



FOLLOW-UP REPORTING

What is Follow Up?

The Follow-up data (AKA Outcomes or VE-135) reporting process involves contacting your secondary concentrators or post-secondary completers **six months after completion** to collect placement information such as employment status, continuing education, apprenticeship, military or other service, and certifications taken and passed.



What's Reported in Follow Up?

Placement

- Employed in CTE Field or Other
- Not Employed
- Unknown

Continuing Education

- Continuing ed (Secondary, Post-secondary, Technical)
- Not Continuing Ed
- Unknown

Military Service

- Military (Full or Part Time)
- Not Military
- Unknown

Apprenticeship

- In Apprenticeship
- Not in Apprenticeship
- Unknown

Service Program

- In Americorps, Peacecorps, VISTA
- Not in Americorps, Peacecorps, VISTA
- Unknown

Certification Exam Completed

- Completed Industry Certification or Licensure Exam
- Did not complete either
- Unknown

Certification Exam Passed

- Passed Industry Certification or Licensure Exam
- Did not pass either
- Unknown

Why Do Follow Up?



- Tied to state and federal funding for CTE programs
- Along with enrollment, used in Colorado's federal performance report due to the U.S. Dept of Education each year
- Used in the program renewal process
- Used in Civil Rights compliance audits
- Used in advocating for the value of CTE programs in Colorado and at the federal level

Who Needs Follow Up?

- **SECONDARY:** Students who were reported as **concentrators** in the previous academic year. This can include both continuing secondary students as well as graduates who concentrated (met the 2-year enrollment criteria) in a specific program the previous year.
- **POSTSECONDARY:** Students who were reported as **completers** and received a certificate or degree in the previous academic year. This can include continuing postsecondary students if they are pursuing additional accreditations, however, most will be graduates of a specific program the previous year.



When is Follow Up Due?

- ❑ **Dec. 10th** – **Follow Up opens** for secondary concentrators and postsecondary completers for 2024-25 school year.
- ❑ **Mar. 31st** – **Follow Up closes** for secondary concentrators and postsecondary completers for 2024-25 school year.
- ❑ **April 1st** – **Deadline for New Programs** for 2025-26 school year to be submitted to CCCS.
- ❑ **May 15th** – **CTE Secondary and Postsecondary Enrollment opens** for 2025-26 school year.
- ❑ **May 15th** – **Deadline for Revisions, Renewals, and Responses** to “Information Needed” requests due to CCCS for 2025-26 school year programs.
- ❑ **July 31st** – **Deadline for Middle and Secondary Enrollment** data for 2025-26 school year.
- ❑ **Aug. 31st** – **Deadline for Active Teachers** data for 2025-26 school year.
- ❑ **Aug. 31st** – **Deadline for CTA Reporting** for 2025-26 school year.
- ❑ **Aug. 31st** – **Deadline for Post-Secondary Enrollment** (Non-System Colleges) data for 2025-26.

How do I Conduct Follow-up?

How you decide to conduct follow up depends on the number of students in your school and/or district, how many students you need to do follow up for, and what technology or resources your school has available to help you contact students.

Devise a plan based on your available resources and time allotment.



CTE Follow Up – Helpful Tips

- **Read the Guidance.** It will save time and frustration.
- **Plan in advance.** Gather contact information before students depart campus. Inform them that they will be receiving a survey in 6 months.
- **Decide who will be responsible** for tasks and establish deadlines.
- **Conduct a training** if more than one person will be conducting follow-up.
- Plan to use **multiple or tiered response methods.** For example, start with a survey, do a reminder, then call or text those who haven't responded.
- **Vary contact methods** with contacts at different **times of day** or days of week or weekend.
- **Offer a prize** or opportunity to win a gift card to responders to increase participation.
- **Use student resources** to search social media or other tasks if available.

