

**CALIFORNIA COMMUNITY
COLLEGES
CHANCELLOR'S OFFICE**

1102 Q STREET, SUITE 4400
SACRAMENTO, CA 95811-6549
(916) 445-8752
<http://www.cccco.edu>



DATE: July 26, 2018

TO: Administrators of Occupational Education
Title I-C District Project Directors
Chief Executive Officers
Chief Business Officers
Chancellors Office Perkins Monitors

FROM: Dr. Jeffrey A. Mrizek, Ed.D, MBA
Dean of Effective Practices
Workforce and Economic Development Division

CC: VanTon-Quinlivan
Executive Vice Chancellor Workforce and Digital Futures
Workforce and Economic Development Division Leadership Team

SUBJECT: 2017-2018 Perkins Title I-C/CTE Transitions Online Final Report System

Synopsis: The 2017-2018 Perkins Title I-C/CTE Transitions Online Final Report system is now available for data input. The Final Report system is available at:

<https://misweb02.cccco.edu/icfinalreport/prod/logon.cfm>

Users Guide and Passwords -- The Title I-C Online Final Report System User Guide (developed to help a user through this process) is located at the logon screen and on the left-hand side of the reporting system after logging in. Three levels of user passwords have access to the Title I-C/CTE Transitions Online Final Report System. These passwords are the same that each district received in order to fill out the Perkins Title I-C/CTE Transitions Local Application including the CEO password.

Completing YTD 4th Quarter Reports -- The Title I-C and CTE Transitions YTD 4th Quarterly Reports (due, July 15, 2018) must be approved by the Chancellor's Office before the district Chief Business Officer (CBO) can certify the YTD Final Report of Expenditures.

Final Report Due Date -- The district CBO must first certify the YTD Final Report of Expenditures for Title I-C and CTE Transitions as these fiscal reports populate the Final Report System Section IV, Part A - Budget Summary by District. The Chief Executive Officer (CEO) must then certify the 2017-2018 Perkins Title-IC Online Final Report (by Friday, August 31, 2018). Failure to meet this deadline without pre-approval by the assigned Chancellor's Office Monitor may result in the forfeiture of the final 10% payment of the district's 2017-2018 Title I-C and CTE Transitions final allocations.

Contact: If you have any questions, please contact your Regional Program Monitor.
<http://extranet.cccco.edu/Divisions/WorkforceandEconDev/ContactUs.aspx>