

CTEIS Instructions
for
Follow-up 2004

February 2004

Provided by the Survey Support Center (SSC)
Operated by

IDEA Consultants, Inc.
17520 W. Twelve Mile Road
Southfield, MI 48076

Under a Grant from the
Office of Career and Technical Preparation (OCTP)
of the
Michigan Department of Labor & Economic Growth (MDLEG)

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INTRODUCTION

The purpose of the 2004 Follow-up Survey of 2003 completers* is to gather information needed to help people make decisions about career and technical education programs that prepare students for jobs. Program fiscal agencies* that receive Federal or State funds for conducting programs are required to report follow-up data about program completers.

National and state agencies use the survey results for policy studies, annual program planning and establishing funding formulae. Many local districts, additionally, report their own results as well as state results to their local school boards and the press.

The Office of Career and Technical Preparation (OCTP) of the Michigan Department of Labor & Economic Growth (MDLEG)* mandates and monitors the survey. OCTP also funds a Survey Support Center (SSC)* to handle the flow of paper and data to and from the fiscal agencies, to assist in obtaining complete and accurate data, to perform all data processing and, in general, to facilitate the survey. For several years OCTP has awarded a grant to IDEA Consultants, Inc. (IDEA)* to operate this Survey Support Center.

The SSC prepares and sends survey findings, to all program fiscal agencies, that show results for the programs they conducted. In addition, the SSC also provides "home school" reports to districts that participate in career center or shared-time programs. Home school reports enable districts to see results for their own students separate from the findings for all students in a program.

The follow-up survey population is based on reported completer counts from the 4301 Year End Report. In situations where a student completes one program as an 11th grader and then completes the same or a different program as a 12th grader, it is important to unduplicate between the two years or else your follow-up counts would include the same student twice. Generation of the 4301 using the CTEIS software automatically unduplicates these completer counts for a district and provides the basis for the follow-up counts reflected on the enclosed X0602 report for your fiscal agency.

The student may select which completed program, (from those they completed as an 11th or 12th grader) to which their survey questions will be directed. A copy of the student phone survey form for use when surveying the student, a proxy phone survey form when surveying someone other than the student, and a mail survey have been included in your packet.

*See Appendix A - Definition of Terms.

Please remember that:

- You, as a representative of your local program fiscal agency, will survey the completers of reimbursed wage-earning programs your agency reported last July on Section A, Form 4301, "Secondary Vocational Enrollment and Termination Report for School Year Ending June 30, 2003" on line 2 (12th grade & adult completers) plus those on line 5 (amended previous year 11th grade completers). **Do not survey students who were enrolled only in Consumer and Homemaking courses with CIP Code 19.0101.**

CTEIS provides a follow-up listing feature which shows all students by CTE program by building. The student is listed under the most recently completed program as reported on the 4301, but other qualifying programs for which the student may be interviewed are also shown. This list should be provided to your survey interviewers as a calling list for contacting students.

- To obtain the information from your completers, you may survey by phone, face to face interview, or mail using the appropriate version of the survey (student, proxy or mail). It is recommended that you carefully review the *Protocol Manual* also enclosed in your follow-up packet. This manual provides the interviewer with guidelines and procedures for conducting a successful follow-up along with a detailed description of all items included on the survey forms for this year's process.
- You are required to send your follow-up survey data download diskette(s) to your Regional Career and Technical Education (CTE) Administrator following the time lines shown later in this guide. The CTEIS follow-up download feature will automatically transfer the appropriate survey information to diskette including the student's name, phone number, and the CTE CIP/PSN of the follow-up program for all completers **whether or not you are able to contact the student**. This same diskette will include survey data for those who responded to the follow-up survey and a noncontact reason for those who could not be reached.
- The SSC will keep all follow-up data strictly confidential. Only persons in the SSC who conduct the verification and nonrespondent studies will have access to this information. A memorandum from the State Office of the Attorney General upholds the legitimacy of the providing this data. A copy of this memorandum and other pertinent information appear in Appendix "B." Please direct any policy questions about this to Dr. Jill Kroll at OCTP (email krolljc@michigan.gov or phone: 517-241-4354).

