

APPENDIX F

EXAMPLE OF LETTER TO ACCESS THE SELF-SURVEY

(Date)

Dear _____,

I hope your first year out of high school has treated you well!

As you recall, while enrolled in your CTE program at Flushing High School, you were asked by your _____ instructor, _____, and me to complete a CTE End of the Course Survey. You were told this survey would be used by the FHS CTE Department to follow-up with you the spring after graduation as required by the State of Michigan for Career and Technical Education. Now is that time!

Please follow the link below or use the included QR Code to complete this survey. Note: You may need to copy and paste the link into your web browser.

You will need to use the **Personal PIN** number provided to complete the short survey by _____, 2023.

The survey should take less than five minutes to complete, and your responses assist us with identifying our areas of success and the areas we need to improve upon in our programs. Your participation in this survey also assists our district in receiving the necessary funding to continue to offer these CTE programs which provide education and training for high-demand, high-wage, high-skilled careers for our students. All responses are kept confidential!

SURVEY LINK: <https://StudentFollowUp.CTEIS.com>

PERSONAL PIN: _____



If you need further instruction, please follow this link:

www.ptdtechnology.com/cteiskb/Data-Entry/Follow-Up/Follow-Up-Self-Survey.

Thank you in advance for your cooperation with completing this very important survey. Because this is a required part of our CTE programs, if you are unable to complete the survey electronically, we will contact you by phone in the near future.

Sincerely,

CTE Director
Flushing High School