Secondary State Professional-Technical Funding and Reporting

07/13/05

Professional-Technical Forms/Information	Due Dates
Unit Documentation (10D) - A 10D form must be submitted by each instructor in a professional-technical program. Instructors must complete the form online, listing each class and class code (taken from the *Titles, Codes and Descriptions* booklet) that they are teaching each period of the day. Class schedules for second and third semesters/trimesters are entered according to the best information available in the Fall. The form must be approved by the school administrator (online) before it can be submitted to the Division office. The data on this form determines FTE and reimbursement for the programs. NOTE: A complete copy of the *Titles, Codes and Descriptions* booklet can be printed from our Web site at www.pte.idaho.gov	Available Online September 15 Must be submitted online by October 15
Notice of Intent - This form is completed (but not required) if a district intends to begin a new professional-technical program the following school year. Once a Notice of Intent is submitted, the program manager responsible for the new program will send a Request for a New Secondary Professional-Technical Program form (10N) to the Superintendent. (See below for explanation of this form) **10N form (Request for a New Secondary Professional-Technical Program)** This form is completed and returned to our office if a new professional-technical program is to be offered during the next school year. It is important that the entire form is completed according to the instructions included with the form or the program may not be approved. The Notice of Intent and 10N forms are both available on our Web site at www.pte.idaho.gov **New program approval letters** are mailed to the Superintendents in late April/early May. Information regarding projected funding and approved courses is included.	Distributed at October Superintendent Meetings Mailed (or emailed) to districts when notice of a new program is received **Form 10N must** be submitted by February 15
Funding Authorization – A Funding Authorization letter is mailed to the Superintendent with a copy of the program allocation notice (list of reimbursement amounts for each program). It is important that this funding authorization be reviewed immediately after it is received in case there are questions or concerns regarding the FTE's and/or funding amounts shown on the allocation notice. **First Reimbursement (70%)** – The first 70% of the allocated reimbursement for each program is sent to the district in December/January. The remainder of the money is sent after the 10R form (Expenditure Report and Reimbursement Request) is submitted by the district and processed by the Division. (See next page for explanation of the 10R form.)	Mailed to Districts late November/ Early December
Annual Plan and Application: **Signature Page (10A) and Statement of Assurances (10C)** - One of each form **must be submitted for each district.** Both forms require the Superintendent's signature, and are therefore, the only forms in the "Form 10" series that are still submitted on hard copy. **Program Budget Request (10F) for the next school/fiscal year -** One form must be submitted online for each program and must include a budget narrative explaining how the projected funds will be spent. This form must be completed by the program's lead instructor and approved online by the school's online administrator before it can be submitted to the Division office.	To Superintendent January 15 Completed forms due February 15 Due online by February 15

Professional-Technical Forms/Information	Due Dates
Student Status Follow-up Worksheet (10S) A separate form should be completed by the lead instructor in each program. **This form is not submitted to the Division, but should be retained at the school for future reference.** It is available on the Division's Website at www.pte.idaho.gov. It is designed to assist instructors in conducting a one year follow-up of program completers. It is to be completed in two separate years: Section B (Program Completers) the first year (the year students graduate); and, Section C (Current Status) the second year. Section C should reflect student status as of December/January of the year following graduation. The second year (Section C) data is transferred to the 10SS form (see instructions below). A form is to be completed for every program, although information for Family/Consumer Sciences and Technology Education will not be included on the summary form (10SS) the following year since completers in those programs are not followed up. The information for those programs will be included with other program data when the Performance Measures form is completed.	Available on the Division's Web site at all times. ***Not returned to the Division Office***
Summary of Student Status Follow-up Report (10SS) -This form is completed online by the online administrator. All of the programs from each school must be summarized on one report. The data on this form should be a summary of the information shown on the Form 10S for each program that is followed up. The summary should reflect the status of completers during the months of December/January of the year following graduation. Family and Consumer Sciences and Technology Education program completers are not followed up. Data for those programs should not be included on the Form 10SS.	Submitted online by February 15
Expenditure Report and Reimbursement Request (10R) - This form is submitted online by the District's Fiscal Agent (authorized by the Superintendent to complete and submit the forms). One form is completed for each professional-technical program. Expenditures should reflect those budgeted on the Form 10F the previous year. The forms are due by July 15 although districts can submit them as soon as all of their state professional-technical money is spent. This form is accompanied by an Inventory Record (Form 25) which is also completed online.	Submitted online by July 15
Inventory Record (Form 25) - All equipment purchased (@ $500.00 or more) with professional-technical monies is listed on this form. **All columns must be completed**, including serial number, quantity, unit cost, total cost and date of purchase. **This form is submitted (online) with the 10R.**	Submitted online by July 15 W/10R Forms
Secondary Professional-Technical Program Performance Measures - This reporting form is mailed to the districts with the Carl Perkins applications. It must be completed – along with a Program Improvement Plan as required - and returned before the Perkins funding is approved.	Due June 6 (This date is subject to change)