Perkins Follow-Up Survey
Guidelines for Collection and Reporting

Overview

Postsecondary Placement (3S1) is one of the performance indicators required as part of the *Strengthening Career and Technical Education for the 21st Century* Act. The data reporting for this measure is conducted via survey after concentrators have graduated from high school.

In January 2022, Tennessee will be collecting placement data of concentrators who graduated with the 2021 class. The types of placement data that will be collected are:

- postsecondary education or advanced training,
- military,
- national community service or Peace Corps, and
- employment.

There are two action steps to that must be taken to complete data reporting for Postsecondary Placement (3S1):

1. **Conduct Follow Up Survey.**
2. **Report Survey Results.**

Each of these action steps and associated procedures is detailed below, along with the timeframe for completion of all actions.

Action Step	Procedures
Timeframe for completion of ALL action's steps: Jan. 25 – March 11, 2022	
Conduct Follow-Up Survey	Prepare concentrator list for following up. Download follow-up survey form. Download follow-up log. Conduct the survey. Maintain all supporting documents.
Report Survey Results	Enter survey results into eTIGER. Approve system follow-up data. Generate follow-up report.

1. Conduct the Follow-Up Survey

Each CTE concentrator who graduated in the 2020-2021 school year must be surveyed to determine their current placement. To properly conduct the survey, these procedures must be followed.

A Perkins V concentrator is defined a student who earns credit in 2 sequenced courses in a single, approved CTE program of study (including CTE Special Program of Study). Students who earned concentrator status prior to the 2019-20 school year will possibly have different concentrator definitions (Perkins IV). For the purposes of this document, the term "CTE concentrator" includes both Perkins IV and Perkins V definitions.

A. Prepare Concentrator List for Follow-Up.

In eTIGER, the follow-up data entry screen generates a list of CTE concentrators to be included in the follow-up survey based on the grade in which each student became a concentrator. For example, a student who was in the 11th grade in the 2019-20 school year and was reported as a concentrator in that year would be expected to graduate in the 2020-21 school year and would be included in the list for a follow up survey in 2021-22.

The CTE concentrator follow-up list that is generated must be reviewed for accuracy and may need to be adjusted due to

- early graduation,
- delayed graduation,
- duplication of student name(s) due to concentration status in more than one program of study, or
- duplication of student name(s) in the same program of study.

To **generate** the CTE concentrator follow-up list for 2021-22:
1. Log on to eTIGER.
2. Click on "Follow up Entry" under "Class/Course Rosters."
3. Select school year **"2021-22."**

To **review** and **update** the CTE concentrator follow-up list for 2021-22:
1. Review the list to determine if concentrators who **graduated early** are missing.
2. If one or more concentrators who graduated early are missing:
    a. Click on "Follow-Up Entry" and select the "Report Year" of 2022-23 if the student will graduate a year early; 2023-24 if two years early, etc.
    b. Click on "Generate List."
    c. Change the "Report Year" of the affected concentrator(s) to "2021-22."
    d. Click "Save Follow Up Data" at the bottom of the screen when all changes have been made.
    e. Repeat steps to generate a CTE concentrator list for 2021-22 to ensure that updates have been made and concentrators who graduated early are now included (updates may not take effect until the next business day).
3. Review the list to determine if concentrators with a **delayed graduation** date are included.
4. If one or more concentrators did not graduate in 2020-21 because of a delayed graduation but are included on the list:
    a. Change the "Report Year" to "2022-23" (if student(s) is expected to graduate a year late).
    b. Click "Save Follow Up Data" at the bottom of the screen.
    c. These concentrators will be removed from the 2021-22 CTE concentrator list and will now

appear on the 2022-23 CTE concentrator list.

  d. Generate the 2021-22 and 2022-23 CTE concentrator lists again to ensure corrections have been made (updates may not take effect until the next business day).

5. Review the list for **duplicate concentrators** (students may be listed more than once if they became a concentrator in more than one program of study or if they were mistakenly identified more than once within the same program of study).

  a. Students **correctly** identified as a concentrator in more than one program of study will remain on the CTE concentrator follow-up list but should be surveyed only once. Follow-up data will be entered only once (data entry instructions for these students is included in Action Step 2 on page 5).

  b. Students **incorrectly** identified as a concentrator in the same program of study must have their records corrected so they appear on the CTE concentrator follow-up list only once.

   i. Record the school name, student name, state ID, course number, and year the course was taken for the duplicate student concentrator(s).

   ii. Return to the "School Course Listing" to select the course(s) and change the concentrator status of all affected students (you may need to un-attest the class to allow for any updates and re-attest the class when all updates are completed. In addition, the CTE director may also need to place a request to CTE.eTIGER@tn.gov for unlocking the eTIGER reported data to make the changes).

   iii. Click on "Follow-Up Entry" and select 2021-22 as the "Report Year" to generate an updated CTE concentrator follow up list.

   iv. Review to ensure removal of all incorrectly identified concentrator records (updates may not take effect until the next business day).