- The SSC will base your follow-up survey response rates on the number of completers your school reported in Part A on the 4301 as stated previously. (Note: These reported counts may be adjusted based on changes reflected in the follow-up data submitted on diskette) This means that the SSC will calculate a rate, for each Program Serial Number (PSN)* on the 4301, by dividing the number of completers who respond to the follow-up survey by the total number of completers you reported in Part A on the 4301 reports.
- SSC will destroy all follow-up materials when a release is granted by the Project Monitor.
- In conducting the survey, we highly recommend that you make administrators, counselors, teachers, placement coordinators, students, and the community aware:
 1. That you are conducting the survey; and
 2. That the school and community can benefit from using the results.
- While there is no choice about following up completers of reimbursed programs, you do have the option, as in previous years, of surveying nonCTE graduates. However, you may only use added cost funds to cover the expense of surveying your former CTE completers.

This follow-up guide provides instructions for using the Career and Technical Education System (CTEIS) to assist with various aspects of the follow-up. CTEIS makes the process of conducting follow-up a more cost-efficient and time-saving endeavor. In addition, because all districts reporting Career and Technical Education (CTE) enrollments in Michigan used CTEIS to file their 2002-2003 reports, their CTEIS data also includes pertinent information for the 2004 follow-up.

If you ***do not*** wish to use CTEIS for submission of your survey data, please contact the SSC at (800) 321-8076 to request further instructions for completion of a noncomputerized follow-up. A district must assume any extra costs incurred by the Survey Support Center to translate non-computerized data into a compatible format for CTEIS.

*See Appendix A - Definition of Terms.

SERVICES IN SUPPORT OF YOUR SURVEY

The Survey Support Center provides a variety of services for follow-up. The SSC will:

1. Supply additional needed materials for district.
2. Assist local districts in using CTEIS for follow-up (i.e. generating follow-up lists, survey entry, downloading data to diskette).
3. Answer questions related to the follow-up survey forms.
4. Offer suggestions for solving problems you may have in conducting your survey.
5. Provide advice for conducting an efficient and effective follow-up survey.

The Survey Support Center provides the instructions and suggestions which may be found on the following pages as well as in the appendices listed below:

1. A definition of terms. (Appendix "A")
2. Authority to collect career and technical education data. (Appendix "B")
3. A sample cover letter for mail survey. (Appendix "C")
4. A sample cover letter for nonrespondents to the mail survey. (Appendix "D")

HELP IS AVAILABLE

If you have any technical or logistical questions regarding the survey forms, please call the Survey Support Center at IDEA Consultants, Inc. at (800) 321-8076 (email: ideaveds@aol.com) . Direct questions regarding MDLEG* policy issues as well as suggestions for further improvement to Dr. Jill Kroll, Office of Career and Technical Preparation (email krolljc@michigan.gov or phone: 517-241-4354).

*See Appendix A - Definition of Terms.

2004 FOLLOW-UP TIMELINES

| Date | Activity |
|---------------------------------|---|
| Week of February 2, 2004 | Follow-up packets mailed to Regional CTE Administrators for distribution to local districts. All materials will also be made available online via the CTEIS and MDLEG web sites. Upon receipt of packets, Regional CTE Administrators should distribute them to local district follow-up contacts, verifying receipt with 3 |
| Week of February 9, 2004 | Local Districts begin the survey data collection process. |
| Week of April 26, 2004 | Local Districts submit follow-up data download diskette(s) to Regional CTE Administrators. Regional CTE Administrators should notify Dr. Jill Kroll at OCTP (517-241-4354) of districts which have not submitted along with projected delivery date. |
| May 5, 2004 | Regional CTE Administrators deliver all materials to the SSC. |
| Week of September 8, 2004 | SSC provides survey results via MDLEG web site. Email notification will be made to Regional CTE Administrators and local follow-up contacts when reports are available.. |

STEPS FOR SUCCESS FOLLOW-UP 2004

Follow-up 2004 using CTEIS has been designed as a step-by-step process. By following these steps, you can be sure you will not overlook any of the necessary elements.

