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## CTEIS Informer

# NEWSLETTER

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### Fall CTEIS Updates:

#### 4033 Expenditure Report Due dates:

CTEIS users, this is a friendly reminder regarding the upcoming 4033 Expenditure Report deadlines:

- November 6, 2025– all 4033 Expenditure reports must be submitted to your CEPD Administrator.
- November 13, 2025– CEPD Administrators must forward the reports to OCTE for review.

Timely submission is essential to ensure compliance and smooth processing. Please coordinate with your CEPD Administrator if you have any questions or need assistance.

#### 2025 Follow-Up Collection Instructions and Resource documents:

The follow-up collection process is underway. There are many instructional resources available to help with the interview process, data collection, and data entry. The [Protocol Manual](#) is a useful guide to policy details when conducting Follow-Up interviews, and the [Follow-Up Instructional Guide](#) provides detailed instructions for navigating CTEIS Follow-up screens. Be sure to visit the CTEIS Knowledge Base for more helpful resources.

#### Follow-Up Report Due dates:

The Follow-Up Report is due to the CEPD Administrator by January 15, 2026. CEPD Administrators must then submit the compiled report to OCTE for review by January 22, 2026. Please remember timely submission is essential to ensure accurate reporting compliance with state requirements. Please plan accordingly and reach out to your CEPD Administrator with any questions.



#### Follow-Up Collection Q&A:

Thank you for attending Follow-Up training! We appreciate all your feedback. Here are a few frequently asked questions from Follow-Up Training sessions:

- **Q:** Is there a way to download which students completed a self-survey to avoid contacting them a second time?
- **A:** Yes. You can use the Follow-Up List Report or Export. If a student completes a self-survey, it will be listed in the column as "SELF." Students that still need a completed survey will be listed as "INIT".
- **Q:** I am missing students from my Follow-up list. Where can I look?
- **A:** First verify that your students have left school and have reached concentrator status. Next, check to see if they are being followed up in another district by running the CADR report. If you still believe you are missing students, please contact the CTEIS help desk.
- **Q:** Are 9<sup>th</sup> and 10<sup>th</sup> graders ever considered concentrators we will need to follow-up?
- **A:** Yes. We will follow-up all concentrators no matter what grade they are in.

For more FAQs on the Follow-Up collection, please see the Follow-Up FAQ document on the CTEIS Knowledge Base at: <https://support.cteis.com/follow-up/>

#### CTEIS Support and Assistance:

For technical questions regarding survey forms, or if you need assistance with issues related to CTEIS operation or usage, please contact the Help Desk: [cteis.help@PTDtechnology.com](mailto:cteis.help@PTDtechnology.com) or by calling (800) 203-0614 or (517) 333-9363 ext. 128.