

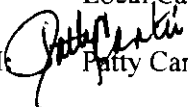


STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



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GOVERNOR

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

TO: Local Career and Technical Education Follow-up Contact Persons
FROM:  Patty Cantú, Director, Office of Career and Technical Education
SUBJECT: Follow-up Survey of 2009 Career and Technical Education Program Completers
DATE: February 3, 2010

Thank you for your continued efforts in completing the annual follow-up study administered by the Office of Career and Technical Education (OCTE). Your collective efforts last year resulted in a statewide response rate of 88% of program completers; a continuing improvement over time. Excellent efforts on the part of everyone in the state to submit data according to the required timeline made it possible to distribute the state reports to agencies in a timely manner.

It is now time to begin the follow-up process for 2009 completers. It is a requirement for agencies that receive state reimbursement for CTE programs or Carl D. Perkins funds to conduct the annual Career and Technical Education Follow-up Survey. Information gathered through the follow-up process provides data that is used for state and federal reporting requirements. Through your efforts, the data gathered is a reliable source of information about individuals who complete our programs.

Our goal is to maintain our excellent response rate and continue to improve the quality of our data. Accurate follow-up data depends on accurate data on both the 4301 End Enrollment and Termination Report and the 4483D Spring Enrollment report. We are extracting exit status and demographics from the Michigan Student Data System (MSDS), so accurate student Unique Identifier Codes (UICs) are crucial.

Attached is a memo from the Survey Support Center, which we have contracted to assist you in conducting the survey. Also included in this mailing are one copy each of the survey forms (student, proxy, and mail) as well as two manuals. The Follow-Up Survey of CTE Completers Protocol Manual is provided to assist district personnel in proper procedures for collecting the survey data; and the CTEIS Instructional Guide for Follow-Up 2010 provides data entry and submission instructions using the CTEIS web-based system. All survey materials will also be available on the CTEIS website at www.ptdtechnology.com/cteis.

Please direct policy questions to Brenda Mazuca in the Office of Career and Technical Education. You may contact her by email at mazucab@michigan.gov or by phone at (517) 335-0382. For questions about the materials or processes for conducting the survey, phone 517-333-9363, ext. 128 in the Lansing area or 800-203-0614, ext. 128 in all other areas of state, or write to cteis.help@ptdtechnology.com.

Thanks again for all your hard work and cooperation.

Attachments

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