

Graduate Outcomes User Guide

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INTRODUCTION

The purpose of this guide is to provide district staff with the direction and definitions necessary for the efficient submission of data in order to produce the annual statewide graduate follow-up report. The statewide report is used by a variety of educational professionals, especially guidance counselors in their efforts to provide students with information to make sound career decisions upon their graduation from high school.

The Graduate Follow-Up Information System compiles the results of the annual graduate follow-up survey conducted by the districts. This survey is sent to graduates approximately six months after graduation from Wisconsin's Technical Colleges.

The primary objectives of the survey are to identify the current status of Wisconsin Technical College System (WTCS) program graduates, and to determine the extent to which this current status is related to the graduates' educational programs. The responses to the survey provide information used as tools in career awareness, planning efforts for those making or assisting in career decisions, and provides data to facilitate program planning, evaluation and development.

In October, the State Office selects the graduate follow-up population for each district from the client reporting records for the previous fiscal year. In cases where an individual has graduated from two programs during the fiscal year and is so reported on the client reporting record, only one program is included in the follow-up sample. The sample contains all graduates with a "best" program selected for those that have graduated from multiple programs for each district and is available through the WTCS portal.

After the follow-up survey is completed, each district should **submit the graduate follow-up records to the State Office by January 15 through the WTCS portal**. These records contain the answers chosen by each graduate to the questions on the follow-up survey form. The State Office uses the follow-up records to compile a statewide follow-up report.

One record for each graduate, whether respondent or non-respondent must be submitted to the State Office. Report graduates from associate degree (10), collegiate transfer (20), short-term (30), one-year technical diploma (31), and two-year technical diploma (32) programs. The records will be edited and validated before being accepted for the State Office files. Records with one or more errors will be rejected and available for correction through the WTCS portal. **All rejected records must be corrected and resubmitted to the State Office by February 28.**

Between January 15 and February 28, the State Office maintains a sequential graduate follow-up file by job ID. The record key consists of the district number and the student identification number assigned by the district. To change records previously accepted by the State Office, completely resubmit all valid graduate follow-up records.

When all records are submitted and error free, each college should verify their data in the portal reports the following day.

Questions regarding the graduate follow-up report, this users' guide and data submission or corrections should be directed to:

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FOLLOW-UP TIMETABLE

The WTCS Graduate/Apprenticeship Completer/Longitudinal/Employer [Follow-Up Timetable](#) provides deadlines for file submissions.

SUBMISSION OF RECORDS

These records are to be submitted through the WTCS portal. You will name your file using this scheme:

SSSDDTTTTYYYYMMMM.....txt

Where,

- 'SSS' stands for the data system (FLW for graduate outcomes),
- 'DD' stands for the District Number,
- 'TTTT' stands for the Run Type (FULL or PART),
- 'YYYY' stands for the Fiscal Year,
- 'MMMM' stands for the Mode (PROD or TEST),
- '.....' stands for any number of characters to create a distinct file name, and
- 'txt' is the text file extension.

By February 28th, districts must have corrected and resubmitted all records in error and have verified the WAGE OVER MAXIMUM, WAGE BELOW MINIMUM and WEEKLY HOURS warnings. When all wage and hourly information has been verified the red warning will be removed from the portal reports.

NOTE: Colleges can choose to survey the student as they would any graduate **OR** colleges can choose not to survey the student and submit only the answer to question 3 of the follow up survey with the answer of "not available for employment – student" under these conditions:

- The student is currently enrolled in high school (*e.g.*, high school graduation year is 2019, technical college program graduation was in the 2017-18 academic year)
- Or, the student meets these three criteria:
 1. The student is currently enrolled in your college, and
 2. The student is enrolled in a program, and
 3. The student is taking a credit course.

Some colleges may use National Student Clearinghouse (NSC) data to determine whether a student is currently enrolled in a different institution. Yet, it is impossible to determine from

NSC data whether the student is still enrolled or whether they have left the institution six months after graduation from a Wisconsin Technical College. Thus, districts can only report these students as “not available for employment – student”, if the student has responded to the graduate outcomes survey indicating that they are in fact still a student.

