K-12 Schools Follow-Up

Technical Guidebooks are located on our website under *K-12 Schools > Student Completion/Follow-Up Report*:
CTIMS (CareerTech Information Management System) — CareerTech (CT) - okcareertech.org

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Completion Period:

October 1 – November 30

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Information Needed Before Starting Follow-Up

- Student Employment & Education Status
- If student is deceased or not
- If student took certifications or not
  - What type of certification was taken
    - ✓ Did the student pass or fail
- If the student participated in Work Based Learning (WBL)
  - Work Based Learning information
    - ✓ List of WBL questions here

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WBL Questions

Work Based Learning Category (Mandatory)
Work Based Learning Note / Employer Involvement
Number of Hours in WBL
Work Based Learning Completed (Mandatory)
Work Based Learning Paid (Mandatory)
  If yes, average paid amount per hour
Did it turn into full-time employment
  If yes, what is employer's name and contact details
    Company Name, Address, City & State

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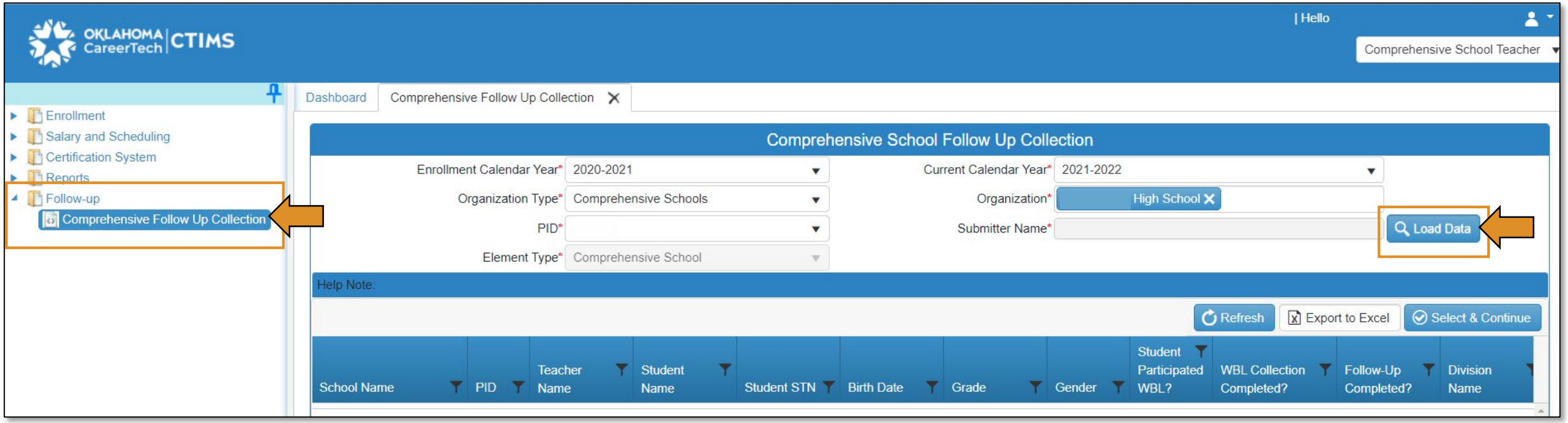
Follow-Up: Screen 1

- Verify the information is accurate.
- Click on **Load Data**.



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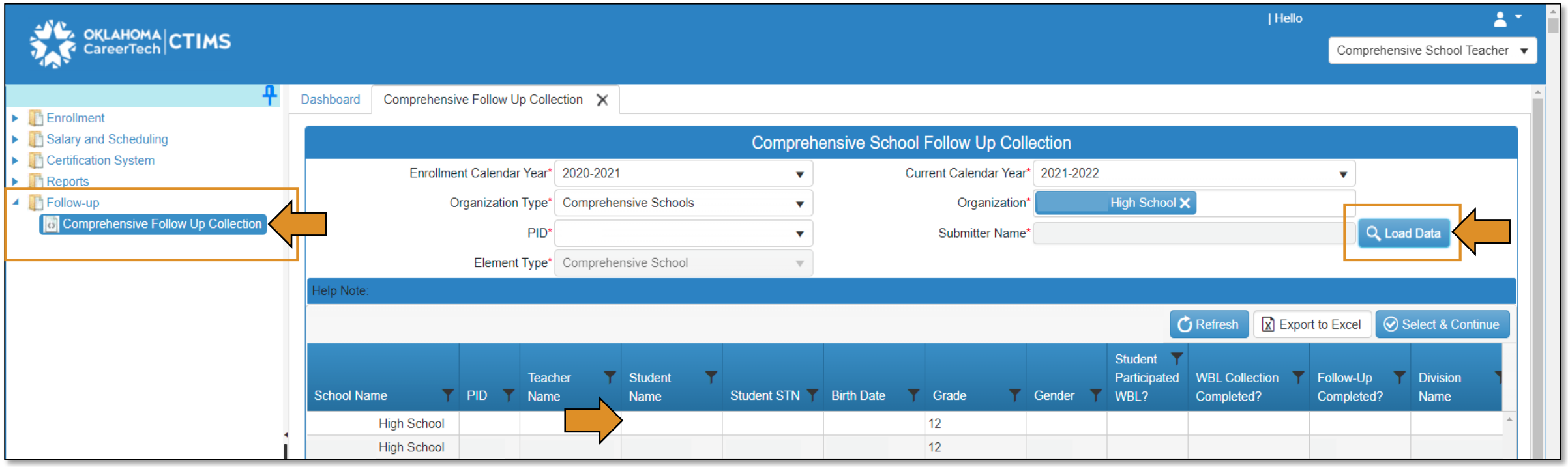
Follow-Up: Screen 2

