

Memorandum

To: CEPD Administrators

From: PTD Technology
Survey Support Center

Date: 01/06/2012

Re: Michigan Department of Education (MDE)
Office of Career and Technical Education (OCTE)
Follow-Up 2012

It is that time of year again when districts throughout Michigan begin conducting the annual Follow-Up of Career and Technical Education Completers. We thank you for your continued cooperation and diligence which has sustained good return rates and steady improvement in the quality of the data. As the Survey Support Center (SSC), PTD Technology has received great feedback from districts throughout the State and has used this feedback to make improvements in the Follow-Up project. Thank you for your continual support!

The main goal of the survey is to obtain complete and precise responses from 12th graders from the 2010-2011 school year who completed a Career and Technical Education wage-earning program either as an 11th or 12th grader. Your assistance 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. Also included is a guide titled, "CTEIS Instructional Guide for Follow-Up 2012," 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 2010-2011 State reports, all of the information about students to be surveyed in the 2012 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:

- 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, mail) for copy purposes

All survey materials will also be available on the CTEIS websites: www.cteis.com and 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 January 16, 2012. Districts are to authorize the submission of their Follow-Up data to the CEPD Administrator by April 30 2012. CEPD Administrators are to authorize release of Follow-Up data for their districts to OCTE (through CTEIS) no later than May 7, 2012.

Thank you in advance for all of your efforts during this process. Please direct any policy questions to Krishnan Sudharsan, Office of Career and Technical Education at SudharsanK@michigan.gov or (517) 241-7652. Direct any questions regarding the attachments, or the process for conducting the survey to PTD Technology, 3001 Coolidge Road, Suite 403, East Lansing, MI 48823, (517) 333-9363 ext. 128 or (800) 203-0614 ext. 128 or email cteis.help@PTDtechnology.com.