How to Process Follow Up Data
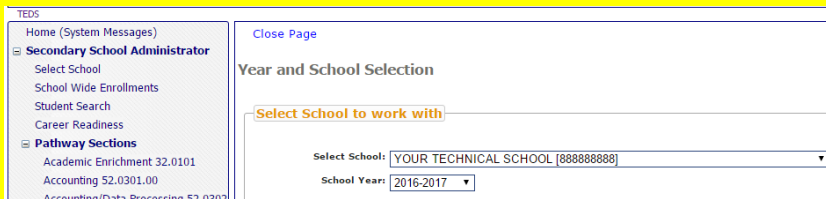
Part I: Generate Follow Up Letters

1. Under "Follow Up" in the navigation tree at the left of the screen, select "**Generate Letters**".

2. The default letter is for "**Student**" (change to "Retention" if necessary)

3. The default school year should be the previous year (change if necessary)

4. The Default Report Format should be "**Default PDF**".

   OPTIONAL: you can choose to place the SSID or SSN on the letter by checking either box

5. *OPTIONAL*: select SSID or SSN to have it print on the letter

6. Click **Generate Letters**

TEDS will generate the appropriate Follow Up forms and display them on screen

7. *OPTIONAL*: Print or Save your letters
   ** *Printing/Saving is not required for Secondary Schools* **

Part II: Generate Summary Reports

The Summary Report provides pertinent data generated by the letters (including the document ID).
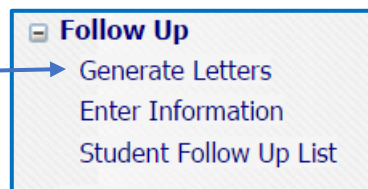
1. Under "Follow Up" in the navigation tree at the left of the screen, select "**Generate Letters**".

2. The default letter is for "**Student**" (change to "Retention" if necessary)

3. *The default school year should be the previous year (change if necessary)*

4. *The Default Report Format should be "**Default PDF**"*

   OPTIONAL: you can choose to place the SSID or SSN on the letter by checking either box

5. *OPTIONAL*: select SSID or SSN to have it print on the letter

6. Click **Student Folio Report**

   TEDS will generate a report listing each student along with document ID numbers and basic demographic information

7. **Print or Save Folio Report** for verification and to track the follow up data that will be entered in Part III

Part III: Enter Student Follow Up Data (Secondary and Postsecondary)

READ EVERYTHING BEFORE YOU DO ANYTHING…

SECONDARY Schools

➢ Using the Student Folio Report (Follow Up Summary), go to the Graduation tab in Infinite Campus and note the corresponding transition status for each student.

➢ As an alternative, you can have a "Transition Status Report" run in Infinite Campus to gather data on these students. The report will be for the most recent graduating class. If you cannot run this report, work with your school or district level Infinite Campus person.

ALL Schools

➢ The document ID number assigned to student Follow Up letters is created based on the number of letters generated for the specific type of follow up. The result is ID numbers may not match across the different types of follow up letters.

1. Log into TEDS

2. Under "Follow Up" in the navigation tree at the left of the screen select "**Student Follow Up List**".
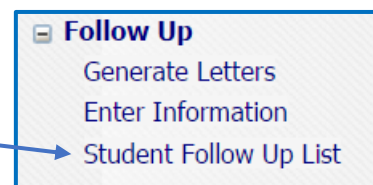
3. Select the year for which you are completing follow up information

4. Click "Search"
This will create a list of all student records requiring follow up information

   Remember: This list will be based **ONLY** on students terminated as "Completer (for Postsecondary Only)" or "Completer and HS Graduate" (for Secondary students), **NOT** all graduates

Follow Up Year

School Year: * 2015-2016 ▼

Search

Document #	Name ▲

5. Using the dropdown menu, select an Employment status. **SECONDARYSCHOOLS**: select the status that most closely matches the status noted from IC for each student

Follow Up Year

School Year: * 2015-2016 ▼

Search

1 to 7 of 7 Records 100 ▼

Document #	Name ▲	SSID	Pathway Name	Employment Status	
3	Claus Santa	1945632587	Administrative Support [52.0401.00]	- Select One ▼	Details
6	Duck Donald		Entry Level Collision Repair Painter [47.	Select One	Details
4	Mouse Mickey		Entry Level Collision Repair Painter [47.	Apprenticeship	Details
1	STUDENT NOTAREAL	1764587459	Administrative Support [52.0401.00]	Deceased	Details
7	Tee Mister		Horticulture and Plant Science Systems	EMPLOYED IN A FIELD RELATED TO TRAINING	Details
2	Watson Holly		Business Management [52.0201.01]	EMPLOYED IN A FIELD NOT RELATED TO TRAINING	Details
5	Winkler Dale	1956893251	Administrative Support [52.0401.00]	EMPLOYED IN FIELD AND PURSUING ADDL ED	Details

MILITARY
PURSUING ADDL EDUC RELATED TO TRAINING
PURSUING ADDL EDUC NOT RELATED TO TRAINING
SELF-EMPLOYED
UNEMPLOYED, SEEKING EMPLOYMENT
UNEMPLOYED, NOT SEEKING EMPLOYMENT-EDUCATION

7 of 7 Records 100 ▼

Save

6. Click **SAVE** before you leave the page

7. **IF YOU WISH TO ADD MORE INFORMATION**: Click "**Details**" next to the student name. This will bring you to the standard Follow up information screen where you can insert additional detail as desired.

Part IV: Enter Retention Follow Up Data (Postsecondary ONLY)

Select Company

To enter information for company, click "Select Company"

Contact Information

The Contact Information section is for a contact at the Company for a specific student. It is possible to have contact information for multiple people at the same company. Simply enter the appropriate contact data for the selected student in the 'Contact Information' box.

Company Information

Company:
Address:
Phone:

Select Company

Contact Information

First Name: *
Last Name: *
Phone:
Email:

Employment Status: * - Select One ▼
Salary Amount [$]: - Select One ▼
Hours worked / week:

Save **Reset**

Close Page

Employment Status: This will have been completed during Part III

Salary Amount: Enter reported salary by hour, week, month or year

Hours worked/week: Enter reported weekly hours

Remember to click SAVE once entries are completed.