

## Appendix H

### CTAE WORKFORCE DEVELOPMENT COMPLETER FOLLOW-UP RECORD

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This section includes a copy of the Career-Technical Student Follow-up Form (VE-2402-5). It may be used to survey students and to help collect data for the CTAE Workforce Development Completer Follow-up information.

This form can be sent to the student to complete or the information may be obtained over the phone, through e-mail, etc. Based on the information obtained from the student on this form, the option for the CTAE Follow-up Status can be determined by the district and entered at the bottom of this form to help with data entry. Also the district may enter the Local Classroom Code, EMIS Subject Code, and Student ID # to help facilitate this entry.

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### CTAE EMPLOYMENT DATA PROCESS

**The following process will be used by districts to provide data requested in the CTAE Workforce Development Completer Follow-Up Record:**

1. Designated Data Acquisition sites will extract Yearend N 2004 data for students who completed a career-technical education workforce development program. The selection criteria are listed below.
2. The extracted files will be made available to all districts.
3. An update program will be available at all Data Acquisition Sites to update the following fields in the extracted files:
  - a. CTAE Follow-up Status (VE Employment – Student Work Status)  
Indicates the status of the student's employment/education 6-9 months after completing the program
  - b. ALT LCC FLAG
    - If a student is a completer in two different areas, this flag allows the district to designate which area is being submitted as the primary completer area. Both sets of course and local classroom codes will be extracted into the file. The flag should be changed to "Y" if the alternate set of codes should be considered to be the primary set.
4. To update the fields above, the Career Technical Student Follow-up Form (VE-2404-5) can be used to survey students and to help collect these data.
5. Alternatively, the updates to the extracted file could be made by a separate program written by a DA Site, private vendor, or school district as long as the user can only modify the three fields explained above. The file must remain in the format sent to districts and DA sites in January 2005, and would still need to be run through the final SSDT program. (Refer to Chapter 5 for the required file format.)
6. Once the data are entered, another program, provided by the SSDT, will be run to remove the student name and student ID, so that the data are not personally identifiable.

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### CTAE EMPLOYMENT EXTRACTION CRITERIA

The CTAE Workforce Development Completer Follow-up data must be submitted by the district that employed the teacher of the CTAE Workforce Development Program. An extraction program will be run by the DA Site for each school district that they serve. Students who met ALL of the following criteria will be included in the extraction:

1. Student was enrolled in the district at some time during the previous year.

2. Student completed a career-technical workforce development program taught by one of the district's instructors as of the end of the previous year (CTAE Workforce Development Program Completer is "Y")
3. Student graduated or withdrew from the district for the following reasons;
  - A. Completed course requirements (Withdrawal reason 01)
  - B. Student withdrew pursuant to *Yoder vs. Wisconsin* (Withdrawal reason 47)
  - C. Truancy/nonattendance (Withdrawal reason 71)
  - D. Pursued employment (Withdrawal reason 72)
  - E. Over 18 years of age (Withdrawal reason 73)
  - F. Moved: not known to be continuing. (withdrawal reason 74)
4. Student was enrolled in a course with a course type = VV1, VV2 or VT1, and
5. Student was enrolled in a course with one of the following subject codes:
  - A. 01XXXX except 010001
  - B. 04XXXX except 040001
  - C. 07XXXX except 070001
  - D. 09XXXX except 090001 or 0901XX
  - E. 14XXXX except 140001
  - F. 17XXXX except 170001, 170002, 170003, 170004, 172809 or 172812
  - G. 990371

## CAREER-TECHNICAL STUDENT FOLLOW-UP FORM

Name \_\_\_\_\_ School \_\_\_\_\_

*This questionnaire is being sent to you because you have been involved in a Career-Technical program within the last year. Information requested is needed to determine program effectiveness and your answers will be kept in strictest confidence. Only summary totals are reported. Your cooperation in completing this brief questionnaire is essential to guarantee comprehensive, reliable, and timely reporting.*

### Section 1.

1. What is your current educational status? (Check one)

Currently attending school and my major field of study is \_\_\_\_\_

Not currently attending school

2. What is your current employment status? (Check one)

Employed (includes all employment, except full-time military employment) (Please fill out Section 2.)

Full-time military employment (In Section 2 please fill out Job Title and Job Duties and answer question 4.)

Not working but pursuing additional education

Not working but actively seeking employment

Not working and not seeking employment (e.g., welfare, incarcerated)

In the voluntary labor force (e.g., work of the family, peace corps)

**IF YOU ARE EMPLOYED, PLEASE COMPLETE THE REMAINING INFORMATION. (If not employed, survey is complete.)**

### Section 2.

3. Please provide the following information about your present job.

Name of company or firm (if self-employed, please write "self") \_\_\_\_\_

Company or firm street address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Job Title \_\_\_\_\_

Job Duties \_\_\_\_\_

4. Is this job related to your field of career-technical training? (Check one)

Yes, it is directly or closely related.

No, it is only remotely related or is not related at all.

**Thank you for your cooperation. Please return this form to school district where you received your Career-Technical training.**

### FOR SCHOOL DISTRICT USE ONLY

Please enter ONE CTA Follow-up Status for this person

Local Classroom Code \_\_\_\_\_

Student ID# \_\_\_\_\_

EMIS Subject Code \_\_\_\_\_