INSTRUCTIONS FOR CAREER EDUCATION SECONDARY GRADUATE FOLLOW-UP REPORT

Follow-Up Report Deadline: February 15, 2018

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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, not their expected status as of time of graduation. 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.

Each student is reported only once. Students who attend an Area Career Center (ACC) will be reported by their home district. A student, who earned credit in more than one occupational program at a school, should be followed up in the program for which their placement is most closely related. Check and see if the student has filled out a personal plan of study this would be very helpful.

Students in exploratory classes (Exploring Ag), Family Focus FCS (0604) unless the 0604 FCS student is a concentrator, and Industrial Technology (non-Career Education courses) do not have follow-up, as they are not occupationally specific.

Student follow-up status will be reported via the MOSIS system using the February Cycle Graduate Follow-up file. The students will be reported by their Reporting (Home) District. This file will take the place of filling out Screen 26 and 27. The Area Career Center information will be reported in the CTE Attending District and CTE Attending School fields. As in past years for CoreData, the Area Career Center takes precedence. CoreData Screens 26 and 27 will automatically be populated using the data submitted via the MOSIS Graduate Follow-up file.

180-Day Follow-Up
(Secondary)

1. At the end of the fiscal year (June 30, 2017), take your graduate list and determine which students are Career & Technical Education (CTE) graduates; known as a 180-day completer:

   a. CTE graduate is any graduate who has earned any Career Education credit during their high school career (grades 9-12).

      - Transcripted credit can be ¼ credit, ½ credit, 1 credit, 2 credits so forth
- Something you can refer to is the June Student Core
  a. MOSIS codes – LTO, PHS, CHS, CNP

2. Contact each CTE graduate to determine what the student is doing 180 days after graduation.

3. A CTE graduate can only be reported **once** and only in **one program area**. (Agriculture, Business, Marketing, Occupational Family & Consumer, Health, Skilled Technical Science, etc.). If a CTE graduate has received credit in more than 1 career education program, you will need to determine which program area to report them in. *Remember this is unduplicated reporting.*

  a. It is very important that the sending school district and the ACC work closely together to ensure the most accurate reporting is done for each CTE graduate.

4. Using your school districts CTE approved course list or the ACC’s CTE approved course list, determine which CIP code you will use for reporting your students followup data.

  a. All related courses/programs are collapsed into one (1) CIP code
  b. To determine the correct CIP code, use your school district’s or the ACC’s approved CTE course list for the appropriate year (i.e., this year’s report is on the students graduating by June 30, 2017 so the year would be 2016-17).
  c. You can view the approved course list by clicking the Approved Course List link provided under the Career Education Support Materials found at the following link: [https://dese.mo.gov/college-career-readiness/career-education](https://dese.mo.gov/college-career-readiness/career-education)

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

6. 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/required if a Career Education student)
   - A Secondary Perkins Concentrator – A secondary student who has earned three (3) or more units of credit in a sequence in a Department-approved career and technical education program area.

r. IEP/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 but is required if a Career Education student)
   - Disadvantaged classification is defined as free or reduced lunch eligibility.

t. Nontraditional Student (conditional)
   - Classification is defined as persons entering a career education training program or occupation nontraditional to their gender.

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 blow 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
ENC – Not competitively employed [Special Education]

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 in high
     school
     NR – Placement is not related to the career education training received in high
     school
     ER – Employment Related may be reported with continuing education follow-
     up status to indicate the graduate is continued education in a non-related
     field, but was employed in a field related to the career education training
     received
     (Only use the “ER” code only in conjunction with 2YR, 4YR or NOC)

aa. CIP Code (conditional but is required if a Career Education student)
   - Classification of Instructional Program Code
     You can view the CIP Codes by clicking the Approved Course List link provided
     under the Career Education Support Materials found at the following link:
     https://dese.mo.gov/college-career-readiness/career-education

bb. CTE Program Code (conditional but is required if a Career Education student)
   - Career Education program code.
     0104 Agriculture
     0204 Business
     0304 COE
     0404 Marketing
     0504 Health
     0604 Family Focus FCS [required for Perkins reporting]
     0704 Occup FCS
     0804 T&I
     1004 PLTW

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

ee. 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.

7. Special condition examples (listed in CoreData manual Screen 26/27 and also in Comprehensive Guide to MSIP 5, Appendix G, page 81)

   a. A graduate attending school (full- or part-time) **and** employed (full- or part-time) in a field for which they were trained, should be reported as “employed related”. (EMP REL)
      - EMP R

   b. A graduate attending school (full- or part-time) in a field for which they were trained, **but** not employed in a field for which they were trained should be reported as “continuing education related”. (CED REL)
      - 2YR R
      - 4YR R
      - NOC R

   c. A graduate attending school (full- or part-time) in a field for which they were **not** trained **but** employed (full- or part-time) in a field for which they were trained should be reported as “employed related”. (EMP REL)
      - EMP R
      - or if you want to show continuing education
        * 2YR ER
        * 4YR ER
        * NOC ER