COLLEGE-LEVEL REPORTING OF GRADUATE OUTCOMES DATA

When publicly reporting student information, such as graduate outcomes data, care must be taken to ensure that the identity of the students is protected. To comply with FERPA (Family Educational Rights and Privacy Act) regulations, any ‘subgroup disaggregations of the data may not be published if the results would yield personally identifiable information about an individual student’ ([NCES 2010 Brief](#)). Thus, subgroups of fewer than five students need to be suppressed and their information cannot be reported.

Also, any personally identifiable information such as a graduate’s job title and employer cannot be published in a way that is identifiable (e.g., listing each job title and employer for every student who responds). If colleges would like to report job titles and employers, this can be done by listing just the most common titles and employer groups for programs that have at least 10 or more graduates. For example,

Graduates of the Marketing Program are often employed as advertising specialists, account managers, assistant managers and business development specialists six months after graduation. These graduates are commonly employed at A&G Consulting, Newtron Digital, Fly Media and Ace Studio.

If there are fewer than 10 graduates in a given year, then first aggregate graduate job title and employer information across the most recent (e.g., five) years of graduate survey data to identify and report these common (e.g., top five) job titles and employer groups.

BEST PRACTICES

To help students understand the importance of the graduate outcomes survey, provide college faculty with talking points to share with graduating students. These talking points should address: (1) what the graduate outcomes report is, (2) why it is important (e.g., program improvement, track student graduation success, use information to help future students, etc.), and (3) how the information is used. This best practice is highlighted from Northeast Wisconsin Technical College.

Additionally, colleges could send postcards to graduates prior to the graduate outcomes survey to (1) continue to convey the importance of the survey to students and (2) determine which addresses may be invalid. This best practice is highlighted from Nicolet Area Technical College.

RECOMMENDATIONS FOR GATHERING EMPLOYER INFORMATION

To collect employer information and consent to contact the graduates' employers, it appears that the best option is to provide an opt out check box. In this option, the supervisor/department name is part of the employer contact information, and then there is a checkbox provided to opt out of allowing the college to contact the employer for the Employer Satisfaction survey. See this example from BTC:

9. Please provide the following job information:	Note: Sometimes BTC will contact employers for input on programs or to serve on advisory committees. In larger organizations, it can be very difficult unless we can address the request to a specific person. If you do NOT want BTC to contact your supervisor, please check the box at right. <input type="checkbox"/>
Job Title _____	
Employer _____	
Work Address _____	
City _____ State _____ Zip _____	
Name of Immediate Supervisor or Department _____	

Three key considerations for this opt out check box are:

1. Wording. We recommend a short explanation, such as:
 - a. "The college sometimes contacts employers to determine whether we are meeting workforce needs. The survey is not an evaluation of you as an employee. If you do not want us to contact your employer, check the box at right." Or
 - b. "The college sometimes contacts employers to determine whether we are meeting workforce needs. If you do not want us to contact your employer, check the box at right."
2. Appearance. It does seem that colleges that draw more attention to the opt out language by italicizing the opt out text, for instance, have a lower percentage of graduates who consent to allowing us to contact their employer.
3. Location. Most colleges put the opt out directly after/beside the employer contact information. Yet, one college provides the opt out after the wage and weekly hours questions. It is currently unclear whether having the opt out later in the survey increases the percent of graduates who provide consent to contact their employer.

Based on the survey instruments and employer response rates, we do not recommend asking a yes/no question for whether the college can contact the graduate's employer. This approach appeared to have a lower percent of graduates consenting to allow us to contact their employer.

Some colleges' approach involved opting in – if a graduate supplied supervisor/department information then they were consenting to the Employer Survey. This approach may work well, but there needs to be transparency to the graduate about how the supervisor information will

be used. (e.g., adding something like: 'Why do we ask? We will send the Employer Survey to your supervisor. The college contacts employers to determine whether we are meeting workforce needs.')

STATE BOARD OVERVIEW & REPORTS

Graduate follow-up data will be edited by the WTCS to ensure that it is valid. Refer to the Graduate Follow-Up Record Layout for a description of each data element and the reporting codes. Edit violations will result in rejection of the record. All rejected records must be corrected and resubmitted to the WTCS office by **February 28**.

