

**Form 10-SS**  
**(STATE FUNDED PROGRAMS ONLY)**  
**Summary of Secondary Concentrator Graduate Follow-up**  
 \*Instructions\*

Form 10-SS can be accessed for online submission at: <http://pte-webdata1.pte.idaho.gov/sec/login.asp>

Note: There is one Form 10-SS that **MUST BE submitted online for each school**. State Division, or Division, in these instructions refers to the State Division of Professional-Technical Education.

A. General Information

**Please note** that due to changes in the Perkins Performance Measures requirements, this form now reports the status of **Concentrator Graduates** rather than Completers as previously reported. Only students who graduated last year, and were concentrators according to the following definition should be followed up: **A Concentrator is** a student who, as a junior or senior: (1) completed three state approved PTE courses in a program sequence and is enrolled in a capstone course; OR (2) completed all the PTE courses in a program sequence if less than three; OR, (3) is enrolled in a state approved Professional-Technical School and is enrolled in a capstone course.

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.

**Note: This section should be completed using last year's form 10-S for concentrators who graduated in the spring of 2012. (The graduation year shown at the top of the 10-S form you will use should be 2012.) This information should then be summarized on the Form 10-SS which is submitted online by the school's Online Administrator. The graduation year shown on the online 10-SS form will also be 2012.**

2. This form summarizes the information entered on the Form 10-S for each program, and should reflect program concentrators who graduated the previous school year. *(Graduation year at the top of the form 10-S for this follow-up should be shown as 2012.)*
3. The summary should reflect the status of students during the month of December 2012 or January 2013.
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 Skilled and Technical Sciences. *(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 Form 10S Worksheet completed by the program instructors in the spring of 2012. (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 Concentrator Graduates entered in section B. (Programs) **must equal** the sum of the data entered in section C. (Follow-up Status).

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.