



CTEERS Student Survey Directions *Required for ALL Juniors & Seniors*

Please ask each junior and senior to complete the CTEERS survey. This data is used to report information to DPI for the Carl Perkins federal grant.

- Review the attached student survey (BLUE for juniors and GREEN for seniors) before distributing to students.
- Administer the survey to all juniors and seniors in your assigned homeroom
 - Explain the need for the survey and please emphasize the importance of **accurate** data!
 - Explain that Career & Technical Education courses include any courses in the following areas.
 - Business & Marketing Education
 - Family Consumer & Health Science
 - Technology & Engineering
 - Explain both sides of the survey to students before students begin entering information
 - Emphasize the need for students to complete all personal information at the top, which includes students listing personal cell phone numbers. **NOTE:** The only students who will be contacted are those selected by DPI for the follow-up survey after graduation.
 - Page #1 - Read the directions to students regarding putting an “X” in the line if they took the class as a freshmen or sophomore (for juniors) or as a freshmen, sophomore or junior (for seniors.)
 - Page #1 - Read the directions to students regarding putting a “J” in the line if they are a junior currently enrolled in the CTE course using the BLUE form or a “S” in the line if they are a senior currently enrolled in a CTE course using a GREEN form.
 - Page #2 - Remind transfer students to list any CTE courses they have taken at another school on the blanks provided. The “*Example: International Business at Milwaukee Public Schools*” is listed. PLEASE ask students to list whether it was a semester or year-long course.
 - Page #2 – Place an “X” on the line for any advanced placement (AP) courses.
 - Page #2 – Select ONE box next to the post-high school career preparation options.
 - Page #2– Students are to use the list of occupational codes (provided to teachers) and list the one chosen occupational code and corresponding number on the form.
- Collect surveys from all students and review for completion.
- Check off each student on the roster
- Place the surveys in alphabetical order by grade and return two separate stacks of surveys if you have both juniors and seniors in your homeroom.
- Clearly indicate any student on the roster who has not successfully completed the survey.
- Return the survey to the appropriate person in your building by the deadline stated.

Your assistance is appreciated and please contact Gwen Skoyen at skoyeng@wawmsd.org or ext. 4961 if you have any questions regarding the survey.