

CTEIS

Career and Technical
Education
Information System

2022 / 2023



Follow-Up Data Submission

Instructional Guide

For Building Reporters

Due to CEPD Administrator: January 5, 2023

Due to OCTE: January 12, 2023



WELCOME TO



COURSE INFORMATION

The objective of PTD Technology computer software training is to produce capable, self-confident, and proficient software users. We emphasize education concepts based on 'real-world scenarios. Using the new CTEIS 2022 Web application, our goal is to provide you with the very best in 'hands-on' instruction and materials to assist you and your organization in achieving your reporting goals.

To further enrich your training experience, PTD Technology provides valuable reference manuals. We trust you will find our educational methods and proven training experience synergistic with your goals. Help Desk Support is also available to clients requiring additional assistance at no charge to the districts.

As a pioneer in instructor-led computer training since 1978, we continue our mission to deliver the most effective and professional computer training to you. We encourage your comments or suggestions as to how we might better serve you.

For more information about PTD Technology, call us at (517) 333-9363 Ext. 128, or visit our website at www.PTDtechnology.com.

WELCOME TO



SUPPORT

PTD Technology provides technical support to districts operating Career and Technical Education (CTE) programs.

The PTD Help Desk is staffed by experienced PTD training specialists, consultants, and dedicated support staff. Due to rapidly changing software versions and new releases, we may require additional time consulting with other professional staff.

When using this service, please be sure to provide your contact information including your name, school district, phone number, and/or email address. For CTEIS reporting, please also provide the name of the report you are preparing.

TECHNICAL HELP:

cteis.help@PTDtechnology.com
(800) 203-0614 or (517) 333-9363
Extension 128

REPORTING POLICY HELP:

Yincheng Ye
YeY@michigan.gov
(517) 281-7229

OCTE WEBSITE:

www.michigan.gov/octe

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GENERAL CTEIS INFORMATION

STEPS FOR GAINING ACCESS TO [WWW.CTEIS.COM](http://www.cteis.com)

1. You must have a MILogin for Third Party account. If you do not have a MILogin account, you can create one online at: <https://milogintp.michigan.gov>. Click on the sign-up link and follow the provided instructions.
2. Your Fiscal Agency Authorized Official must activate your CTEIS account. If you are unable to login to www.cteis.com, please contact your Fiscal Agency Authorized Official and request access to CTEIS. Directions for Authorized Officials regarding user management and role delegation can be downloaded from the **Explore Documentation** section of the CTEIS homepage by clicking the **General** → **Fiscal** link and then the [Manage Users Guide](#) link.

LOGGING INTO CTEIS

To access the CTEIS website, type www.cteis.com into any Internet browser address bar. This will open the login page for CTEIS, where you may enter your MILogin account username and password. Your Fiscal Agency Authorized Official will create your user account in CTEIS and set up the appropriate access rights.

TROUBLESHOOTING YOUR LOGIN

1. Make sure your MILogin works at the MILogin for third Party website (<https://milogintp.michigan.gov>). If you cannot login to the MILogin for Third Party website, contact the Help Desk at (517) 335-0505.
2. If your login works on the MILogin for Third Party website and not the CTEIS website, contact your Fiscal Agency Authorized Official and make sure you have been granted proper access to CTEIS.
3. If you are still unable to login into CTEIS after following the above steps, please contact the CTEIS Help Desk at cteis.help@PTDtechnology.com or (517) 333- 9363, extension 128, or toll-free at (800) 203-0614, extension 128.

CTEIS may require an additional login after extended periods of inactivity.

INTRODUCTION

Each year, fiscal agencies that receive federal or state funds that assist with the operation of Career and Technical Education (CTE) programs must report Follow-Up data related to any students who have achieved concentrator status within those programs. This data is collected via a Follow-Up Survey of concentrators, which is designed to gather information needed to help students, parents, and administrators make decisions related to the CTE programs that prepare students to hold jobs after leaving high school. National and state agencies use Follow-Up survey results for policy studies, annual program planning, and establishing funding formulae. Additionally, many districts report local and state results to their school boards and the press.

The Office of Career and Technical Education (OCTE) mandates and monitors the Follow-Up survey. OCTE also funds a Survey Support Center (SSC) to handle the flow of data to and from the fiscal agencies, assist in obtaining complete and accurate data, perform all data processing, and, in general, facilitate the survey. PTD Technology operates this Survey Support Center.

The SSC prepares and communicates survey findings to all program fiscal agencies. In addition, the SSC provides home school reports to districts that participate in a career center or shared-time programs. Home school reports enable districts to view the survey results of locally enrolled students in addition to the general findings, which track all students within a program on a statewide level.

The Follow-Up survey population is based on reported concentrator counts from the Year-End Report. To ensure that students who have completed multiple CTE programs contribute to the survey only once, The Career and Technical Education Information System (CTEIS) unduplicated concentrator names after the submission of the Spring Enrollment and Completion Collection Report. CTEIS also provides reporters with the traditional Follow-Up student listing in the following fall.

In the case of students who have completed multiple programs, the CTEIS system will link concentrators to a default program of study; however, the student may select any one program shown on the Follow-Up listing to discuss when interviewed. Copies of the official student and proxy phone survey forms, as well as the mail survey form, are included with the Follow-Up materials sent to each district at the beginning of the Follow-Up cycle.

