

## INSTRUCTIONS FOR COMPLETING THE COMPLETION/FOLLOW-UP REPORT FOR TECHNOLOGY CENTERS

Each school has been given a unique password that provides access to this report. It will be the responsibility of the data contact at each school to determine who should have access to this password in order to complete the reports.

**NOTE:** This report is best viewed by using Mozilla Firefox as your browser. If you must use Internet Explorer, and are having problems viewing the Certification List (step 7 below), you will need to change the Compatibility View Settings. To do this, open Internet Explorer, select Tools, then select Compatibility View Settings. In the box entitled "Add This Website:," enter *okcareertech.org* and then click on the Add button. Once the report has been updated, you may need to remove *okcareertech.org* from the compatibility view settings box.

To access the Completion/Follow-Up report, go to CareerTech's home page.

**<http://www.okcareertech.org>**

- 1) Select the Web Apps from top of the page.
- 2) Select IMD (Information Management Division).
- 3) Select *Technology Centers* (Career Majors).
- 4) Select *Career Majors* from the left-hand column.
- 5) Select *Data Submission* from the center column.
- 6) Select *Student Completion/Follow-Up Report* from the center column.
- 7) Select *Technology Center Login for Follow-Up*.
- 8) Select appropriate school name and enter the password for this report.
- 9) Select *Enter Follow-Up Information*.
- 10) Select the Pathway.
- 11) Select the student to be updated and either press the "enter" key or click on Select at the bottom of the screen.
- 12) For each student to be updated, use the following as a guide as to the information to be provided. Once all information is provided for the student, select the "save" button at the bottom of the screen. You will be returned to the list of student names and an "X" will appear beside the student name that was updated. A student worksheet is provided at the end of this document.

**Step 1:** Indicate if the student is deceased by checking the appropriate box and hitting the SAVE button. Otherwise, skip to Step 2.

**Step 2:** For the Career Major(s) that the student was enrolled in last school year, indicate the status for each and hit the SAVE button. Choices are:

**Completed Career Major** - Student completed the Career Major last school year. This student will not be submitted as an enrollment in this Career Major for the current school year. Completion is defined as completing all requirements set forth by the school for the Career Major approved for that school.

**Course Concentrator \*** – Student did not complete the entire Career Major but did complete 360 or more hours of the Career Major and is no longer enrolled in this Career Major.

**Continuing in Career Major** – Student is continuing in the Career Major this school year and enrollment has been submitted for the current school year in this Career Major.

**Skill Enhancement Enrollee** – Adult student enrolled in the Career Major for a specific set of knowledge and skills and did not intend to complete the entire Career Major or even an entire course – but did complete the intended course work. Student is no longer enrolled for this school year. This category will only pertain to adult students.

**Changed Career Majors** – Student did not complete the Career Major but transferred to another Career Major at your school.

**Transferred to Another School** – Student did not complete the Career Major but transferred to another school.

**Dropped, No Longer in School** – Student did not complete the Career Major, is not a course concentrator, is not a skill enhancement enrollee, is not a transfer, did not change career majors and is no longer attending a comprehensive school or a technology center.

*\*Secondary students who are on an IEP with the full participation of either a technology center representative or a career and technology education instructor as a member of the student's IEP team and who have met the goals for the career and technology education program as stated in their IEP are considered concentrators. Adult students on 504 Accommodation Plans have individualized accommodations that are to be used in the classroom, lab and shop to provide equal access for them to the program curriculum. The development of the 504 Plan should consider the future employment of the student and the effects of the student's disability when writing the 504 Plan. If adjustments to the program are made in the 504 Plan but the core competencies are met the student is considered a concentrator.*

**If the student completed a Career Major(s) last school year, or was a Course Concentrator, continue to Step 3. Otherwise, skip to Step 7**

**Step 3:** For students that completed one or more Career Majors during the past school year, or was a Course Concentrator, indicate their current Education Status and Employment Status. Choices are:

Educational Status:

- Not attending school
- Attending high school or technology center as a secondary student
- Attending technology center as an adult student
- Attending private school as an adult student
- Attending public collegiate school as an adult student
- Educational status is unknown.

Employment Status:

- Employed full-time civilian (at least 35 hours per week)
- Employed part-time civilian (less than 35 hours per week)
- Employed full-time Military
- Unemployed but actively seeking employment
- Not in the labor force and not seeking employment
- Employment status is unknown.

