



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING


GRETCHEN WHITMER
GOVERNOR

SHEILA A. ALLES
INTERIM STATE SUPERINTENDENT

MEMORANDUM

DATE: October 1, 2019

TO: Local and Intermediate School District Superintendents
Public School Academy Directors

FROM: Brian L. Pyles, Ph.D., Director
Office of Career and Technical Education 

SUBJECT: 2019-2020 Follow-Up Survey of 2018-2019 Career and Technical Education Programs

Thank you for your continued efforts in completing the annual follow-up study administered by the Office of Career and Technical Education. Your collective efforts this spring resulted in a robust, statewide response rate of 84.6 percent of program concentrators. Though this represents a 1.5 percent decrease compared to 2018, excellent efforts on the part of everyone in the state to submit data according to the required timeline made it possible to distribute the state reports to agencies in a timely manner.

It is now time to begin the follow-up process for the fall of 2019. Agencies that receive state reimbursement for career and technical education (CTE) programs or Carl D. Perkins funds are required to conduct the annual Career and Technical Education Follow-Up Survey. Information gathered through the Follow-Up Survey provides data that is used for state and federal reporting requirements. Through your efforts, the data gathered is a reliable source of information about students who complete CTE programs.

Our goal is to increase our survey response rate and to improve the quality of our data. Accurate data depends on accurate data on the 4483 Enrollment and Completion Collection.

Attached is a memo from the Survey Support Center, which we have contracted to assist you in conducting the survey. Also included in this mailing are copies of each of the survey forms (student, proxy, and mail) as well as two manuals. The *Follow-Up Survey of 2019 CTE Concentrators – Protocol Manual* is provided to assist district personnel in proper procedures for collecting the survey data. The *2020 Career and Technical Education Information System (CTEIS) Follow-Up Data Submission – Instructional Guide* provides data entry and submission instructions using the CTEIS web-based system. All survey materials will also be available on the CTEIS knowledge base at: www.ptdtechnology.com/cteiskb.

Please direct any policy questions to Yincheng Ye in the Office of Career and Technical Education at YeY@michigan.gov or by telephone at 517-241-7652. For questions about the materials or processes for conducting the survey, please call 517-333-9363, ext. 128 from the Lansing area or 800-203-0614, ext. 128 from all other areas, or email cteis.help@PTDtechnology.com.

Thank you again for all your hard work and cooperation.

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