6. When all necessary changes have been made, generate a final 2021-22 CTE concentrator follow-up list that includes all concentrators who graduated in the 2020-21. These are the students you must reach out to obtain placement data.

B. Download Follow-Up Survey Form.

The division of college, career and technical education has developed a sample follow up survey for use in collecting follow up data from graduated CTE concentrators. The sample survey has been designed to determine if a student was placed into:

- postsecondary education or advanced training in certificate-only, 2-year degree, or 4 year degree program,
- military,
- national community service or Peace Corps, or
- employment.

Districts may utilize the sample form or create their own data collection instrument as long as all of the data fields included on the sample form are included.

C. **Download Follow-Up Log.**

To assist in logging CTE concentrator follow-up data, the division of college, career and technical education has created a [sample follow-up log](#) for use in tracking attempts to communicate and information collected. The use of this log is optional, but support for communication attempts must be collected and maintained in some manner.

D. **Conduct Survey.**

Each concentrator is to be sent a survey through email or regular mail. If no response is received, a minimum of two additional contacts should be made and attempts to communicate must be documented.

E. **Maintain All Supporting Documents.**

All supporting documentation demonstrating dissemination methods, number, and type of communications and data collected must be maintained for a minimum of five years.

2. Report Survey Results.

Data collected through the CTE concentrator follow-up survey must be entered and approved in eTIGER by **midnight** on **March 11, 2022**. The following procedures should be followed when entering data.

A. **Enter Survey Results.**
1. Click "Follow-Up Entry" under "Class/Course Rosters."
2. Select "Report Year" 2020-21.
3. Click "Generate List."
4. For students who were correctly identified as concentrators in more than one program of study and were identified previously as having duplicate records:
   a. Enter survey data into the student concentrator record that directly relates to their placement (i.e. the placement is directly related to the areas of concentration).
   b. Check the "Exclude" box on all other duplicate concentrator records and enter "Duplicate" in the comment box (this will exclude the duplicate records from the Follow-Up Report).
   c. No additional data should be reported for excluded records.
5. Enter follow-up data collected for each concentrator that is not indicated as "Excluded."
   a. Check the "Grad" column if the student graduated (only graduated concentrators will be included in Performance Indicator 3S1).
   b. Check "Post Sec/AT" if student is attending Postsecondary or Advanced Training (AT)
      - Select the Postsecondary Institution or Advanced Training Institution the student is attending (note: a Postsecondary Institution or Advanced Training Institution is a community college, Tennessee College of Applied Technology, four year college/university, apprenticeship, private cosmetology school or private technical school).
      - Check "Took Remedial Courses" if the student was required to take postsecondary remedial courses.
      - Check "Used Dual Credits" if the student used any dual credits earned.
      - Check "Tech Prep" if articulate course credits/dual credit was awarded.
      - Check "Lic or Cert" if any postsecondary licenses or certificates were awarded.
      - Put down "certificate-only, 2-year degree, or 4-year degree in the "Comment" column for the postsecondary education program the concentrator registered.
        Note: Federal requires reporting the registered program if a CTE concentrator enrolled in postsecondary institution.
   c. Check "Mil" if the student entered the military.
   d. Check "Empl" if the student is currently employed.
   e. Check "National Community Service or Peace Corps" if student is participating in Peace Corps or

another national community service organization.

f. Check "Not Plac" if the student is currently not in postsecondary education/training, military or employed.

g. Check "Not Loc" if the student could not be reached or did not respond to the survey.

h. Check "Other" if the student is in another situation and indicate his/her status in the "Comments" column.

i. Check "Related to High School CTE" if the postsecondary education/training, military, or employment is related to the CTE are of concentration.

j. Check "Exclude" if the student should be excluded from the Follow-Up Report (duplicate concentrator) and indicate the reason in the "Comments" column.

6. Click "Save Follow-Up Data" to save data (**Note: there is a 20-minute timeout period in eTIGER, so save your data frequently).**

B. **Approve System Follow-Up Data.**

1. Click "District Approval" under "Utilities" making sure to select the 2021-22 school year.
2. Click "Approve Follow-Up Correct" to approve the follow-up data (all data will be locked after clicking).
3. To modify follow-up data, click "Cancel Approved Follow-Up Correct."
4. When all modifications are complete, click "Approve Follow-Up Correct" to lock data (only approved data will be included in the CTE Report Card and federal reporting).

C. **Generate Follow-Up Report.**

1. Click "Follow-Up Report" under "Reports" and select the correct school year to generate the follow up report (the report may not be updated until the following business day).
2. Follow-up reports can be generated for the school, program of study, or career cluster (narrowing the report focus will speed up the processing of the report).
3. You may also produce a follow-up report that includes or excludes students marked "Excluded" by checking or unchecking "No" under "Report Excluded."
4. The follow-up report includes response percentages for specific data fields (i.e. Graduated, Postsecondary/Advanced Training, Took Remedial Courses).
5. The follow-up report can be saved in HTM/HTML format and accessed as an Excel file.

Questions regarding these guidelines should be directed to CTE.eTIGER@tn.gov.