

Graduate Placement

The Basics

Why?

- Placement surveys are required for all active programs at a school that has had at least one approved program for three or more years.
- If an established program runs for four consecutive years without a placement, it will be considered unapproved for state funding purposes.
- Failure to submit placement data will impact state funding.
- Placement data is also used in performance measure 3S1 – Placement.

What?

To determine whether students, after leaving high school, and having concentrated in a CTE program, are “placed” in any of the following categories:

- Enrolled in postsecondary education
- Enrolled in advanced training
- Are in military service
- Are a volunteer in a national service program
- Are a volunteer in the Peace Corps
- Are employed.

Who?

- Students that have concentrated in a CTE program and have graduated or otherwise left secondary education in the reporting year
- The CTE Data Portal creates a list of eligible students based on the student's concentrator status and their home high school exit code (also known as a "leave code").
- Concentrators with the following exit codes are eligible for placement surveys:
 - A – Attendees
 - G/S7/W7 – Graduates
 - S4/W4 – Status Unknown
 - S5/W5 – Dropouts
 - S6/W6 – Aged Out (22+)
 - S11/W11 – Left to attain a GED

Who?

- Eligible concentrators in the second quarter after exiting high school (with a qualified exit code)
- The six- to nine-month timeframe (quarter) after the quarter in which the student leaves high school

STUDENT LEFT HIGH SCHOOL	STUDENT IS PLACED
Quarter 3 (January 1 – March 31)	Quarter 1 (July 1 – September 30)
Quarter 4 (April 1 – June 30)	Quarter 2 (October 1 – December 31)
Quarter 1 (July 1 – September 30)	Quarter 3 (January 1 – March 31)
Quarter 2 (October 1 – December 31)	Quarter 4 (April 1 – June 30)

When?

- Placement surveys are available in the CTE Data Portal in the Fall following the student's graduation and remain open for data entry through the following summer
- Check the CTE Data Portal or calendar of deadlines for each year's 5 specific dates. This allows for a nine-month period in which schools may record placement survey data
- The state compiles placement survey data in the late summer and early fall for reporting to the United States Department of Education as part of a required annual report at the end of the year.

How?

- The CTE Data Portal creates a list of eligible concentrators in the Placement Survey module on an annual basis.
- Only students that exist on this list in the Placement Survey module can have a placement survey recorded/report to ADE
- Students cannot be added to this list after it is completed, so it is critical that schools maintain accurate enrollment reporting, including the appropriate credits, to ensure that all concentrators are tracked appropriately
- The CTE Data Portal allows for data entry in two ways – direct data entry through a placement survey form or via upload using an Excel template.

How?

- Collect student information using the [Placement Survey](#) which contains several sections that must be completed to properly record the student's placement data
- Place the student data in the appropriate [survey placement file upload template](#) or manually enter individual student information into the portal
- Follow the directions on the survey placement file upload template carefully. Not doing so will result in the file having errors and will require you to resubmit

Helpful tips

- Gather student contact information during their second year of the program
 - Gather as much information as possible that you would not find in your SIS (social media, cell phone, younger siblings in same school district, etc.)
- Inform the students they will be contacted shortly after they graduate to complete the survey
- Explain why completing the survey is important
- Determine who is best to make the contacts

Helpful tips

Utilize the [Placement Survey Instructions & Recommendations for Conducting Follow Up](#) guide



Arizona Department of Education
Career and Technical Education

Placement Survey Instructions & Recommendations for Conducting Follow-up

For students that left secondary education in school year 2020 – 2021

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