

The University of the State of New York
The State Education Department
Information and Reporting Services
Albany, New York 12234

Follow-Up Report
for Selected Secondary General CTE and Title II (Tech Prep) Students
who Graduated or Left High School In 2008-2009

CTE-Placement
(To Be Completed by the Program Provider)

The collection of most data about secondary career technical education students is now done through the New York State Student Information Repository System (SIRS) – the data warehouse. The former CTEDS-1 form, which was used for reporting these enrollments, and the former CTEDS-2 form, which was used for reporting follow-up/outcome data are no longer needed.

However, one of the issues dealt with on the former CTEDS-2 form was post-school placement data. That data is not collected in SIRS and therefore must continue to be independently collected. To that end this new *CTE-Placement* form has been developed.

The *CTE-Placement* form is to be used to report outcomes for all former students who meet the criteria listed below. Only report data on your former students who;

- 1) Completed or left a general CTE or a Title II (Tech Prep) program at any point during their high school careers,
- 2) Reached the “Concentrator” level of intensity in their general CTE or Title II (Tech Prep) program, and
- 3) Graduated or left high school in 2008-09.

There should be one *CTE-Placement* form for each program with such completers or leavers. If you follow up on more than one program, it will be necessary to make copies of the form. All the data on the *CTE-Placement* form is needed to comply with federally mandated reporting requirements.

Each program provider is to develop its own procedures for following up on these former students and compiling the data which are reported on this form. However, all data must comply with the reporting policies and definitions contained in these instructions. ***ALL COMPLETERS AND LEAVERS THAT REACHED THE CONCENTRATOR LEVEL OF INTENSITY MUST BE ACCOUNTED FOR WHETHER OR NOT A RESPONSE TO A SURVEY IS MADE.***

The completed *CTE-Placement* should be submitted no later than April 19, 2010 to:

New York State Education Department
Information and Reporting Services
Room 863 EBA
Albany, NY 12234

General Requirements and Information

- The information recorded on *CTE-Placement* must be based on an actual count of individual former students. **Estimates are not acceptable.** The count may be derived from SIRS, surveys, computer records, paper files or other sources of individual student data.
- Completers and Leavers are to be reported after the academic year in which they were eligible to graduate (i.e., their graduation year.) If a student completes or leaves a program in an academic year prior to their graduation year they should not be reported until after their graduation year. Therefore, only students that have completed or left a program any time during their high school career and were eligible to graduate at the end of the 2008-2009 academic year should be reported on this form. Note that leavers are only to be reported here if they reached the “Concentrator” level of intensity prior to leaving the program.
- Use the definitions of terms provided in these instructions.
- Each former student is to be counted under each program they participated in.
- Retain a copy of the completed *CTE-Placement* form.
- Address questions to Information and Reporting Services at 518-474-7965.

Program Completer: A former student that successfully completed (i.e., passed) all the requirements of a general CTE or a Title II (Tech Prep) program. These former students will have, in SIRS, a “Reason for Ending Code” on their program service record of 646. Note that all students that complete one of these programs have reached – and passed – the “Concentrator” level of intensity and are to be reported on the *CTE-Placement* form.

Program Leaver: A former student that left a general CTE or a Title II (Tech Prep) program without successfully completing (i.e., passing) all the requirements of the program. These former students will have, in SIRS, a “Reason for Ending Code” on their program service record of 663. Note that only those program leavers that reached the “Concentrator” level of intensity are to be reported on the *CTE-Placement* form.

Race and Gender: Distribute reported former students into the appropriate race and gender groups. These are as reported in SIRS when these former student’s enrollment records were created. Definitions of each of the race groups are listed below.

American Indian or Alaska Native – A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American – A person having origins in any of the black racial groups of Africa.

Hispanic or Latino – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Native Hawaiian/Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White – A person having origins in any of the original peoples of Europe, North Africa or the Middle East.

Multiracial — A person having more than one set of original peoples.

Special Population Groups:

Students with Disabilities – These are students who had been classified as disabled by the Committee on Special Education (CSE) at the school district that was accountable for the student.

Economically Disadvantaged – SED identifies students as economically disadvantaged if they or their family participate in any of the following economic assistance programs;

- the free or reduced-price lunch programs under the National School Lunch Act,
- Social Security Insurance (SSI),
- Food Stamps,
- Foster Care,
- Refugee Assistance (cash or medical assistance),
- Earned Income Tax Credit (EITC),
- Home Energy Assistance Program (HEAP),
- Safety Net Assistance (SNA),
- Bureau of Indian Affairs (BIA), or
- Family Assistance: Temporary Assistance for Needy Families (TANF).

Single Parent/Pregnant – These are former students who were, during their high school careers, unwed mothers or fathers and were the primary care giver for a child. This category includes single pregnant students.

