

**Frequently Asked Questions: Follow-Up**

<b>General Follow-Up Questions</b>	
<b>Q:</b> Are 9th and 10th graders ever considered Concentrators we will need to follow-up?	<b>A:</b> No. Students in the 9th and 10th grades should not appear on your student listings.
<b>Q:</b> Can we turn survey forms into fillable PDFs?	<b>A:</b> Neither the state nor the Survey Support Center provides fillable PDFs for the Follow-Up survey, but you may create your own if you desire.
<b>Q:</b> Can reporters receive Follow-Up documents in Word format so districts may append additional questions onto the surveys?	<b>A:</b> PTD Technology cannot provide any survey materials that are easily altered. Any sort of cutting or pasting within these documents is generally frowned upon; however, you may staple additional survey questions onto the official forms.
<b>Q:</b> What size labels should I use for creating mailing or folder labels within CTEIS?	<b>A:</b> Use Avery 5160 labels when printing. The Follow-Up Instructional Guide contains more information regarding label print properties.
<b>Q:</b> Can I use the comments section at the end of the Follow-Up survey to provide feedback to OCTE?	<b>A:</b> You should not use the comments section to communicate with the state. Please contact the CTEIS help desk or the Follow-Up monitor at the state with questions, feedback, or suggestions.
<b>Q:</b> How long should reporters keep Follow-Up materials before destroying them?	<b>A:</b> As a rule, districts should keep their records from TRAC visit to TRAC visit (5 years). However, if the local record retention schedule requires you to keep records for a longer period of time, districts should defer to that schedule.

<b>Questions Regarding Part A: “Current Status”</b>	
<b>Survey Question 1. “Are you going to school? Working? h. Other:”</b>	
<b>Q:</b> How do I code a student who is laid off but not on a seasonal layoff?	<b>A:</b> Students are considered unemployed if the reply to items 1c, 1d and 1e is “No.” In the case of an indefinite layoff, the interviewer would answer 1c-e as “No,” then ask Q2. Continue to part B if the interviewee is in school, and make sure to cover section D regardless of whether the respondent is in school or not.
<b>Q:</b> Should a Concentrator who is receiving Worker’s Compensation be coded as “working?”	<b>A:</b> No, a Concentrator receiving Worker’s Compensation should not be coded as “working.”
<b>Q:</b> How do I code a student who is working for no pay?	<b>A:</b> Answer 1c as “No.” If responses 1a-1g are all “No,” you may mark option 1 in section D to indicate the student is volunteering or working for no pay.

## Questions Regarding Part B: “School/Training”

### *Survey Question 3. “Where are you going to school?”*

**Q:** What is the definition of a business school? If a student is taking business courses at a school, does that make it a business school?

**A:** A training program or university-level institution that provides the trainee with business skills, teaching topics such as accounting, administration, finance, information systems, marketing, organizational behavior, public relations, strategy, and human resource management.

### *Survey Question 4. “What type of program are you in?”*

**Q:** If a student is currently in an associate’s program in college, but is planning on completing a bachelor’s program afterward, how do I accurately enter the response?

**A:** As an associate. Today, at the time of the question, the student is in an associate’s program—the bachelor’s program is a future plan. Record the student’s current program.

**Q:** What if the student doesn’t think (s)he is in a program?

**A:** The student is in a program, even if it is “general studies” or a “transfer” program.

## Questions Regarding Part C: “Employment”

### *Survey Question 5. “On your job, how much would you say you’re using the skills you were taught?”*

**Q:** If a student has more than one job, how do I accurately enter the response?

**A:** Average all the jobs. This is a question about using CTE skills at any time while working, regardless of the number and type of jobs the student carries.

### *Survey Question 8. “Including tips and commissions, how much do you make an hour?”*

**Q:** If a student receives room and board, is that calculated as part of the wage?

**A:** Room and board is not included as pay. For example, if a student is a Resident Assistant (RA) for a university and receives room and board, this cannot be counted as pay. Please refer to **Attachment C: Include or Exclude from Pay** within the Follow-Up Protocol Manual for a complete list of items to include as pay.