

Perkins V: Strengthening Career and Technical Education for the 21st Century Act

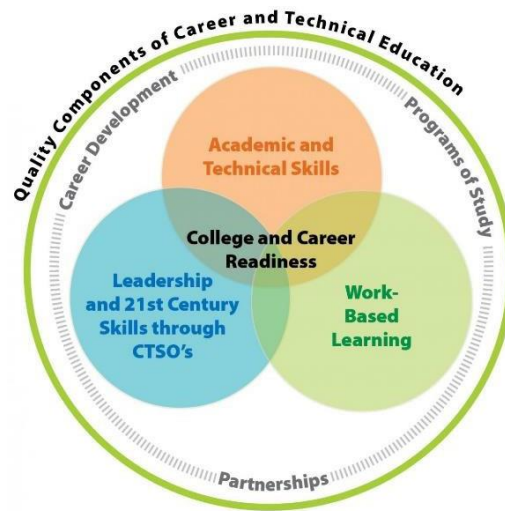
Concentrator Graduate Follow-Up Report Field Manual



**Wisconsin Department of Public Instruction
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Madison, Wisconsin**

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Overview

The Career and Technical Education (CTE) concentrator graduate follow-up report seeks to acquire post high school placement of CTE concentrator graduates from the previous reporting year and is used to fulfill the Perkins V post-program placement performance indicator. All Carl Perkins participating districts are required to collect and submit a graduate follow-up report for concentrator graduates captured through the Career Education data collection. The concentrator graduate report is collected separately from the Career Education data collection. The post-program placement data is collected through the secured data sharing platform, Qualtrics.

Student Data Privacy is of utmost important to Wisconsin Department of Public Instruction (DPI) and the students we serve. DPI provides access Student Data Privacy training. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

<https://dpi.wi.gov/wise/data-privacy/training>

<https://dpi.wi.gov/cyber-security/ferpa>

Fiscal Agent Career and Technical Education Coordinator's (CTEC) may work with their Local Education Agency (LEA)/school district to obtain WISEdash for District access and create a system to collect post-program placement that meets student data privacy and FERPA. CTE graduate concentrators submitted for the Career Education Snapshot are found in the WISEdash for District>Snapshot>Perkins dashboard. Snapshot data is the official data that should be used for compilation of Perkins V post-program placement. Post-program placement data collection does not permit additional students from being added or corrected. The Career Education Snapshot in December serves as the official record of CTE concentrator graduates. School districts or Fiscal Agents will contact their CTE concentrator graduates to ascertain responses as to what education and/or employment they are involved in after the second quarter following high school graduation.

File Directions and Coding

General Directions:

1. School districts/Fiscal Agents will access certified CTE graduate concentrators from WISEdash for District. It is available the day after the December snapshot. This data is found at WISEdash for District>Snapshots>Perkins> 2021-2022 (12-06-2022) CTE Student - Snapshot View, crosstab CTE Graduate and use the Yes column. School districts can download this information to create a working file. Please adhere to all student data privacy laws, policies, and standards of practice.
2. School districts/Fiscal Agents will not be able to include additional students left out of the CTE graduate snapshot.

3. School districts/Fiscal Agents will obtain CTE concentrator graduate responses, following the second quarter after exiting from secondary education. Response data relates to education and/or employment status and will be submitted to DPI through the secured Qualtrics link. School districts/Fiscal Agents will use students WISEID in Qualtrics.
4. School districts are encouraged to maintain a copy of their CTE concentrator graduate responses for local use. DPI will not be downloading individual student responses to share back with school districts. Response rates will be summarized in Perkins Accountability Reports and the federal Consolidated Annual Report.
5. If there is difficulty in gathering direct responses from the CTE concentrator graduates themselves, it is completely appropriate to contact secondary sources that know the student, such as parents, teachers, etc., to achieve the minimum 80% response rate (yearly percentages are encouraged, see page 4).
6. The Qualtrics survey is provided on page 7 of this guide. A sample survey instrument has been provided on page 8.
7. “Please indicate your current program of study if attending a post-secondary institution.” This is an option data point to submit.

Timeline: School districts will submit all CTE concentrator graduate data by **May 15th**. Files submitted via email, or any other unsecure platform will not be accepted. An extension will need to be approved by Jessie Sloan, CTE Data Consultant, jessica.sloan@dpi.wi.gov.

Qualtrics link: https://widpi.co1.qualtrics.com/jfe/form/SV_ac4I6kOROZaJauO

Data: The Wisconsin Perkins V State Plan outlines a yearly increase in performance indicator 3S1 post-program placement.

Indicators	Baseline Level	FY 2020	FY 2021	FY 2022	FY 2023
1S1: Four-Year Graduation Rate	85.50%	85.50%	85.70%	85.90%	86.10%
1S2: Extended Graduation Rate	87.47%	87.47%	87.67%	87.87%	88.07%
2S1: Academic Proficiency in Reading Language Arts	33.15%	33.15%	33.35%	33.55%	33.75%
2S2: Academic Proficiency in Mathematics	28.80%	28.80%	29.00%	29.20%	29.40%
2S3: Academic Proficiency in Science	28.26%	28.26%	28.46%	28.66%	28.86%
3S1: Post-Program Placement	87.10%	87.10%	87.30%	87.50%	87.70%
4S1: Non-traditional Program Concentration	23.06%	23.06%	23.31%	23.56%	23.81%
5S3: Program Quality – Participated in Work-Based Learning	8.46%	8.46%	9.46%	11.46%	13.46%

In past CTE concentrator graduate data collection years, a minimum of 80% response rate was requested. Statistically significant data comes from each school district submitting a minimum of 80%. To improve upon the Perkins V state plan and show valid data quality and student representation, each school district that participates in Carl Perkins funding is encouraged to meet or exceed the minimum of 80%. The use of an 80% threshold is commonly used in education, specifically in data-based decision making for RtI and PBIS skill development.