Please remember that:

- You will survey those concentrators of reimbursed, wage-earning programs that CTEIS indicated on your Enrollment and Completion Collection Report. **You do not need to survey students who were enrolled only in Family and Consumer Science courses with CIP Code 19.0000 or only in capstone experience (CIP Codes XX.0000).**

CTEIS provides a Follow-Up listing identifying all students in a CTE program organized by operating building. Students are listed according to their most recently completed program as reported on the Enrollment and Completion Collection Report, but other qualifying programs on which the student may be interviewed also appear. This list should be provided to interviewers early in the Follow-Up process.

- To obtain information from your concentrators, you may interview them by phone, face-to-face, or by mail using the appropriate version of the provided survey (student, proxy, or mail). It is recommended that you carefully review the *Protocol Manual* also included with your Follow-Up materials. This manual provides the interviewer with guidelines and procedures for conducting a successful Follow-Up survey along with a detailed description of all items included on the survey forms for the current year.
- Please review the timelines found in this guide as OCTE requires sufficient time to process any information submitted during this Follow-Up cycle. Remember, you will submit your survey data to your Level 5 Fiscal Agency Authorized Official, who will review your results and in turn authorize their submission to your CEPD Administrator. Your CEPD Administrator will then review your results and authorize their submission to OCTE using CTEIS.
- The SSC must keep all Follow-Up data strictly confidential. Only persons in the SSC who conduct the verification and non-respondent studies may access this information. A memorandum from the State Office of the Attorney General upholds the legitimacy of providing this data and appears in Appendix B. Please direct any questions concerning these policies to Yincheng Ye at OCTE via email at YeY@michigan.gov or by phone at (517) 281-7229

- The SSC will base your Follow-Up survey response rates on the number of unduplicated concentrators indicated on the Enrollment and Completion Collection Report. This means that the SSC will calculate a response rate for each Program Serial Number (PSN) included in this report by dividing the number of concentrators who respond to your Follow-Up surveys by the total number of concentrators located within each PSN.
- The SSC will destroy all Follow-Up materials when a release is granted by the Project Monitor.
- When conducting the survey, we highly recommend that you make administrators, counselors, teachers, placement coordinators, students, and the community aware:
 1. That you are conducting the survey.
 2. That the school and community can benefit from using the results.
- While you are required to follow up with concentrators of reimbursed programs, you do have the option, as in previous years, of surveying non-CTE concentrators as well. However, you may only use Added Cost funds to cover expenses associated with interviewing CTE program concentrators.

This guide provides instructions for using CTEIS to assist with the various aspects of the Follow-Up report. CTEIS makes the process of conducting your Follow-Up a more cost-efficient and time-saving endeavor. In addition, because your district used CTEIS to submit your 2021-2022 student enrollments, your CTEIS data includes a readily-accessible student listing of CTE concentrators awaiting Follow-Up contact.

If you wish to use software or databases other than CTEIS to track and submit your Follow-Up survey data, please contact the SSC at (800) 203-0614 x128 to request further instruction on the completion of a non-electronic Follow-Up. Keep in mind that it is the responsibility of the district to ensure that data adhere to layout guidelines when electing not to utilize CTEIS, and your district must assume any extra costs incurred by the SSC to translate non-computerized data into a submissible format.

SERVICES IN SUPPORT OF YOUR SURVEY

The Survey Support Center provides a variety of services for Follow-Up. The SSC will:

1. Answer questions related to the Follow-Up survey forms.
2. Offer suggestions for solving problems you may have while conducting your survey.
3. Provide advice for conducting an efficient and effective Follow-Up survey.

The appendices of this manual also contain several items to further assist you during the Follow-Up process, including:

1. A definition of terms (Appendix A).
2. Authority to collect Career and Technical Education data (Appendix B).
3. A memorandum from the Attorney General authorizing the Follow-Up study (Appendix C).
4. A sample cover letter for the mail survey (Appendix D).
5. A sample cover letter for Non-Respondents (Appendix E).

HELP IS AVAILABLE

For any issues related to CTEIS operations or usage, or if you have any technical or logistic questions regarding the survey forms or need assistance with collecting your survey data, please call the PTD Technology Survey Support Center at (800) 203-0614 x128 or (517) 333-9363 x128, or email us at cteis.help@PTDtechnology.com.

Please direct questions regarding OCTE policy issues, as well as suggestions for improvements to the Follow-Up process, to Yincheng Ye at the Office of Career and Technical Education at (517) 281-7229 or email her at YeY@michigan.gov.

2022 - 2023 FOLLOW-UP TIMELINE

Date	Activity
Final Week of September	Follow-Up materials are emailed to CEPD Administrators for distribution to local districts. All materials are available online at the CTEIS website. CEPD Administrators should distribute their CEPD-specific instructions along with the materials to local Follow-Up contacts and verify receipt of these packets within 3 days of delivery.
Early October - Late December	Local districts begin the survey data collection process.
January 5	Districts are to authorize the submission of their Follow-Up data to their CEPD Administrator by January 5, 2023. CEPD Administrators should notify Yincheng Ye at OCTE (phone: (517) 281-7229; email: YeY@michigan.gov) of districts that have not submitted data and provide a projected submission date.
January 12	CEPD Administrators are to authorize the release of Follow-Up data for their districts to OCTE no later than January 12, 2023.
Fall (Dependent on Districts)	Survey results are made available on CTEIS once all districts have turned in their reports. CEPD Administrators should notify and distribute reports to local superintendents and Follow-Up personnel.