Methods for Conducting Follow-up

Pros and Cons of Different Platforms

Method	Pros	Cons
Web based survey	Very cost effective. Easy to automate. Easier to collect data consistently.	Unable to answer or clarify student questions. Students may be suspicious of link if they aren't aware of what the survey is or who it's coming from.
Phone calls	Can clarify or answer student questions.	Time intensive. May be difficult to get a return call if students don't know caller or aren't aware of survey.
Email	Very cost effective. Easy to automate. Easier to collect data consistently.	Unable to answer or clarify student questions. Students may be suspicious of link if they aren't aware of what the survey is or who it's coming from. Email could be blocked as SPAM.
Text	Students typically look at text more than emails.	Time intensive without automation.
Social Media	Can often help fill in gaps when you have tried other methods to contact non-responders	On LinkedIn, some career fields tend to be better represented than others. No clarification if needed or verification of accuracy of information.

Plan Your Strategy

Prepare Survey, Plan Contact Methods and Dates, and Assign Responsibility

Method	First Contact 1/15/26	Second Contact 1/30/26	Third Contact 2/15/26
Email	✓	✓	
Text	✓	✓	
Phone		✓	✓
In Person			✓
Social Media			✓
Parent or Other			✓

CTE Follow-up: Reporting Fields (Placement)

PLACEMENT: At any time between Oct. 1, 2025, and Dec. 31, 2025, were you:

Code	Description
1	Employed full or part time in an occupation related to the CTE program completed last year.
2	Employed full or part time in an occupation not related to the program completed last year.
3	Unemployed and actively seeking employment.
4	Unemployed and not actively seeking employment (use this status if the student is not seeking employment for any reason such as by choice, volunteering, enrollment in school, illness, pregnancy, etc.
5	Unknown. Unable to contact student. No follow-up information was collected on this student.
7	Student is deceased.

CTE Follow-up: Reporting Fields (Placement)

Special Rules for Placement:

- **ACE:** ACE (998005) program completers—**mark all students that have any type of employment with a placement status code “1”** (employed related to training). Do not use status code “2” (employed not related to training).
- **SAE:** If a student is involved in a supervised agricultural experience program (paid or unpaid), then you should use **placement status code “1”** (employed related to training).
- **Continuing Education and not Employed.** If a student is continuing their education and is not employed, or you don’t know their employment status, **use a placement code of 4** and then choose one of the continuing education categories (1, 3, or 4).
- **Unknown:** You should only use the **placement status code 5** (Unknown or unable to contact) when you know **nothing** about the status of the student or only technical skills assessment/certification exam information is known. ***In other words, if you mark ‘5’ (Unknown or unable to contact) for placement, also mark unknown for Continuing Education(5), Military Service(3) Apprenticeship(3) and Service Program(2).***

CTE Follow-up: Reporting Fields (Continuing Education)

CONTEUCATION: At any time between Oct. 1, 2025, and Dec. 31, 2025, were you:

Code	Description
0	Not continuing education
1	Continuing secondary education (High School)
3	Continuing at a Community or Technical College (Certificate or Associates degree)
4	Continuing at a 4-Year College or University (Bachelors degree)
5	Unknown

Note: This question pertains to where the student was primarily enrolled **during the survey window** (October 1-December 31) following program completion. It is not asking if the student plans to pursue a postsecondary education in the future.

CTE Follow-up: Reporting Fields (Continuing Education)

Special Rules for Continuing Education:

- **Dual/Concurrent Enrollment:** If the student is in a concurrent enrollment program during the survey window, then they are still primarily enrolled at the **secondary** level. Thus, do not answer that they were continuing education at the postsecondary level.
- **Apprentice:** If a student is in an apprenticeship program, then mark them as continuing education = '3' (continuing at community or technical college level).
- **Military Full-Time:** If a student is in the military full-time (see field below), mark them as continuing education = '3' (continuing at community or technical college level), unless you know that they are enrolled at a four-year institution (and in that case enter '4' in the continuing education field).

CTE Follow-up: Reporting Fields (Military Service)

MILITARYSERVICEID: At any time between Oct. 1, 2025, and Dec. 31, 2025, were you: actively enlisted in a branch of the United States armed forces (Army, Navy, Marines, Air Force, Coast Guard, as well as Army National Guard, Air National Guard, or Active Reserves)

Code	Description
0	Not in the military
1	In the military full-time (>35 hours week)
2	In the military part-time (<35 hours week)
3	Unknown

Special Rules for Military Service:

- **Military Service Full Time:** If a student is in the military full time (35 or more hours per week), you should use **placement status code '1'** (employed related to training), mark them as **continuing their education as code '3'** (continuing at community or technical college level), unless you know that they are enrolled at a four-year institution, then enter "4" in the continuing education field.