●Enrollment Calendar Year should be last year. ●Current Calendar Year is the current year. ●Click on **Load Data**. ●A list of your 12th grade students (from last year) will appear. ●Highlight the row by clicking on the student's name. ●Select & Continue.



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Follow-Up: Screen 3

●Add the student's email address, if it is not populated. ●Answer if student is deceased – this is mandatory but it defaults to No. ●If they are not deceased, make sure you answer the Education & Employment questions. *See Appendix A for a listing of Education & Employment definitions*. ●If the student is deceased, change the answer to Yes, the additional follow-up information questions will be locked except the certification test question. ●If they did not take a certification test, choose No. ●Save. ●Click Next Student. ●If they did take a certification test, follow the instructions for adding certifications here. *(Screenshot on next slide.) Work Based Learning (WBL) instructions here.*

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Follow-Up: Screen 3 (Screenshot)

Dashboard | Comprehensive Follow Up Collection | Comprehensive Student Follow Up Collection

Return To Student List | Refresh | First Student | Previous Student | Next Student | Last Student | Cancel Changes | Save

Comprehensive School Student Follow Up Report

Enrollment Calendar Year* 2020-2021
Current Calendar Year 2021-2022
Organization Type Comprehensive Schools
School Name* High School

Student Information

Student Name
Student Follow Up Process No. 2021-CESI-
STN
Grade 12
Gender
Date of Birth
Email Address

Follow Up Information - Answer the following questions

Is Student Deceased? Yes No
Education Status* --Select--
Employment Status* --Select--
If employed civilian, is the Job related to the coursework in which they were enrolled?
Is this student self employed?? No
Job Category
Job Duties

Has the student taken a certification test? If yes, input the certification information below *
Work Based Learning ?*

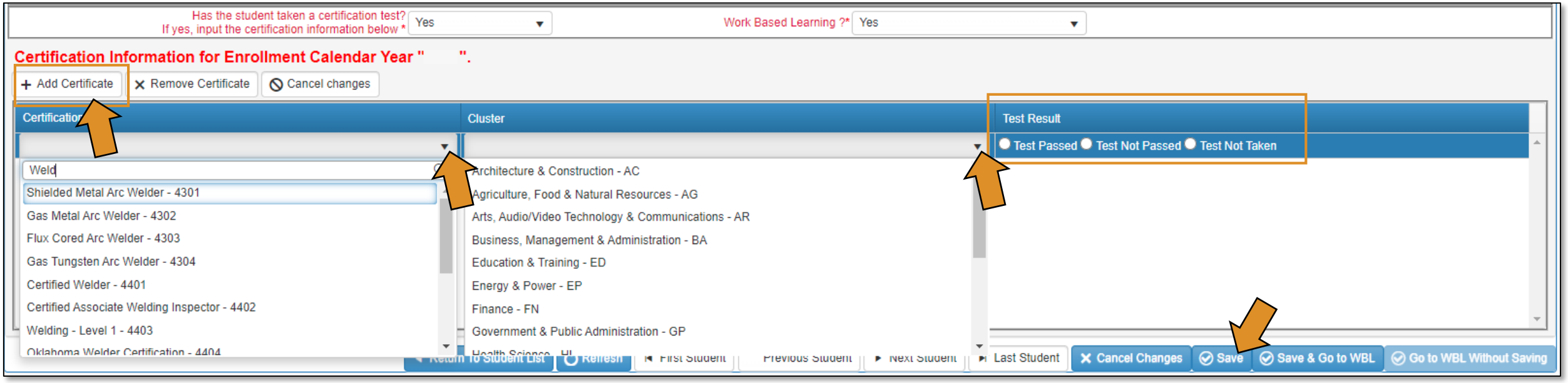
Certification	Cluster	Test Result

Return To Student List | Refresh | First Student | Previous Student | Next Student | Last Student | Cancel Changes | Save | Save & Go to WBL | Go to WBL Without Saving