Step 1. Review your Follow-up Packet.

If anything is missing from your follow-up packet, phone the SSC at (800) 321-8076 or email us at ideaveds@aol.com. In addition to this guide, the packet should contain:

- a memorandum from the State Director of the Office of Career and Technical Preparation;
- a copy of the memorandum from the Project Administrator of the Survey Support Center;
- a X0602 report which indicates the number of completers to be surveyed by program by building for your fiscal agency (2002-2003 12th grade / adults - grade 13), 2001-2002 11th grade) based on your 2003 4301 report;
- one copy of each survey form (student, proxy, mail) for duplication purposes; and
- a copy of the Follow-Up 2004 Protocol Manual.

Note: All survey forms, the protocol manual and the CTEIS guide will be posted to the MDLEG web site noted below or go to <http://www.michigan.gov/mdcd>, click on the Career Preparations link, then the Office Of Career and Technical Preparations link, then the Data Evaluations and Reports link, then scroll down to the Follow-up Survey link at the bottom of the screen.

http://www.michigan.gov/mdcd/0,1607,7-122-1680_2629_2726---,00.html

Step 2. Generate your Follow-up 2004 Student Listing.

Follow-up Listing / Download

Generate Listing Generate Download

Select Drive for Download

A

Select Building(s)

Select All Clear All Reverse All

| CEPD | FA | FA Name | OB | OB Name |
|-------------------------------------|----|--------------------------------------|-------|-------------------------|
| <input checked="" type="checkbox"/> | 31 | 33020 Lansing Public School District | 01044 | Eastern High School |
| <input checked="" type="checkbox"/> | 31 | 33020 Lansing Public School District | 01166 | Everett High School |
| <input checked="" type="checkbox"/> | 31 | 33020 Lansing Public School District | 01865 | J.W. Sexton High School |
| <input checked="" type="checkbox"/> | 31 | 33020 Lansing Public School District | 05148 | Hill Center |
| <input checked="" type="checkbox"/> | 31 | 33130 Mason Public Schools (Ingham) | 02426 | Mason High School |

Contact person:

Address:

City:

Zip:

Phone: () - -

Email address: (Enter *@* if no email address available.)

Extremely Important

Due to potential problems with the marking of the follow-up check box for students during the 2003 4301 report preparation, all users should rerun the Unduplicate Records option to remark these check boxes following the steps below.

1. *Backup your 2002-2003 database.*
2. *Choose Entry Utilities, Unduplicate Records.*
3. *Check the Automated option under Process Type. DO NOT check the Clear Previous choices check box.*
4. *Click Start. When finished, return to the CTEIS Main Menu.*

To Generate the Follow-up 2004 Listing:

- a. From the CTEIS Main Menu, click Follow-up.
- b. Click Follow-up Listing / Download. The Generate Listing option is automatically selected.
- c. This screen displays all operating buildings in this database. By default, all buildings are checked. You may choose to clear all checks and choose only selected buildings. However, a follow-up list will generate only for buildings with eligible students to be surveyed. A message will display indicating if any selected buildings have no students to be included.
- d. Click continue to display the follow-up list. Once displayed to the screen, the user may click print to send the list to the printer.

Step 3. Review Follow-up Listing.

Users should review the follow-up listing prior to initiating survey contacts to be sure that the list is accurate and that phone number information is available.