CTE Follow-up: Reporting Fields (Apprenticeship)

APPRENTICESHIP: At any time between Oct. 1, 2025, and Dec. 31, 2025, were you:

Code	Description
0	Not in an apprenticeship
1	Participating in an apprenticeship related to the CTE program completed last year
2	Participating in an apprenticeship not related to the CTE program completed last year
3	Unknown

Special Rules for Apprenticeship:

If an individual is in an apprenticeship program (related or unrelated to CTE program), **then mark them for Continuing education as '3'** (Continuing at community or technical college level).

CTE Follow-up: Reporting Fields (Service Program)

SERVICEPROGRAM: At any time between Oct. 1, 2025, and Dec. 31, 2025, were you:

Code	Description
0	Not in AmeriCorps, Volunteers in Service to America (VISTA), National Civilian Community Corps (NCCC), or Peace Corps
1	In AmeriCorps, Volunteers in Service to America (VISTA), National Civilian Community Corps (NCCC), or Peace Corps
2	Unknown

Special Rules for Service Program:

None

CTE Follow-up: Reporting Fields (Certification Exam Completed and Passed)

CERTEXAMCOMPLETED: Since completing the program, have you taken an industry certification exam and if yes, did you pass it?

Code	Description
0	Unknown
Y	During the program completion year or since leaving school, student has taken a state licensing test or an industry certification test related to the program completed
N	During the program completion year or since leaving school student has not taken a state licensing test or an industry certification test related to the program completed

Special Rules for Certification Exam:

If certification exam completed is 'unknown' (0) then fill in certification exam passed as 'unknown' (0).

CTE Follow-up: Reporting Fields (Certification Exam Completed and Passed)

CERTEXAMPASSED: Since completing the program, have you taken an industry certification exam and if yes, did you pass it?

Code	Description
0	Unknown or NO to CertExamCompleted
Y	If yes to Part 1, and student did meet the requirements for licensure/certification.
N	If yes to Part 1, and student did not meet the requirements for licensure/certification.

Special Rules for Certification Exam:

If certification exam completed is 'unknown' (0) then fill in certification exam passed as 'unknown' (0).

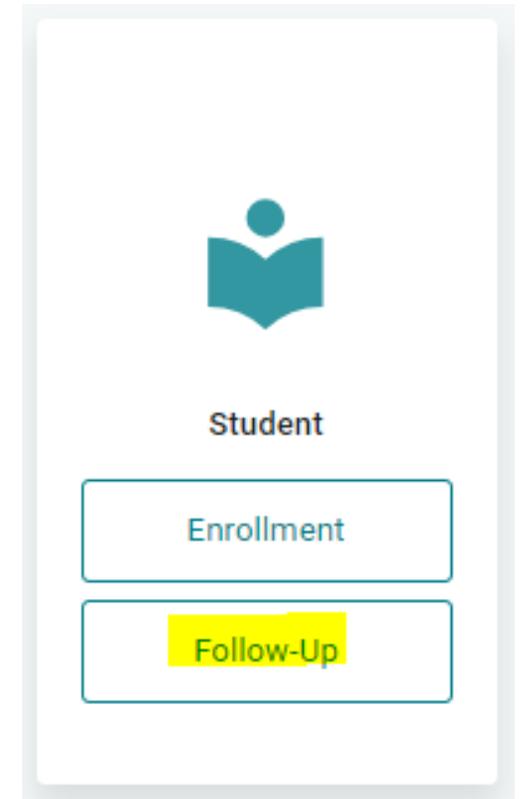
How do I Upload Follow-up?

You may upload a student follow up file with your results or update students manually in the Gateway. Which method you choose depends on the size of your school and/or district, the number of programs you have, and the number of concentrators and/or completers you have to report follow-up information on.



Accessing the Gateway

- Your institution's designated power user controls who has access and permissions to various sites of the Gateway. They can assign the **"DC – Student Record"** permission to access the site as well as assign the **"DC – Submission Approver"** permission which is the final enrollment and follow up sign-off.
- **ONLY ONE person per district or college should have the Submission Approver permission to certify that all enrollment and follow up is correct and complete.** You do not need to submit a ticket to CCCS for this access. Rather, contact your institution's power user.