Follow-Up: Screen 3 (Certification Info)

●If Yes, click **+Add Certificate**. ●Under the Certification & Cluster columns, click on the drop-down arrow. ●Type the first few letters of the certification name – it will populate for you. If you know the certification number, you can type it instead. ●Click the drop-down arrow for the cluster and choose the correct cluster. ●Choose **Test Passed**, **Test Not Passed** or **Test Not Taken**, under the Test Result Column. ●Click **Save**. ●Click **Ok**. ●Navigate to the next student by clicking **Next Student** or **Back to Summary**.

***IMPORTANT: The certifications in the list are pulled from the approved assessment list kept and updated by our Testing division. For this list, visit the website [here](#).*



Follow-Up: Screen 3 (WBL Info)

●Select Yes or No on if the student did or did not participate in Work Based Learning (WBL). ●Click **Save**. ●Click **Next Student**. ●Once you have completed all of your student's information and certifications. ●Click **Save & Go to WBL**.

Dashboard | Comprehensive Follow Up Collection | Comprehensive Student Follow Up Collection

Return To Student List | Refresh | First Student | Previous Student | Next Student | Last Student | Cancel Changes | Save

Comprehensive School Student Follow Up Report

Enrollment Calendar Year* 2020-2021
Current Calendar Year 2021-2022
Organization Type Comprehensive Schools
School Name* High School

Student Information

Student Name
Student Follow Up Process No. 2021-CESI-
STN
Grade 12
Gender
Date of Birth
Email Address

Follow Up Information - Answer the following questions

Is Student Deceased? Yes No
Education Status* --Select--
Employment Status* --Select--
If employed civilian, is the Job related to the coursework in which they were enrolled?
Is this student self employed?? No
Job Category
Job Duties
Has the student taken a certification test? If yes, input the certification information below *
Work Based Learning ?*

