

Form 10-SS
(STATE FUNDED PROGRAMS ONLY)
Summary of Secondary Student Completer Follow-up
 Instructions

Form 10-SS can be accessed at <http://164.165.152.56/sec/login.asp>

Note: There is one Form 10-SS to be submitted for each school. The form is labeled with letters that correspond with the Section letters in these instructions. State Division, or Division, in these instructions refers to the State Division of Professional-Technical Education.

A. General Information

1. This form is to be submitted online by the Administrator designated to approve all of the Professional-Technical online forms. *All of the professional-technical programs from a school will be summarized on one report.* The preprinted data shown on the form are provided as currently on file in the State Division.
2. This form is a summary of the information on the Form 10-S from each program, and should reflect program completers from the previous year. *(Graduation year at the top of the form 10-S for this follow-up should be shown as 2008.)*
3. The summary should reflect the status of students during the month of December 2008 or January 2009.
4. Due - February 15

B. Programs

1. All of the programs for which a follow-up must be completed are listed on the form. These include programs in the following areas: Agriculture and Natural Resources, Business Education, Health Professions, Marketing, **Occupational** Family and Consumer Sciences, Individualized Occupational Training, Pre-Engineering and Engineering and Industrial Systems. *(Please Note: Completers in Technology Education and non-occupational Family and Consumer Sciences are not followed up.)*

C. Follow-up Status

1. The follow-up status data **must be reported by males and females and not as just a total of both**. This information should be readily available on the Secondary Student Completer Follow-up Worksheets (Form 10S) completed by the program instructors in February 2008. (Those forms were to be retained by the instructors for future reference.)
2. Enter the totals (by male and female designation) in each category for each program into the appropriate column. The Total # of Completers column (included in Section B) **must equal** the sum of the numbers shown in the Current Status section (Section C).

E. Signatures

Assignment of login and password access to district employees by district administration is being used in lieu of signatures on 10-forms. Please make certain that access information is given to the appropriate individuals.