STEPS FOR SUCCESS

Completing your 2022-2023 Follow-Up report using CTEIS is a step-by-step process. Following these steps will ensure that you do not overlook any necessary survey elements.

STEP 1. REVIEW YOUR FOLLOW-UP PACKET

The following items will be included in your Follow-Up materials packet and should be sent to each local Follow-Up contact person:

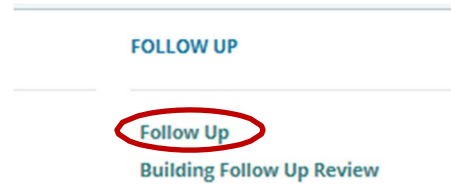
- A memorandum from the Office of Career and Technical Education.
- A memorandum from the Survey Support Center.
- A workshop schedule.
- One copy of each survey form (introductory script, student, proxy, and mail) for duplication purposes.
- The *2022 CTEIS Follow-Up Data Submission - Instructional Guide*.
- The *Follow-Up Survey of 2022 CTE Concentrators - Protocol Manual*.

Note: The CTEIS Follow-Up student listing provides information about the students you are responsible for calling and concentrator counts by program. All materials, including survey forms, the protocol manual, and the CTEIS instructional guide are published on the CTEIS knowledge base at support.cteis.com and on the OCTE website at www.michigan.gov/octe by the end of September.

STEP 2. GENERATE YOUR FOLLOW-UP STUDENT LISTING

To generate your Follow-Up student listing:

1. Log into CTEIS at www.cteis.com using your MILogin username and password.
2. From the navigation bar, click **Data Entry**, then **Follow Up**. The grid is populated with buildings containing Follow-Up surveys that need to be completed.
3. Check the box in the left margin next to those buildings for which you wish to generate Follow-Up listings.



CTEIS Follow-Up			
Buildings: 7		Fiscal Agency	Building
<input type="checkbox"/>			
<input type="checkbox"/>		CADR Breitung Township School District - 22030	Kingsford High School - 02039
<input type="checkbox"/>		CADR Dickinson-Iron ISD - 22000	Dickinson-Iron Tech Ed. Center - 06545
<input type="checkbox"/>		CADR Oakland Schools - 63000	Oakland Schools Technical Campus--SE - 08756
<input type="checkbox"/>		CADR Oakland Schools - 63000	Oakland Schools Technical Campus--NW - 08813
<input type="checkbox"/>		CADR Oakland Schools - 63000	Oakland Schools Technical Campus--NE - 08812
<input type="checkbox"/>		CADR Oakland Schools - 63000	Oakland Schools Technical Campus--SW - 08814
<input type="checkbox"/>		CADR West Iron County Public Schools - 36025	West Iron County High School - 01852

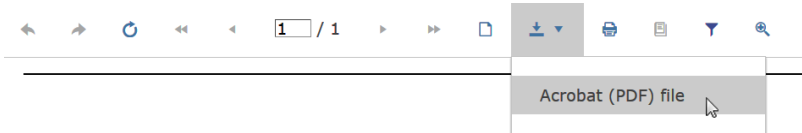
Followup List Report-Prototype Followup List Export

4. Click the **Follow Up List Export** button to generate your student listing as an Excel file.

Note: Student self-survey PINs also appear in the **surveyPIN** field within the exported Excel file, granting access to the self-survey feature available at <https://StudentFollowUp.CTEIS.com>.

Printing from CTEIS

To print your lists and reports, you must first export them to another format. Using the “Export” button and drop-down list, choose **Acrobat PDF file**. Save the report and open it in Adobe Acrobat to print hard copies from the application instead of your Web browser.



STEP 3. REVIEW YOUR FOLLOW-UP LISTING

How to Read Your Student List:

Your Follow-Up Student List is generated to correspond with the buildings you selected on the **CTEIS Follow-Up Building Selection** screen. The students you are responsible for surveying within each program are determined based on the unduplicated concentrator counts found on your 2021 Enrollment and Completion Collection Report. The Follow-Up list you retrieved from CTEIS represents the accurate student count for 2021 - 2022. CTEIS performed verification processing based on student UICs to eliminate students who may have been reported more than once on the statewide 2021 Enrollment and Completion Collection Report. If a concentrator is listed within multiple buildings, prioritize the building that contains the program the student participated in.

CTEIS also allows you to generate a list of concentrators from your district who do **NOT** appear on your Follow-Up list. CTEIS assigns these students to another district for follow-up, often because their classes were hosted by an operating building within that district. You may click the **CADR** (Concentrators in Another District Report) links on the **CTEIS Follow-Up Building Selection** screen to view these concentrators.

