

2022-2023 Career-Technical Education (CTE) Exiting Student Follow-Up Survey Instructions

CTE Exiting Student Follow-Up Survey

The CTE Student Follow-up Survey is an optional tool for the collection of data for this secondary CTE indicator of performance:

Placement (3S1) – Apprenticeship, employment, military, service/volunteer program, and postsecondary enrollment/advanced training status

Standardized Follow-Up Survey Processes

Ohio follow-up processes are aligned with the Perkins V guidance issued by the U.S. Department of Education, Office of Vocational and Adult Education. For validity and reliability purposes, all school districts should follow the same follow-up processes.

Who to Survey for CTE Exiting Student Follow-Up

Survey students who met concentrator status in any year and who were reported in EMIS during the previous year as having left secondary education:

- Previous Student reporting period – CTE Concentrators reported as having dropped out of school; or
- Previous Graduate (G) reporting period – CTE Concentrators reported as having obtained a high school diploma.
- CTE Concentrators who were not reported as withdrawn and have not been reported as enrolled in an Ohio public school in the current year.

Districts receive an extract of CTE student who met concentrator status and who left secondary education the prior year for follow-up reporting. CTE Concentrators reported as having left secondary education the previous year who is enrolled in an Ohio public school prior to the exiting student follow-up collection in the current year will not be in the extract for follow-up reporting. Follow-up data must be reported for each student in the extract.

Administering the CTE Exiting Student Follow-Up Survey

- **Template**– You may use the template published by the Office of Career-Technical Education on the ODE Web site.
 - The survey may be administered by phone, mail, e-mail, a web-based or social networking system, in person or some other standard survey

25 South Front Street
Columbus, Ohio 43215
education.ohio.gov

(877) 644-6338
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- process.
- This survey is a resource that can be formatted differently to fit the needs of the district.
- **Timeline** – Follow-up with the student no later than the close of the Initial Exiting Student Follow-up Collection.
 - Placement questions (e.g., apprenticeship, employment, military, service/volunteer program, postsecondary education/advanced training enrollment) must cover the same timeframe – “anytime during the 2nd quarter,” October 1-December 31, after CTE Concentrators leave secondary education.

EMIS Reporting Instructions

See *EMIS Manual*, Section 2.23, Exiting Student Follow-up Record (FW) and Section 2.8, Student Assessment Record (FA), for reporting instructions. For the Exiting Student Follow-up Record you may, report two (2) EMIS records:

- Student Assessment Record (FA): An FA record containing Industry-Recognized Credentials (GW) that were earned by students in the Exiting Student Follow-up Collection within six months of leaving school that have not been reported previously can be submitted in the Exiting Student Follow-up Collection.
- Exiting Student Follow-up Record (FW)

Follow-up data for CTE Concentrators who left secondary education **must** be reported during the Initial Student Follow-up Collection (S1EXT). Data reported during the Final Exiting Student Follow-up Collection (S2EXT) will **not** factor into the calculation of Post-Program Placement for accountability purposes.