English Language Learner (ELL) - SED identifies students as ELL if they, by reason of foreign birth or ancestry, speak a language other than English and (1) either understand and speak little or no English or (2) score below a State-designated level of proficiency on the Language Assessment Battery-Revised (LAB-R) for initial identification or for subsequent years, score below a State-designated level of proficiency on the NYSESLAT.

Migrants – These are former students who were, or whose parents, spouse, or guardian were - during the student's high school career - migratory agricultural workers, including migratory dairy workers and migratory fishers, and who, in the preceding 36 months, in order to obtain, or accompany such parent, spouse, or guardian in order to obtain, temporary or seasonal employment in agricultural or fishing work; have moved from one school district to another; or who reside in a school district more than 15,000 square miles and migrate a distance of 20 miles or more to a temporary residence to engage in temporary or seasonal employment in agriculture or fishing.

Outcome Categories:

- 1) **In Employment** – this is the number of former students that have begun employment.
- 2) **In the Military** – this is the number that have enlisted in the military.
- 3) **In Additional Education** – this is the number that were placed in postsecondary education or advanced training.
- 4) **Other** – this is the number whose status is known and who are not found in any of the outcomes above and who are not unemployed. This would include those who are not in the labor force (i.e., voluntarily not looking for work), who are deceased, or who are jailed.
- 5) **Unemployed** – this is the number that are actively seeking employment but have not been able to find employment.
- 6) **Status Unknown** - this is the number whose status is unknown.

Step by Step

STEP 1: Identify the former students who should be included in the counts recorded on form CTE-Placement

The *CTE-Placement* form includes data about former students who were enrolled in general CTE or Title II (Tech Prep) programs without regard to how the program was funded, where it was offered, or whether or not it was approved to issue a Technical Endorsement. Each student to be included in the counts must meet all of the following criteria:

Criterion A: The student's enrollment was previously reported through SIRS.

Criterion B: The student either completed or left his/her general CTE or Title II (Tech Prep) program at any point during their high school career.

Criterion C: The student reached the "Concentrator" level of intensity. Note that, by definition, all completers reached the "Concentrator" level. Leavers may or may not have reached that level.

Criterion D: The student graduated or left high school during the 2008-2009 academic year.

STEP 2: Obtain and organize performance information on completers

The selected former students should be contacted in the second quarter following the program year they left high school. Agencies should conduct either a mail or telephone survey to obtain follow-up data. The survey should enable agencies to place their selected former students into one or more of the outcome categories listed above.

Priority of Placement Categories

The follow-up survey may indicate that some former students fall into more than one outcome category. For example, a former student may be employed (category #1) and may also be pursuing additional education (category #3). For form *CTE-Placement*, each former student is to be counted within a single outcome category. Select the category which has the higher priority in the list below.

Highest Priority

1	In Employment
2	In the Military
3	In Additional Education
4	Other
5	Unemployed

STEP 3: Complete the "Program Provider Information" and "Program Information" sections of CTE-Placement on page 1

Use the CIP program codes found in the SIRS Manual. These codes can be found at: <http://www.emsc.nysed.gov/irts/sirs> Once there, click on "Manual". In the "Program Information" section of the *CTE-Placement* form, remember to identify the program type.

STEP 4: Complete the "Race and Gender" sections of CTE-Placement on pages 1 and 2

In the "Race and Gender" sections, first, using the appropriate cells, enter the total number of completers and selected leavers in the far left column. Second, distribute these counts by the Race, Gender and Placement Groups (#1 through #6). These must be unduplicated counts. The Multiracial group is a unique set and cannot include counts of former students included under other Race groups. The sum of the Race columns and, independently, the sum of the Gender columns must equal the Total column. The sum of the Placement Groups must equal the "Total" line.

STEP 5: Complete the “Special Population” sections of CTE-Placement on page 3

In the “Special Population” section, enter the number of completers and selected leavers by Special Population Group and by Placement Groups (#1 through #6). These entries can be duplicated over multiple Special Population Groups but no one Special Population Group entry can exceed the total from the “Total” column under the “Race and Gender” section.

STEP 6: Complete the “Title II (Tech Prep) Completers Profile” section of CTE-Placement on page 4

The “Title II (Tech Prep) Completers Profile” section is only to be completed if the “Program Type” checked in the “Program Information” section on page 1 is “Title II (Tech Prep)”. This section is only applicable to Title II (Tech Prep) program completers. It does not include Title II (Tech Prep) program leavers. In this section, on the first line, enter the number of Title II (Tech Prep) completers. This is the same entry found on the first page on the first line under the “Total” column in the “Race and Gender” section. In this section, distribute the first line entry by the five characteristics listed under lines #1 through #5. These entries can be duplicated over these 5 lines but no one entry can exceed the total line.

STEP 7: Return completed form to SED

Each program with completers or selected leavers should have all applicable sections filled in as completely as possible. The completed *CTE-Placement* form should be submitted no later than April 19, 2010 to:

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