



Wyoming Department of Education

Dr. Jim McBride, Superintendent of Public Instruction

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MEMORANDUM 2007 - 140

TO: District Superintendents

FROM: Linda Scott, Allocated Perkins Consultant 
Joe Baker, Competitive Perkins Consultant 

DATE: August 24, 2007

SUBJECT: Annual Performance Report

FOR YOUR INFORMATION

It is time once again for all sub-recipients of Carl D. Perkins funds to prepare and submit their annual performance reports. For all grant recipients, the following must be included.

- A COVER PAGE with the following **centered** information:
 - Carl D. Perkins Vocational & Technical Education Act of 1998
 - Annual Performance Report FY 2007
 - Applicant agency submitting report with
 - Agency's address and phone number
 - Contact person, title and phone number
 - Program category (i.e. allocation, leadership)
 - Project title
 - Grant award number
- The first paragraph should be a brief EXECUTIVE SUMMARY of the project and identified as such.
- The second section should be the ACCOMPLISHMENTS OF THE PROJECT, ACADEMIC and CAREER TECHNICAL INTEGRATION and identified as such.
- The third section should be a detailed review of the WYOMING CAREER TECHNICAL ASSESSMENT (WyCTA) and identified as such. Interactive assessment data is available through your career technical WyCTA district and/or agency representative. This data will greatly support your project as you describe your performance improvements.

Additionally in this section, describe your proposed strategies for using both PAWS and WyCTA to demonstrate improvement in the areas of deficiency.

- The fourth section should be a review of the DISSEMINATION of your project thus far and should be identified as such.
- The fifth section is for Leadership and Tech Prep grants only and should be identified as such.
 - (1) For Leadership, provide the results of the selected eligible activity goal(s) and provide the results of the additional requirements for state performance goals.
 - (2) For Tech Prep, provide the results of the required state activities.

The report is due at the Department of Education no later than **September 30, 2007**. Submit the allocated report electronically to Linda Scott at lscott@educ.state.wy.us and the competitive report electronically to Joe Baker at jbaker1@educ.state.wy.us. Do not send supporting documentation such as student works or individual teacher reports.

If you have any questions, please contact Linda Scott at lscott@educ.state.wy.us or by telephone at (307) 777-5329, and or Joe Baker at jbaker1@educ.state.wy.us or by telephone at (307) 777-6808.

LS/lc