

CREATING  
OPPORTUNITIES  
FOR STUDENTS TO  
KEEP WYOMING  
STRONG

## MEMORANDUM NO. 2020-113



**JILLIAN BALOW**

Superintendent of Public Instruction

**DICKY SHANOR**

Chief of Staff

**SHELLEY HAMEL**

Chief Academic Officer

**KARI EAKINS**

Chief Policy Officer

**TRENT CARROLL**

Chief Operations Officer

**TO:** Superintendents  
School Principals  
CTE Teachers  
Perkins Coordinators

**FROM:** Shelley Hamel, Chief Academic Officer

**DATE:** July 27, 2020

**SUBJECT:** Secondary Perkins Coordinator Training



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## REGISTRATION NOW OPEN FOR THE SECONDARY PERKINS COORDINATOR TRAINING ON AUGUST 4, 2020

The Perkins Coordinator manages the Carl D. Perkins Grant, which aims to increase the retention and concentrator rates of Career and Technical Education (CTE) students and strengthen programs of study at Wyoming school districts. The Perkins Project Coordinator is responsible for the writing and management of the grant to meet target measures and deliverables in accordance with the Wyoming Department of Education, federal regulations, policies and procedures. The coordinator also ensures that students' needs, district needs, and the goals of the grant are being met.

This training will assist coordinators and provide them with a greater understanding of the Application, Comprehensive Local Needs Assessment, GMS System, Cash Requests, SCED codes, allowable and unallowable expenses, and elements included in a high-quality CTE program for Perkins V funding.

This [virtual training](#) is set for 9 a.m. - 3 p.m. MDT on August 4, 2020. This training is recommended for anyone in a Wyoming school district who works on the comprehensive local needs assessment, the application, cash requests, or the programs of study as they relate to Perkins V. Each

attendee must complete their own registration form. Prior to the training, registrants will receive an agenda and Zoom link.

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*For more information, contact Dr. Michelle Aldrich, CTE Director, at 307-777-3655 or [michelle.aldrich@wyo.gov](mailto:michelle.aldrich@wyo.gov) or Ilaine Brown, Education Program Consultant, at 307-777-3549 or [ilaine.brown1@wyo.gov](mailto:ilaine.brown1@wyo.gov).*