Michigan Department of Education Office of Career and Technical Education - CTEIS Report Concentrators from Another District			
CEPD: 17			
Fiscal Agcy: 00000 - Community School District			
Oper Agcy: 00000 - Community School District			
Oper Bldg: 00000 - Junior/Senior High School			
PSN: 11111	CIP Code: 52.0299	Program Name	Business Admin Mgt & Operations
UIC	Student Name	Follow Up Program (PSN/CIP Code/ Program)	Follow Up Agency
1111111111	HUUP, NUPK	18888 - 47.0604 - Automotive Technician	10000 - Community RESD
2222222222	PONVOYDUY, FKWIC	19999 - 51.0000 - Therapeutic Services	10000 - Community RESD
3333333333	Rcudd, Saylic	18888 - 47.0604 - Automotive Technician	10000 - Community RESD
4444444444	SERICFK, VIYYIFS	18888 - 47.0604 - Automotive Technician	10000 - Community RESD
5555555555	VOYR, TIYQOQIC	19999 - 51.0000 - Therapeutic Services	10000 - Community RESD
6666666666	WOZSECR, DAXXIC	19999 - 51.0000 - Therapeutic Services	10000 - Community RESD
7777777777	XENPUYEW, EXEYPE	19999 - 51.0000 - Therapeutic Services	10000 - Community RESD
PSN: 99999	CIP Code: 01.0000	Program Name	Agr, Agr Oper & Rei Sci
UIC	Student Name	Follow Up Program (PSN/CIP Code/ Program)	Follow Up Agency
8888888888	HUUP, NUPK	18888 - 47.0604 - Automotive Technician	10000 - Community RESD

Exceptions—Grade Level Changes:

If you find that there are students displayed who were not 12th-grade students in 2021-2022 due to a repeat of their 11th-grade year, please mark them as a non-contact using the “still enrolled in high school” option. These students will then be deducted from your total concentrator count when your Follow-Up data is processed by the SSC.

Note—Exit Status (Graduate):

The use of the Follow-Up data for the Perkins IV Core Performance Indicators makes it even more critical that all student exit statuses are accurate. OCTE updates exit status based on the MSDS data reported by your district on the spring Enrollment and Completion Collection Report. If you discover an incorrect exit status, please contact OCTE.

STEP 4. CONDUCT THE SURVEY

Using the CTEIS Follow-Up student list (from Step 3):

- Copy the survey forms as needed, including the introductory script.
- Write each student’s name and UIC from the Follow-Up student list or affix Follow-Up survey labels onto introductory script printouts.
- When contacts are made, attach the appropriate student or proxy survey form to the introductory script for the student.
- Please consult the Follow-Up Protocol Manual for proper procedures and techniques to employ when conducting the survey.

Follow-Up folders or mailing labels may be created by merging data fields from CTEIS export files into applications such as Microsoft Word. Once student labels are printed, follow the instructions found within the Protocol Manual to begin the important process of administering the Follow-Up survey. In-depth discussions of each survey question are also provided in the Protocol Manual, which you may download at any time from www.cteis.com or support.cteis.com.

STEP 5. ENTERING SURVEY DATA INTO CTEIS

To begin your survey, you must first indicate which student you are contacting, identify the program that the student completed, and select the type of survey you are conducting. Remember that your information may need to be verified in the future, so save your original survey forms when you have finished entering your data into CTEIS.

Find Your Student:

1. From the navigation bar, click **Data Entry**, then **Follow Up**. The grid is populated with buildings containing Follow-Up surveys that need to be completed.
2. Locate the building for which you wish to input surveys. Click the **pointing hand icon** to the left of the building name. The **student's** grid becomes active.

Your grid will display student records that are awaiting survey data, indicated by the "INIT" notation in the Status column. Please note that you may also sort the grid in various ways by clicking on each different table header label. To search for a student, enter either the student's last name or UIC into the search fields below the respective table header rows, then press **Enter**.

3. Click the **Survey** button to the left of a student's name. All information applicable to his or her completed programs will appear on the **Update Student Contact** panel.

	Program Name	UIC	Last Name	First Name	PSN	Status
SURVEY	Marketing Sales and Services	0000000001	Clname	Ifname	11111	INIT
SURVEY	Computer Programming/Programmer	0000000002	Clname	Ifname	11112	INIT
SURVEY	Computer Syst Networking & Telecommunications	0000000003	Clname	Ifname	11113	INIT
SURVEY	Welding, Brazing/Soldering	0000000004	Clname	Ifname	11114	INIT
SURVEY	Health Sciences	0000000005	Clname	Ifname	11115	INIT
SURVEY	Collision Repair Technician	0000000006	Clname	Ifname	11116	INIT
SURVEY	Agr, Agr Oper & Rel Sci	0000000007	Clname	Ifname	11117	INIT
SURVEY	Health Sciences	0000000008	Clname	Ifname	11118	INIT
SURVEY	Graphics Communications	0000000009	Clname	Ifname	11119	INIT

Update Student Contact

Name: Ifname Clname UIC: 000000003 Status: INIT **Begin Survey**

Sending Facility: My High School - 01234

Primary Program: Computer Syst Networking & Telecommunications - 11113 Program Building: My High School - 01234

Phone1: Phone2: Email:

Additional Contact Information:

Non contact reason:

Save **Cancel**

Select the Survey Information:

1. On the **Update Student Contact** panel, add any desired contact information and notes to the provided fields, then click the **Save** button.
2. Click the **Begin Survey** button to begin filling in the student's survey details.
3. Select the program the student chose to discuss in his or her interview from within the **Please select a primary program** drop-down list.
4. From the **Please select survey type** drop-down list, select the survey type that best fits the interview conditions: Proxy, Student, Mail by Student, or Mail by Proxy:
 - Proxy - A proxy responded to the survey questions on behalf of the student during an interview.
 - Student - A student responded to the survey questions during an interview.
 - Mail by Student - A student recorded responses to the survey on a mailed form.
 - Mail by Proxy - A proxy recorded responses to the survey on behalf of the student on a mailed form.

