Career-Technical Education (CTE) Follow-Up Strategies Guidance

CTE FOLLOW-UP

Follow-up data must be collected on CTE Concentrators from prior years and who left secondary education the previous school year, including:

- CTE Concentrators reported in the EMIS Yearend (N) reporting period as dropping out of school; and
- CTE Concentrators reported in the EMIS Graduate (G) reporting period as obtaining a high school diploma.

NOTE: A student may have been reported as a CTE Concentrator in any prior year.

PERFORMANCE DATA COLLECTED IN CTE FOLLOW-UP SURVEY

Data used to calculate a number of different CTE indicators of performance are collected via the CTE Student Follow-Up Survey and are reported in the March (D) EMIS reporting period.

- Technical Skill Attainment (2S1) – Industry Assessment data
- Secondary School Completion (3S1) – General Education Development (GED) data
- Placement (5S1)
- State or Industry-Recognized Certificate or License[1]
    - State Quality Indicator 1 for Career-Technical Planning Districts (CTPDs)

STRATEGIES FOR COLLECTING FOLLOW-UP DATA

- Obtain follow-up data in a variety of ways:
    - Postsecondary enrollment – National Student Clearinghouse (source for student enrollment and degree verification, http://www.studentclearinghouse.org/high_schools/.
    - State licenses – Ohio License Center license search, https://license.ohio.gov/lookup/default.asp to look up individuals who have obtained a state license (e.g., Cosmetology Board, Collision Repair Board, Ohio Board of Nursing).
    - State certificates – state Web sites for certificates such as
        - Nurse Aide Registry, http://www.odh.ohio.gov/odhPrograms/io/nurseaide/nurseaide1.aspx
        - EMT Paramedic Certification and Fire Fighter Certification, https://www.dps.state.oh.us/certrenewal/Verification.aspx.

[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.

- Use *Career-Technical Education Student Follow-Up Survey* and accompanying instructions (published on Ohio Department of Education Web, www.education.ohio.gov).
    - Make direct personal contact with as many students as possible. Direct contact by a "former caring educator" will usually yield better responses to survey questions. Document all contact with students.

CTE STAFF – Engage Staff

Educate staff about CTE performance indicators and accountability – engage staff as partners.

- Obtain staff input regarding collection measures.
- Determine an approach to CTE follow-up that works well for your school district.
    - Teachers may be initial point of contact for CTE follow-up survey, with administrative support (extended days, assistance with hard-to-find students, regular communication).
    - Train teachers on how to administer the survey.
    - Point person – One person may have ultimate responsibility for CTE follow-up and may have responsibility for contacting the hard-to-find students.

CTE CONCENTRATORS – Engage Students

Educate students about CTE performance indicators and accountability – engage students as partners.

- Obtain student input regarding collection measures (how best to contact them the following year).
- Obtain contact information on CTE Concentrators near end of school year. Contact form completed by students may include:
    - Name;
    - Address;
    - Phone numbers (home, cell, work);
    - E-mail address;
    - Social networking site addresses, such as Facebook, LinkedIn; and
    - Contact information of relatives/friends who will know how to reach student the following year (minimum of 3 contacts).

  Make a contact with students again in October, to validate contact information and remind them that a follow-up survey will be conducted beginning in January.
- Additional suggested strategies for locating students:
    - Internet search (e.g., "Google");
    - Current students;
    - Alumni sites;
    - Print and online sources (e.g., news articles, wedding notices, military and college news, police reports);
    - Academic and CTE teachers;
    - Contact may also be made via an on-line survey if you have e-mail or social networking site addresses.