School district is responsible for contributing to CTE concentrator graduate responses to meet the yearly percentage, as described in the WI Perkins V State Plan. The results from all Perkins funded school districts are used to generate Wisconsin data that is submitted to the United States, Department of Education through the Consolidated Annual Report. More information about Wisconsin State Performance Data can be found at these websites: Perkins Accountability Reports and Perkins Collaborate Resource Network.
<https://dpi.wi.gov/cte/data/cteers/perkins-v-accountability-reports>
<https://cte.ed.gov/pcrn/profile/state/performance/2021/WI/summary/all/secondary/all>

The value of data collected through the CTE Concentrator Graduate Follow-Up Survey cannot be underestimated. Accurate representation of the concentrator graduate status provides statistically significant and reliable data for the state of Wisconsin. Graduates that respond to this survey provide the state of Wisconsin with valuable information about employment and post-secondary education trends. The lack of responses can create an unreliable sample and impact decisions in CTE high school curriculum, post-secondary trends, and employment rates of high school graduates. School districts must make a conscious effort to ensure survey data represents all students. Low response rates from special population groups can affect the whole state sample. It could mislead the interpretation of education and other services that students need to be successful.

Data submission is a requirement of the Perkins grant. Applicants (fiscal agents) agree to submit data in a timely basis per the signed assurances (15) Reporting: *The Applicant will ensure all required financial and program data is reported to the DPI timely on a schedule established by the DPI. The Applicant will report to DPI using the accounts in the Wisconsin Uniform Financial Accounting Requirements (WUFAR) [2 CFR §200.302(b)(2)].*

The Accountability requirements for secondary education within the Perkins V law Sec 113 (a) (b)(2) requires:

- data that is valid and reliable and include, at minimum
- each indicator measure including: on the percentage of CTE concentrators who, in the second quarter after exiting from secondary education, are in postsecondary education, advanced training, military service or a service program, are volunteers of the Peace Corps or are employed.

If a Perkins recipient/(fiscal agent) does not meet one or more of the core indicators, they must develop and implement a Program Improvement Plan that will increase the performance rate. If DPI determines that a recipient is not properly implementing the recipient's responsibilities or is not making substantial progress in meeting the purposes of the Act, based on the local levels of performance, DPI will work with the recipient to implement improvement activities consistent with the requirements of the act.

Definitions:

- A **CTE concentrator** is a secondary student in 11th or 12th grade, who has completed at least two CTE courses in a single career pathway throughout high school.
<https://dpi.wi.gov/wise/data-elements/cte-concentrator>
- A **CTE concentrator graduate** is a secondary student who is a CTE concentrator and graduated from high school with a regular high school diploma. CTE concentrator graduate follow-up is initiated in the second quarter after exiting from secondary education.
- **IAC Code** refers to the Instructional Area Code selected by the school district to represent the career pathway the student was identified as a Concentrator.
<https://dpi.wi.gov/wise/data-elements/iac-code-type>

Qualtrics Survey Demonstration



Please answer this question.

Enter the student's WISEid below.

WISEid

Fiscal agent CTEC last name:
Fiscal agent CTEC first name:

District name:
District code:
School name:
School code:

Student first name:
Student last name:
Unique student ID number:

Instructional area code:
Instructional area code name:

Concentrator Graduate Follow Up Report

Your cooperation in completing this study will allow us to better serve our present and future students and provide us with data that will help improve career and technical education programs. Thank you in advance for your participation in this study.

Who is filling out this survey?

Student Contact

Second Party Contact

CTEC
(No contact or no response)

Current Educational Status

Not attending any post-secondary institution

Attending a post-secondary institution

Other advanced training

No Response

Post Secondary Institution

	Program Length			Public or Private		Location	
	Certificate	Associate Degree	Bachelor Degree	Public	Private	In-State	Out-of-State
Please indicate your current program of study if attending a post-secondary institution <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Current Employment Status (Check Appropriate Item)

Employment includes all employment, full- or part-time.

Employed

Military

Volunteer of Peace Corps or a service program under the National & Community Service Act

Unemployed but seeking employment

Not in labor force and not pursuing employment

No response to question

STUDENT FOLLOW-UP STUDY

Your cooperation in completing this study will allow us to better serve our present and future students and provide us with data that will help improve career and technical education programs. Thank you in advance for your participation in this study.

INSTRUCTIONS: Complete and return to:

Student Name:
School Attended:
Area of Career and Technical Training:

1. Student Contact Status

- A Student Contact
- AS Second Party Contact
- D No Contact or No Response

2. Current Educational Status (check appropriate item)

- A Not attending any post-secondary institution
- B Attending a post-secondary institution

Program Length			Public or Private		Location	
<input type="checkbox"/> Certificate	<input type="checkbox"/> Associate Degree	<input type="checkbox"/> Bachelor Degree	<input type="checkbox"/> Public	<input type="checkbox"/> Private	<input type="checkbox"/> In-State	<input type="checkbox"/> Out-of-State

- C Other advanced training

3. Please indicate your current program of study if attending a post-secondary institution:

4. Current Employment Status (check appropriate item). Employment includes all employment, full- or part-time.

- 1 Employed
- 2 Military
- 3 Volunteer of Peace Corps or a service program under the National & Community Service Act
- 4 Unemployed but seeking employment
- 5 Not in labor force and not pursuing employment
- 6 Deceased
- 7 No response to question