Note: No self-survey option exists as CTEIS automatically compiles self-survey responses when students submit them.

Enter the Survey Responses:

Follow-Up Survey

Student: **Ifname CName**

Computer Syst Networking & Telecommunications Student

Part A: Current Status

NOTE: A response (1-Yes or 2-No) is **required** for parts **1a-1g**.

1. Lets start with with you're doing now. Are you going to school? Working?

1a. In a training program or attending school or college?	<input type="radio"/> Yes <input type="radio"/> No
1b. Working as an apprentice?	<input type="radio"/> Yes <input type="radio"/> No
1c. Working?	<input type="radio"/> Yes <input type="radio"/> No
1d. On full-time, active duty in the military?	<input type="radio"/> Yes <input type="radio"/> No
1e. On part-time duty in the military (e.g., National Guard, Reserves)?	<input type="radio"/> Yes <input type="radio"/> No
1f. In a National and Community Service Program (e.g. AmeriCirps, Peace Corps, Youth Corps)?	<input type="radio"/> Yes <input type="radio"/> No
1g. In the Peace Corps?	<input type="radio"/> Yes <input type="radio"/> No
1h. Other	<input type="radio"/> Yes <input type="radio"/> No
1z. Refused (This will end the survey)	<input type="checkbox"/>

Part B: School / Training

I have some questions about your schooling or training

2. In your major area of study or training, how much do you use the skills you learned in this program?	Not answered
3. Where are you going to school? (Note: if enrolled in more than one school, identify the primary one.)	Not answered
4. What type of program are you in?	Not answered

Select the best response to each question using the radio buttons and drop-down menus. Some questions may require you to type the response manually.

An answer of Yes or No is required for question 1a. - 1g. CTEIS will display an error message when you attempt to save your survey if any information is missing.

Depending on the drop-down responses you select, the survey questionnaire will automatically adjust itself, adding or disabling survey questions to follow either the student or the proxy survey format.

Part C: Employment

Now, I'd like to talk about your job as it relates to your program.

5. On your job, how much would you say you're using the skills you were taught? Would you say you use them a lot, some, hardly ever, not at all? Please select ▼

6. How strongly do you agree with the statement "I am satisfied with my present job?" Do you strongly agree, agree, disagree, or strongly disagree. Please select ▼

7. How many hours a week do you work?

7a. If not specific: Would you say it's 35 hours a week or more? Yes No

8. Including tips and commissions, how much do you make per hour, per week, per month or year? Hour ▼

Part D: Employment

9. Are you currently looking for work? Yes No

Method of contact? Please select ▼

Date survey completed? 8/2

Information Collected from (optional)

Job title (optional)

Location (optional)

Area of study (optional)

Additional Comments

Back Save

CTEIS will also validate certain questions to make sure entries are within an acceptable range.

In the “Miscellaneous Information” section, the “Date Survey Completed” field defaults to the current date.

Click the **Back** button to return to the Update Student Contact panel without saving your survey information.

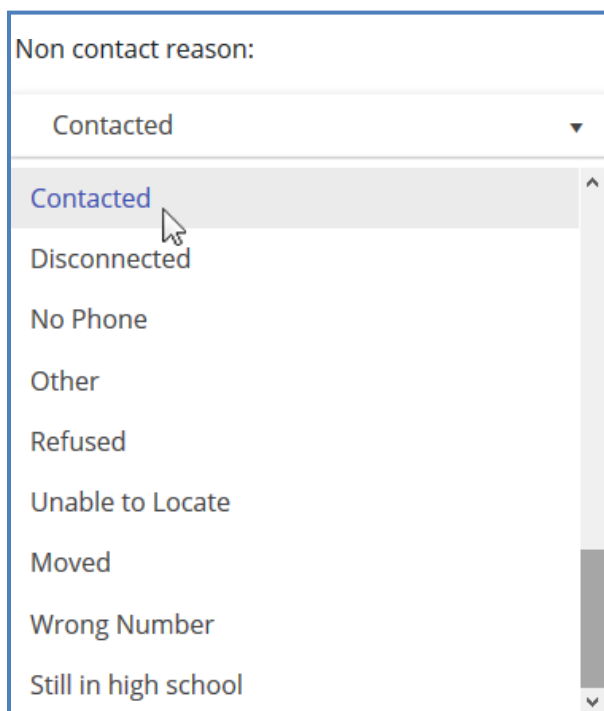
Click the **Save** button to complete the survey and return to the student’s grid.

When survey information is saved, notice that the student's **Status** field will be updated to reflect the responses that were collected for his or her survey. This updated status will appear if you run subsequent Follow-Up reports as well.

Status designations are as follows:

- INIT means Initial survey.
- COMP means the survey has been Completed.
- COMP NC means the survey is complete, but the student is non-contact.
- SELF means the survey is Complete because a student entered responses directly into CTEIS.

Entry of Non-Contacts (Students Not Reached):



The image shows a screenshot of a web application interface. At the top, it says "Non contact reason:". Below this is a dropdown menu. The current selected option is "Contacted". The dropdown is open, showing a list of options: "Contacted", "Disconnected", "No Phone", "Other", "Refused", "Unable to Locate", "Moved", "Wrong Number", and "Still in high school". A mouse cursor is hovering over the "Contacted" option in the list.

