Department of Education

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# CAREER AND TECHNCIAL EDUCATION MEMO NO. 158-20

**DATE:** April 23, 2020

**TO:** CTE Administrators

**FROM:** George R. Willcox, Director of Operations and Accountability

 Office of Career, Technical, and Adult Education

## SUBJECT: **Career and Technical Education (CTE) Follow-Up Survey Website for 2019 Completers**

The Career and Technical Education (CTE) Follow-Up Survey Website for 2019 Completers, managed by the Center for Survey Research of the University of Virginia’s Weldon Cooper Center for Public Service, will open on April 24, 2020. 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 website by **July 1, 2020**.

**Directions for Accessing the CTE Follow-Up Survey Web Site**

* Beginning April 27, 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 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 website](http://ctefollowup.cooper.virginia.edu) to review how the survey will be conducted.
	+ Once you (or designee) have logged in to the website 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 website 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.
* Remember, the system allows you to send survey invitations via email or text to individual students, take advantage of these features when possible.

The results of the survey will be made available in September to assist in CTE program evaluation and planning for continuous improvement. The “*CTE Student Follow-Up Survey*” video-streamed training session was broadcast on Thursday, March 5, 2020.

If you have questions or need technical assistance with using the CTE Completer Follow-Up Survey website and conducting the survey, please contact the Center for Survey Research of the University of Virginia’s Weldon Cooper Center for Public Service, at CTEcompleters@virginia.edu or by telephone at (434) 243-5229. Sean Johnson is the coordinator for the project at CSR.

If you have questions about the CTE Completer Follow-Up accountability policies or specific reporting requirements, please contact Joseph Ryder, CTE Data and Reporting Specialist, Virginia Department of Education, Office of Career, Technical, and Adult Education, at CTE@doe.virginia.gov or by telephone at (804) 225-2052.

GRW/aab

Attachment