

# FOLLOW UP DATA SUBMISSION

## What is Follow Up Data Submission?

Each year, fiscal agencies that receive federal or state funds that assist with the operation of Career and Technical Education (CTE) programs must report Follow-Up data related to any students who have achieved concentrator status within those programs. This data is collected via a Follow-Up Survey of concentrators, which is designed to gather information needed to help students, parents, and administrators make decisions related to the CTE programs that prepare students to hold jobs after leaving high school.

**What is Follow Up Results used for?** National and state agencies use Follow-Up survey results for policy studies, annual program planning, and establishing funding formulae. Additionally, many districts report local and state results to their school boards and the press.

**Who monitors the Follow Up Survey?** The Office of Career and Technical Education (OCTE) mandates and monitors the Follow-Up survey. OCTE also funds a Survey Support Center (SSC) to handle the flow of data to and from the fiscal agencies, to assist in obtaining complete and accurate data, to perform all data processing, and, in general, to facilitate the survey. PTD Technology operates this Survey Support Center.

The SSC prepares and communicates survey findings to all program fiscal agencies. In addition, the SSC provides home school reports to districts that participate in career center or shared-time programs. Home school reports enable districts to view the survey results of locally enrolled students in addition to the general findings, which track all students within a program on a statewide level.

**How is the Follow Up Survey populated?** The Follow-Up survey population is based on reported concentrator counts from the Year-End Report. To ensure that students who have completed multiple CTE programs contribute to the survey only once, The Career and Technical Education Information System (CTEIS) removes duplicate records from concentrator names after the submission of the Spring Enrollment and Completion Collection Report. CTEIS also provides reporters with the traditional Follow-Up student listing in the following fall.

**For additional background information and Instructions for Follow Up Data Submission:** [click here](#)

## Follow Up Survey Task:

- 1) Review Follow Up packet.
- 2) Generate and review your Follow Up student List.
- 3) Contact Students and complete survey
- 4) Verify survey results and enter data into CTEIS
- 5) Complete and submit your follow up report