

Memorandum

To: CEPD Administrators

From: PTD Technology
Survey Support Center

Date: 10/16/2023

Re: Michigan Department of Education (MDE)
Office of Career and Technical Education
(OCTE) Follow-Up 2023-2024

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 and left school from a Career and Technical Education program in the 2022-2023 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 2023 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 "2023-2024 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 2022-2023 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
- 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 and support.cteis.com.

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 16, 2023. Districts are to authorize the submission of their Follow-Up data to the CEPD Administrator by January 11, 2024. CEPD Administrators are to use CTEIS to authorize the release of their districts' Follow-Up data to OCTE no later than January 18, 2024.

Thank you in advance for all your efforts during this process. Please direct any policy questions to Yincheng Ye, Office of Career and Technical Education, at YeY@michigan.gov or (517) 281-7229. Direct any questions regarding the included materials or the process of conducting the Follow-Up survey to PTD Technology at cteis.help@PTDtechnology.com, or by phone at either (517) 333-9363 ext. 128 or (800) 203-0614 ext. 128.