File Download and Documentation

Complete secondary and postsecondary follow-up guidance as well as file downloads are available in the Gateway under Data/Follow up and on our website [Data Collection - Colorado CTE](#).

Upload Student Follow-up

Instructions

Use this section to enter follow-up data for identified students. Click the 'Download Student List' button to download an Excel file containing the names of student follow-up requirement.

Enter data relating to a student's placement into continuing education, military service, apprenticeship, a national service program, and/or whether a student detailed instructions on how to enter your follow-up data.

When you have completed entering your student follow-up data save the file to your computer. Click on the 'Upload Student Follow-up File' button and follow

- If the validation process is successful, you will receive onscreen and an email notification that your upload is complete.
- If the validation process uncovers errors, you will be provided a detailed list of errors onscreen and in an email. You must fix all identified errors and re-upload.

Note: Due to a high volume of data, your upload will appear the following day.

Guidance

Get More Guidance

Followup Data

Download List Of Secondary Follow-Up Students

Download List Of Postsecondary Follow-Up Students

Follow Up Guidance

- Follow-up Guidance for 24-25 Secondary concentrators & Postsecondary completers

Populating the Student File

- When you download the list of students for Follow-up reporting, you will see many populated fields based on what was reported for enrollment (e.g., student identifier, name, demographics) and the **following blank Follow-up fields (Secondary Columns AJ-AP)**

Placement	ContEducation	MilitaryServiceId	Apprenticeship	ServiceProgram	CertExamCompleted	CertExamPassed

- Do not change the pre-filled fields**, as it will cause issues when uploading the file with the Follow-up fields completed. Also, **do not change (move or rename) the field headers** in the file. Also, **do not add new students or remove students from the list**.
- You must provide an answer** in the Placement, Continuing Education, Military, Apprenticeship, Service Program, Certification Exam Completed and Certification Exam Passed fields for every student in Follow-up (even if your response may be a selection for “unknown”).

Uploading the Student File

- You may choose to update your student records by **filling in the Follow up columns ONLY** and reuploading the spreadsheet, or manually by individual student. For institutions with just a few students to update, it may be easier to update each record individually.

Upload Student Follow-up

Instructions

Use this section to enter follow-up data for identified students. Click the 'Download Student List' button to download an Excel file containing the names of students for whom you are required to report. Note that students in multiple programs will have a record listed for each program in which they met the follow-up requirement.

Enter data relating to a student's placement into continuing education, military service, apprenticeship, a national service program, and/or whether a student completed and passed a certification exam. All other data is prepopulated and should not be edited. Click on the 'Get More Guidance' button to access detailed instructions on how to enter your follow-up data.

When you have completed entering your student follow-up data save the file to your computer. Click on the 'Upload Student Follow-up File' button and follow the instructions provided. Note that all uploads are validated to ensure that data are correctly formatted and include all required fields.

- If the validation process is successful, you will receive onscreen and an email notification that your upload is complete.
- If the validation process uncovers errors, you will be provided a detailed list of errors onscreen and in an email. You must fix all identified errors and resubmit your file.

Note: Due to a high volume of data, your upload will appear the following day.

Guidance

Get More Guidance

Followup Data

Download List Of Postsecondary Follow-Up Students

Download List Of Secondary Follow-Up Students

Upload

+ Upload Student Follow-up File

Updating the Students Manually

If you have just a few students to update information for, you can manually make the changes to individual records. Just be sure not to try and change prefilled enrolled information as it could cause errors in the reporting.

View & Edit Program Placement

Instructions

Listed below are details on the active and conditionally-active programs offered within your site(s) during the current academic year, as entered in the Program Approvals module. Each row corresponds to a specific program offered within a site. Rows highlighted in green show completed records and rows highlighted in red show records that have been closed. Use the search bar to search within any column of the table. Click on a program's row to view the program summary and trend data or to update follow-up information.

