INSTRUCTIONS FOR POSTSECONDARY AND ADULT CAREER EDUCATION
FOLLOW-UP REPORT

Follow-Up Report Deadline: February 15, 2018

If you have follow-up questions contact: Mike Griggs
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All students who complete an approved Occupational Career Education Program need to be followed up 180 days after they graduate. Students who graduate between July 1st 2016 and June 30th 2017 will be reported during the 2018 February Cycle. You are to report their status as of 180 days, not their status at the time of collection, nor their expected status as of time of completion. I.e. you cannot ask them their plans when they graduate, and if a student leaves in March you must report their status as of September.

NOTE: Adult and Postsecondary follow-up can be collected in the February cycle or submitting a MOSIS Student Graduate Followup file.

Terms
Postsecondary – College Program
Adult - Full-time (500+ clock hour) Program

SUBMIT USING MOSIS STUDENT GRADUATE FOLLOWUP FILE

Once you have determined the status of each CTE graduate and which program you will be reporting them in, you will submit your follow-up data to DESE via your MOSIS Graduate Follow-Up file.

Using your school districts CTE approved course list in the Missouri Career Education Program Directory, you will determine which CIP code you will use for reporting your students followup data.

a. One (1) CIP code for each program
b. To determine the correct CIP code, use your school district’s approved CTE program list located at the Program Directory Link: https://dese.mo.gov/college-career-readiness/career-education/program-management-accountability-finance/program

When the February cycle is due, typically February 15, you submit via your MOSIS Graduate Follow-up file

a. Collection Version (required)
   – Collection versions should contain this value ‘2018Feb1.0StuGradFllw’ for the 2018 Student Graduate Follow-up February Cycle File Layout.
b. Current School Year (required)
- The ending year of the current school year. For example, use '2018' for the 2017-2018 school year.
c. Reporting District Code *(required)*
   - DESE assigned 6 digit county district code for the district reporting
d. Reporting School Code *(required)*
   - DESE assigned 4 digit school code for the school reporting
e. CTE Attending District Code *(conditional but is required if a Career Education student)*
   - DESE assigned 6 digit county district code where the student received Career Technical Education instruction
f. CTE Attending School Code *(conditional but is required if a Career Education student)*
   - DESE assigned 4 digit county school code where the student received Career Technical Education instruction
g. MOSIS Student ID *(required)*
   - State assigned student identifier.
h. Local Student ID *(optional)*
   - Local student id maintained by the district. Allows for data to be associated to local systems from DESE source systems.
i. Legal Last Name *(conditional)*
   - Legal last name
j. Legal First Name *(conditional)*
   - Legal first name
k. Legal Middle Name *(optional)*
   - Legal middle name as appears on certificate of birth.
l. Legal Name Suffix *(optional)*
   - Legal name suffix as appears on certificate of birth. (e.g. Jr, Sr)
m. Date of Birth *(required)*
   - Date of birth as appears on certificate of birth.

n. Social Security Number *(optional)*
   - Social Security Number. Formats allowed (999999999) or (999-99-9999)
o. Gender *(required)*
   - Gender
      M – Male
      F – Female
p. Race/Ethnicity *(required)*
   - Pre-defined Race/Ethnic codes.
      A – Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. It includes Asian Indian, Chinese, Filipino, Korean, Japanese, Vietnamese, and Other Asian.
      B – Black (not of Hispanic Origin): A person having origins in any of the Black racial groups of Africa.
      H – Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin—regardless of race.
I – Indian (not of Hispanic Origin): A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

M – Multi-Race (Not of Hispanic Origin): A person of more than one race and not of Hispanic origin.

P – Native Hawaiian or Other Pacific Islander (Not of Hispanic Origin): A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. It includes people who indicate their race as Native Hawaiian, Guamanian or Chamorro, Samoan, and Other Pacific Islander.

