

High School Follow-Up: Classifying Correctly

When making a follow-up contact for high school students (last year's 12th graders) there are a number of different options to choose from.

Although most Follow-up Contact Status on the list are self-explanatory, there are a few points we would like to highlight.

- **2-Year or 4-Year College/University:** We would only like to see you select this option if a student is not involved in work of any kind while in college. For example, if a student is involved in a work study or has a job while going to school they would need to be classified as **Part-time/Full-time Job With School**.
- **Unavailable:** We would only like to see you selecting this option if a graduate from last year is deceased, hospitalized and/or at home recuperating from a serious injury or sickness preventing them from working, pregnant and not wishing/able to be employed until after delivery, incarcerated or in a treatment facility.
- **Unable to Contact:** This category should only be used sparingly, a maximum of 5% of seniors from last year. Because you are able to use contacts made with Participant, Employer, or Other (friend, family, counselor, etc.) there should be very little need to record the **Unable to Contact** status.

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

Steps to enter a 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** from the drop down menu.
- 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.

