

Step by Step Process: Please take these steps to complete the Local Improvement Plan. Remember that this step will only appear in your CTE Online Account if your educational institution is required to create and submit a Local Improvement Plan. Also, within the page, only those metrics that are not at the required level will be presented. Your educational institution's actual and target levels will be pre-populated.

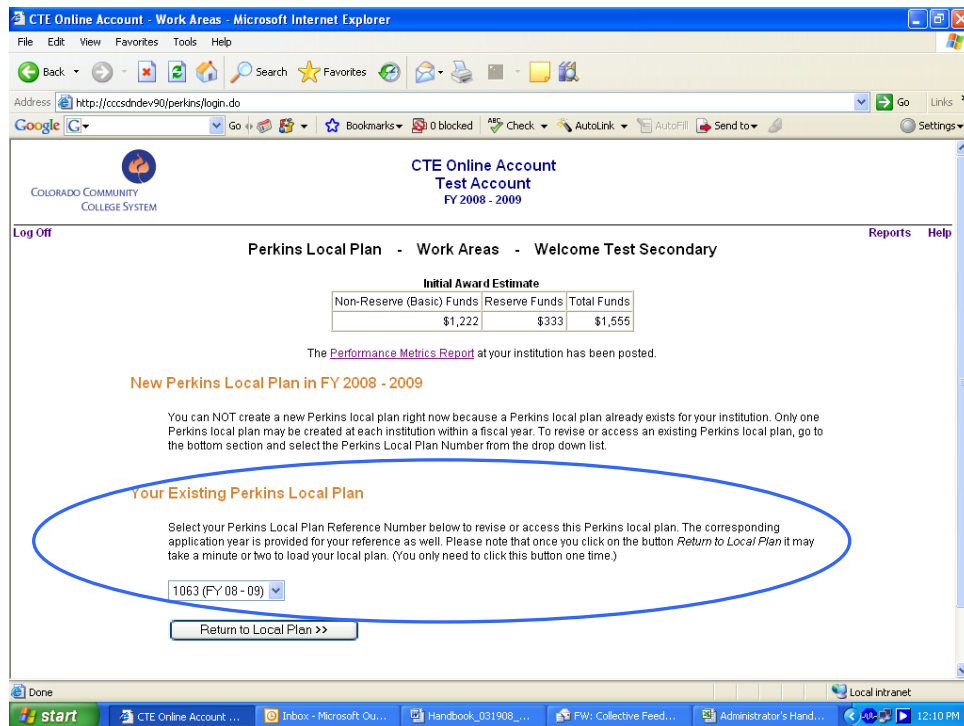
- 1) Once you have accessed your Account by following the Account Log On process, you will be taken to the *Perkins Local Plan - Work Areas* page of your Account (see Screen Shot # 1.)
- 2) Select the appropriate Local Plan from the drop down window under the *Your Existing Local Plan* section and click on the *Return to Local Plan* button (see Screen Shot # 2.)
- 3) After clicking on the *Return to Local Plan* button, you will be taken to the *Main Perkins Local Plan Page* (see Screen Shot # 3.) Begin to document your Local Improvement Plan by clicking on the *Edit* button for this step.
- 4) At the *Local Improvement Plan* page, for each question presented, review the "Actual" level of the metric and compare it with the "Target" level. Then define and document the specific strategies your educational institution will employ to improve the performance of the metric (see Screen Shot # 4.)
- 5) **While you are working and after addressing each question, click on the Save button (see Screen Shot # 4) to save your information. Keep in mind that the Online System will "time out" your session after approximately 90 minutes of inactivity (this window of time may be reduced if the Online System is very busy.)**
- 6) After clicking on the Save button, go to the *Main Perkins Local Plan Page*. If you have completed each question, the text for this step will now be gray instead of black (see Screen Shot # 5.) Please note that if the step is completed and "grayed out" this does not mean that you cannot go back and make edits to it. If you have not completed this step the text will remain black until it is complete.

