

## *Perkins Application Program of Study Survey*

### *Frequently Asked Questions*

#	QUESTION	RESPONSE
1	Who must complete the Perkins Program of Study survey?	All districts who are applying to receive funding through the Perkins grant are required to complete the program of study survey.
2	Why are districts being asked to complete this survey?	The Division of College, Career and Military Preparation (CCMP) seeks to provide better supports around specific CTE programming. Previously, districts only reported by career cluster, which did not allow CCMP to target resources to the highest need areas.
3	Where are the instructions for completing the POS survey?	<p>The instructions for completing the survey are found at the beginning of the survey. The instructions read as follows:</p> <p>As part of the 2018-2019 Perkins Formula Grant application, The Texas Education Agency (TEA) is requiring participating districts to complete a survey to report the programs of study they plan to offer for the coming school year.</p> <p>You should complete the survey by selecting at least one program of study from at least three different career clusters. Report all programs of study in each career cluster that you plan to offer. TEA will connect the information submitted on this survey with your grant application in eGrants.</p> <p>Completion of the Perkins grant application and the survey are due no later than August 31, 2018. You will not be able to print the survey at the end.</p> <p>Prior to beginning the survey, it might be helpful to have a list of the programs of study you plan to offer available for reference.</p> <p>If you have questions regarding this survey, please contact: <a href="mailto:Ron.Whitson@tea.texas.gov">Ron.Whitson@tea.texas.gov</a>.</p>

4	How will members of a shared services agreement (SSA) know to complete the survey?	<p>This information has been sent, and will continue to be sent, in TEA CTE newsletters (listserv).</p> <p>Fiscal agents for SSAs will notify members of the SSA that the district is required to complete the POS survey. The fiscal agent will include a weblink to allow member districts to participate in the survey, as these districts otherwise would not have access to the link contained in the Perkins application.</p>
5	Are fiscal agents for SSAs required to complete the survey?	<p>The requirement is that districts submit the survey. If the fiscal agent is a district, then they would submit for their district and send the survey to the other participating districts in the SSA to complete on their own. If the fiscal agent is an Education Service Center (ESC), then the districts in the SSA would complete the survey and the ESC would not.</p>
6	The survey lists each career cluster and several programs of study under each one. Below each POS title is a list of courses. How many courses does a school need to offer in order to identify that as a program of study offered by the district?	<p>The Perkins concentrator definition states two or more courses for three or more credits. For the purposes of this survey, districts should identify programs of study that will allow students to complete two or more courses for three or more credits.</p>
7	When is the POS survey due?	<p>The survey must be completed by August 31, 2018. This is the same date that the Perkins application is due.</p>
8	Should an LEA identify all programs of study offered by the district, or only the minimum number required for Perkins eligibility?	<p>Districts should report all programs of study that are offered by the district. This will assist the CCMP division in providing resources and supports related to the programs of study offered across the state.</p>

9	I have having technical difficulties with the survey. What should I do?	<p>SurveyMonkey works on most <a href="#">popular web browsers</a>. JavaScript and <a href="#">cookies need to be enabled</a> in your browser in order for the site and surveys to work properly.</p> <p>If you're experiencing technical issues, please clear your browsing history, cookies, and cache. This often solves most common technical issues.</p> <p>If you're having trouble accessing or loading the site, you may need to add <a href="#">SurveyMonkey IP addresses and domains</a> to your whitelist so they are not blocked by your firewall.</p> <p>Additionally, you may be using a proxy server. This is probably the case if you can log in from home but not from work. Many proxy servers cache frequently requested web items and loads the files from its own cache, which might not refresh as often as needed. Please reach out to your network administrator if you think this might be the case.</p> <p>Read more if you're having <a href="#">trouble accessing a survey</a> or <a href="#">downloading an export</a>.</p> <p>In addition to your computer, the survey also works on cell phones and tablets. If after trying these solutions you are still having trouble accessing or completing the survey, you may want to contact your IT department for assistance.</p>
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*Below is an example of an email that could be used to inform districts that are SSA members about the survey and the reporting requirement.*

Dear SSA member district,

As part of the 2018-2019 Perkins Formula Grant application, the Texas Education Agency (TEA) is requiring participating districts to complete a survey to report the programs of study they plan to offer for the coming school year. This will assist in providing better supports around specific CTE programming.

Each district must complete the online survey linked below. The survey will ask you to identify each program of study offered by your district. Prior to beginning the survey, it might be helpful to have a list of the programs of study you plan to offer available for reference. Report all programs of study in each career cluster that you plan to offer. Please remember that each district must offer at least one program of study from at least three different career clusters to be eligible to participate in the Perkins grant program.

Please use the link below to complete this required report before [FISCAL AGENT INSERT DATE HERE]. If you need additional technical assistance, please feel free to contact me.

Thank you

<https://www.surveymonkey.com/r/TexasProgramOfStudy>