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| ESE Logo  Instructions for Graduate Follow-up Reporting in Career Technical Education  **November 2022** |
| **Massachusetts Department of Elementary and Secondary Education**  Office for College, Career, and Technical Education  75 Pleasant Street, Malden, MA 02148-4906  781-338-3910 <https://www.doe.mass.edu/ccte/cvte/>  [CCTE@mass.gov](mailto:CCTE@mass.gov) |
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# CTE Graduate Follow-Up

Districts with CTE programs conduct a Career Technical Education Graduate Follow-up of graduates. This is used to calculate and report on a Perkins V Core Indicator: Postsecondary Placement (3S1) as part of the accountability system for federally funded Perkins programs (which includes Chapter 74-approved programs). **With Perkins V, there were some changes to the core indicators, including the timing of the Graduate Follow-up.** Please review the material on the [Perkins V website](https://www.doe.mass.edu/ccte/cvte/perkins-v/) for more.

## Which districts submit the CTE Graduate Follow-up results?

If a district has met one or more of the following criteria, information on graduates who completed career technical education programs must be submitted:

* A district with secondary-level state-approved vocational technical education program(s) known as **Chapter 74-approved vocational technical education program(s);**
* a *sending* district that enrolls students in Chapter 74 vocational technical education programs through a state-approved Chapter 74 Partnership ‘After Dark’ collaboration: and/or
* a district receiving Perkins 400 funds to operate [locally-approved CTE programs (](https://www.doe.mass.edu/ccte/cvte/perkins-v/n74/)known as [Non-Chapter 74](https://www.doe.mass.edu/ccte/cvte/perkins-v/n74/) programs). In some schools, this may also be a State-Approved Innovation Pathway program.

Notes:

* Lower Pioneer Valley Career and Technical Education Center (LPV CTE): LPV CTE conducts follow-up on graduates from sending high schools that completed career technical education programs at the LPV CTE. LPV CTE submits the career technical education graduate follow-up results to DESE.
* Collaborative for Educational Services: Districts that are members of the Collaborative for Educational Services are required to report follow-up results on graduates that completed career technical education programs.

## When is the career technical education graduate follow-up conducted?

Beginning with 2020 graduates, the timeline for this metric reflects graduates’ postsecondary placement in the 3-6 months following graduation.

## When are the career technical education graduate follow-up results due?

Beginning with 2020 graduates, the application opens in December, with results submitted and certified by **the last Friday in March.** These must include only information that has been verified through a mail, telephone, email survey, or in person. Districts shall not include unverified information.

## How is the career technical education graduate follow-up conducted?

Follow-up may be conducted by mail, telephone, email, or in person. Most districts use a combination of methods to achieve the recommended 65% or better follow-up response rate. Each district develops its own process for conducting the follow-up. The district’s career technical education coordinator/director, teachers from each program area, school counselors, office staff, or other staff may conduct follow-up.

## What documentation should be maintained?

In addition to the follow-up results, districts should keep a log that keeps tracks of attempts to contact graduates. A sample log is included in this resource.

The district must keep copies of completed follow-up forms and a telephone log for at least five years. Districts should make every attempt to obtain at least a 65% return rate for the follow-up. DESE reserves the right to conduct a review of the follow-up records.

For more on the CTE Graduate Follow-up, contact Marnie Jain at 781-338-3908 or Marnie.A.Jain@mass.gov, or Jen Appleyard at 781-338-3909 or [jennifer.e.appleyard@mass.gov](mailto:jennifer.e.appleyard@mass.gov).

**See details for reporting CTE Graduate Follow-up results on the next page.**

## CTE Grad Follow-up Results application in DESE’s Security Portal

DESE has a secure application in the [Security Portal](https://gateway.edu.state.ma.us/) that districts use to enter and submit follow-up results. The application is called **CTE Grad Follow-up Results**. With this, DESE collects only the information required to fulfill Massachusetts Chapter 74 and federal Perkins Act reporting requirements. (Districts may choose to collect information beyond what is required by DESE.)

**Accessing the CTE Grad Follow-up Results application**

Access to this application is managed locally. The district’s Directory Administrator (<http://www.doe.mass.edu/infoservices/data/diradmin/list.aspx>) may assign to a district staff person the securityrole **“CTE Grad Follow-up Results”**; this district staff person can then enter and submit (certify) the data. Once a person has been assigned this security role, this person can login to the DESE Security Portal and select the “CTE Grad Follow-up Results” application from the Vocational Education section of the Security Portal.

**Organization List**

When the application is opened, the Organization List is displayed. Users should select the organization for which they want to enter follow-up information and select the Continue button to display the forms. Most users will have only one organization in their Organization List.

**Survey page**

The Survey form page opens when the organization is selected from the Organization List. The graduates included on this page were reported in SIMS (in June or October) as graduates of career technical education programs. The district’s SIMS Contact should be contacted if the user has questions about the student information.

Use this form to enter follow-up results for each graduate listed on the page. For each graduate, select the appropriate response from the drop-down boxes. Users can select the Save button at the bottom of the page at any time to save entered data. If the list of graduates includes more graduates than fit on one page, users can select a different page to display other graduates. Users can also display a graduate list by the first letter of the last name.

The **Export Data to Excel** link on the Survey Page allows users to create an Excel spreadsheet with the data that was entered. The spreadsheet includes codes for the information entered, not the text the user selected on the form. See “Technical Notes” in this section for a map of the codes to the follow-up responses.

**Certify** **Page**

When finished entering survey information for all graduates and the user is sure that the information is accurate, the user shall select the Certify link in the left navigation panel. On the Certify page, select the checkbox to confirm that that the CTE Grad Follow-up Results is complete and accurate and select the Submit button. **Once certified, the user will not be able to change or edit any information.** This also alerts DESE that the entering of information is complete.

**Note:**

In addition to using the CTE Grad Follow-up Results application, a district can submit this through a file upload. Districts with a large number of graduates can prepare a text file using the same layout and codes as the Excel file created by the Export Data to Excel link on the Survey page. To upload a follow-up results file, users may follow the instructions in the CTE Grad Follow-up Results application.

# Appendix: Sample Log for CTE GRADUATE FOLLOW-UP

This document is provided as a resource for local documentation.

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| **SAMPLE FOLLOW-UP LOG** | | | |
| Student Name & ID | Date of  Follow-up & Time \* | Follow-up Status/Result/Comments  *(Complete, No phone number, Letter returned, etc.)* | How Contacted?  *(Mail, Phone, Email)* |
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| **Mail Follow-up Form**  COMPLETE  No Response  Letter returned/Addressee unknown  Follow-up telephone call made  Follow-up letter sent | **Telephone Follow-up**  COMPLETE  Wrong telephone number  Refused to complete  No answer  Left message with family/roommate  Left message on answering machine  Disconnected telephone | **Email Follow-up Form**  COMPLETE  No Response  Email returned/Addressee unknown  Follow-up telephone call made  Follow-up letter sent |

The time of follow-up & respondent (if not student) are needed for telephone follow-up only.