Student Profile Processing
Application

Career Tech
Student Profile

Career Technical Education
The SPP Application offers numerous reports CTE directors will find helpful. Data is pulled from information entered at the LEA into INOW. Data is untouched by ALSDE. **THEREFORE, LEAs are responsible for ensuring data entered in INOW is correct.** Programs should be declared at the school level and student level. (See Perkins V Operational Handbook for program declaration directions.)
The SPP Application will update regularly.

Data Reports
Reports can be used for CLNA completion, justification of programs, etc.

1. LEA makes changes in INOW
2. Data is updated in SPP Application within 24 to 48 hours
3. Data available is SPP Application
After you have clicked on the Student Profile tile on the main application list page, you will be taken into Student Profile application. You will be on the View Student Profile screen.
• From the System Selection area, select from the dropdown boxes a School year.
• Next select a School System. (This will default to the system(s) assigned to the user in the Education Directory.
• Next choose the school.
The grid allows you to sort data displayed with an unlimited number of columns. The columns current sort order is indicated by a sort glyph (▼) displayed at the column header’s right edge.
### Career Tech Student Profile Data

<table>
<thead>
<tr>
<th>Cluster</th>
<th>Program Code</th>
<th>Program</th>
<th>Participants &amp; Concentrations</th>
<th>Participants</th>
<th>Concentrations</th>
<th>Male</th>
<th>Hispanic/Latino</th>
<th>Female</th>
<th>ELL</th>
<th>Migrant</th>
<th>Spec Ed</th>
<th>Poverty</th>
<th>Federal Family Size</th>
<th>Military Family Size</th>
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<tbody>
<tr>
<td>Black or African American</td>
<td>001</td>
<td>Business Management &amp; Administration</td>
<td>Participant: 3,000</td>
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ALL student level changes will be made in the INOW application by the LEA and in 24 to 48 hours the changes will be visible in the Student Profile application.

Once the Student Profile data has been reviewed by the LEA and the data has been finalized, the LEA must Certify their students.

The certification checkbox is located on the Career Tech Student Profile Screen and only appears when the system-wide record (0000) is selected in the school dropdown.
1. Declare school level programs.
2. Declare student level programs.
3. Go to the person in your LEA who administrates ED DIR. Ask to be placed in one of the three ED DIR groups.
   a. Career Tech Student Profile Certifier (Program Key Contacts)
   b. Career Tech Student Profile Viewer (Program Key Contacts)
   c. Career Tech Student Profile Viewer (School).
4. Review the student profile data.
5. Certify the student profile data by October 9 2020.
6. Use the student profile data to complete the CLNA report.
CLNA + EGAP = LPA

- All funding decisions are driven by the Comprehensive Local Needs Assessment. All instructional decisions are driven by the CLNA.
- SPP application should be used to complete data for pages 2 and 3 of the CLNA.
- JobsEQ is recommended to use for data on pages 7 on throughout the CLNA.
- SPP application should be deployed on Thursday, July 30, 2020.
- CLNA is due August 31, 2020.
Questions?
More Information?

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