Verify the number of students to be surveyed by program with the X0602 report and 4301 reports. On the follow-up list, the completer count displays at the end of each program showing the total number of completers, the number of students completing as a 2003 12th grader or adult student (C: count) and the total number of students completing only as a 2002 11th grader (X: count). These counts should correspond to those reported on the 4301 as follows:

- *Total number of 2003 12th grade / adult students (C: count) = Count on line 2 of the 4301*
- *Total number of 2002 11th grade "only" completers (X: count) = Count on line 5 of the 4301*

Important

Because of new techniques being used in CTEIS, districts may find slight differences between the 2003 VE-4301 reported completer count (sum of line 2 and line 5 for each program) and the count on the CTEIS follow-up listing for each program.. These differences have in most cases been found to be associated with:

- *the conversion from VEDS to CTEIS and the reassignment of internal CTEIS student IDs used to match students between school years. If users delete and reenter students, their CTEIS student ID will be different.*
- *completion status changes made by CTEIS users.*

Users have changed the completion status for a student's course section code (CSC) from L (left program) or E (Enrollee) to a C (completer). *If so, you must use the unduplicate records utility (under Entry Utilities) and choose the individual process type option to check the follow-up box for this student for this CSC.*

Users may have changed the completion status for a student's course section code (CSC) from C (completer) to E (Enrollee) or L (Left Program). *If so, users may use the unduplicate records utility (under Entry Utilities) and choose the individual process type option to uncheck the follow-up box for this student OR they may use the Remove Student button on the follow-up survey entry search screen.*

- *unduplication of follow-up counts for a student(s) who was reported as a completer at both an area center and their local high school. Use the Remove Student button on the follow-up survey entry search screen to uncheck the follow-up box for this student.*
- *Deletion of enrollment information (CSC) or the entire record for a student.*

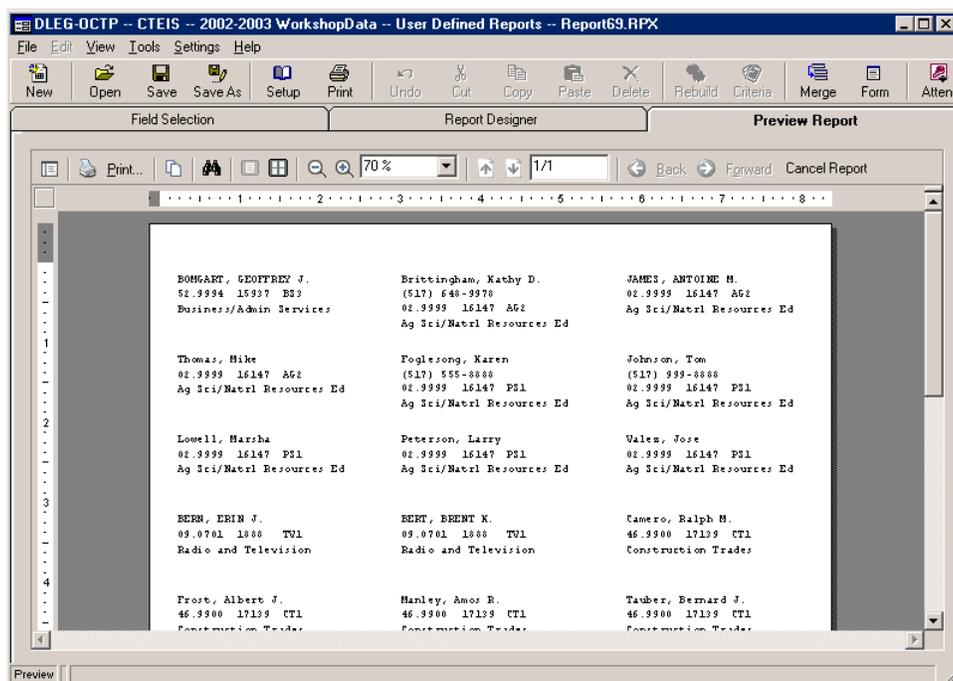
Please contact the Survey Support Center if you have any questions or wish to investigate further these differences.

Step 4. Make student contacts.

Using the CTEIS follow-up student list (from Step 2), duplicate the number of survey forms as needed including the introductory script form. It is suggested that the surveyor either write the student's CTEIS ID number and name OR affix follow-up survey labels (see below) to the introductory script form for each student on the follow-up list. When contacts are made, attach the appropriate survey form (student, proxy) to the introductory script for the student. Please consult the Follow-up Protocol manual for proper procedures and techniques for conducting the survey.

