Ohio Department of Education

Career-Technical Education (CTE) Student Follow-Up Survey
Secondary Workforce Development

2015-2016 Instructions

CTE Student Follow-Up Survey

The CTE Student Follow-up Survey is a tool for the collection of data for these secondary CTE indicators of performance:

1. Technical Skill Attainment (2S1) – Whether students have taken and passed an industry assessment;
2. Secondary School Completion (3S1) – Whether students who dropped out of school have obtained a GED;
3. Placement (5S1) – Apprenticeship, employment, military and postsecondary enrollment/advanced training status; and
4. State or Industry-recognized Certificate or License (State Quality Indicator 1) – Whether students have obtained a State certificate or license or an industry certificate.[1]

Standardized Follow-Up Survey Processes

Ohio follow-up processes are aligned with the Perkins IV 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 Follow-Up

Survey students who were reported as **CTE Concentrators** in a prior year and who were reported in EMIS during the previous year as having left secondary education:

- Previous Yearend 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.

Districts will receive an extract of the prior year CTE Concentrators who left secondary education for follow-up reporting. Any CTE Concentrator reported as having left secondary education the previous year and who is enrolled in an Ohio public school 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 Follow-Up Survey

- **Survey** – Use the survey published by the Office of Career-Technical Education on the ODE Web site.

[1] State or Industry-Recognized Certificate or License data are to be collected by school districts during the previous school year and in the CTE Student Follow-Up Survey, and are reported ONLY in the EMIS March (D) reporting period.

- The survey may be administered by phone, mail, e-mail, a web-based or social networking system, in person or some other standard survey process.
- The survey may be formatted differently and may contain additional local questions.

- **Time line** – Administer the follow-up survey no earlier than January 1 and no later than the close of the EMIS March (D) reporting period.
  - Placement questions (e.g., apprenticeship, employment, military, 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.

Perkins IV Change: A required change is to specify a follow-up timeframe – "anytime during the 2nd quarter" (October 1-December 31) after CTE Concentrators leave secondary education. In Perkins III, there was no specified follow-up timeframe.

EMIS Reporting Instructions

See *EMIS Manual*, Section 2.12, CTE Workforce Development Follow-up Record (GV) and Section 2.8, Student Assessment Record (FA), for reporting instructions. For March (D), report two (2) EMIS records:

- Student Assessment Record (FA)
- CTE Workforce Development Follow-Up Record (GV)

CTE Workforce Development (WFD) Follow-Up Extraction Criteria and Data Process

On the Ohio Department of Education Web (www.ode.state.oh.us), see the *FY2015 Career-Technical Education Accountability Manual* for supporting March (D) Follow-up documentation.

CTE Follow-Up Survey Questions and Reporting Data in EMIS

Since leaving school, have you:

1. Take a state certification or licensing test or an industry certification test? Yes☐ No☐
   - If "Yes," what test?_____
   - If you took a test, did you pass the test? Yes☐ No☐
2. Obtain a state certificate or license or an industry certificate? Yes☐ No☐
   - If "Yes," what license or certificate?_____

EMIS Reporting:

Question 1. – Report this data in Student Assessment Record (FA), *Assessment Type Code (FA060), Assessment Area Code Element* (FA205); and Score (FA240).

Question 2. – Report this data in CTE Workforce Development Follow-Up Record (GV), *Student Earned Certificate/License Element* (GV680).

Respond only if you did not graduate with a high school diploma:

Have you earned a General Education Development (GED) Diploma? Yes☐ No☐

EMIS Reporting:

Question – Report this data in CTE Workforce Development Follow-Up Record (GV), *Diploma Element* (GV630).

At any time from October 1 to December 31, 2015:

1. Were you in an apprenticeship program (training that is done "on the job" while working for an employer and also taking union or non-union courses)? Yes☐ No☐
   - If "Yes," what apprenticeship program?_____
   - If "Yes," was the apprenticeship program directly or closely related to your high school career-technical program? Yes☐ No☐
2. Were you in the military? Yes☐ No☐
   - If "Yes," which type of duty? Active☐ Reserves/National Guard☐
   - If "Yes," was your military work directly or closely related to your high school career-technical program? Yes☐ No☐
3. Were you enrolled in college or other advanced training program?
   - College (two-year or four-year college)? Yes☐ No☐
   - Adult workforce education program or other formal advanced training? Yes☐ No☐
   - If you answered 'Yes' to either question, was your college/advanced training area of study directly or closely related to your high school career-technical program? Yes☐ No☐
4. Were you employed? Yes☐ No☐
   - If "Yes," what was your job title?_____
   - If "Yes," was your job directly or closely related to your high school career-technical program? Yes☐ No☐

EMIS Reporting:

Question 1. Report this data in CTE Workforce Development Follow-Up Record (GV), *Apprenticeship Element* (GV620).

Question 2. – Report this data in CTE Workforce Development Follow-Up Record (GV), *Military Placement Element* (GV650).

Question 3. – Report this data in CTE Workforce Development Follow-Up Record (GV), *Postsecondary Enrollment or Advanced Training Element* (GV670).

Question 4. – Report this data in CTE Workforce Development Follow-Up Record (GV), *Employed Placement Element* (GV640).