

RI Department of Elementary and Secondary Education (RIDE)

RI-CATS Perkins Data Collection

Program Completer Data Training Guide 2007

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1 Completer Data

If you have program COMPLETER information for students who completed their program in school year 2005-06, you should supply placement information for those students as you receive it. To do so, you will need to update the individual student data.

There will be no file collection of placement data for last year's (2005-06) program completers. There is no reason to wait for a file from RIDE. Placement information must be entered directly into the RI-CATS system, as described below.

Locate and select the student.

Go to the Student List screen. Select School Year 2005-06 and check the Program Completers checkbox. Enter additional search criteria as may be required, and press the CONTINUE button.

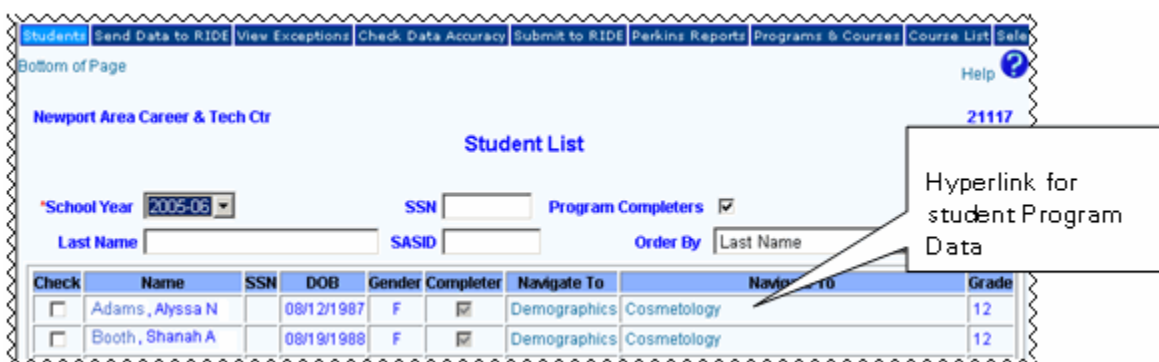


Figure 1-1. Student List Screen

Press the hyperlink on the student's program to navigate to the student's Program screen. Complete Placement information and SAVE.

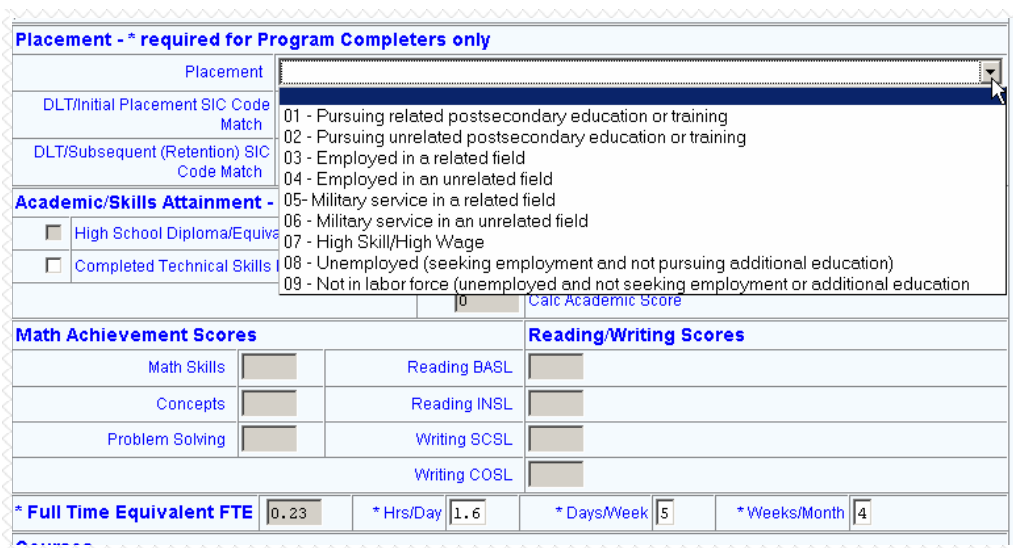


Figure 1-2. Program Completers' Placement Information