

# Memorandum

**To:** CEPD Administrators

**From:** PTD Technology  
Survey Support Center

**Date:** 10/01/2019

**Re:** Michigan Department of Education (MDE)  
Office of Career and Technical Education (OCTE)  
Follow-Up 2019-2020

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It is that time of year again when districts throughout Michigan begin conducting the annual Follow-Up of Career and Technical Education concentrators. We thank you for your continued cooperation and diligence, which has sustained good return rates and allowed steady improvement in the quality of survey data. As your Survey Support Center, PTD Technology has received great feedback from districts throughout the state and has used this feedback to make improvements to the Follow-Up project. Thank you for your continued support!

The main goal of the Follow-Up survey is to obtain complete and precise responses from the students who achieved the concentrator status in a Career and Technical Education program in the 2018-2019 school year. Your assistance in meeting this goal is essential as we seek to obtain high-quality data that the districts across Michigan can use with confidence.

Provided is the "Follow-Up Survey of 2019 CTE Concentrators – Protocol Manual," which will assist district personnel in understanding the proper procedures to follow when collecting survey data. Also included is a guide titled "2020 CTEIS Follow-Up Data Submission – Instructional Guide," which provides information on preparing Follow-Up calling lists, collecting and entering data, and submitting information via the CTEIS web-based system. Because all districts used CTEIS to generate their 2018-2019 State reports, the contact information for students participating in this year's Follow-Up study is already stored within the CTEIS application and available for you to use.

Materials included in this mailing, in addition to the two instructional guides, are as follows:

- A memorandum from the Office of Career and Technical Education
- A workshop schedule
- One copy of each survey form (introductory script, student, proxy, and mail) for duplication purposes

All survey materials are also available on the CTEIS websites: [www.cteis.com](http://www.cteis.com) and [www.ptdtechnology.com/cteiskb](http://www.ptdtechnology.com/cteiskb).

We ask that CEPD Administrators communicate immediately with their districts and distribute the enclosed materials to the correct district Follow-Up contacts. The official start of the Follow-Up project is October 1, 2019. Districts are to authorize the submission of their Follow-Up data to the CEPD Administrator by January 8, 2020. CEPD Administrators are to use CTEIS to authorize the release of their districts' Follow-Up data to OCTE no later than January 15, 2020.

Thank you in advance for all of your efforts during this process. Please direct any policy questions to Yincheng Ye, Office of Career and Technical Education, at [YeY@michigan.gov](mailto:YeY@michigan.gov) or (517) 241-7652. Direct any questions regarding the included materials or the process of conducting the Follow-Up survey to PTD Technology at [cteis.help@PTDtechnology.com](mailto:cteis.help@PTDtechnology.com), or by phone at either (517) 333-9363 ext. 128 or (800) 203-0614 ext. 128.