Screen Shots

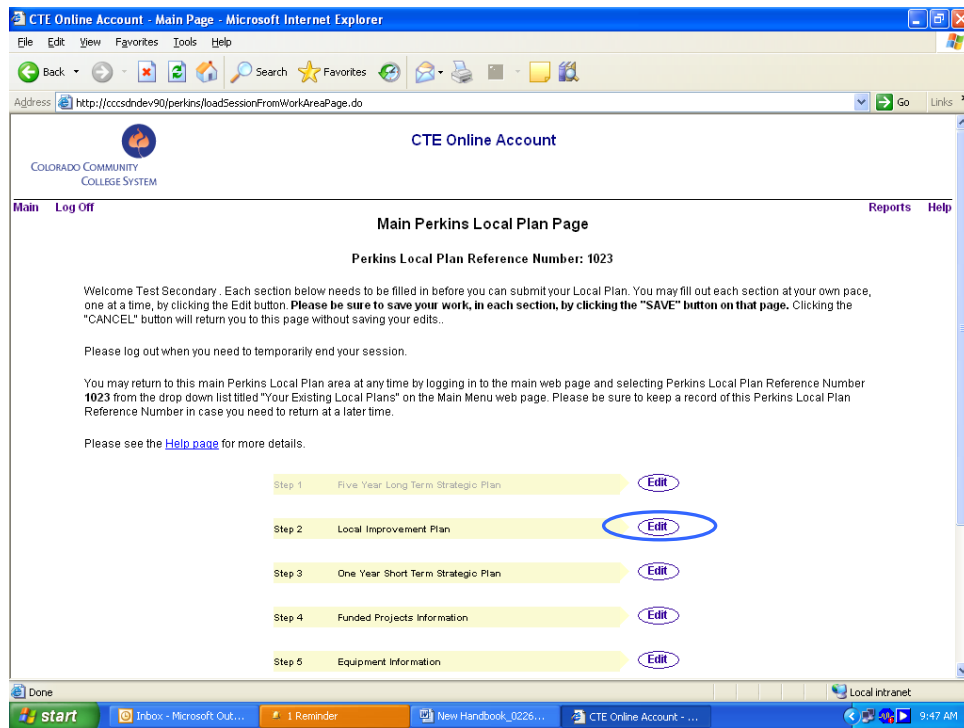
Screen Shot # 1: Perkins Local Plan - Work Areas



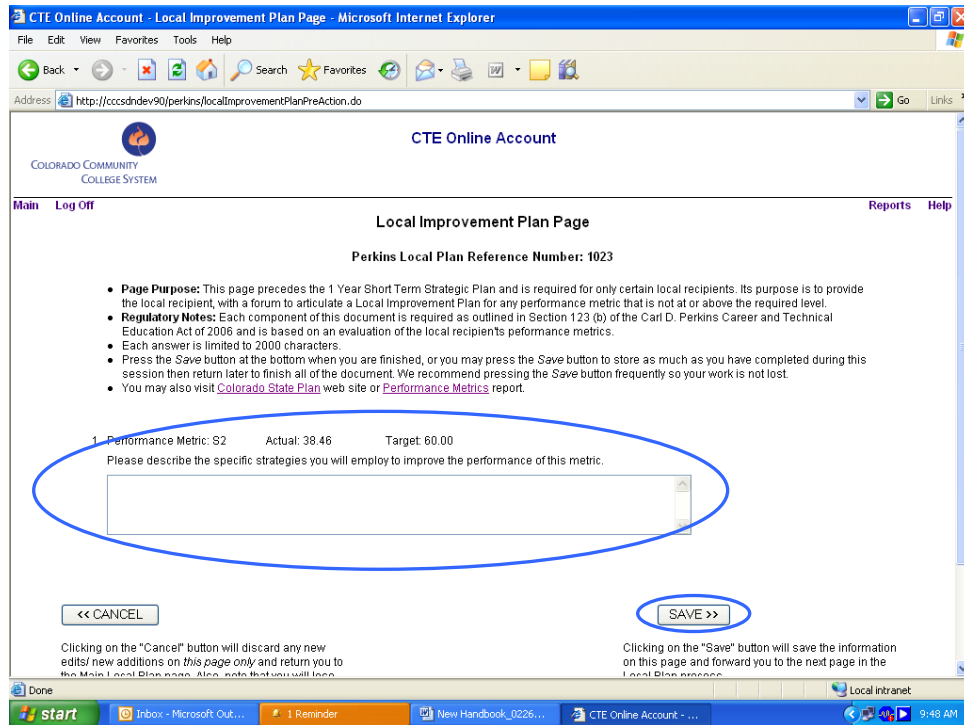
Screen Shot # 2: Perkins Local Plan Work Areas: Your Existing Perkins Local Plan



Screen Shot # 3: Main Perkins Local Plan Page: Local Improvement Plan



Screen Shot # 4: Local Improvement Plan Page



Screen Shot # 5: Local Improvement Plan: Completed

