State of Rhode Island and Providence Plantations
**DEPARTMENT OF EDUCATION**
Shepard Building
255 Westminster Street
Providence, Rhode Island 02903-3400

Peter McWalters
Commissioner

3/15/2006

To: School District Superintendents
Middle and High School Principals
Career and Technical Education Directors
Vocational Training Adult (VTA) Program Directors
School RICATS Data Administrators
School Based Coordinators
IT District Coordinators
Post-Secondary Partners

From: Holly Harriel, Career and Technical Education Data Specialist
Office of Middle and High School Reform

Re: Rhode Island Career and Technical Education Information System (RI-CATS) Data Collection Web-Based System and Training; 2005-2006 Data Collection and Reporting Cycle; Data Elements; RI-CATS Registration Processes and Registration Form

It's that time of the year again to prepare for the closeout of the Carl D. Perkins Vocational and Technical Education Act grant activities. Let me begin by saying thank you for all your hard work and input during our last RI-CATS federal reporting cycle.

To assist you, RIDE has developed a web based data entry and reporting collection system. The RI-CATS Perkins Data Collection System is designed to be easy for schools to use and is integrated with the eRIDE system.

The RI-CATS web based system:

- Can be accessed from any internet browser;
- Allows data to be entered manually;
- Provides the ability to import student data from an excel file;
- Provides the ability to update student demographics, completion and course data;
- Allows data to be securely reported to RIDE via the internet.

This year training has been designed for school RI-CATS data administrators (the person responsible for the '05-'06 RI-CATS data collection and input process) and will be offered in April and May. The training is intended to provide hands-on experience with the web based system prior to the required '05-'06 RI-CATS data collection and reporting cycle.



The Board of Regents does not discriminate on the basis of age, color, sex, sexual orientation, race, religion, national origin, or disability

**The training registration deadline is April 13th.** 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, 222-2567.
- You will receive an email confirming your successful registration.

In the meantime attached is a list of the data elements that schools are required to report. **RI-CATS Administrators will also need access to their most accurate school course list for the '05 – '06 school year. This list will be needed to update your schools courses.**

**The deadline for schools to submit their RI-CATS data to RIDE via the web is June 30th. If your school's RI-CATS data element collection process requires making a request to your District IT Coordinator or Data Manager, it is recommended that schools make that request as soon as possible.**

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

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 Middle and High School Reform**

**Working With The New RICATS Perkins Data Collection System**

Location: Training Lab, 6th Floor, Shepard Building, RIDOE, and 255 Westminster Street, Providence, RI 02903
Trainer: Holly Harriel, Career and Technical Education Data Specialist

**Registration Deadline: April 13th, 2006**

This workshop will provide hands-on experience using 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 trainings **fax** this form by **April 13th, 2006** to**:**

Holly Harriel
**Fax: 401-222-2537**

| Date | Time | Selection |
|---|---|---|
| Monday, 04/24/06 | 9:00am – 12:00pm | ☐ |
| Tuesday, 04/25/06 | | ☐ |
| Wednesday, 04/26/06 | | ☐ |
| Thursday, 04/27/06 | | ☐ |
| Friday, 04/28/06 | | ☐ |
| Monday, 05/01/06 | | ☐ |
| Tuesday, 05/02/06 | | ☐ |
| Wednesday, 05/03/06 | | ☐ |
| Thursday, 05/04/06 | | ☐ |
| Friday, 05/05/06 | | ☐ |

**Please select *one* date (check the box). Each training session is limited to 11 people. Reservations will be made on a first come first serve basis.**

***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 _____

# RI-CATS Data Elements ‘05-‘06

| Data Element | Definition |
|---|---|
| Last | Last name of the student. |
| First | First name of the student. |
| Middle Name | Middle name of the student. |
| Address | Student's mailing address to include street number, street name, and street suffix. |
| Resident Community | Refers to one of the 39 cities and towns recognized by Rhode Island in which a student may reside. |
| Phone | Phone number of the student. |
| Gender | Gender of the student. |
| Ethnicity | Ethnicity of the student. |
| Birth Date | Student's date of birth. |
| Social Security Number | Student's social security number. |
| SASID | Student's unique state-assigned student identifier. |
| State | Student's mailing address. |
| Zip | Student's mailing zip code. |
| Zip4 | Student's mailing zip +4 code. |
| Disabled | The term "Individual with a disability" means an individual with any disability. The term disability means, with respect to an individual: a) A physical or mental impairment that substantially limits one or more of the major life activities of such individual. |

