

## MEMORANDUM NO. 2021-093

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

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

**DATE:** August 2, 2021

**SUBJECT:** Secondary Perkins Coordinator Training

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# REGISTRATION NOW OPEN FOR THE SECONDARY PERKINS COORDINATOR TRAINING ON AUGUST 18, 2021

A 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 in Wyoming school districts. The Perkins Project Coordinator is responsible for writing and managing the grant to meet target measures and deliverables in accordance with the Wyoming Department of Education (WDE), federal regulations, policies and procedures. The Coordinator also ensures that students' needs, district needs, and the goals of the grant, are being met.

The WDE recognizes the importance of informed and well-trained Perkins Coordinators. The WDE CTE Team will provide districts with assistance and a greater understanding of navigating the application, comprehensive local needs, advisory councils, GMS system, cash requests, SCED codes, allowable and unallowable expenses, and explain what a high quality CTE program looks like. This training is recommended for anyone who works on the comprehensive local needs assessment, the application, cash requests, or the programs of study as they relate to Perkins V.

Register [here](#) to join the WDE virtually for the free Secondary Perkins Coordinator Training from 9 a.m.-noon on August 18, 2021. Once registered, participants will receive an agenda and Zoom link. Each attendee must complete their own form. The WDE can accept only one attendee per registration.

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