Search Program Follow Up



School

Castle View High School



Incomplete ▾	Complete ▾	School Name ▾	CDE ID ▾	Program ▾	CIP ▾	Base ID ▾	Program Instance ID ▾	Program State ▾	Expiration ▾
62	0	Castle View High School	1367	Business, Management, Marketing	529999	11714	16264	Active (Due to Renew)	02/24/2024
20	0	Castle View High School	1367	Computer & Digital Technologies	110101	11731	15250	Active (Due to Renew)	04/07/2024

Updating the Students Manually

Select the program you want to update, and the student records will appear. To update an individual student, select the edit icon. This will pull up the student record. Use the dropdowns to select a code for each placement.

Student Information

Student Id

72_1036622334__90_11714

Placement Status

Continuing Education

Military Service

Apprenticeship

Service Program

Certification Exam Complete

Certification Exam Passed

Cancel

Save

Correcting Errors

If there are errors in your file, you will receive an error report via email explaining **the first ten errors in your file**. If you see a pattern, assume the issue exists throughout the file and not just the ten records and correct the entire file before re-uploading.

File Upload Encountered Errors

The following errors were encountered during file upload:

Error: ContEducation, at row 5: Illegal value 2 for column ContEducation. Legal Values: 0, 1, 3, 4, 5

Error: ContEducation, at row 6: Illegal value 2 for column ContEducation. Legal Values: 0, 1, 3, 4, 5

Error: ServiceProgram, at row 11: Illegal value 3 for column ServiceProgram. Legal Values: 0, 1, 2

Error: ServiceProgram, at row 12: Illegal value 3 for column ServiceProgram. Legal Values: 0, 1, 2

Error: ServiceProgram, at row 13: Illegal value 3 for column ServiceProgram. Legal Values: 0, 1, 2

Close Error Window

This process will repeat until all errors are corrected in the file. Only then will the file be accepted and uploaded into the Gateway. You will see a successful save message in the bottom corner and receive an email from the Gateway.

Reports for Checking Follow-up Data

Check counts next day before you hit 'SAVE'

Report Name	Data Included
Follow up Students by Secondary School	School/Program/Student Detail
Follow up Students by Postsecondary School	School/Program/Student Detail
Follow up Summaries	School/Program/Field Counts
Enrollment 5 Year Trend	Program/Enrollment Counts CIPCode Industry Comparison
Follow up Summary Status	Program/Enrollment Counts
Gateway Dashboard	Program/Enrollment Counts

Follow-up by Secondary (Postsecondary) Report

This report is useful for checking the **details of each student record** so you can check how each student for each program was reported after uploading follow-up. It is school specific currently so you will have to run one for each school in your district.

All Follow Up Students By School Report (Post Secondary)	DATA COLLECTION	Follow-up fields in student records	>
All Follow Up Students By School Report (Secondary)	DATA COLLECTION	Follow-up fields in student records	✓

CDE ID	SAS Id	First Name	Middle Name	Last Name	Phone	Email	Sex	Grade	DOB	Year	Program ID	CIP Code	Program	Level	Instructor ID	Placement	Cont Education	Military Service	Apprenticeship	Service Program	Certification Exam Completed	Certification Exam Passed	
0432	1031591168	Sophia	Lynne	Pevny	-	-	2	12	04/15/2007	2025	11158	529999	Business, Management, Marketing	1	SMI	-	-	-	-	-	-	-	-
0432	1100551015	Keegan	Thomas	Mitchell	-	-	1	11	09/03/2008	2025	11158	529999	Business, Management, Marketing	1	SMI	-	-	-	-	-	-	-	-

Follow-up Report: Summary General Placement

This report is useful for checking the **total student counts by placement** and ensuring it matches your raw data. It is school specific currently so you will have to run one for each school in your district.

Follow-Up Summary General Placement Report			DATACOLLECTION		Follow-Up Summary General Placement Report			
Program Name ▾	District Name ▾	School Name ▾	Employed Related To Training ▾	Employed Not Related To Training ▾	Unemployed Seeking Employment ▾	Unemployed Not Seeking Employment ▾	Unknown Unable To Contact ▾	Deceased ▾
Hospitality and Food Production	Littleton 6	Arapahoe High School	0	0	0	0	0	0
Engineering	Littleton 6	Arapahoe High School	0	1	0	6	3	0
Business, Management, Marketing	Littleton 6	Arapahoe High School	156	13	5	275	64	0
Computer & Digital Technologies	Littleton 6	Arapahoe High School	3	9	0	20	5	0
ACE CTE	Littleton 6	Arapahoe High School	4	1	0	5	0	0
Construction Trades	Littleton 6	Arapahoe High School	0	0	0	0	0	0
Theatre Technology	Littleton 6	Arapahoe High School	5	18	1	39	15	0

Follow-up Report: Summary (Apprenticeship, Continuing Ed, Military, Exams, Etc.)

