prompted, open the document and save to your computer. The signed Attestation form, LAUPL Report, and Local Program Improvement Plan Report (if required) should be submitted as part of your 2018-2019 Grant Application to your grant manager.

NOTE: If you have already submitted your 2018-2019 Grant Application to your grant manager, then scan the signed Attestation form and forward via email to your grant manager, along with your LAUPL Report and your Local Program Improvement Report (if required).

Step 6- Last Steps- Attestation Form

In order to get the Attestation form to populate once everything is complete, you will need to click on "Yes." Once you click "Yes," the WORD document to download and have signed for submission will appear on the bottom of your screen so that you can save it to your computer.

<u>Important Note</u>: Make sure that all narratives are finalized <u>prior</u> to clicking on "Yes" for printing the attestation form. Once you have clicked on "Yes," your report will be closed and you will no longer be able to edit any narrative.

Technical Assistance

- For login and password information contact
 - Susan Arvin at (850) 245-9979 or <u>susan.arvin@fldoe.org</u>
- For questions related to the Local Performance webtool contact
 - Tara McLarnon at (850) 245-9005 or tara.mclarnon@fldoe.org
- For questions about Program Improvement Plans contact
 - Bruce Harrington at (850) 245-0949 or
 bruce.harrington@fldoe.org or Cathy Hammond at (850) 245-9057 or cathy.hammond@fldoe.org
- For questions related to the Perkins application contact your Grants Administration Program Manager.