W – White (not of Hispanic Origin): A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

O – Other/Unknown

q. Perkins Concentrator (conditional but is required if a Career Education student)
   - Postsecondary Perkins Concentrator – A postsecondary student who completes a minimum of 12 career and technical education sequential credits in a Department-approved career and technical education program that terminates in a degree, certificate, or industry-recognized credential.
   - Adult Perkins Concentrator - An adult student who completes a minimum of 500 clock hours in a Department-approved career and technical education program that terminates in a certificate or industry-recognized credential.

r. IEP but is Disabled (required)
   - Classification is defined as an individual with a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment.

s. Disadvantaged (conditional)
   - Disadvantaged classification is defined as an individual receiving a Pell Grant or receiving assistance from the Bureau of Indian Affairs in the reporting year.

t. Nontraditional Student (conditional)
   - Classification is defined as persons entering a career education training program or occupation nontraditional to their gender. An enrollment of 75% of one gender is considered traditional.

u. Single Parent (conditional)
   - Classification is defined as an individual who is unmarried or separated from their spouse & is pregnant or has sole or joint custody of a minor child or children.

v. Displaced Homemaker (conditional)
   - Classification is defined as an individual who has worked primarily without remuneration to care for a home & family for that reason has diminished marketable skills; or has been dependent on the income of another family member but is no longer supported by that income; or is a parent whose youngest dependent child will become ineligible to receive assistance under social security; & is unemployed or underemployed & is experiencing difficulty in obtaining or upgrading employment.

w. Other Barriers (optional)
   - Classification is defined as individuals who under previous career education legislation were considered educationally disadvantaged. Educationally
disadvantaged means an individual who scores at or below 25th percentile on a standardized achievement or aptitude test, whose secondary grades are below 2.0 on a 4.0 scale (where the grade “A” equals 4.0), or who fails to attain minimum academic competencies. This definition does not include individuals with learning disabilities.

x. LEP/ELL (conditional)
- DESE assigned LEP/ELL code set. This code set is used to declare if a student is LEP, ELL Receiving, first year monitoring, or second year monitoring.

y. Follow-Up Status (required)
- Follow Up Status for End of Year Graduates
- Pre-defined Follow-Up Status codes.
  2YR – Attending a 2-year college
  4YR – Attending a 4-year college
  EMP – Competitively employed
  MIL – Serving in the military
  NOC – Attending a non-college credit postsecondary school
  NA – Not available for placement
  OTH – Not included in specified categories
  UNK – Unknown follow-up status

z. CTE Placement Relation (conditional but is required if a Career Education student)
- CTE Placement relation. The relationship between Vocational education and Follow-up Status.
- Pre-defined CTE Placement Relation code.
  R – Placement is related to the career education training received
  NR – Placement is not related to the career education training received

aa. CIP Code (conditional but is required if a Career Education student)
- (Classification of Instructional Program Code) Located in the Missouri Career Education Program Directory for your institution

bb. CTE Program Code (conditional but is required if a Career Education student)
- Career Education Postsecondary program code.
  0107 Agriculture
  0207 Business
  0407 Marketing
  0507 Health
  0707 Occup FCS
  0807 T&I

- Career Education Adult program code.
  0110 Agriculture
  0210 Business
  0410 Marketing
  0510 Health
  0710 Occup FCS
  0810 T&I

cc. Placement Zip Code (optional)
- 5-digit Postal Zip Code for the students’ placement status. Employed students should report the Zip code of their place of employment. Continuing Education students should report the Zip code of their institution of continued education. Military students should report the Zip code closes to their military station. Unemployed students should report their home Zip codes. Student located outside the United States or Status Unknown should report Zip code 99998.

dd. Educator SSN *(optional)*
- Educator’s Social Security Number

e. SPED Follow-up Definition Met *(Conditional)*
- Required if IEP/Disabled is Y and Followup-Status is a type of Continuing education or Employment. Report (Y)es or (N)o.

ff. NSC Comment *(Conditional)*
- Required if student was not found or does not match follow-up status in National Student Clearinghouse.