These reports is useful for checking the **total student counts by other outcome categories** and ensuring it matches your raw data. It is school specific currently so you will have to run one for each school in your district.

Follow-Up Summary Apprenticeship Report	DATA COLLECTION	Follow-Up Summary Apprenticeship Report	>
Follow-Up Summary General Placement Report	DATA COLLECTION	Follow-Up Summary General Placement Report	>
Follow-Up Summary Industry Cert License Outcomes Report	DATA COLLECTION	Follow-Up Summary Industry Cert License Outcomes Report	>
Follow-Up Summary Military Service Report	DATA COLLECTION	Follow-Up Summary Military Service Report	>

Program Name	District Name	School Name	No	Yes Hs	Yes Cc Atc	Yes Four Year
Education	Boulder Valley RE-2	Boulder High School	24	7	26	86
UNKNOWN	Boulder Valley RE-2	Boulder High School	3	45	14	13
Business, Management, Marketing	Boulder Valley RE-2	Boulder High School	8	162	3	140
Drafting and Design Technology	Boulder Valley RE-2	Boulder High School	0	36	2	22

Program Name	District Name	School Name	Completed Unknown	Completed No	Completed Yes	Passed Unknown	Passed No	Passed Yes
Education	Boulder Valley RE-2	Boulder High School	630	148	0	630	148	0
UNKNOWN	Boulder Valley RE-2	Boulder High School	126	45	30	126	52	23
Business, Management, Marketing	Boulder Valley RE-2	Boulder High School	2177	322	0	2177	322	0
Drafting and Design Technology	Boulder Valley RE-2	Boulder High School	625	30	35	625	32	33

5 Year Enrollment Trend Report

This report is useful for telling the CTE story. It reports on enrollment for a specific program across 5 years and offers comparison to the industry counts for all programs with that CIPCode. (Note: these reports will be undergoing changes soon to improve readability)

5 Year Enrollment Trends DATA COLLECTION 5 Year Enrollment Trends

Search for School / Program

Red Rocks Community College | Accounting

Red Rocks Community College | Accounting

School Year	Enrollment By Program	Number Of Concentrator Or Completer By Program	Concentration Or Completion Rate By Program	Enrollment By CIP	Number Of Concentrator Or Completer By CIP	Concentration Or Completion Rate By CIP
2020	46	23	50.00%	290	87	30.00%
2021	41	20	48.78%	239	61	25.52%
2022	21	1	4.76%	252	48	19.05%
2023	28	17	60.71%	182	51	28.02%
2024	0	0	0.00%	284	34	11.97%
2025	0	0	0.00%	148	49	33.11%

[View On Web](#)

Type	Enrollment By Program	Number Of Concentrator Or Completer By Program	Concentration Or Completion Rate By Program	Enrollment By CIP	Number Of Concentrator Or Completer By CIP	Concentration Or Completion Rate By CIP
Male	184	111	60.33%	1208	327	27.07%
Minority	81	52	64.20%	848	230	27.12%
Female	28	16	57.14%	224	79	35.27%
Econ Disadv	10	2	20.00%	210	45	21.43%
Limited English	0	0	0.00%	16	13	81.25%
Disabled	0	0	0.00%	246	58	23.58%

Follow up Report: Summary Status or Gateway Check

To check whether you've completed all records, you can either run the Follow up Summary Status report or go into the Gateway under Data/Follow up. Both will give you counts of complete and incomplete records.

