Enter into Postsecondary Education or Occupational Training Cohort Follow-up Instructions

To view a listing of students for whom you should contact to inquire about their success in meeting the next steps of entering into postsecondary education (i.e., enrolled in courses within a higher education program) or an occupational training program (e.g., apprenticeship, internship, or other program that is structured for the purpose of enabling the acquisition of skills that can be used in an employment setting), go to the “NRS Cohort” section within the main menu of your program’s SMARTT screen.

You will be directed to a new page where you will need to specify the cohort. Using the dropdown list, select “Entry into postsecondary education or training.” Make sure “Requires Follow-up” is selected for “Status” and then click on “Search.” Follow up with anyone who appears within the resulting list. To follow up with a student, click on their name which will have a blue link.

You will be directed to a new screen which has three sections: Basic Information, Contacts, and Cohorts.
The information needed for contacting is in **Basic Information**. When making the contact, it is important to refer to the exit date that is also provided there.

Fill out the **Contacts** section with the date, type of contact, whether successful or not, and any comments that you may wish to include. In order to do this, you must first click on the “Edit” tab and then click on the “Add” button. Many users find comments referring to the time of day related to attempted contact to be helpful since it helps when making additional attempts at times that differ from previous attempts.

If your contact is successful, you will need to ask your students questions for each of their cohort(s). For the “Enter into postsecondary education or training” cohort, ask the student whether he/she had attendance in any college courses or attended any occupational or job-related training at any point following his/her exit date.

If the student answered yes, you will need to put an entry into the “Date Met” field within the **Cohorts** section. Click on the “Edit” tab. Unless it already appears checked, you will need to check off the cohort name. Although an entry of the form MM/DD/YYYY into the “Date Met” field is required, you will not need to find out from the student anything this specific. If the student confirmed with you that he/she had some attendance in college courses or training following his/her ABE exit, enter any date occurring after that exit date. Use the dropdown list under “Date Contacted” to find the appropriate date by which you contacted the student.
If the **Cohorts** section shows additional cohorts related to employment outcomes for the student, find out his/her outcomes for those as well. For instructions related to the employment cohorts, see the attachment “Employment NRS Cohort Follow.docx.”

Once you have completed your data entries for the student, click “Save.”