

Frequently Asked Questions: Follow-Up

General Follow-Up Questions	
Q: Are 9th and 10th graders ever considered Concentrators we will need to follow-up?	A: No. Students in the 9th and 10th grades should not appear on your student listings.
Q: Can we turn survey forms into fillable PDFs?	A: Neither the state nor the Survey Support Center provides fillable PDFs for the Follow-Up survey, but you may create your own if you desire.
Q: Can reporters receive Follow-Up documents in Word format so districts may append additional questions onto the surveys?	A: PTD Technology cannot provide any survey materials that are easily altered. Any sort of cutting or pasting within these documents is generally frowned upon; however, you may staple additional survey questions onto the official forms.
Q: What size labels should I use for creating mailing or folder labels within CTEIS?	A: Use Avery 5160 labels when printing. The Follow-Up Instructional Guide contains more information regarding label print properties.
Q: Can I use the comments section at the end of the Follow-Up survey to provide feedback to OCTE?	A: You should not use the comments section to communicate with the state. Please contact the CTEIS help desk or the Follow-Up monitor at the state with questions, feedback, or suggestions.
Q: How long should reporters keep Follow-Up materials before destroying them?	A: As a rule, districts should keep their records from TRAC visit to TRAC visit (5 years). However, if the local record retention schedule requires you to keep records for a longer period of time, districts should defer to that schedule.

Questions Regarding Part A: “Current Status”	
Survey Question 1. “Are you going to school? Working? or Other:”	
Q: How do I code a student who is laid off but not on a seasonal layoff?	A: Students are considered unemployed if the reply to items 1c, 1d and 1e is “No.” In the case of an indefinite layoff, the interviewer would answer 1c-e as “No,” then ask Q2. Continue to part B if the interviewee is in school, and make sure to cover section D regardless of whether the respondent is in school or not.
Q: Should a Concentrator who is receiving Worker’s Compensation be coded as “working?”	A: No, a Concentrator receiving Worker’s Compensation should not be coded as “working.”
Q: How do I code a student who is working for no pay?	A: Answer 1c as “No.” If responses 1a-1g are all “No,” you may mark option 1 in section h to indicate the student is volunteering or working for no pay.

Questions Regarding Part B: “School/Training”

Survey Question 3. “Where are you going to school?”

Q: What is the definition of a business school? If a student is taking business courses at a school, does that make it a business school?

A: A training program or university-level institution that provides the trainee with business skills, teaching topics such as accounting, administration, finance, information systems, marketing, organizational behavior, public relations, strategy, and human resource management.

Survey Question 4. “What type of program are you in?”

Q: If a student is currently in an associate’s program in college, but is planning on completing a bachelor’s program afterward, how do I accurately enter the response?

A: As an associate. Today, at the time of the question, the student is in an associate’s program—the bachelor’s program is a future plan. Record the student’s current program.

Q: What if the student doesn’t think (s)he is in a program?

A: The student is in a program, even if it is “general studies” or a “transfer” program.

Questions Regarding Part C: “Employment”

Survey Question 5. “On your job, how much would you say you’re using the skills you were taught?”

Q: If a student has more than one job, how do I accurately enter the response?

A: Average all the jobs. This is a question about using CTE skills at any time while working, regardless of the number and type of jobs the student carries.

Survey Question 8. “Including tips and commissions, how much do you make an hour?”

Q: If a student receives room and board, is that calculated as part of the wage?

A: Room and board is not included as pay. For example, if a student is a Resident Assistant (RA) for a university and receives room and board, this cannot be counted as pay. Please refer to **Attachment C: Include or Exclude from Pay** within the Follow-Up Protocol Manual for a complete list of items to include as pay.