**If the student is employed, continue to Step 4. Otherwise, skip to Step 7.**

**Step 4:** For students that are employed, provide the following information.

Job Title – list the student's current job title

Job Duties – provide a brief description of the student's job duties

Relatedness – Career Major

Indicate if the student's current job is related to one or more Career Majors completed last school year. If so, select the Career Major(s) it is related to from the list provided.

Relatedness – Career Cluster

If current job is not directly related to the Career Major, indicate if it is related to the Career Cluster.

**If the student's job is related to the Career Major or Career Cluster, continue to Step 5. Otherwise, skip to Step 7.**

**Step 5:** For students that are employed related to career major and/or cluster, provide the following information.

Current Salary – provide the student's current salary and whether it is per hour, per week, per month or per year. If the student will not share this information, leave the field blank.

Hours per Week – provide the number of hours that the student works per week. Do not count overtime.

Benefits – indicate if the student receives benefits.

Self-Employed – indicate if the student is self-employed.

**If the student is not self employed, continue to Step 6. Otherwise, skip to Step 7.**

**Step 6** - For students that are employed related to career major and/or cluster, provide the following information. All fields must be completed in this section. Otherwise, leave blank.

Company Name – provide the company name where the student is employed.

Company Address – provide the company address where the student is employed.

City, State, Zip – provide the company city, state and zip where the student is employed.

**Step 7:-** Certifications recognized by the Testing Division of the Oklahoma Department of Career and Technology Education will be displayed for the Career Cluster/Pathway selected. By default, “did not test” will be selected for each. For each test, indicate the status for the student. Choices are:

Tested/Passed – select this if the student took and passed this certification.

Tested/Did Not Pass – select this if the student took the certification test but did not pass.

Did Not Test – by default, this will be selected for each certification.

If the certification is not listed under the default Career Cluster, you can select another Cluster by clicking the “+” beside the cluster name and updating the information accordingly.

*NOTE: If the certification list is not populating correctly, see NOTE at the beginning of this document.*

Hit the **SAVE** button at the bottom of the screen after updating all information.

## REPORTS

From the Main Menu screen, there are several reports you can select to validate the information provided for each student. The following is a brief description of each report.

- Review Detail Information for One Student – This report allows you to review and/or print information for one student.
- Review Detail Information for All Students in a Pathway – This report allows you to review and/or print all information for all students in a pathway.
- Summaries by Pathway – This option allows you to print several summary reports.
  - Completion Summary by Pathway
  - Placement Summary by Pathway – All Completers
  - Placement Summary by Pathway – Career Major Completers Only
  - Placement Summary by Pathway – Course Concentrators Only

Each of the above summary reports provides you the option of summarizing the data using all students, secondary only, or adults only.

## STUDENT COMPLETION/FOLLOW-UP WORKSHEET

STUDENT'S NAME: \_\_\_\_\_

If this student is deceased, please check here. No additional information is required. <input style="float: right; margin-left: 20px;" type="checkbox"/>
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**Indicate the student's status for each of the career majors they were enrolled in last school year.**

Career Major	Completed Career Major	Continuing In Career Major	Course Concentrator	Skill Enhancement Enrollee	Dropped, No Longer In School	Changed Career Majors	Transferred To Another School

**If student completed one or more Career Majors or is a Course Concentrator, indicate their current education status and employment status.**

Education Status: _____ Employment Status: _____
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**If the student is employed full-time or part-time, provide the following information.**

Job Title: _____ Job Duties: _____ Is Job related to the Career Major(s) completed?    ___ Yes    ___ No If Yes, which Career Major(s) is this job related to? _____ Is Job related to this Career Cluster?    ___ Yes    ___ No
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**If the job is related to the Career Major(s) or the Career Cluster, provide the following information.**

Current Salary: _____ per ___ Hour ___ Week ___ Month ___ Year Hours worked per week: _____ Does student receive benefits (anything provided over base salary)?    ___ Yes    ___ No    ___ Unknown Is the student self-employed?    ___ No    ___ Yes
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**If the student is not self-employed, provide the following information. All fields must be completed.**

Company Name: _____ Company Address _____ City _____ State _____ Zip _____
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**List Certifications Passed or Attempted/Did Not Pass Last School Year.**

Certification	Tested/Passed	Tested/Did Not Pass