

Process for Perkins Local Plan On-Site Visits

PERKINS LOCAL PLAN ON-SITE VISITS:

Support staff will provide staff prepared envelopes for each school that will have a monitoring visit (Perkins contact and chief administrator).

Support staff moves files for each school schedule for monitoring visit from high-density file room to front file cabinet.

Perkins Coordinator will email support staff the name of each LEA/postsecondary institution with date/time of on-site visit.

Perkins Coordinator will completed merged confirming letter on G:Drive/print/sign and attached documentations (agenda and monitoring tool).

Perkins Coordinator will mail documents in the prepared envelopes.

Perkins Process

Perkins Coordinator will email support staff after each on-site visit is completed.

Support staff will email the Satisfaction Survey to LEA/postsecondary institution contact person (base on the email of completion). Update contact information annually.

Perkins Coordinator completes Monitoring Report in SharePoint (web base application)

Perkins Coordinator will create a workflow in SharePoint for the completed.

Perkins Statewide Coordinator will review.

Notification is email from SharePoint to Perkins Coordinator of approval or rejection.

Perkins Process

CTE Director will review.

Notification is email from SharePoint to Perkins Coordinator of approval or rejection.

Perkins Statewide Coordinator will address any of director's concerns (with regional staff).

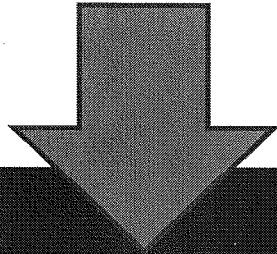
Perkins Statewide Coordinator will print the report and give to Perkins Coordinator for initials.

Perkins Statewide Coordinator dates the completion letter from mail merge on the G:Drive and prints.

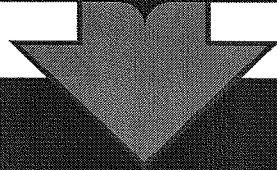
Perkins Statewide Coordinator will give letter and monitoring report to CTE Director for signature.

Perkins Process

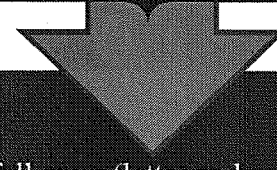
AFTER LETTER IS SIGNED BY CTE DIRECTOR:



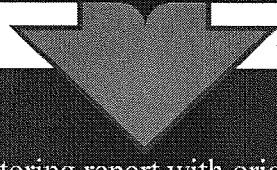
Regional coordinator will put the final approved monitoring report on the G: Drive for future reference.



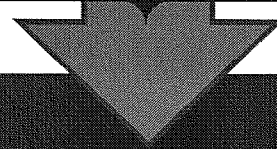
Perkins Statewide Coordinator will give letter and monitoring report to Perkins Coordinator.



Perkins Coordinator will make one full copy (letter and monitoring report) for BCTE file folder and one copy of letter for Chief Administrator.



Mail the original letter and monitoring report with original initial to LEA/postsecondary institution.



Mail a copy of letter to Chief Administrator.