# RI-CATS Data Elements ‘05-‘06

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|---|---|
| Economically Disadvantaged | Economically disadvantaged students are those who receive free or reduced lunch, and include foster children. |
| Single Parent | A student having dependents (The term single parent includes single, pregnant women.) |
| Displaced Homemaker | A displaced homemaker is an individual who:<br>▪ has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills;<br>▪ has been dependent on the income of another family member but is no longer supported by that income; or<br>▪ is a parent whose youngest dependent child will become ineligible to receive assistance under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq) not later than 2 years after the date on which the parent applies for assistance under this title; and<br>is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment. |
| IEP/ESL | The term “individual with limited English proficiency” means a secondary school student, an adult, or an out-of-school youth, who has limited ability in speaking, reading, writing, or understanding the English language, and (A) whose native language is other than English; or (B) who lives in a family or community environment in which a language other than English is the dominant language. |
| | |
| Program ID | The unique ID number of the program that the school offers. |
| Grade | Grade level of the student for the specified program and year. |
| Program Entry Date | The date upon which the student began participating in the program. |
| Program Exit Date | The date upon which the student no longer participates in the program, either due to completion of the program, or termination for some other reason. |
| Participation Level | The student's participation level in the program either as a concentrator, participant, or program completer. |
| Program Status | The student's status in the program either as completed program, currently enrolled, and terminated. |
| Termination Date | The date upon which the student terminated no longer receives services. |
| High School Diploma/Equivalent | Student's attainment of a high school diploma or equivalent certificate of completion. |
| Completed Technical Skills Requirements | Student's completed the program's skill requirements. |

# RI-CATS Data Elements ‘05-‘06

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| Full Time Equivalent (FTE)Hours/Day | Refers to the number of hours that the student attends vocational education classes, and must be between 1 and 5 days. |
| Full Time Equivalent (FTE) Days/Week | Refers to the number of days in a week that the student attends vocational education classes, and must be between 1 and 5 days. |
| Full Time Equivalent (FTE)Weeks/Month | Refers to the number of weeks in a month that the student attends vocational education classes, and must be between 1 and 4. |
| Program Name | Assigned name used for the course at the school. Also referred to as the course name. |
| Tech Prep | A tech prep student is one who is in any part of a sequence of recognized courses in an education plan that consists, at a minimum, of two years of secondary study and two years of postsecondary study which is carried out under a written articulation agreement which allows the students to earn postsecondary credit while still in secondary school, and leads to a specific postsecondary two year certificate degree or apprenticeship, or high-skilled employment. |
| Career and Technical Education | A career and technical education student is one who is enrolled in a sequence of courses designed to prepare an individual for an occupation or a cluster of courses in for an occupation or a cluster of courses in an occupational area that typically requires education below the baccalaureate level. Vocational Training Adult students are included in this category. |
| Career Academy | A student who is enrolled in a coherent sequence of courses or field of study that prepares an individual for a first job in a broad occupational cluster or industry sector through a process of integrated academic and occupational learning, school-based and work-based learning, and established linkages between secondary and postsecondary programs. |

# RI-CATS Data Elements ‘05-‘06

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|---|---|
| Vocational Education | A student who is enrolled in organized educational programs, services, and activities that are directly related to the preparation of individuals for paid or unpaid employment, or for additional preparation for a career that does not require a baccalaureate or advanced degree. Courses include family and consumer sciences, general labor market preparation courses such as introductory word processing, industrial arts courses, business education, work experience, career exploration, and specific labor market preparation courses that teach general employment skills without necessarily preparing students for paid employment in a specific field. Instruction includes introductory word processing, industrial arts courses, business education, work experience, and career exploration. Specific labor market preparation – courses that teach skills and provide information required in a particular vocation. Areas of specific labor market preparation include: agriculture, business marketing and distribution, health, occupational home economics (i.e., preparation for paid employment in the service sector), trade and industry, and technology and communication. |
| Participant | A student who has enrolled in at least one career and technical education course. |
| Concentrator | A student who has enrolled in and completed at least two sequential, semester- long career and technical education courses. |
| Completer | A student who has attained academic, workplace readiness, and technical knowledge, skills, and proficiencies (certification) within a program designed to prepare the individual for employment and/or further education. |