For each student on your Follow-Up listing, you must enter survey responses **OR** a reason for marking the student a non-contact. When marking students non-contacts, you must choose a reason for this action from the **non-contact reason** drop-down list and click the **Save** button to effect this change. Once the non-contact reason is saved, **COMP NC** will appear under the Status column. Remember that you should always strive to receive survey responses when able—OCTE asks districts to attain a 90-100% response rate and marking too many respondents as non-contacts can damage this rate.

To View a Completed Survey:

From the **Students** grid, locate the student whose survey you wish to review and click the **Review** button to the left of that student's name. CTEIS will display all recorded survey information.

The **Cancel** and **Delete Survey** buttons at the bottom of the page allow you to either return to the student's grid or delete the Follow-Up survey for the selected student.

To Edit a Survey Response:

Please note that any edits to a student's survey information require you to re-enter all survey responses.

If you receive survey information for a student marked as a non-contact, restore the non-contact reason to the default option ("Contacted") within that student's profile panel. This will unlock the student and allow you to input new survey information.

STEP 6. COMPLETE THE REPORT

The process used to submit your Follow-Up data is comparable to that used for all state reports. To ensure a rapid turn-around for your local and state reports, it is important that you authorize submission of your Follow-Up data to your Level 5 Fiscal Agency Authorized Official promptly. Follow-Up lists, survey forms, and other Follow-Up materials should be kept by the district to expedite the reporting process. When all survey data has been entered and you are ready to submit your Follow-Up data for Fiscal Agency review, proceed as follows:

Important: Survey responses or a non-contact reason must be entered for all students on the Follow-Up listing for submission of Follow-Up data to occur.

1. From the navigation bar, click **Data Entry**, then **Building Follow Up Review**.
2. If necessary, use the drop-down box at the top of the screen to select your Fiscal Agency, then click the **View** button beside one of your buildings to expand a grid that indicates the total number of surveys awaiting a response in each of that building's programs.
3. Click the **Export** button to quickly export these results into an Excel spreadsheet.

Oakland Schools								
BuildingStatus	OANO	OA Name	OBNO	Building Name	Building Status	Fiscal Status	Cepd Status	
VIEW	EXPORT	99999	My District Schools	01231	My High School A	X	X	X
VIEW	EXPORT	99999	My District Schools	01232	My High School B			
VIEW	EXPORT	99999	My District Schools	01233	My High School C	X	X	X
VIEW	EXPORT	99999	My District Schools	01234	My High School D	X	X	X

PSN	Program Name	INIT	COMP	SELF	COMP NC	Total	Percent Completed
00001	Therapeutic Services	0	42	0	0	48	88
00002	Lineworker	0	18	0	4	22	100
00003	Collision Repair Technician (ASE Certified)	0	20	0	1	21	100
00004	Automobile Technician (ASE Certified)	0	14	0	1	15	100
00005	Agriculture, Agricultural Operations and Related Sciences	0	32	0	3	35	100

4. Once all Follow-Up surveys have been completed, the **Complete** button will be enabled within the "Building Status" column. Clicking on this button will display the "Follow-Up Confirmation" panel. You will be required to enter the requested Follow-Up contact information before marking your building complete.
5. Once you have completed your contact information, click the **"Add Contact"** button. An "X" will appear in the "Building Status" column to indicate your success.
6. Contact your Fiscal Agency Authorized Official to inform him or her that your submission is ready for review. Detailed instructions are available for Fiscal Agency Authorized Officials on the CTEIS home page within the "Fiscal Agents & CEPD Admins." section. Districts are to authorize the submission of their Follow-Up data to their CEPD Administrator by January 5, 2023.
7. Repeat the process with other buildings as necessary.

STEP 7. FA REVIEW AND CEPD SUBMISSION

CEPD Administrators are to use CTEIS to authorize the submission of their districts' Follow-Up data to OCTE by January 12, 2023. The process of submitting Follow-Up data is comparable to that used for all state reports. Detailed instructions are available for CEPD Administrator report submission on the CTEIS website within the Follow-Up documentation section.

STEP 8. SURVEY RESULTS

When released to OCTE, your Follow-Up data will automatically be compiled and submitted to the Survey Support Center and CTEIS will begin compiling Follow-Up survey results. CEPD Administrators should distribute these results to local Follow-Up personnel and superintendents during the first week of September.

The Statewide Follow-Up Reports, X0610, X0611, and T1608 will be available for download at www.michigan.gov/octe (Data and Reports link, CTEIS Reports → CTE Follow-Up Surveys), in late February.

The screenshot displays the Michigan Department of Education website. The header features the Michigan Department of Education logo and a search bar. The left sidebar contains a navigation menu with the following items: State Board of Education & Superintendent, Top 10 in 10, Academic Standards, Career and Technical Education, Career Readiness Initiative, CTE Instructional Programs, Data and Reports (highlighted), Earning College Credit in CTE, Funding and Monitoring, Michigan Career Pathways Alliance, Youth Employment/Child Labor Laws, and Career & Tech Ed Info System (CTEIS). The main content area shows the breadcrumb trail: MDE / CAREER AND TECHNICAL EDUCATION / DATA AND REPORTS. Below this, the 'Career and Technical Education Information System' section is visible, containing a link to 'CTEIS Reports' (circled in red) and a link to 'CTEIS Security Authorization Form - PDF'. The 'Enrollment Reports' section contains a link to 'MI CTE Enrollment and Completion Report'. A tooltip for the 'Data and Reports' menu item displays the text 'Career and Technical Education, Data and Reports'.