Program ID	Program Name	District Name	School Name	Status	Program Level	Cip Code	Records Done	Total Concentrator Completer	Records To Be Done
3998	APPLIED TECHNOLOGY	Aims Community College	Aims Community College	Active	Postsecondary	419999	0	0	0
3199	SURGICAL TECHNOLOGY	Aims Community College	Aims Community College	Active (Due to Renew)	Postsecondary	510909	11	11	0
108	Welding Technology	Aims Community College	Aims Community College	Active (Option to Revise)	Postsecondary	480508	202	202	0
3092	Criminal Justice and	Aims Community College	Aims Community College	Active (Option to Revise)	Postsecondary	430100	29	29	0

Incomplete	Complete	School Name	CDE ID	Program	CIP	Base ID	Program Instance ID	Program State	Expiration
15	0	Aims Community College	0505	Sterile Processing Technician	511012	8251	20205	Active	10/28/2029
41	0	Aims Community College	0505	Medical/Clinical Assistant	510801	8273	20266	Active	10/28/2029
12	0	Aims Community College	0505	Physical Fitness Tech	310507	12157	20209	Active	10/28/2029
3	0	Aims Community College	0505	Horticulture Operations	010601	12326	18226	Active (Option to Revise)	04/26/2028

Completing Follow-Up

Once you have completed uploading, correcting, reviewing, and verifying your Follow Up, you may certify that the data is complete by selecting the certify button and save. Note that once you hit save here, the data is locked for the ENTIRE DISTRICT/COLLEGE and cannot be changed.

Follow-up Status (Final Step)

Instructions

As your final step, the person who has the "Local - DC Submission Approver" permission in Universal Contacts should access the [Reporting Dashboard](#) and filter by 'DC - Review' to double check all data that has been entered. Once the data has been confirmed as correct, this person will need to certify below that all student records are complete for their district or institution, then press save. This action cannot be undone.

The data submission for my associated district/college is complete.

Save

Follow Up Documentation

01

Email Lists

Keep a spreadsheet of who was contacted via email with dates.

02

Phone Logs

Keep a spreadsheet of who was contacted via phone with dates.

03

Survey Responses

Keep a spreadsheet who you received survey responses from and keep the survey results.

