

# Process Flowchart for Completing and Submitting the CAR

Go to [www.PerkinsCAR.com](http://www.PerkinsCAR.com)

Login as State with password

Choose Excel or Web-based Approach to for your data submission

## EXCEL APPROACH

Click on link listed below and save Excel workbooks to your computer for:

- Cover Sheet
- Status of Funds
- Basic Grant & Tech Prep Enrollment
- Accountability forms
- Additional Measures (if applicable)

Log out of website

Find where you saved workbooks on your computer

Enter your state data into each applicable form and save to your computer

Write and save narrative to your computer

Log on to [www.PerkinsCAR.com](http://www.PerkinsCAR.com)  
Make sure you are on Excel forms page

Click on appropriate "submit/upload" button to proceed

Click on "Browse"

Find appropriate saved file on your computer

Click "Upload"

## WEB-BASED APPROACH

Click on link for each form for which you must submit data

Enter your numbers & other appropriate information

Click on Save Draft Data or Save Final Data as appropriate. Note: You may log out and log in of the website without losing data, if it has been saved.

Write Narrative in Word

Click "Upload narrative"

Director Approval (View & Approve)

Director reviews data submission for each form by clicking on each form link

Determine if data is correct

YES!

NO.

Enter pin & hit "Approve"

Update form with correct data

Select link for next form to approve

Data is marked in database for OVAE as Director Approved