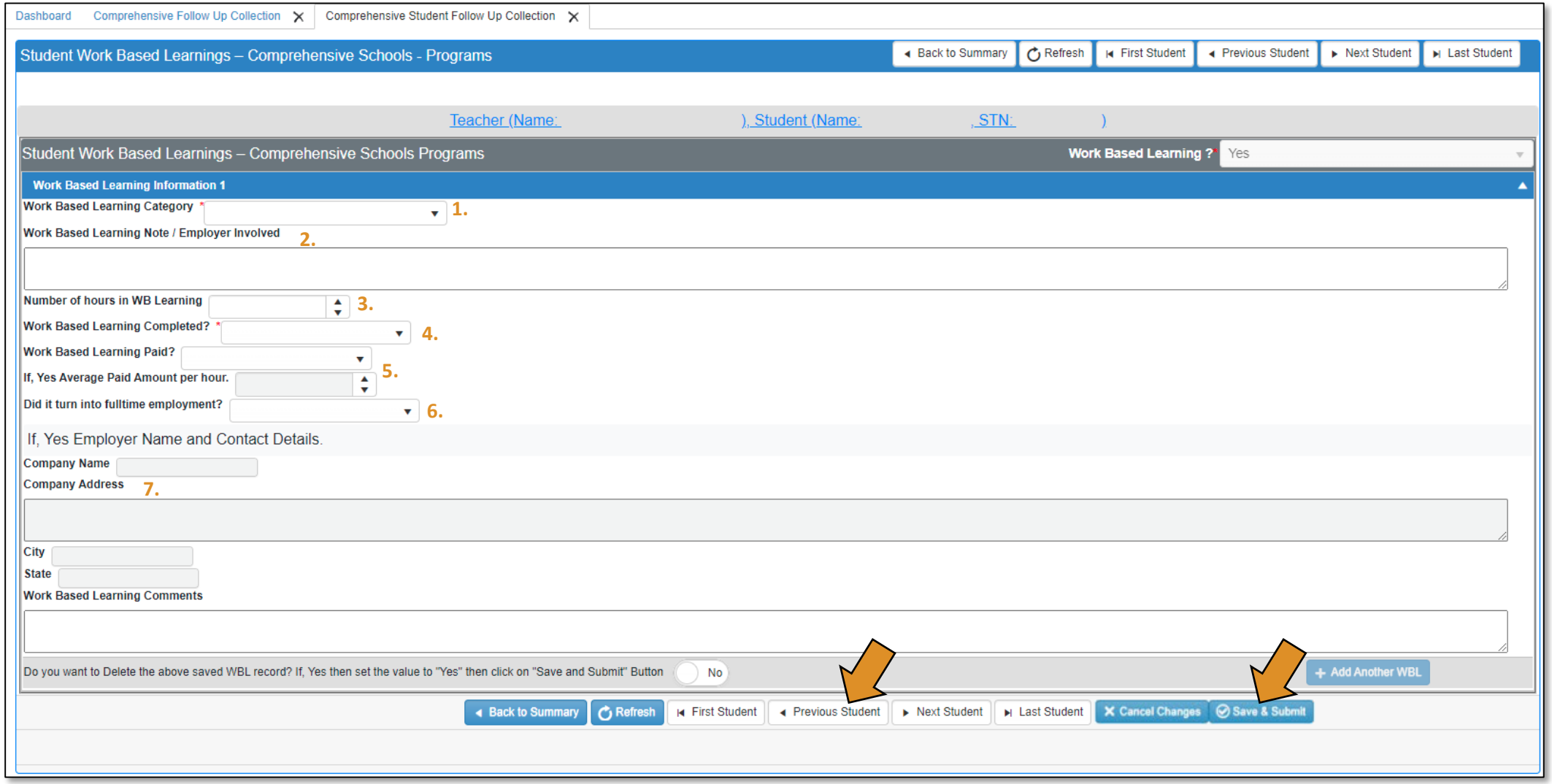
Certification	Cluster	Test Result

Return To Student List | Refresh | First Student | Previous Student | Next Student | Last Student | Cancel Changes | Save | Save & Go to WBL | Go to WBL Without Saving

Follow-Up: Screen 4 (WBL Info)

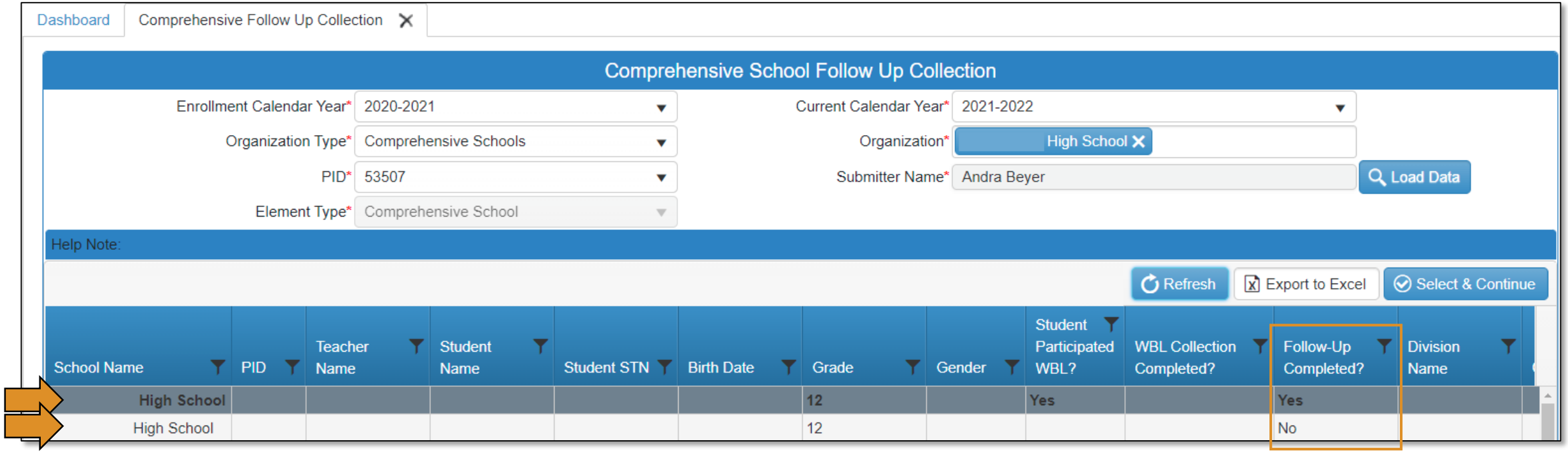
- Fill out all fields for WBL.
- Click **Save & Submit**.
- Click **PREVIOUS STUDENT** to access the next student.

