



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

**MEMORANDUM**

**DATE:** October 16, 2023

**TO:** Local and Intermediate School District Superintendents  
Public School Academy Directors  
CEPD Directors and Local CTE Administrators

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

**SUBJECT:** 2023-2024 Follow-Up Survey of 2022-2023 Career and Technical Education Programs

It is time to initiate the annual follow-up CTE survey process for the fall of 2023. 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 required data used for state and federal reporting. Through the efforts of all districts conducting the survey, the data gathered continues to be a reliable source of information about students who concentrate in CTE programs. The collective effort last school year resulted in a robust, statewide response rate of 86.3 percent. Excellent effort on the part of districts to submit data according to the required timeline made it possible to distribute the state reports in a timely manner.

This year the follow-up survey data is due to the Career Education Planning District (CEPD) on **January 11, 2024**, and to Michigan Department of Education Office of Career and Technical Education (MDE-OCTE) on **January 18, 2024**. The results of the survey will benefit students by ensuring valid and reliable performance indicator data on post-program placement for CTE. It will also benefit students by supporting MDE-OCTE commitment to ongoing improvement of processes and procedures.

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Attached is a memo from the survey support center, which will assist districts in conducting the survey. Also attached to this memo are the survey forms (student, proxy, and mail) and two manuals. The Follow-Up Survey of 2023 CTE Concentrators Protocol Manual is provided to assist district personnel in proper procedures for collecting the survey data. The 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 are available on the [CTEIS Knowledgebase](#) under Data Entry, [Follow-Up](#).

Please direct policy questions to Dr. Yincheng Ye, education research consultant in the Office of Career and Technical Education, at [YeY@Michigan.gov](mailto:YeY@Michigan.gov) or by telephone at 517-281-7229.

Please direct questions regarding materials or processes for conducting the survey to the CTE follow-up support center at 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](mailto:cteis.help@PTDtechnology.com).

Thank you for prioritizing this important work.

Attachments

cc: MDE-OCTE