

DEPARTMENT OF EDUCATION

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CAREER AND TECHNICAL EDUCATION MEMO NO. 085-15

DATE: March 2, 2015

TO: CTE Administrators

FROM: Lolita B. Hall, Director
Office of Career and Technical Education Services

SUBJECT: **Career and Technical Education (CTE) Follow-up Survey Web Site for 2014 Completers**

The Career and Technical Education (CTE) Follow-up Survey Web site for 2014 Completers, administered by the Demographics Research Group at the University of Virginia's Weldon Cooper Center, will open on March 30, 2015. School divisions must contact graduates who were identified as CTE completers and ask about their transition to postsecondary education, to military service, and/or to work, and their satisfaction with the secondary CTE programs (see attached *Completer Follow-Up Survey Guide*). A 75 percent or higher survey response rate is required. The survey results must be entered via the Web site by **July 1, 2015**.

Directions for Accessing the CTE Follow-up Survey Web Site

- By March 30, the lead CTE Administrator for each school division will receive notification that the division passwords are available in the Virginia Department of Education (VDOE) Single Sign-on for Web Systems (SSWS) drop box. When notified that a file has been uploaded to SSWS, the school division administrator should retrieve their ID and Password. In particular:
 - Login and download the password Excel file as soon as possible. Remember that files only remain in the SSWS drop box for six calendar days.
 - Select a division administrator's password for yourself (or designee) and login to the follow-up survey Web site at <http://ctefollowup.cooper.virginia.edu/> to review how the survey will be conducted.
 - Once you (or designee) have logged in to the Web site as an administrator, locate instructions for conducting the survey and distribute passwords to division and school personnel so they can login, conduct interviews, and enter survey responses.
- The Web site contains all the information needed to conduct the completer follow-up survey: student names, phone numbers (if they were submitted to VDOE with last year's Completer Demographic Report), and program information. You can see who needs to be surveyed, note who could not be surveyed, and enter survey responses. The system tracks responses, so that you can recognize at a glance who has been surveyed, who still needs to be contacted, and how you are progressing toward reaching the required response rate goal of 75 percent or higher.

The results of the survey will be made available in September to assist in CTE program evaluation and planning. The “*CTE Student Follow-Up Survey*” video streamed training session will be broadcast on Thursday, March 5, 2015, 1:30-3:00 p.m. Additional information will be disseminated under a separate e-mail announcement.

If you have questions or need technical assistance with using the CTE Completer Follow-up Survey Web site and conducting the survey, please contact the University of Virginia’s Demographics Research Group at the Weldon Cooper Center, Annie Rorem, Follow-Up Coordinator, at CTEcompleters@virginia.edu or 434-982-5690.

If you have questions about the CTE Completer Follow-up policies or specific reporting requirements, please contact Mark Burnett, CTE Data Specialist, Virginia Department of Education, Office of Career and Technical Education Services, at CTE@doe.virginia.gov or 804-786-4206.

LBH/GRW/jts

Attachment