



Missouri Department of Elementary and Secondary Education

— Making a positive difference through education and service —

TO: Superintendents

FROM: Becky Kemna, Coordinator
School Improvement and Accreditation

SUBJECT: Graduate Follow-Up Data Reporting Guidelines

DATE: July 21, 2005

Following are guidelines for reporting graduate follow-up data via the Core Data Collection System:

Screens 26 and 27

1. Follow up on any graduate who earned high school credit for any career education course during his or her high school career.
2. Report the placement status of the graduate as of six months after graduation. For example, a graduate who enters college after the follow-up data are reported should not be reported as attending college.
3. Report follow-up data for only one course per graduate, regardless of the number of courses for which a graduate earned credit. Follow-up in the area the graduate is most likely to be placed. **NOTE:** Reporting follow-up data for more than one course for a graduate is duplicate reporting and may result in 0 points awarded for Missouri School Improvement Program (MSIP) and Annual Performance Report (APR) purposes.
4. Report follow-up data on Screen 26 for any graduate who took a career education course in the comprehensive high school and took no courses in an AVTS.
5. School districts operating an AVTS should report on Screen 26 any follow-up data for courses offered in the comprehensive high school or the AVTS (1100 building). Screen 27 should be used to report data for students sent from the district's comprehensive high school or another district.
6. When a graduate took Career Education courses at both the comprehensive high school and the AVTS, the AVTS should report follow-up data for the graduate **unless** the comprehensive high school course would result in a positive placement and the AVTS course would not **AND** the AVTS agrees to allow the comprehensive high school to report the data. **NOTE:** Follow-up data for a graduate should not be reported by both the comprehensive high school and the AVTS. This duplication of reporting may result in 0 points awarded for MSIP and APR purposes.

7. When a graduate is attending college and working, placement should be reported in the category for which the student is closest to full-time. For example, if a student is working part time and attending college full-time, the placement category should be either college related or college non-related.
8. A graduate should be reported in the same reporting category on Screen 08 as reported on Screens 26 and/or 27 unless the graduate is attending college **full-time and** working **full-time in a related field**. In this case, the district **may** report the graduate as employed-related on Screen 26 or 27 and as attending college on Screen 08 **if**: the district documents the name of the graduate, the name of the college the graduate is attending, and the name of the employer and submits the documentation to the Data Analysis and Reporting Section of the Department.

Screen 08

1. Report follow-up data for every graduate reported on Screen 13.
2. See #8 above for graduates attending college full-time and employed in a related field full-time.
3. Report the placement status of the graduate as of six months after graduation. A graduate who enters college more than six months after graduation should not be reported as attending college.

MSIP/APR and Graduate Follow-Up Data

Two MSIP standards measure graduate follow-up data: Standard 9.4*3 Vocational Placement and Standard 9.4*4 College Placement. These standards are measured individually to determine if a standard is met, and they are measured as one combined standard to determine if both standards are met. Standard 9.4*3 uses data from Screens 26 and 27 and Standard 9.4*4 uses data from Screen 08.

The calculation for the combined standards uses the **4-Year College, 2-Year College, and Non-College** (non-degree earning post-secondary institution) data from Screen 08 and the following categories from Screens 26 and 27: **Employment-Related, Military-Related, Military Not-Related**. Please refer to the resources below for more information regarding this calculation.

Resources

Please refer to the [Core Data Collection System Manual](#) for more information regarding the reporting guidelines for Screens 08, 26, and 27 via the DESE Website at: <http://dese.mo.gov/divimprove/coredata/CDmanual.html>.

Please refer to the [Understanding Your Annual Performance Report](#) for more information regarding the use of graduate follow-up data for MSIP Purposes via the DESE Website at: <http://www.dese.mo.gov/divimprove/sia/msip/understandingyourapr.pdf>.

Please feel free to contact the Core Data Section at 573-751-9060, Data Analysis and Reporting at 573-751-6849, or School Improvement and Accreditation at 573-751-4426.