

FORMER STUDENT FOLLOW-UP SURVEY (SAMPLE)

WE NEED YOUR HELP!

Your response to this brief survey is critical for the improvement of our career & technical programs. Please take a minute to fill it out. Your responses will be kept strictly confidential. Thanks!

| |
|------------------------|
| PROGRAM CODE _____ |
| INDIVIDUAL _____ |
| (For Office Use Only) |

Please circle your answers

1. Are you currently attending school?
2. If yes, is your course of study related to the career & technical courses you took in high school? YES NO
3. What is your current employment status? (Check One)
____ Employed (Includes all employment except full-time military service.)
____ Full-time military service
____ Unemployed (Not employed, but actively seeking employment.)
____ Not in the labor force (Not employed and not seeking employment because of choice, illness, full-time student status, retirement, pregnancy, or other reason.)

NOTE: IF YOU ARE CURRENTLY EMPLOYED, PLEASE ANSWER THE REMAINING QUESTIONS.

4. Please provide the following information on your present job:

Name and address of Company or Firm (If self-employed, please write self.)

City _____ State _____ ZIP _____

Job Title and Duties _____

Please circle your answers

5. Do you use skills you learned in your career & technical training in your present employment? YES NO

Thank-you for your help. Please return this form in the enclosed envelope; no postage required.

Conducting a Student Follow-Up

Purpose:

Student follow-up has always been a part of career & technical education and our Perkins measures. This commitment was reaffirmed in the standards adopted by the State Board of Career & Technical Education. Follow-up helps ensure that career & technical programs are meeting the needs of the students.

Description:

The follow-up that will be turned into Idaho Career & Technical Education (ICTE) is for program completers who have been out of school for approximately 7 months. The information required by ICTE is very basic, focusing on what the student is doing. A more extensive five-year follow-up is conducted periodically by ICTE using standard research procedures. The local school might also want to collect more extensive information to help with curriculum/program decisions within the school district.

Methodology:

1. In the spring of each year, instructors should identify graduating students who are classified as program concentrators, and enter their names on Form 10-S. **A Concentrator is a junior or senior student enrolled in a capstone course.**
2. The following December or January, those students who have been identified on the 10-S Form should be followed up.
3. The procedure for the follow-up should only be as complicated as necessary to collect the information needed. No one procedure is required or recommended; the only criteria is that it provide accurate data.
4. Suggested methods include:
 - a. Have students address an envelope using an address they are sure will be the same 7 months later. This address could be that of a parent or relative who will know what the student is doing and would be willing to return a simple questionnaire explaining that information.
 - b. Have students in the Business class call the students or the parents of the students as part of a class assignment. If you intend to use this method, you would need to collect telephone numbers and permanent addresses from the students before they graduate.
 - c. Fill out the form using first-hand knowledge of the instructor and others in the district.
5. **Sample Survey** - The sample survey included with this packet could be modified for your school and either mailed or used as a telephone questionnaire. Please note that question number 5, "Do you use the skills you learned in your career & technical training in your present employment?" is especially important because it is used to determine whether the person is employed in a related field or not.