

## Common Follow Up Data Collection

The Common Follow Up Data Collection (CFU) is a required state compliance report for all students who were in a high school grade level (9 -13) last school year. If a school with the appropriate grade levels closed at the end of last school year, that school must be part of the CFU collection.

**Note:** The CFU is no longer required from the middle school grade level and should be turned off for all schools except for schools that include grades levels 9, 10, 11, 12, and/or 13.

### ***INFO FROM: NC REPORTS GUIDE: Common Follow-Up (CFS) Data Collection***

The CFU collection will display an individual record for every student in grades 9 – 13 and will include the following information:

- All students who were admitted and attended at least one school day from the previous school year.
- Demographic data, grade level, diploma type, and entry and exit dates for all students reported.
- A student could appear on more than one CFU report if that student was in membership at more than one NC school during the previous school year.

### ***Preparing for CFU***

1. At the LEA, on the State Reporting Dashboard, set the CFU collection to **Yes to show** for all schools that include grade level 9 – 13.

For more information on setting schools up for state reporting, see the PS\_QRD\_Assigning\_Collections ( [http://www.nc-sis.org/Documents/school\\_info/PS\\_QRD\\_Assigning\\_Collections\\_to\\_Schools.pdf](http://www.nc-sis.org/Documents/school_info/PS_QRD_Assigning_Collections_to_Schools.pdf) )

2. At the school level, all graduated students must have the following information populated:
  - a. **Graduation Document**
  - b. **Diploma Type**
  - c. **Diploma Description** – This is only reported if a student has a diploma date issued for the prior school year.

**Note:** Last year's graduates will show as grade 13; current students will show their current Grade Level.

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3. All high school students, including graduated students must have a **9th grade entry date**.

**Important:** To search for students with a missing grade 9 entry date:  
**Grade\_Level=9;S\_NC\_ACADEMIC.GRADE\_9\_ENTRY\_DATE=** (where X is actual grade level, 9 or 10, etc..) Once selected, you may need to hand select student who were retained.

- a. To mass update the 9<sup>th</sup> grade entry date, select and update one grade level at a time:
- Search for a grade level using the above search.
  - Student Functions > Student Field Update Value**

Grade\_Level=9;S\_NC\_ACADEMIC.GRADE\_9\_ENTRY\_DATE= [Search] [Advanced] [View Field List] [View Function List] [?]

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

9 10 11 12 M F All Statewide Student Search Stored Searches Stored Selections Multi Select

Transferred Out Graduated Students Pre-Enrolled (All Years)

Homeroom: [Dropdown] Age: [Dropdown]  
Mother: [Dropdown] Next Year: [Dropdown]  
Father: [Dropdown] Grade: [Dropdown]

Current Student Selection (66)

Student Functions > Student Field Update Value

- Field to change = S\_NC\_ACADEMIC.GRADE\_9\_ENTRY\_DATE
- New Field value = 7/1/YYYY (where YYYY equals the students' 9<sup>th</sup> grade entry year)
- Submit to view and, if correct, submit to make the change.
- It is suggested to verify the change on a student's Academic screen.
- Repeat for each grade level.

**Student Field Value**

67 Students are selected

Option	Value
Field To Change (Fields)	S_NC_ACADEMIC.GRADE_9_ENTRY_DATE
New Field Value	7/1/2016
	<input type="checkbox"/> Clear Field Value
	Insert * to use the current field value with the new field value.
Options	<input type="checkbox"/> Do not overwrite existing data.

WARNING: This change is irreversible.

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4. The **Diploma type** is a drop down field located on the student's **Academic screen** and can be mass populated with the Future Ready Core code, **AS**, using the **Student Field value** function.

**Note:** Remember to adjust for students who may need a Certificate type.

- a. To mass update the **Diploma Type** code, select students with a blank diploma type.

**Important:** To search for students with a blank diploma type fields:  
**S\_NC\_ACADEMIC.DIPLOMA\_TYPE\_CODE=**

- i. Search for students with a blank diploma type using the above search
- ii. **Student Functions > Student Field update value**
- iii. **Field to change = S\_NC\_ACADEMIC.DIPLOMA\_TYPE\_CODE**
- iv. **New Field value = AS**
- v. **Submit** to view and, if correct, **submit** to make the change.
- vi. It is suggested to verify the change on a student's Academic screen.