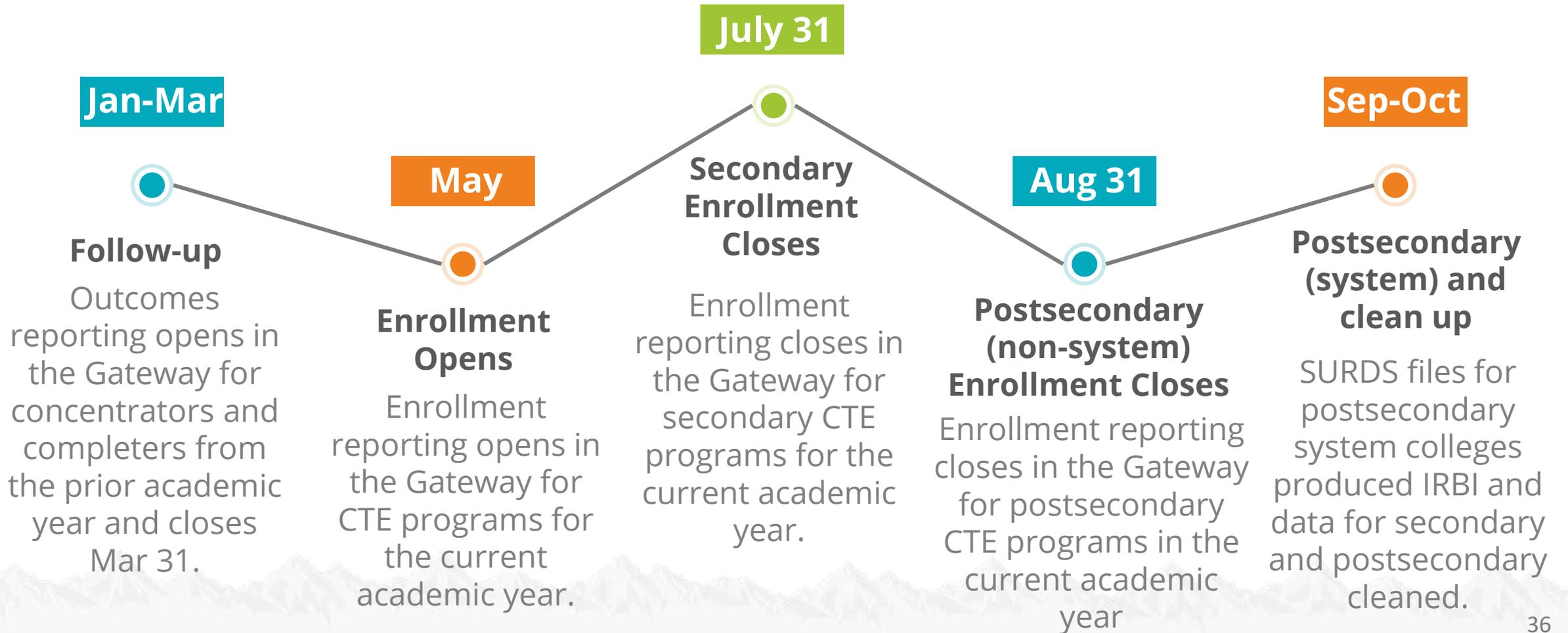
04

In Person/Other Contact

Keep a spreadsheet of who was who was contacted in person with dates. Also any other contact (social media, etc.)

Maintain records for 7 years. Pull a yearly list of concentrators/completers (available to download from the Gateway once enrollment is complete) and add contact columns.

Enrollment Reporting Timeline



Help is Available!

Help desks will begin on January 14 and be offered several Wednesday afternoons through March 31, 2026. **The Follow-up deadline is March 31, 2026.**

January 14	2-4 pm
February 11	2-4 pm
February 25	2-4 pm
March 4	2-4 pm
March 11	2-4 pm
March 18	2-4 pm
March 25	2-4 pm
March 31	9-4 pm (No sign up needed. Drop in as needed)

To sign up for a help session, please use the link here:

[Colorado CCCS: 2026 Follow-up Helpdesk](#) You may also drop in to any session as you need at the Zoom link here: <https://cccs-edu.zoom.us/j/85906392099>

Preference will be given to those who sign up but we always have extra staff ready to assist you.

As always, should you have any questions, please contact me (email preferred) or cell phone.

Please do not send any student files to your email as email is not a secure environment.

Instead, contact me and we can jump on a quick web call.

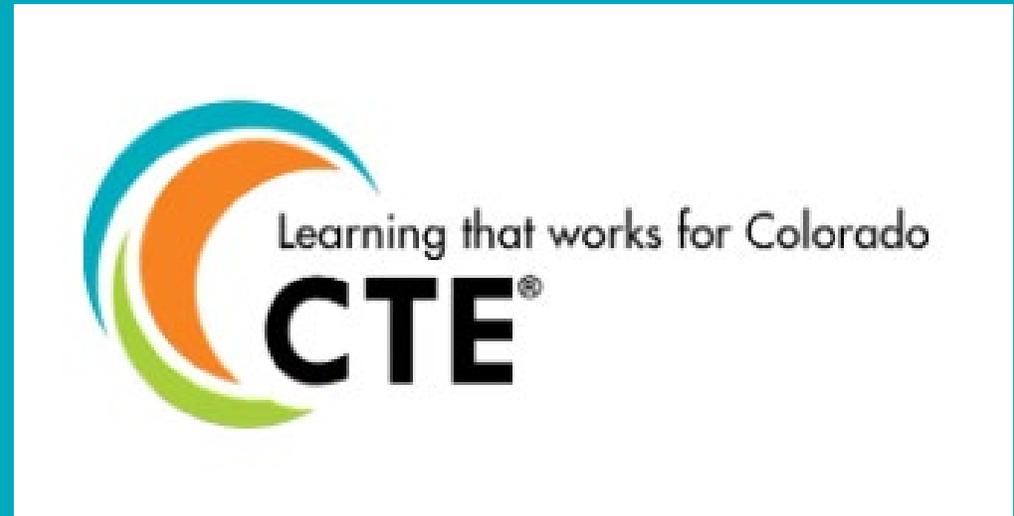
Personal Contacts

CTE Data Specialist
Lori.Lacefield@cccs.edu
303-815-3757

CTE Gateway Support Specialist
Cynthia.Hoepfner@cccs.edu
720-550-2113

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