

Middle School Follow-Up: Classifying Correctly

When making a follow-up contact for middle school students (last year's 8th graders) there are only two types of follow-up status we use: In-School and In-School Connected.

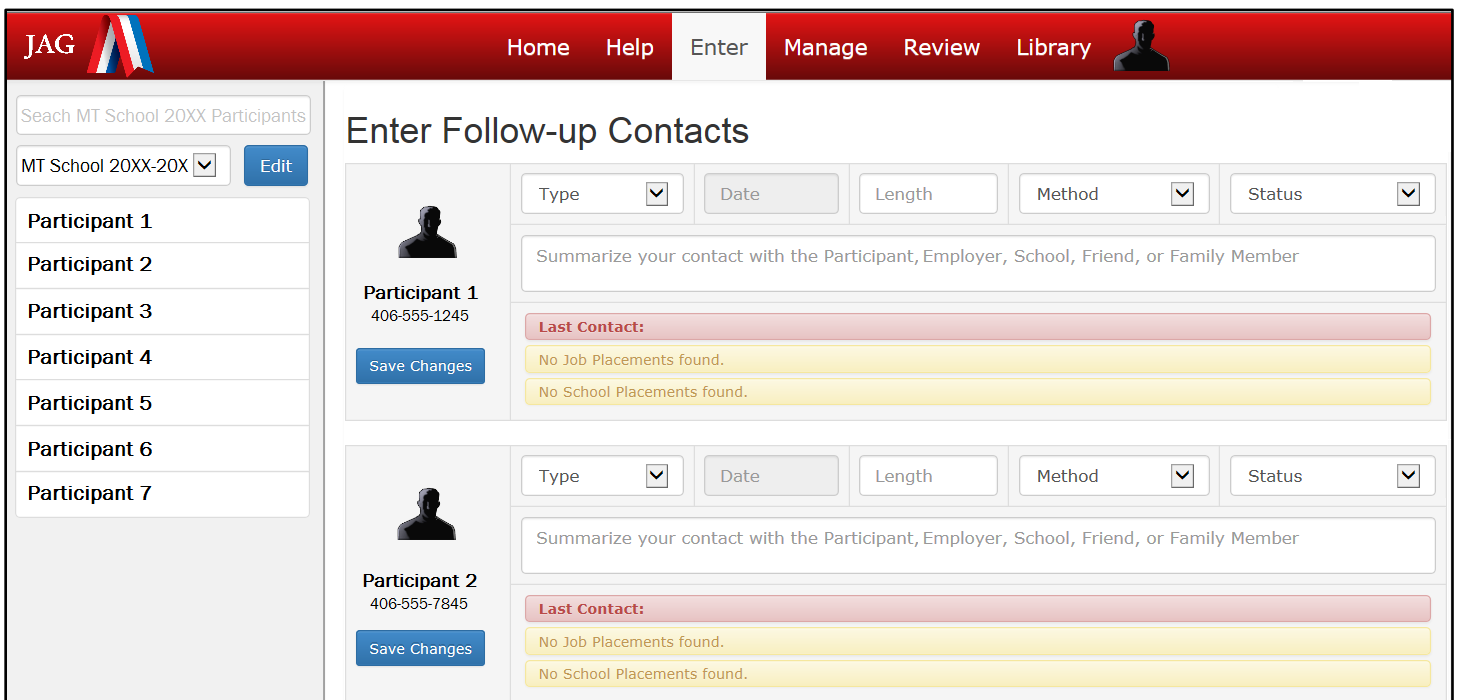
Although it may seem like we would classify those 8th graders that have moved on to high school as Attending High School (HS), we do not. JAG only recognizes two types of follow-up for Middle School programs and those are:

- **In-School:** Those 9th grade students attending high school who are not connected to school through academics, clubs, activities, or other extracurricular activities.
- **In-School Connected:** Those 9th grade students attending high school who are connected to school through academics, clubs, activities, or other extracurricular activities.

Below is a step by step guide to entering a Middle School Follow-up Contact:

Steps to enter a Middle School Follow-up Contact:

- 1) Select your **current roster** from the Navigation Sidebar (left hand side of your screen).
- 2) Select the **Enter** link in the Navigation Toolbar (red menu top of screen).
- 3) Select the **Follow-up Contact** link from the dropdown menu.
- 4) Select the Follow-up Contact **Type** from the drop down menu.
- 5) Select the Follow-up Contact **Date** using the calendar popup.
- 6) Enter the **Length** of Follow-up Contact (using numerical values only).
- 7) Select Follow-up **Status** for Middle School from the drop down menu (In-School or In-School Connected).
- 8) Enter Follow-up **Narrative** (job title, wage, hours/week, school, education track, credits, etc.).
- 9) Select the **Submit** button at the bottom of the screen in order to save Follow-up Contact.



The screenshot shows the JAG web application interface. At the top is a red navigation bar with the JAG logo and menu items: Home, Help, Enter, Manage, Review, Library, and a user profile icon. Below the navigation bar is a search bar for MT School 20XX Participants and a list of participants from Participant 1 to Participant 7. The main content area is titled "Enter Follow-up Contacts" and displays two forms for entering contact information for Participant 1 and Participant 2. Each form includes fields for Type, Date, Length, Method, and Status, a text area for summarizing the contact, and a "Last Contact" section with status indicators for job and school placements. A "Save Changes" button is located below each form.