Follow-up labels may be printed from CTEIS as follows. These labels include the student's name, phone number, and the most recently completed (reported) wage earning program as shown in the sample below.

- a. From the Main Menu, click Local Reports.
- b. Click User Defined Reports.
- c. Click Open. Click the Report Templates button and then click into the labels folder.
- d. Select the Follow-up Surveys Labels.tpl report.
- e. Answer Y to display the report. Insert labels into your printer and click print.



Step 5. Enter survey data into CTEIS.

Entry of the survey data may be completed while you conduct the survey or you may enter the surveys as a group at anytime.

- From the Main Menu, click Follow-up.
- Click Follow-Survey.
- This display lists students to be included in the follow-up.
- Use either the last name / first name / CSC / CTEIS student ID search or scroll to the desired follow-up student and click on their record. Information about the selected student displays in the lower half of the screen as shown in the following example.

Follow-up Search
Total Students: 19

Search by
Last Name First Name CSC CTEIS Student ID

ShowAll

| Last Name | First Name | Course Section Code | CTEIS Student ID |
|-----------|------------|---------------------|------------------|
| ▶ ABBOT | CALVIN | VI1 | 14 |
| BAGIN | CLIFTON | AG1 | 17 |
| BERN | ERIN | TV1 | 19 |
| BERT | BRENT | TV1 | 20 |
| BOMGART | GEOFFREY | BS3 | 106 |

Remove Student

| Fup | Survey | CSC | CSC Name | Teacher Name | Completion Status |
|-------------------------------------|--------------------------|-----|-----------------|--------------|-------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | VI1 | Visual Imaging | King,Randy | C |
| <input type="checkbox"/> | <input type="checkbox"/> | AG2 | Nat Res & Mi Ag | Smith,John | C |

Student Proxy Mail

Follow-up Search Candidate

Name Last: ABBOT First: CALVIN MI:

Phone1: Phone2:

Noncontact:

Sending Facility: Eastern High School

Comments:

Modify Phone/Noncontact Survey

CTEIS Student ID: 14

CSC: VI1

Program Name: Visual Imaging Technology

Course Name: Visual Imaging

Instructor: King, Randy

Operating Building: Hill Center

Date Entered: 09/03/2002 Date Exited: 06/12/2003 Completion Status: C Completer

- e. *To modify the phone number(s) or to enter a noncontact reason for students which you cannot reach, click the modify phone/noncontact button. Make changes and click save.*
- f. *To enter survey responses, check the Survey check box for the CSC for which the student was surveyed (in the case of multiple programs), check the type of survey form (student, proxy or mail survey), and click Survey.*
- g. *Survey questions are divided between six (6) tabs which are labeled with the general topic for each part of the selected survey form. The entire survey question and possible responses are noted.*
- h. *Enter the survey response for each applicable question. Please note the following:*

- ✓ ***An answer of 1 (Yes) or (No) is required for question 1a. - 1e.***
- ✓ *If this question 1f. is not applicable, enter 9 (N/A) so that survey entry will automatically continue to the next appropriate question.*
- ✓ *Entry of survey responses will automatically follow the chosen survey form (student / proxy).*
- ✓ *All numeric responses may be keypunched using the number/key pad. It is not required that you use the drop down lists to select a response.*
- ✓ *Certain questions such as hourly wage ($\leq \$99.99$) and hours worked (≤ 99) are validated to be sure entries are within an acceptable range. To proceed to the next question for these answers, press TAB.*
- ✓ *Enter any desired comments on the screen provided and press TAB to go to the Miscellaneous screen.*
- ✓ ***New for 2004:*** *Comments may be entered for noncontacts, just below the noncontact reason field on the follow-up survey entry search screen..*
- ✓ *The Proxy question is marked automatically if a proxy survey. It is disabled for a Student survey.*

Step 6. Download follow-up data to diskette(s).

When all survey data has been entered and you are ready to download your data to diskette, proceed as follows.

Note: Be sure to enter a noncontact reason for students who were not reached.

