

# Memorandum

**To:** CEPD Administrators

**From:** PTD Technology  
Survey Support Center

**Date:** 01/29/2010

**Re:** Michigan Department of Education (MDE)  
Office of Career and Technical Education (OCTE)  
Follow-up 2010

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It is that time of year again when districts throughout Michigan begin conducting the annual Follow-up of Career and Technical Education Completers. It has been your continued cooperation which has sustained good return rates and steady improvement in the quality of the data. PTD Technology, under a grant from the Michigan Department of Education (MDE), will now serve as the Survey Support Center (SSC) during this process, providing assistance to districts as needed.

The major goal of the survey is to obtain complete and accurate responses from 12<sup>th</sup> graders from the 2008-2009 school year who completed a Career and Technical Education wage-earning program either as an 11<sup>th</sup> or 12<sup>th</sup> grader. Your cooperation in meeting this goal is essential to obtain high-quality data that we can all use with confidence.

Attached is the "Follow-up survey of CTE Completers – Protocol Manual" provided to assist district personnel in the proper procedures for collecting the survey data utilizing the enclosed forms. Also included is a guide titled "CTEIS Instructional Guide for Follow-up 2010" which provides information for preparing Follow-up calling lists, data entry and submission of data using the CTEIS web based software. Because all districts used CTEIS to generate their 2008-2009 state reports, all of the information about students to be surveyed in the 2010 Follow-up study is already a part of the data maintained through CTEIS.

Materials included in this mailing in addition to the two instructional guides are as follows;

- Memo Addressed to Local CTE Follow-Up Contacts
- Workshop Schedule
- One copy of each survey form (student, proxy, mail) along with the surveyor's introductory script to be used for duplication purposes
- All survey materials will also be available on the CTEIS website at [www.ptdtechnology.com/cteis](http://www.ptdtechnology.com/cteis).

We ask that CEPD Administrators communicate immediately with their districts and distribute the materials to the correct local district follow-up contact persons. The official start of the follow-up project is February 15, 2010. Districts are to authorize the submission of their follow-up data to the CEPD Administrator by April 30<sup>th</sup>. CEPD Administrators are to authorize release of follow-up data for their districts to OCTE (through CTEIS) no later than May 7<sup>th</sup>.

Thank you in advance for all of your efforts and cooperation during this process. Please direct any policy questions to Brenda Mazuca, Office of Career and Technical Education ([mazucab@michigan.gov](mailto:mazucab@michigan.gov) or 517-335-0382). Direct any questions regarding the attachments or the process for conducting the survey to the Survey Support Center, PTD Technology 3001 Coolidge Road, Suite 403, East Lansing, MI 48823, (517) 333-9363 ext. 128 or 800-203-0614 ext. 128 or email them at [cteis.help@ptdtechnology.com](mailto:cteis.help@ptdtechnology.com)

cc Local Career and Technical Education Follow-Up Contact Persons