



State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
Shepard Building
255 Westminster Street
Providence, Rhode Island 02903-3400

Peter McWalters
Commissioner

3/26/2008

To: School District Superintendents
Middle and High School Principals Career and Technical Education Directors
Vocational Training Adult (VTA) Program Directors
School RICATS Data Administrators
School Based Coordinators
IT District Coordinators
Post-Secondary Partners
Tech Prep Coordinators

From: Holly Harriel, Education Specialist
Office of Adult and Career and Technical Education

Re: Rhode Island Career and Technical Education Information System (RI-CATS)
Data Collection Web-Based System and Training; 2007-2008 Data Collection
and Reporting Cycle; Data Elements; RI-CATS Registration Processes and
Registration Form

It's that time of the year again to prepare for the closeout of the Carl D. Perkins Vocational and Technical Education Act grant activities for the FY 2007 – 08 reporting period. Perkins recipients will report their data to RIDE using the web based data entry collection system called, RICATS. **Training sessions for RICATS will begin on May 5th and end on May 16th (9:30am – 12:30pm).** The training sessions are for school RI-CATS data administrators (the person responsible for the '07-'08 RI-CATS data collection and input process) and are intended to provide hands-on experience with the web based system prior to the required '07-'08 RI-CATS data collection and reporting cycle.

The training registration deadline is April 25th. Registration is required for the training. There are two ways to register.

How to register on the web at eRIDE (<http://www.eride.ri.gov>):

- You do not need an eRIDE login to sign up for this training, but if you do, login first with your personal eRIDE user name and password.

- Click on Training/Workshops from the menu on the left side of the page and read the general instructions.
- Click on Sign-Up next to the Training you are planning to attend.
- Print a copy of your registration and bring it with you to the workshop.
- An email confirmation will be automatically delivered to you upon successful registration.

How to register using the **FAX-BACK Form**:

- Complete the enclosed hardcopy registration form or,
- Download the form from: <https://www.eride.ri.gov/trainings/default.asp>,
- Fax your completed form to Holly Harriel, 222-2537.
- You will receive an email confirming your successful registration.

In the meantime, attached is a list of the data elements that schools are required to report. **RI-CATS Administrators will also need access to their most accurate school course list for the '07 – '08 school year. This list will be needed to update your schools courses.**

The deadline for schools to submit their RI-CATS data to RIDE via the web is June 30th. If your school's RI-CATS data element collection process requires making a request to your District IT Coordinator or Data Manager, it is recommended that schools make that request as soon as possible.

If you need technical assistance with the registration or if I can be of assistance in any other way please feel free to reach me by phone, 222-8402 or email, Holly.Harriel@ride.ri.gov

Thank you in advance for your efforts.

RICATS Training Registration **FAX BACK** Form

Reservations are accepted on a first come, first serve basis.

RI Department of Education
Office of Adult and Career and Technical Education

Working With the RICATS Perkins Data Collection System

Location: Training Lab, 6th Floor, Shepard Building, RIDOE, and 255 Westminster Street, Providence, RI 02903
Trainer: TBD

Registration Deadline: April 25th, 2008

This workshop will provide hands-on experience using the RI-CATS Perkins web based data collection system and also review key RI-CATS data terminology. The workshop should be attended by school RI-CATS Administrators, IT District Coordinators, and District Data Managers who are involved in a school's RI-CATS data collection and reporting process.

To reserve your place at the trainings **fax** this form by **April 25th, 2008** to:

Holly Harriel
Fax: 401-222-2537

Reporting Group	Date	Time	Selection
Secondary	Monday, 5/5/08	9:30am – 12:30pm	<input type="checkbox"/>
Secondary	Tuesday, 5/6/08		<input type="checkbox"/>
Secondary	Wednesday, 5/7/08		<input type="checkbox"/>
Secondary	Thursday, 5/8/08		<input type="checkbox"/>
Secondary	Friday, 5/9/08		<input type="checkbox"/>
Secondary	Monday, 5/12/08		<input type="checkbox"/>
Secondary	Tuesday, 5/13/08		<input type="checkbox"/>
Post – Secondary	Wednesday, 5/14/08		<input type="checkbox"/>
Tech Prep	Thursday, 5/15/08		<input type="checkbox"/>
Adult	Friday, 5/16/08		<input type="checkbox"/>

Please select **one** date (check the box). Each training session is limited to 11 people. Reservations will be made on a first come first serve basis.

Registration Contact Information

School Name/Program Name

School Principal Name

Your Name

I am the:

- RI-CATS – Administrator (*Primary person responsible for RI-CATS data collection, analysis and reporting*)
- IT District Coordinator / Data Manager
- Other: _____

Street Address

City/Town

Zip

Phone

Fax

Email