When all records have been corrected, the WTCS closes the graduate follow-up file to submissions and the reports in the portal are finalized. These reports include:

- FLW300 – Program Snap-Shot Report: labor information, salary, and location by program, division and statewide
- FLW305 – Employed Related Occupational Titles Report by program, division and statewide
- FLW372 – Satisfaction Report
- FLW414 – Graduates Surveyed by sex, ethnic, Degree, Division and age
- FLW500 – Job Placement, Wages and Hours worked by Program by Division
- FLW502 – number of graduates, respondents, labor, employment, wage and hour information grouped by type of Job Placement, Wages and Hours worked by Program by degree.

A statewide compilation of this data is published and distributed to the approximately 1,200 high schools, legislature and other agencies throughout the state. The report is also available on the web at <https://www.wtcsystem.edu/about-us/resources-publications>

GRADUATE OUTCOMES SURVEY (2020-21)

Please check one answer.

1. How do you feel about the training you received at our school?
 - Very Satisfied
 - Satisfied
 - Unsatisfied
 - Very Unsatisfied

2. What was your primary reason for attending our school?
 - Preparation for getting a job
 - Career change
 - Improvement of existing job skills
 - Preparation for further education
 - Personal interest
 - Other: _____

3. Which **one** of the below best describes you?
 - I am employed** (I may also be taking courses, but my job is my main focus).
 - I am a student** (I may also have one or more jobs but attending school/college is my main focus).
 - I am not employed** but am looking for a job.
 - I am not employed** and not looking for a job.
 - I am on active duty in the military.**

NOTE: If you are currently employed or in the military, please continue with Question 4. If not, please stop here.

4. When did you start working in your present occupation?
 - Before enrolling at our college
 - While attending our college
 - After leaving our college

5. Is your job related to the training you received at our college?
 - Yes
 - No
 - Yes, I work as an EMT or Firefighter, but it is NOT my primary occupation (optional)

6. Please list the following job information:

A. Job Title:

B. Name of employer:

Company or Firm

Work address:

Street

City, State, Zip

Name of immediate supervisor:

First name Last name

C. What is your present wage, BEFORE DEDUCTIONS? DO NOT INCLUDE OVERTIME. Please give one:

\$_____ Hr \$_____ Wk

\$_____ Mo \$_____ Yr

D. How many hours do you work during an average work week?

_____ Hours per week

Thank you for your cooperation. Please return this completed form in the postage-paid envelope as soon as possible.

SAMPLE RECORD DESCRIPTION

(Records are selected from Client Reporting files and available for districts in the WTCS portal.)

Position	Description
1	Record Identifier "S"
2-3	District Number
4-12	District Student Identification Number
13-30	Client Name
31-36	Program Number

NOTE: This sample file is available through the WTCS portal.

RECORD LAYOUT

This section defines the data elements, indicates the position and applicable codes and corresponding questionnaire item numbers which the districts should use when creating the graduate follow-up survey questionnaire.

Position Data Element and Description

1 **RECORD IDENTIFIER "C"** graduate follow-up record

The Record Identifier specifies the type of record submitted. A record consists of all information for an individual client.

Enter **C** for Graduate follow-up records.

2-3 **DISTRICT NUMBER**

The District Number must identify your district. The Wisconsin Technical College System has 16 districts, each of which is assigned a number. The district numbers and names are as follows:

Number	Name	Number	Name
01	Chippewa Valley	10	Moraine Park
02	Western	11	Lakeshore
03	Southwest Wisconsin	12	Fox Valley
04	Madison Area	13	Northeast Wisconsin
05	Blackhawk	14	Mid-State
06	Gateway	15	Northcentral
08	Waukesha County Area	16	Nicolet Area
09	Milwaukee Area	17	Wisconsin Indianhead

Submissions with incorrect District Numbers will be returned. There is no error message associated with District Number because District Number problems are identified in a pre-processing step.

4-12 **CLIENT IDENTIFICATION NUMBER**

The Client Identification Number is a unique number assigned to each client (the student's college ID number) upon enrollment in a course. This unique number is entered on all client reporting records, apprenticeship completer, graduate follow-up and longitudinal follow-up records. This number does not change regardless of when or in which courses the person is enrolled.

This must be numeric and match the ID given in the graduate sample.