***A box will appear asking if you would like to update Work Based Learning on just this student or update all students. If all students had the same WBL – click Update all students. If they had different WBL, update just this student.*



Summary Page

- Click **Refresh** when on the summary page. **If the row is highlighted dark gray, that means the student's follow-up is complete. If the row is white, that means the student's follow-up is not complete.



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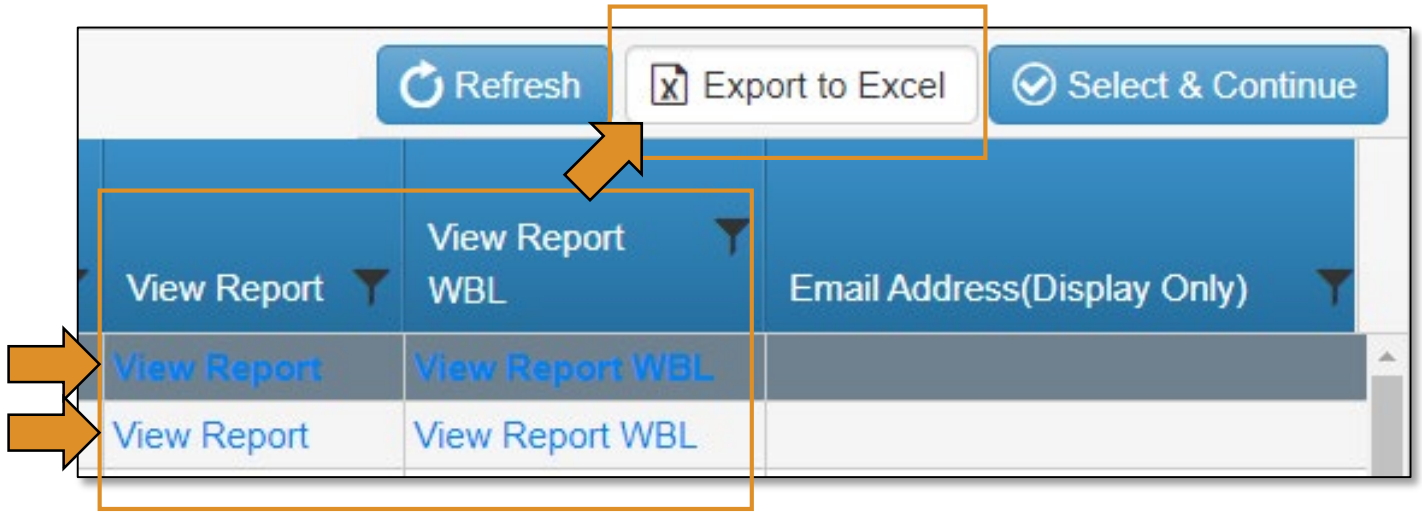
View Report Links & Export to Excel

- This is <u>not</u> a report for each individual student – <u>it is a teacher summary</u> report.
- You can export to excel if you want to save the file on your computer.



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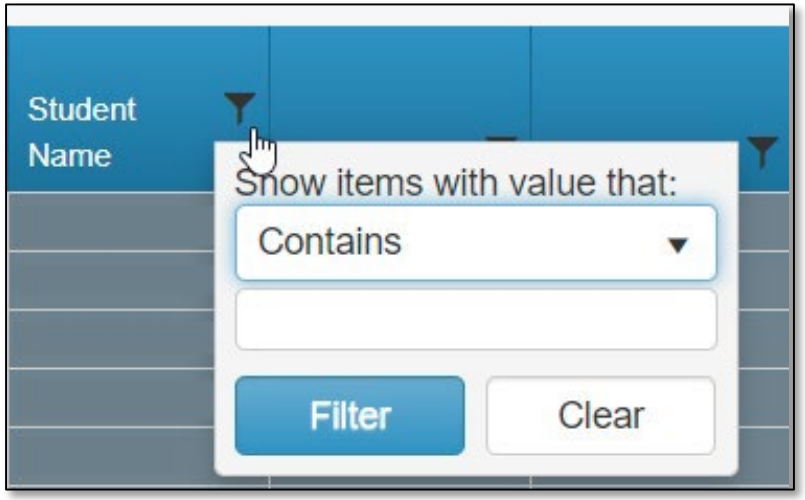
Certifications

●You do <u>not</u> have to enter data for student's 11th grade and lower, but you can enter certification information on any student. ●Use the filter button in the Student Name column to find the student you want to enter a certification for – once you find that student, click on the row to highlight it then click **Select & Continue**. ●Enter certification information.



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