- a. *From the Main Menu, click Follow-up.*
- b. *Click Follow-up Listing / Download. Click the Generate Download option.*
- c. *This screen displays all operating buildings in this database. By default, all buildings are checked. You may choose to clear all checks and choose only selected buildings. However, a follow-up download diskette will be generated only for buildings with eligible students to be surveyed. A message will display indicating if any selected buildings have no students to be included.*
- d. *Enter / edit the contact person name, address, and phone number. Contact information may be modified as needed by building. Click on the building and enter / edit contact information as desired.*
- e. *Insert a blank high density diskette for the first building. One blank, formatted diskette is required for each building.*
- f. *Click continue to begin the download process. If any errors are detected, a error report will display to the screen. The user may click print to send the list to the printer. Errors such as missing gender, race/ethnic, exit status and sending district should not occur as these were data required for the 2003 4301 report for these students. If they do, correct as indicated and repeat the download process. If any students are noted as missing a noncontact reason, return to the follow-up survey entry option and enter this information for these students.*
- g. *A X0602-CTEIS report will print when choosing to download, providing that there are no errors detected. The counts on this report will be automatically submitted as an amendment to your 2003 4301 report when you submit your diskette to the SSC. A sample follows on the next page.*

Office of Career and Technical Preparation

Survey Results for Follow-Up 2004

| CIP | Program Name | PSN | 2003 12 th | 2002 11 th | Total | Comp # | Surv % |
|---------------------------|-------------------------------|-------|--------------------------|--------------------------|-------|-----------|-----------|
| District: 99/99999 | Sample Public School District | | | | | | |
| Facility | 99999 Sample High School | | | | | | |
| 02.9999 | Ag Sci/Natrl Resources Ed | 11111 | 7 | 0 | 7 | 5 | 71 |
| 09.0701 | Radio and Television | 22222 | 10 | 2 | 12 | 10 | 83 |
| 46.9999 | Construction/Building Maint | 33333 | 0 | 1 | 1 | 1 | 100 |
| 48.0199 | Drafting/Design Technology | 44444 | 2 | 1 | 3 | 2 | 67 |
| Totals for Facility 99999 | | | 19 | 4 | 23 | 18 | 78 |
| Totals for Fiscal Agency | | | | | 23 | 18 | 78 |

Step 7. Submit follow-up diskette(s) to your Regional CTE Administrator the week of April 26, 2004.

To insure timely turn-around of your local and state reports, it is important that you deliver your follow-up download diskette(s) the week of April 26, 2004. Follow-up lists ,survey forms and other follow-up materials should be kept by the district.

Step 8. Backup your 2002-2003 file.

It is strongly recommended that you backup your 2002-2003 CTEIS data file at this time. Click Backup/Restore from the CTEIS Main Menu, insert a blank, formatted high density diskette, choose backup, select the 2002-2004 data base, and click ok.

Step 9. Review Follow-up Survey results - September 2004.

Follow-up 2004 survey results will be posted to the state web site (noted below) for downloading the first week of September. Regional CTE Administrators and local follow-up contact personnel will be notified via email when they are available.

Go to <http://www.michigan.gov/mdcd>., click on the Career Preparations link, then the Office Of Career and Technical Preparations link, then the Data Evaluations and Reports link, then scroll down to the Follow-up Survey link at the bottom of the screen.

http://www.michigan.gov/mdcd/0,1607,7-122-1680_2629_2726---,00.html

NON CTE STUDENT FOLLOW-UP

The Survey Support Center will, at no charge to the district, provide data processing and analysis for any district wishing to follow-up non career and technical education (CTE) students. *IDEA will only process information for the questions on the standard CTE follow-up forms.*

Mail nonCTE education surveys directly to the Survey Support Center. These surveys must be received by the Survey Support Center no later than June 30, 2004. The mailing address is:

IDEA Consultants, Inc.
Attn: Survey Support Center - Non CTE Follow-up
17520 W. Twelve Mile Road
Southfield, MI 48076

The Survey Support Center will enter data and provide the local educational agency with printouts showing how respondents answered each of the items. The format and contents will be the same as the T1608 CTE report that you may have received in past years.