13-18 **PROGRAM NUMBER**

The Program Number is a unique six-digit number assigned when a program is approved for operation in a district. The number identifies one or more integrated courses which supply the student with the knowledge, skills or competencies needed to achieve occupational goals.

For associate degree (10), collegiate transfer (20), short-term (30), one-year technical diploma (31), and two-year technical diploma (32) programs, the program number from his or her client reporting record is to be entered on the graduate follow-up record. In cases where an individual has graduated from two programs, the district must use the program shown on the follow up sample for the graduate follow-up record. Only one follow-up record should be submitted per graduate.

19 Blank – not used

20 **REPLY STATUS**

The Reply Status code specifies if the graduate filled in the follow-up survey. It is also the district's indication as to whether the follow-up questionnaire was sent to a graduate.

1 = Questionnaire filled in

2 = Questionnaire not filled in/not returned

Leave blank if no questionnaire was sent to graduate.

21 SATISFACTION WITH TRAINING (Question 1)

The Satisfaction With Training Code expresses the opinion of the graduate as indicated on the graduate follow-up survey.

- 1 = Very satisfied
- 2 = Satisfied
- 3 = Unsatisfied
- 4 = Very unsatisfied
- Blank = No response

22 REASON FOR ATTENDING (Question 2)

The Reason For Attending Code expresses the primary reason why the graduate attended a WTCS college as indicated on the graduate follow-up survey.

- 1 = Preparation for job
- 2 = Career change
- 3 = Improvement of existing job skills
- 4 = Preparation for further education
- 5 = Personal interest
- 6 = Other
- Blank = No response

23 PRESENT STATUS (Question 3)

The Present Status Code is the current employment status of a student as reported on the follow-up survey.

Surveys conducted in academic year 2020-21 and onward:

- 1 = both 'I am Employed' & 'I am on active duty in the military'
- 2 = I am not employed but am looking for a job
- 3 = I am a student
- 6 = I am not employed and not looking for a job
- Blank = no response

Codes 4 and 5 are not used for survey response files (these are historic codes for previous survey formats)

24 **WHEN WORK STARTED** (Question 4)

The When Work Started Code indicates when the graduate began working on his/her job as reported on the graduate follow-up survey.

- 1 = Before enrolling at college
- 2 = While at college
- 3 = After leaving college
- Blank = No response

25 **JOB RELATED TO TRAINING** (Question 5)

The Job Related to Training Code indicates if the graduate's job is related to his/her training received at the college.

- 1 = Yes
- 2 = No
- 3 = Yes, I work as an EMT or Firefighter, but it is NOT my primary occupation
- Blank = No response

Note, that the use of code 3 is optional to use at the discretion of the district. It will not be included in the "generic" survey, but districts can add it to their survey if they wish.

If a student's response of whether their job is related to their training seems questionable, follow-up with the student to confirm their answer. If you are unable to follow-up with the student, then keep their answer as is – do not change their response. This question is assessing the student's perception of how their training and employment are related.

26 **EMPLOYER LOCATION** (Question 6B)

The Employer Location Code specifies where the graduate's employer is located in relation to the district and the state as reported on the follow-up survey.

- 1 = In district
- 2 = In Wisconsin, outside of district
- 3 = Outside of Wisconsin
- 4 = Cannot determine where respondent is employed
- Blank = No response

27-33 **WAGE** (Question 6C)

The Wage indicates the graduates present wage before deductions excluding overtime, reported as hourly, weekly, monthly or yearly as reported on the follow-up survey. The hourly and annual wage is computed for the statewide report (only for those employed-related to training) using a selected formula depending on the reported wage base.

Format = 99999V99

Must be numeric, above \$1000 per month and below \$7,000 per month (if greater or less than the wages listed, you will receive a wage warning). The minimum and maximum are only used when 35 or more hours are worked per week, and are computed as follows:

Hourly wage reported: $\text{wage} \times \text{weekly hours} = \text{weekly wage}$

Weekly wage reported: $\text{weekly wage} \times 4.333 = \text{monthly wage}$

(4.333 is the average weeks per month)

Monthly wage reported: $\text{monthly wage} \times 12 = \text{annual wage}$

Annual wage reported

This shows how wages are calculated going from hourly up to annually or reverse the process from annual to hourly.

Note: If the yearly wage is higher than \$99,999.99 divide by 12 and enter as a monthly wage.

