CTEIS Informer

NEWSLETTER

Fall 2026 Updates:

4033 Expenditure Report Due dates:

A friendly reminder of the upcoming 4033 Expenditure Report deadlines:

- November 5, 2026: Submit all reports to your CEPD Administrator.
- November 12, 2026: CEPD Administrators must forward reports to OCTE for review.

Timely submission helps ensure smooth processing. Please get in touch with your CEPD Administrator with any questions or for assistance.

New Teacher Follow Up Survey Tool Available in CTEIS:

We are excited to announce that a new Teacher Follow-Up survey tool is now available in CTEIS. This tool allows teachers to easily complete and submit follow-up survey entries online. To access the tool, visit Stidentfollowup.cteis.com and log in using your teacher PIN. For step-by-step instructions and additional information, please refer to the Teacher guide and the Student Guide available on the knowledge base at support.cteis.com.

Student Follow-Up List Export:

Some eligible students were added to the Follow-Up Lists following the Exit Status correction earlier this month. Users can identify newly added students by checking for an October 15, 2026 Modified Date in their Follow-Up List Export.

2026 Follow-Up Collection Instructions and Resource documents:

The follow-up collection process is underway. Many instructional resources are available to support the interview process, data collection, and data entry. The Protocol Manual is a useful guide to policy details for 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.

Student Grade Levels:

MDE recently confirmed that CEPI/MSDS grade-level updates will not be fully processed until mid-November. Until then, some students may continue to display last year's grade level. This is expected and will update automatically once statewide processing is complete.

Follow-Up Report Due dates:

The Follow-Up Report is due to the CEPD Administrator by January 14, 2027. CEPD Administrators must then submit the report to OCTE for review by January 21, 2027. Please remember that timely submission is essential to ensure accurate reporting and compliance with state requirements. Please plan accordingly and reach out to your CEPD Administrator with any questions.

Follow-Up Webinar FAQ:

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 a list of students who 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, the column will list it as "SELF." Students who 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**: With the teacher tool, where can I see the status after I complete it?
- **A**: When a teacher uses their PIN to record survey responses, it is listed as: STAFF" on the follow-up export

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:

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. or by calling (800) 203-0614 or (517) 333-9363 ext. 128.