APPENDICES

APPENDIX A

Definitions of Some Terms Used in Instructions

| | |
|--------------------|---|
| Adult | <p><u>Adults</u> are those reported as adults on Form 4301. See definition below.</p> <p>Adults (grade 13) were reported on the 4301 if they were working toward a high school diploma and not enrolled in regular daytime high school academic courses.</p> |
| Completer | <p>A <u>completer to be included in Follow-up 2004</u> is any student who was enrolled in a reimbursed secondary CTE program and who was reported as a completer on line 2 or line 5 on Part A of Form 4301, "Secondary Vocational Enrollment and Termination Report for School Year Ending June 30, 2003."</p> |
| Fiscal Agency (FA) | <p>A <u>fiscal agency</u> is a local or intermediate school district that received reimbursement from the State for the CTE training of the student being followed-up.</p> |
| IDEA | <p><u>IDEA</u> Consultants, Inc., is the company that has received a competitive grant from the Michigan Department of Labor & Economic Growth to operate the Survey Support Center (See "SSC").</p> |
| MDLEG | <p>Michigan Department of Labor and Economic Growth Office of Career and Technical Preparation Attention: Dr. Jill Kroll Post Office Box 30712 Lansing, Michigan 48909 Telephone Number: (517) 241-4354 Email address: krolljc@michigan.gov</p> |

PSN

Program Serial Number - A number that uniquely identifies, for data processing purposes, an existing approved instructional program with a specific fiscal agency, content, instructional location, instructional time, and annual starting month. The five-digit PSN for each program appears on Form 4301 on the same line as the CIP code and program name.

Example:

| <u>CIP Code</u> | <u>Program Name</u> | <u>PSN</u> |
|-----------------|---------------------|------------|
| 08.0708 | Marketing Education | 12345 |

SSC

The Survey Support Center is established to handle the flow of paper and data to and from the fiscal agencies, to assist in obtaining complete and accurate data, to perform data processing and, in general, to facilitate the follow-up survey. You may contact the Center by mail or phone at:

IDEA Consultants, Inc.
17520 W. Twelve Mile Road
Southfield, MI 48076

(248) 557-IDEA (4332)

or

(800) 321-8076 (long distance)

or

email at IDEAVEDS@AOL.COM

Form 4301

This report titled, "**Secondary Vocational Enrollment & Termination Report for the School Year Ending June 2003**," submitted to the Michigan Department of Labor & Economic Growth showed the number of individual students in each program run by your district during that school year. Among other information, the report lists completers for a program identified by a unique PSN (Program Serial Number).

APPENDIX B

Authority to Collect Career and technical education Data (Including Student Names, Addresses, Phone Numbers, etc.)

When a fiscal agency applies for approval from the Michigan Department of Labor & Economic Growth to conduct a career and technical education program and becomes eligible to receive State funds to defray some of the costs of conducting them, the agency's superintendent signs a certification statement for the application form VE-4001-A, "Annual Plan for Secondary Career and technical education." The statement reads in part:

I have reviewed the annual certifications for secondary CTE programs, and certify that the district will be in compliance (See instructions Appendix "A").

Appendix "A" to the instructions for form VE-4001-A reads, in part:

My agency, in conducting programs approved this fiscal year, will comply with all current provisions:

- (a) Of the Michigan State Plan for Career and technical education, and
- (b) Of the Administrative Guide for Career and Technical Education, both issued by the Michigan Department of Education.

My agency will collect and report enrollment to OCTP as well as conduct a student follow-up on all completers and leavers of CTE programs offered by our agency for which CTE funds are received using the Office of Career and Technical Preparation survey format.

The 1989 edition of the Administrative Guide for Vocational-Technical Education in Michigan, on page 273, under Career and technical education Data System has the statement:

I. LEGISLATIVE MANDATE FOR DATA

State law requires local school districts to report information about their career and technical education instructional programs if they are to receive reimbursement for conducting the programs. In recent years, the Department of Career Development has reduced the amount and kinds of information required from districts.