Zero-fill if question was not answered.

Leave blank if questionnaire was not returned/filled in.

This data element is not edited when present status = 2 (Not Employed).

NOTE: If there is a valid Wage for an individual that reports working 35 hours or more per week and falls outside the standard minimum and maximum range, this record will generate a Wage warning message. Once all other errors are resolved and all Wage warnings have been confirmed as valid wages, the college graduate follow up submission is complete.

34 **WAGE BASE CODE** (Question 6C)

The Wage Base Code indicates the type of wage reported by the graduate on the follow-up survey.

"H" = Hourly
"W" = Weekly
"M" = Monthly
"Y" = Yearly
Blank = No response

If the wage was zero-filled due to lack of information, leave position 34 blank.

35-36 **WEEKLY WORK HOURS** (Question 6D)

The Weekly Work Hours are the hours worked during an average week rounded to the nearest whole number.

00-80, rounded to the nearest whole hour. If above 80, a weekly work hour warning will be issued.

CODE 00 IF THIS QUESTION WAS NOT ANSWERED.

Leave blank if whole questionnaire was not filled in or not returned.

37-40 Blank

41-80 **OCCUPATIONAL TITLE** (Question 6A)

The Occupational Title is the graduate's current employed related job title indicated on the graduate follow-up survey.

This is a 40-character field which states the graduate's occupational title.

Leave blank if questionnaire was not filled in.

RELATIONSHIP TO OTHER INFORMATION SYSTEMS

CLIENT REPORTING

When the client reporting file is closed in the fall, the WTCS produces a file of all accepted graduates for each district. One program per graduate will be identified on the graduate follow up sample using the best program calculation when necessary and available in the WTCS portal. One survey is to be sent to each graduate on the graduate follow up sample file. Only graduates on the graduate follow-up sample file will be accepted for the graduate follow-up report.

*Best Program Graduate Follow-Up calculation, used for graduate follow up sample:

1. If Student graduated from 1 program, then this is the Graduate Follow-Up Program (GFP).
2. If Student graduated from multiple programs, use the following tiebreakers (in the order listed):
 - a. Highest program rigor by aid code (10, 20, 32, 31, 30, 50) becomes GFP. If equal,
 - b. Total course credits reported in Client Reporting that are attributable to the program using the approved program curriculum determines GFP. If equal,
 - c. Total number of courses reported in Client Reporting that are attributable to the program using the approved program curriculum determines GFP. If equal,
 - d. Total credits in the Program Curriculum file for the approved program curriculum determines GFP. If equal,
 - e. Total number of courses in the Program Curriculum file for the approved program curriculum determines GFP. If equal,
 - f. Lowest Instructional Area number in the programs reported in Client Reporting.

EMPLOYER FOLLOW-UP

Once every four years, an employer satisfaction survey is conducted to collect data on employers' perceptions of recent graduates of the Wisconsin Technical College System. Participants in the employer survey consist only of employers of graduate respondents who gave the information for the district to contact their employer and who reported being employed in an occupation related to their training.

LONGITUDINAL FOLLOW-UP

Once every four years, a five-year longitudinal follow-up survey is conducted to gather data regarding the activities and perceptions of graduates five years after their graduation from Wisconsin's Technical Colleges. The WTCS generates a file of graduates from five years ago who were surveyed at that time. The objectives of this survey include examining the changes in selected characteristics, employment, and educational circumstances five years after graduation.

ERROR/WARNING MESSAGES

Error Message/Corrective Action

03 INVALID CLIENT ID

Change to all numeric.

C || 4-12 Client Identification Number

This must be numeric, and the ID given in the sample. If the ID on the sample is less than 9 digits long add leading zeros as needed.

04 INVALID PROGRAM NUMBER

Resubmit with valid Program Number.

C || 13-18 Program Number

The Program Number from which the client graduated must be approved for your district and match the program on the graduate sample.

06 INVALID REPLY STATUS

Resubmit with valid Reply Status Code.

C || 20 Reply Status Code

1 = Questionnaire filled in

2 = Questionnaire not filled in

Leave blank if no questionnaire was sent to graduate.

07 INVALID QUESTION 1 – SATISFACTION WITH TRAINING

Resubmit with valid Satisfaction with Training Code.

