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

Completion Period:
October 1 – November 30
CTIMS Support Contact Information

Email: CTIMSSupport@careertech.ok.gov
Phone: 405.743.5134
IMD Contact Information

**Mika Hickman**  
Administrative Assistant  
Office: (405) 743.5124  
Email: Mika.Hickman@careertech.ok.gov

**Rebecca Thacker**  
Technical Support Specialist  
Office: (405) 743.5134  
Email: Rebecca.Thacker@careertech.ok.gov

**Andra Beyer**  
Data Quality Coordinator  
Office: (405) 743.5403  
Email: Andra.Beyer@careertech.ok.gov

**Carol Hall**  
Performance Data/Analysis Coordinator  
Office: (405) 743.5125  
Email: Carol.Hall@careertech.ok.gov

Manager, Information Management Division  
Office: (405) 743.6882  
Email:
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](#)
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
Follow-Up: Screen 1

- Verify the information is accurate.
- Click on Load Data.
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.
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.
Follow-Up: Screen 3 (Screenshot)

### 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**
- **STN**
- **Gender**
- **Email Address**

### Follow Up Information - Answer the following questions
- **Student Deceased?**
- **Education Status**
- **Job Category**
- **Has the student taken a certification test?**

### Certification
- Cluster
- Test Result

### Additional Options
- **Return To Student List**
- **Refresh**
- **First 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.
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.**

![Image of the Comprehensive School Follow Up Collection page](image-url)

<table>
<thead>
<tr>
<th>School Name</th>
<th>PID</th>
<th>Teacher Name</th>
<th>Student Name</th>
<th>Student STN</th>
<th>Birth Date</th>
<th>Grade</th>
<th>Gender</th>
<th>Student Participated WBL?</th>
<th>WBL Collection Completed?</th>
<th>Follow-Up Completed?</th>
<th>Division Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>12</td>
<td>Yes</td>
<td></td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>High School</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>
This is not a report for each individual student – it is a teacher summary report. You can export to excel if you want to save the file on your computer.
Certifications

● You do **not** 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.