And finally, with particular reference to providing the data to include student names, addresses and phone number to the Survey Support Center, please see the memorandum from the Michigan Department of Attorney General reproduced on the next page.

DEPARTMENT OF
ATTORNEY GENERAL

APR 22 1988

MEMORANDUM

TO: Mr. Dick Shupe
Vocational-Technical Education Service

April 22, 1988

FROM: Paul J. Zimmer *PJZ*
Assistant Attorney General

Re: Release of Student Information for a Verification Study

In your memorandum of April 19, 1988, you advise that the Department annually conducts a student follow-up study of high school graduates who have completed vocational education programs. The purpose of this study is to improve the vocational education curriculum. The Department contracts with a private vendor to conduct the verification component of this study. The verification component requires that the vendor have access to student names and telephone numbers so that he may contact students and provide them with the student follow-up survey instruments.

You inquire as to whether the Family Educational Rights and Privacy Act, 20 USC 1232g, would prevent a school district from releasing this student information to the vendor. Subsection (b)(1)(f) of the statute specifically authorizes a school district to release personally identifiable student information for this purpose. The vendor is an organization conducting a study on behalf of the state educational agency for the purpose of improving instruction. The only condition on release of the information to the vendor is that the vendor must assure that the study will be conducted in a manner which assures that the personally identifiable information will not be released to a third party and that the vendor will destroy the information when it is no longer needed for purposes of the study.

PJZ:ss

APPENDIX C

Sample Cover Letter for Mail Surveys*

Include a cover letter with each survey you conduct by mail. The letter should explain the survey and be typed on your school's letterhead stationary. You may modify the following sample cover letter to suit your local needs. It is important to keep your cover letter warm in tone and as brief as possible.

Professional data collectors feel that the inclusion of a personal communication of this type increases the return rate. They also feel that identification of the survey with state and federal agencies, as well as institutions familiar to the person receiving the survey, will also increase the return rate. In addition, the cover letter gives you an opportunity to explain to the person why the information is being sought and how it can benefit students.

(Date)

Dear Former Student (or Alumnus/Alumna):

It's your chance to help (LEA) plan its Career and Technical Education programs for the future. By sharing with us on the enclosed form what you are doing now and how your school's CTE* programs met your needs, we are able to get a clearer picture of what our program did for you and where you think we can improve. We are cooperating with both the Michigan Department of Labor & Economic Growth and the United States Department of Education in this effort.

Your answers and comments will help your school improve programs and services for your brothers, sisters, and friends who are or will be attending (LEA) in the future.

Please fill out the enclosed survey form and return it in the enclosed stamped, self-addressed envelope by (allow 10 days). We are counting on your help.

Thank you and best wishes.

Sincerely,

(Name of Local School Official)

*If you are surveying both CTE and nonCTE students, we recommend that two different cover letters be used -- one for CTE students and one for nonCTE students. For nonCTE students, you can simply remove the word "CTE."

APPENDIX D

Cover Letter for Nonrespondents*

Send a follow-up letter or make a follow-up telephone call to former students who have not responded to the initial cover letter and survey form. The letter should explain the purpose of the mailing and be typed on your school's letterhead stationary. You may modify the following sample follow-up letter to suit your local needs.

(Date)

Dear Former Student (or Alumnus/Alumna):

Recently we sent a survey form to you concerning the Career and Technical Education experiences* you had at (LEA) and how they relate to what you are doing now. It is important that we have your opinions as we begin to look at the results of the survey.

In the event you did not receive it, we have enclosed another form for you to use. The survey is required by the State government and provides useful information regarding the success of our program.

Please fill out the enclosed survey form and return it in the enclosed stamped, self-addressed envelope by (allow 10 days). We are counting on your help.

Thank you and best wishes.

Sincerely,

(Name of Local School Official)

*For nonCTE students, substitute "educational experiences" for "career and technical education experiences."