Reporting Made Simple: A Smart Approach to APRs

August 14, 2025

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Agenda

- Welcome
- State Staff Introductions
- Schedule Highlights
- Webinar Outcomes
- Annual Performance Report (APR) – What, When, Why, How
- Q & A
- Reminders

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State Staff Introductions

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Schedule Highlights

Risk Assessment Summary Reports
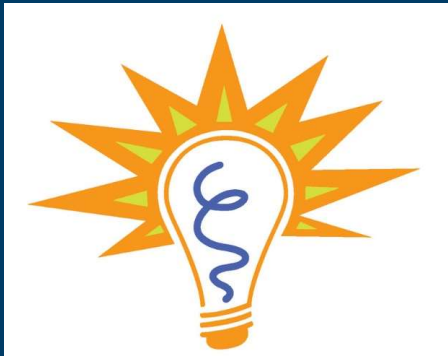
- Coming soon

Fall Perkins Leaders Meeting

- Sep 30 at North Hennepin Community College, Brooklyn Park

2025 CTE Summit

- Nov 12-13 at Delta Hotels Minneapolis Northeast

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Webinar Outcomes

Attendees will be able to…

1. Articulate the **purpose of the Annual Performance Report (APR)** and its role in Perkins V program planning and accountability.

2. Accurately **complete and submit the APR** using the updated reporting structure aligned with the FY25 Local Application outcomes.

3. Provide a **progress update of measurable outcomes** and identify if strategies or outcomes need to be adjusted.

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What? When?

Annual Performance Report (APR)

- Progress report on **FY25 Local Application: July 1, 2024 – June 30, 2025**

- Perkins Annual Workflow – APR required each year on Oct. 15

- Consolidated Annual Report (CAR)

Perkins Annual Workflow

Target Date	Task/Activity	Description
July thru September	APR1: Consortia Develop Annual Performance Reports (APR)	Consortia leaders develop Annual Performance Reports (APR) to report progress on outcomes identified in Local Application
Mid-July	Application6: Final State Team Approvals & Award Letters	Target date for State to complete all Local Application approvals and transmit award letters to each consortium
October 15	APR2: Consortia Submit APR	Deadline for submission of completed APR to State

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Why? (Purpose)

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APR serves to answer 2 questions:

1. How did the consortium spend Perkins funding during the reporting year?

2. Did Perkins funding improve student achievement and consortium operations, and how does the consortium know?

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The Why Continued...

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Meaningful Progress Updates:

1. Directly tied to outcomes

2. Aid consortium planning

3. Communicate successes
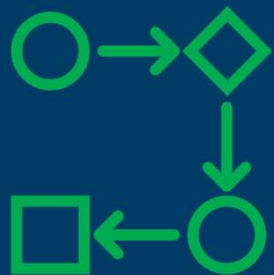
4. Identify areas of continuous improvement

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How?

Provide a progress update for every Measurable Outcome

1. Indicate progress status category

2. Provide descriptive information

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4 Progress Status Categories

1. **Completed** – outcome achieved

2. **Ongoing** – work continuing

3. **No Progress** – nothing done or very little movement, but still working on it

4. **Discontinued** – outcome not achieved; removed from plan

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Part 2: Provide descriptive information for the category.
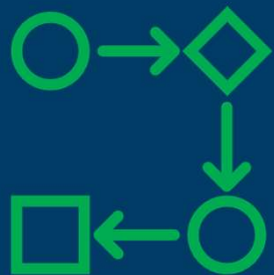
Information to Include for Each Category

1. **Completed** – report data results and/or a description of completion.

2. **Ongoing** – describe progress on strategies and remaining activities or adjustments made for the FY26 Application.

3. **No Progress** – identify barriers or reasons for no progress and what adjustments were made to the strategies or outcomes in the FY26 Application.

4. **Discontinued** – the need or outcome will not be continued as part of the consortium's Perkins work. Describe the progress made and the reasons for not continuing.

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Examples

1. **Completed**: report data results and/or provide a description of completion

Measurable Outcome: Minimum of 75% of all secondary CTE faculty in the Consortium will have attended this professional development in FY25 and provide feedback on how helpful this was.

Progress Category: Completed.

Description: 78% of secondary CTE faculty attended the fall professional development session, and 92% rated it as "very beneficial" in the feedback survey.

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Examples

2. **Ongoing**: describe progress on strategies and remaining activities or adjustments made for the FY26 Application

Measurable Outcome: Increase in secondary approved Programs of Study by analyzing current teaching staff at each high school, discussing with each administration opportunities to increase POS, and a plan for the remainder of the 2024-2025 school year.

Progress Category: Ongoing.

Description: Analysis of the current teaching staff at each high school has been completed. POS expansion was not identified in FY25, but will be completed in FY26.

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Examples

3. **No Progress**: identify barriers or reasons for no progress and what adjustments were made to the strategies or outcomes in the FY26 Application

Measurable Outcome: Networking opportunities for consortium teachers through content area meetings once per year to discuss curriculum, opportunities for POS, and share best practices.

Progress Category: No progress.

Description: The person assigned to this project left their position, the position has not been filled, and no alternatives were established. This outcome has been moved to a strategy in the FY26 application, and the outcome was revised.

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Examples

4. **Discontinued**: the need or outcome will not be continued as part of the consortium's Perkins work. Describe the progress made and the reasons for not continuing.

Measurable Outcome: Increase enrollment in college CTE programs by funding a Career Navigator position to engage with secondary students.

Progress Category: Discontinued.

Description: Enrollment in CTE programs has increased by 10%. However, Perkins has funded this position for three years. Since the position is deemed effective, the college will transition this position to the general fund.

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See:

[Instructions to Complete FY25 APR](#)

Process to Complete APR

- Navigate to the **6 – FY25 APR** folder on the MN Perkins Portal

- **Type the progress updates** after each Measurable Outcome listed in the FY25 Local Application

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Annual Performance Report (APR)

Questions & Answers

Reach out to State Staff with questions at any time!

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Reminders

Watch for One-Minute Survey

Monthly Webinars

- 2nd Thursday every month @ 10:00 AM

Register - Fall Perkins Leaders Meeting

- Sep 30 at North Hennepin Community College, Brooklyn Park

2025 CTE Summit

- Nov 12-13 at Delta Hotels Minneapolis Northeast

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