



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

RICK SNYDER  
GOVERNOR

**TO:** Local Career and Technical Education Follow-up Contact Persons  
**FROM:** *Patty Cantú*  
Patty Cantú, Director, Office of Career and Technical Education  
**SUBJECT:** 2012 Follow-up Survey of 2011 Career and Technical Education Program Completers  
**DATE:** January 6, 2012

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 in 2011 resulted in a statewide response rate of 86% of program completers; a slight decrease from 2010. 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 2011 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 copies of 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. The CTEIS Instructional Guide for Follow-Up 2012 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](http://www.PTDtechnology.com/cteis).

Please direct policy questions to Krishnan Sudharsan in the Office of Career and Technical Education. You may contact him by email at: [SudharsanK@michigan.gov](mailto:SudharsanK@michigan.gov) or by phone at (517) 241-7652. For questions about the materials or processes for conducting the survey, phone (517) 333-9363, ext. 128 from the Lansing area or 800-203-0614, ext. 128 from all other areas of the state, or write to [cteis.help@PTDtechnology.com](mailto:cteis.help@PTDtechnology.com).

Thanks again for all your hard work and cooperation.

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909  
[www.michigan.gov/mde](http://www.michigan.gov/mde) • (517) 373-3324