C || 21 Satisfaction with Training Code

1 = Very Satisfied

2 = Satisfied

3 = Unsatisfied

4 = Very Unsatisfied

Blank = No response

08 INVALID QUESTION 2 – REASON FOR ATTENDING

Resubmit with valid Reason for Attending Code.

C || 22 Reason for Attending Code

- 1 = Preparation for Job
- 2 = Career Change
- 3 = Improvement of Existing Job Skills
- 4 = Preparation for Further Education
- 5 = Personal Interest
- 6 = Other
- Blank = No response

09 INVALID QUESTION 3 – PRESENT STATUS

Resubmit with valid Present Status Code.

C || 23 Present Status Code

- Surveys conducted in academic year 2020-21 and onward:*
- 1 = both 'I am Employed' & 'I am on active duty in the military'
 - 2 = I am not employed but am looking for a job
 - 3 = I am a student
 - 6 = I am not employed and not looking for a job
 - Blank = no response

Codes 4 and 5 are not used for survey response files (these are historic codes for previous survey formats)

10 INVALID QUESTION 4 – WHEN WORK STARTED

Resubmit with valid When Work Started Code.

C || 24 When Work Started Code

- 1 = Before enrolling at college
- 2 = While attending college
- 3 = After leaving college
- Blank = No response

11 INVALID QUESTION 5 – JOB RELATED TO TRAINING

Resubmit with valid Job Related to Training Code.

C || 25 Job Related to Training Code

1 = Yes

2 = No

3 = Yes, I work as an EMT or Firefighter, but it is NOT my primary occupation

Blank = No response

12 INVALID QUESTION 6B – EMPLOYER LOCATION

Resubmit with valid Employer Location Code.

C || 26 Employer Location Code

1 = In district

2 = In Wisconsin, outside of district

3 = Outside of Wisconsin

4 = Cannot determine where respondent is employed

Leave blank if not employed

13 INVALID QUESTION 6C – WAGES NOT NUMERIC

14 INVALID QUESTION 6C – WAGES ABOVE MAXIMUM - WARNING

15 INVALID QUESTION 6C – WAGES BELOW MINIMUM - WARNING

Resubmit with valid numeric wages or leave blank if questionnaire was not filled in.

C || 27-33 Wage

Format = 99999V99

The wage must be numeric, above \$1000 per month and below \$7,000 per month. The minimum and maximum are only used when 35 or more hours are worked per week, and is computed as follows:

Hourly wage reported: $\text{monthly wage} = \text{weekly work hours} \times \text{wage} \times 4.333$
(4.333 is average weeks per month)

Weekly wage reported: $\text{monthly wage} = \text{wage} \times 4.333$

Yearly wage reported: $\text{monthly wage} = \text{wage}/12$

Note: If the yearly wage is higher than \$99,999.99 divide by 12 and enter as a monthly wage.

Zero-fill if question was not answered

Leave blank if questionnaire was not filled in.

This data element is not edited when present status = 2 (not employed).

NOTE: If there is a valid Wage for an individual that reports working 35 hours or more per week and falls outside the standard minimum and maximum range, this record will generate a Wage warning message. Once all other errors are resolved and all Wage warnings have been confirmed as valid wages, the college graduate follow up submission is complete.

16 INVALID QUESTION 6C – WAGE BASE CODE

Resubmit with valid Wage Base Code.

C || 34 Wage Base Code

“H” = Hourly

“W” = Weekly

“M” = Monthly

“Y” = Yearly

Blank = No response

17 INVALID QUESTION 6D – WEEKLY WORK HOURS

Resubmit with numeric Weekly Work Hours

C || 35-36 Weekly Work Hours

Must be numeric. CODE 00 IF QUESTION WAS NOT ANSWERED.

Leave blank if questionnaire was not returned.

18 INVALID QUESTION 10E – WEEKLY WORK HOURS WARNING

The standard is 00-80, rounded to the nearest whole hour, if above 80 verify accuracy.

20 DUPLICATE RECORDS – RESUBMIT ONE

Resubmit one record for the graduate.

C || 4-12 Client Identification Number

Only one record per graduate may be submitted to the WTCSB. If duplicate records are submitted, both will be rejected. The program and client ID must match the information provided in the graduate sample.