APPENDIX A

CTEIS TERMS/ABBREVIATIONS

1SI, 1S2, 2SI, Perkins Quality Indicators (accountability factors)
3SI, 4SI, 5SI,
6SI, 6S2:

ACTE: Association for Career and Technical Education

CEPD: Career Education Planning District

CEPI: Center for Educational Performance and Information

CIP: Classification of Instructional Program

CPI: Core Performance Indicators

CTE: Career and Technical Education

CTEIS: Career and Technical Education Information System

FA: Fiscal Agency

FANO: Fiscal Agency Number (a five-digit number that represents a fiscal agency)

FCS: Family and Consumer Science

LTCS: Less-Than-Class-Size (entered as a regular course section in CTEIS)

MDE: Michigan Department of Education

MEIS: Michigan Education Information System

MSDS: Michigan Student Data System

OA: Operating Agency (a district in which CTE courses are “operated”)

OANO: Operating Agency Number (a five-digit number that represents the operating agency)

OB: Operating Building (the school where a student takes CTE courses - the courses are “operated” there)

OBNO:	Operating Building Number (a five-digit number that represents an operating building)
OCTE:	Office of Career and Technical Education
Operating District:	District where a student takes CTE courses (see also: Operating Agency)
PIV:	Perkins IV (Carl D. Perkins Career and Technical Education Act of 2006)
PV:	Perkins V (Strengthening Career and Technical Education for the 21st Century Act of 2018)
PSN:	Program Serial Number
SRSD:	Single Record Student Database (now “MSDS:” Michigan Student Data System)
TRAC:	Technical Review, Assistance & Compliance
WE:	Wage-Earning

REPORTS

Due November 3	Fall Expenditures report
Due October 13	Fall teacher and course report
Due June 15	EMC and Dual Enrollment data entry deadline (must include correct UICs)
Due January 5	Follow-Up survey report
Due June 15	Spring Enrollment and Completion Collection report

ADDITIONAL DEFINITIONS

- Completer:** A student who has successfully completed, with a grade of C (2.0) or better, courses totaling all 12 segments of instruction.
- Concentrator:** A student who has successfully completed, with a grade of C (2.0) or better, courses totaling 8 segments of instruction. Concentrators on your Follow-Up list have also left school. Or who has completed two PCCs.
- Fiscal District:** The education agency or ISD is responsible for the financial activities and use of the State Aid, Section 61a (1) funds.
- PCCs:** Perkins Course Competencies (PCCs) refer to a specified group of competencies aligned with the state CTE program standards that take approximately 80 hours of instruction to deliver. The competencies for each CIP Code are grouped as part of the career pathways grant process. Competencies will be marked complete within the Career and Technical Education Information System (CTEIS) for a student when the student earns a grade of 2.0 or better in a local course section that covers those competencies. The competencies do not need to be taught in any specific sequence.
- OCTE:** **Office of Career and Technical Education**
Attention: Valerie Felder
Post Office Box 30712
Lansing, Michigan 48909
Telephone: (517) 335-1066
Email: FelderV@michigan.gov
- Program Serial Number (PSN):** A unique five-digit number is assigned to a specific career and technical education program (CIP Code) that identifies the CEPD, district, and building in which a program is located. Identifies a particular CIP code within a particular building.

Example:

CIP Code	Program Name	PSN
52.1999	Marketing Sales & Services	12345

SSC: The Survey Support Center is established to handle the flow of data to and from fiscal agencies, to assist in obtaining complete and accurate data, perform data processing, and, in general, facilitate the Follow-Up survey. You may contact the SSC by mail, phone, or email at:

PTD Technology

3001 Coolidge Road Suite 403

East Lansing, MI 48823

Telephone: (517) 333-9363 x128 or (800) 203-0614 x128

Email: cteis.help@PTDtechnology.com

APPENDIX B

AUTHORITY TO COLLECT CAREER AND TECHNICAL EDUCATION DATA

(Including student names, addresses, phone numbers, etc.)

When a local education agency enters into a cooperative agreement with a fiscal agency to participate in Career and Technical Education programs, the agency's superintendent signs a "Cooperative Agreement for Designation of CTE Perkins Fiscal Agency and Operation of Cooperative Career & Technical Education Programs," which states, in part:

- B. The Fiscal Agency agrees to assume responsibility for:
 - 2. Facilitating data collection on CTE Perkins students.
 - 6. Ensuring that all required data and reports are accurate and submitted by the due dates.
- C. As a participating agency, the educational agency agrees to assume the following responsibilities when appropriate:
 - 4. Prepare all reports required by state or other agencies, or as mutually agreed to by the parties, forward data to the fiscal agency in time to meet all reporting requirements.

The full document cited in part above may be found online at www.michigan.gov/octe under Career & Technical Education → Perkins Federal Programs → Resources → Fiscal Agency Cooperative Agreements.

The Administrative Guide for Career and Technical Education Programs specifies the reporting requirements for CTE programs under “Noncompliance Provisions,” pg. G-20, which states in part:

For the administration of state and federal funds, the following situations are incidences for which a school district may be found to be out of compliance with legislative regulations. All these issues have a basis in the federal regulations for Perkins or the School Aid Legislation:

- Incomplete, insufficient, or late Follow-Up, enrollment, and other data reports.
- Non-submission of individual student enrollment data for all state-approved CTE programs.
- Failure to provide the Department with the necessary information to reasonably carry out its function under the Act.

