



State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION

Shepard Building
255 Westminster Street
Providence, Rhode Island 02903-3400

Peter McWalters
Commissioner

May 20th, 2009

To: School District Superintendents
High School Principals
Area Career and Technical Education Directors
Vocational Training Adult (VTA) Program Directors
School RICATS Data Administrators
School Based Coordinators
MIS District Managers

From: Holly Harriel, Education Specialist
Office of Adult and Career and Technical Education

Re: Rhode Island Career and Technical Education Information System (RI-CATS)
Training

This UPDATE is regarding RI-CATS Training. One additional training date has been added. On June 1st (10:00 am – 12:00 pm), there will be one final tanning session offered.

UPDATE: ALL RI-CATS training sessions this year will be facilitated "virtually", that is over the web. Session content will be provided via a web-based platform, with an audio component accessible via teleconference.

Prior to June 1st, our contractors at Kyran Research Associates, Inc. will send you an email with information on technical details for accessing the sessions. In anticipation of the upcoming virtual RI-CATS training sessions, please identify appropriate staff at your school to participate, although only one person needs to register for the training. You will also need to reserve computing equipment and conference space between 10:00am - 12:00pm.

The training sessions are for school RI-CATS data administrators (the person(s) responsible for the '08-'09 RI-CATS data collection and input processes). The sessions are **limited to 10 participant sites per session**. Please note that the RICATS system has been changed and those changes will be discussed at this year's trainings.

The trainings will provide guidance on accessing and properly using the system for this year's RI-CATS data collection and reporting cycle. **The deadline for schools to submit ALL their RI-CATS data to RIDE via the web is, Tuesday, June 30th.**

The June 1st training registration deadline is Friday, May 29th. Registration is required for the training. There are two ways to register.

How to register on the web at **eRIDE** (<http://www.eride.ri.gov>):

- You do not need an eRIDE login to sign up for this training, but if you do, login first with your personal eRIDE user name and password.
- Click on Training/Workshops from the menu on the left side of the page and read the general instructions.
- Click on Sign-Up next to the Training you are planning to attend.
- Print a copy of your registration and bring it with you to the workshop.
- An email confirmation will be automatically delivered to you upon successful registration.

How to register using the **FAX-BACK Form**:

- Complete the enclosed hardcopy registration form or,
- Download the form from: <https://www.eride.ri.gov/trainings/default.asp>,
- Fax your completed form to Holly Harriel, 222-2537.
- You will receive an email confirming your successful registration.

If you need technical assistance with the registration or if I can be of assistance in any other way please feel free to reach me by phone, 222-8402 or email, Holly.Harriel@ride.ri.gov

In the meantime, for your review, attached is a document which includes information regarding the RICATS reporting file layout.

Thank you in advance for your efforts.

RICATS Training Registration *FAX BACK* Form
Reservations are accepted on a first come, first serve basis.

RI Department of Education
 Office of Adult and Career and Technical Education

Working With the RICATS Perkins Data Collection System

Location: Kyran Research Associates, Inc. will send you an email next week with information on technical details for accessing the sessions.
 Trainer: RIDE Staff and Kyran Research Associates

Registration Deadline: May 29th, 2009

This workshop will provide training on the RI-CATS Perkins web based data collection system and also review key RI-CATS data terminology. The workshop should be attended by school RI-CATS Administrators, IT District Coordinators, and District Data Managers who are involved in a school's RI-CATS data collection and reporting process.

To reserve your place at the training **fax** this form by **May 29th, 2009** to:

Holly Harriel, Fax: 401-222-2537

Please select <u>one</u> date (check the box). Each training session is limited to 10 people. Reservations will be made on a first come first serve basis.		
Reporting Group	Date & Time	Selection
MIS/Data District Managers, Secondary, Adult	Monday, 6/1/09, 10am – 12pm	<input type="checkbox"/>

Registration Contact Information

 School Name/Program Name

 School Principal Name

 Your Name

I am the:

- RI-CATS – Administrator (*Primary person responsible for RI-CATS data collection, analysis and reporting*)
- IT District Coordinator / Data Manager
- Other: _____

 Street Address

 City/Town

 Zip

 Phone

 Fax

 Email