21 NO CLIENT MASTER RECORD

If Client Identification Number is incorrect on the graduate follow-up record, correct and resubmit. Otherwise, do not resubmit.

C || 2-3 District Number
C || 4-12 Client Identification Number

Client Identification Number was not found on the sample file for your district or is not 9 digits in length. If college ID on sample is less than 9 digits, add leading zeros as needed.

22 NOT REPORTED IN THIS PROGRAM

Verify that student graduated from this program. If Program Number error is found, correct and resubmit. Otherwise, do not resubmit.

C || 4-12 Client Identification Number
C || 13-18 Program Number

Client Identification Number was found on sample file, but Program Number was not reported for this graduate on the sample file.

24 INCOMPATIBLE REPLY & PRESENT STATUSES, & REASON

Reconcile incompatibility and resubmit.

C || 20 Reply Status Code
C || 22 Reason for Attending Code
C || 23 Present Status Code

If the Reply Status Code is 2 (questionnaire not filled in), the Reason for Attending Code is 1-6 and Present Status Code is 1-6, the record will be rejected on the basis that a questionnaire that was not filled in should not have a Reason for Attending Code or a Present Status Code.

25 INCOMPATIBLE PRESENT STATUS AND EMPLOYER LOCATION

Reconcile incompatibility and resubmit.

C || 23 Present Status Code
C || 26 Employer Location Code

If the graduate is employed (Present Status Code = 1), the Employer Location Code must not be blank.

26 INCOMPATIBLE STATUSES

Reconcile incompatibility and resubmit.

C || 23 Present Status Code
C || 24 When Work Started Code
C || 25 Job Related to Training Code
C || 26 Employer Location Code
C || 27-33 Wage
C || 34 Wage Base Code
C || 35-36 Weekly Work Hours

If one or more of questions 4-6D indicate the person is employed, and question 3, Present Status, is anything other than (1) employed, the record will be rejected with incompatible statuses.

PORTAL REPORTS

FLW300 - Information contained in this report:

- Number of surveys sent/Number of responses/Response rate
- Number in the Labor Force
 - Number/Percentage Employed
 - Number/Percentage Employed Related
 - Number of full-time, part-time in employed related
 - Number/Percentage Non-Employed
 - Number/Percentage employed relatedness not known
 - Number of full-time, part-time in non-employed related
- Number/Percentage unemployed and seeking
- Employed related mean and median hourly and annual salaries*
- Employed related high and low hourly and annual salaries*
- Employed Non-Related mean and median hourly and annual salaries*
- Average Weekly Hours
- When Employed: before enrolling, while attending, after training or not reported. The number of responses should not exceed number employed.
- Employment location: In district where trained, out of district but in state, out of state, not reported. The number of responses should not exceed number employed.
- Number not in labor force and the reasons why: continuing education, full time homemaker, disables, other, no reason reported.

FLW305-Information in this report:

This report lists titles per program given by respondents when they choose the employed related option.

FLW372-Information in this report:

This report lists by college, by program the number of surveys sent and the responses to the satisfaction question by number and percentage. The no response may mean the question was not answered by the respondent or that we didn't get a response to the survey at all.

FLW414 – Information contained in this report:

Demographic Information by Degree Granted:

- Male/female/not reported
- Race/ethnic breakdown

By Instructional Division:

- Male/female/not reported
- Race/ethnic breakdown

Age ranges

FLW500 – Information in this report:

This report lists by follow up division, by aid code

- Program Title /Program Number
- Number Of Graduates
- Number Of Responses
- Number In Labor Force
- Number/percentage Employed
- Number/percentage Employed Related (uses only full-time, 35 or more hours)
- Number Unemployed Seeking
- Median hourly /annual salary (uses full-time, 35 or more hours for related employment)
- Average weekly work hours (uses full-time, 35 or more hours for related employment)

FLW502 – Information in this report:

This report lists by aid code, program and program number

- Program Title /Program Number
- Number of Graduates
- Number of Responses
- Number in Labor Force
- Number/percentage Employed
- Number/percentage Employed Related (uses only full-time, 35 or more hours)
- Number Unemployed Seeking
- Median hourly /annual salary (uses full-time, 35 or more hours for related employment)
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