In circumstances where non-compliance has been established, state and/or federal funds may be withheld from an institution until the school district reaches compliance, or funds may be payback/recaptured from the recipient.

The Administrative Guide for Career and Technical Education Programs may be found online at www.michigan.gov/octe under Career & Technical Education → Notable Resources.

APPENDIX C

MEMORANDUM FROM THE ATTORNEY GENERAL

APR 22 1988

DEPARTMENT OF
ATTORNEY GENERAL

MEMORANDUM

TO: Mr. Dick Shupe
Vocational-Technical Education Service

FROM: Paul J. Zimmer *PJZ*
Assistant Attorney General

April 22, 1988

Re: Release of Student Information for a Verification Study

In your memorandum of April 19, 1988, you advise that the Department annually conducts a student follow-up study of high school graduates who have completed vocational education programs. The purpose of this study is to improve the vocational education curriculum. The Department contracts with a private vendor to conduct the verification component of this study. The verification component requires that the vendor have access to student names and telephone numbers so that he may contact students and provide them with the student follow-up survey instruments.

You inquire as to whether the Family Educational Rights and Privacy Act, 20 USC 1232g, would prevent a school district from releasing this student information to the vendor. Subsection (b)(1)(f) of the statute specifically authorizes a school district to release personally identifiable student information for this purpose. The vendor is an organization conducting a study on behalf of the state educational agency for the purpose of improving instruction. The only condition on release of the information to the vendor is that the vendor must assure that the study will be conducted in a manner which assures that the personally identifiable information will not be released to a third party and that the vendor will destroy the information when it is no longer needed for purposes of the study.

PJZ:ss

APPENDIX D

SAMPLE COVER LETTER FOR MAIL SURVEYS

Include a cover letter with each survey you conduct by mail. The letter should explain the survey and be typed on your school's letterhead stationery. You may modify the following sample cover letter to suit your local needs. It is important to keep your cover letter warm in tone and as brief as possible.

Professional data collectors feel that the inclusion of personal communication of this type increases the return rate. They also feel that identification of the survey with state and federal agencies as well as institutions familiar to the person receiving the survey will also increase the return rate. In addition, the cover letter gives you an opportunity to explain to the person why the information is being sought and how it can benefit students.

(Date)

Dear Former Student (or Alumnus/Alumna):

It's your chance to help (Name of Local Agency) plan its Career and Technical Education programs for the future. By sharing with us on the enclosed form what you are doing now and how your school's CTE programs met your needs, we are able to get a clearer picture of what our program did for you and where you think we can improve. We are cooperating with both the Michigan Department of Education and the United States Department of Education in this effort.*

Your answers and comments will help your school improve programs and services for your brothers, sisters and friends who are or will be attending (LEA) in the future.

Please fill out the enclosed survey form and return it in the included stamped, self-addressed envelope by (allow 10 days). We are counting on your help.

Thank you and best wishes.

Sincerely,

(Name of Local School Official)

APPENDIX E

SAMPLE COVER LETTER FOR NON-RESPONDENTS

Send a Follow-Up letter or make a Follow-Up telephone call to former students who have not responded to the initial cover letter and survey form. The letter should explain the purpose of the mailing and be typed on your school's letterhead stationery. You may modify the following sample Follow-Up letter to suit your local needs.

(Date)

Dear Former Student (or Alumnus/Alumna):

Recently we sent a survey form to you concerning the Career and Technical Education experiences you had at (Name of Local Educational Agency) and how they relate to what you are doing now. It is important that we include your opinions as we begin to look at the results of the survey.*

In the event you did not receive it, we have enclosed another form for you to use. The survey is required by the State government and provides useful information regarding the success of our program.

Please fill out the enclosed survey form and return it in the included stamped, self-addressed envelope by (allow 10 days). We are counting on your help.

Thank you and best wishes.

Sincerely,

(Name of Local School Official)

APPENDIX F

EXAMPLE OF LETTER TO ACCESS THE SELF-SURVEY

(Date)

Dear _____,

I hope your first year out of high school has treated you well!

As you recall, while enrolled in your CTE program at Flushing High School, you were asked by your _____ instructor, _____, and me to complete a CTE End of the Course Survey. You were told this survey would be used by the FHS CTE Department to follow-up with you the spring after graduation as required by the State of Michigan for Career and Technical Education. Now is that time!

Please follow the link below or use the included QR Code to complete this survey. Note: You may need to copy and paste the link into your web browser.

You will need to use the **Personal PIN** number provided to complete the short survey by _____, 2022.

The survey should take less than five minutes to complete, and your responses assist us with identifying our areas of success and the areas we need to improve upon in our programs. Your participation in this survey also assists our district in receiving the necessary funding to continue to offer these CTE programs which provide education and training for high-demand, high-wage, high-skilled careers for our students. All responses are kept confidential!

SURVEY LINK: <https://StudentFollowUp.CTEIS.com>

PERSONAL PIN: _____



If you need further instruction, please follow this link:

www.ptdtechnology.com/cteiskb/Data-Entry/Follow-Up/Follow-Up-Self-Survey.

Thank you in advance for your cooperation with completing this very important survey. Because this is a required part of our CTE programs, if you are unable to complete the survey electronically, we will contact you by phone in the near future.

Sincerely,

CTE Director
Flushing High School