**Student Field Value**

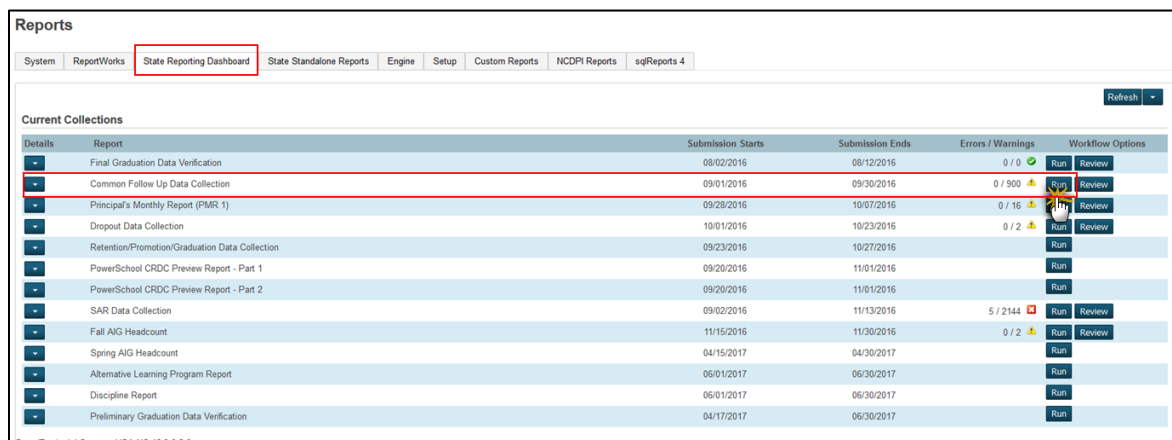
67 Students are selected

Option	Value
Field To Change (Fields)	S_NC_ACADEMIC.DIPLOMA_TYPE_CODE
New Field Value	AS
	<input type="checkbox"/> Clear Field Value
	Insert * to use the current field value with the new field value.
Options	<input type="checkbox"/> Do not overwrite existing data.

WARNING: This change is irreversible.

## Running the CFU

**Navigation:** Start screen > **State Reports** - The State Reporting Dashboard page appears > click **Run** by **Common Follow-Up Collection**



Details	Report	Submission Starts	Submission Ends	Errors / Warnings	Workflow Options
-	Final Graduation Data Verification	08/02/2016	08/12/2016	0 / 0	Run Review
-	<b>Common Follow Up Data Collection</b>	09/01/2016	09/30/2016	0 / 900	Run Review
-	Principal's Monthly Report (PMR 1)	09/28/2016	10/07/2016	0 / 16	Run Review
-	Dropout Data Collection	10/01/2016	10/23/2016	0 / 2	Run Review
-	Retention/Promotion/Graduation Data Collection	09/23/2016	10/27/2016		Run
-	PowerSchool CRDC Preview Report - Part 1	09/20/2016	11/01/2016		Run
-	PowerSchool CRDC Preview Report - Part 2	09/20/2016	11/01/2016		Run
-	SAR Data Collection	09/02/2016	11/13/2016	5 / 2144	Run Review
-	Fall AIG Headcount	11/15/2016	11/30/2016	0 / 2	Run Review
-	Spring AIG Headcount	04/15/2017	04/30/2017		Run
-	Alternative Learning Program Report	06/01/2017	06/30/2017		Run
-	Discipline Report	06/01/2017	06/30/2017		Run
-	Preliminary Graduation Data Verification	04/17/2017	06/30/2017		Run

The system validates the data against the business rules set up for the collection and completes the process. Remember to click **Refresh** until the collection completes running.

## Review CFU Data Collection

1. Next to the **Common Follow-Up Collection**, click **Review**.
2. Choose **category**
  - a. **CFU Views** produces the data view selections:
    - i. **Common Follow Up Summary** – displays student demographics, grade level, Diploma Type, and entry and exit dates
    - ii. **Common Follow Up Details** – displays details information to each student from the CFU Summary view
    - iii. **Common Follow Up Courses** – displays each student's course that the student has a final mark
  - b. **CFU Exceptions** - produces a list of data exceptions and each exception needs to be reviewed

**Warning:** **CFU-3** If you have all students' diploma type entered you may still get this error. This exception is also looking at the Career Development Plan which is required for *only graduated seniors*. This exception should be reviewed in the case that a graduated student was missed but the warning will remain for current students.

**Common Exceptions** - lists all data exceptions and each exception needs to be reviewed

**Note:** Click **Export** to export the data collection results to an Excel spreadsheet.

For more information on utilizing the State Compliance Dashboard, see the PS\_QRD\_Dashboard\_Data\_Viewer ( [http://www.nc-sis.org/Documents/school\\_info/PS\\_QRD\\_Dashboard\\_Data\\_Viewer.pdf](http://www.nc-sis.org/Documents/school_info/PS_QRD_Dashboard_Data_Viewer.pdf) )

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