

InTERS Teacher Website – Student Record: Follow-Up

Follow-Up - [REDACTED]

Exit Date:

Exit Type: -- No Selection --

Separation Reason: -- No Selection --

Diploma Date: Not entered

Post-Secondary Date:

Post-Secondary Institution:

Employer:

Job Description:

Local Follow Up Custom Fields

Local Follow-Up 1:

Local Follow-Up 2:

Local Follow-Up 3:

Local Follow-Up 4:

Next Contact ??

Continue to Attempt to Contact
 Could Not Contact, Final Result
 Follow-up Complete

Contact History

Date	Interviewer	Who Talked To	Result
1			

Add Contact History

Date:
Who Talked To:

Result:

From the Student Record, select the **“Follow-Up”** option from the box in the top left. On this page, you can set an exit date and type, record outcomes and document follow-up attempts.

Exit Date: If you know the day a student is exiting your class, record this here. If a student reaches 90 days without attendance, the student’s last day of attendance will automatically enter here.

Exit Type: Three options – Hard, Soft or Continuing

- Hard Exit = Designate this if you have reason to believe the student will not be returning to the program (ex. Moved out of state, incarcerated, deceased, completed all educational goals, etc...).
- Soft Exit = Designate this if the student has gone 90 days without class attendance.
- Continuing Exit = Designate this if a student was enrolled in an ESL class and is graduating to ABE classes.:

Separation Reason: Select reason from drop-down menu. If the reason is not listed, choose “Other”.

Post-Secondary Institution & Employer: These are required fields only if you know a student has gone on to enroll in post-secondary classes or has begun working. If these fields do not apply to the student, leave them blank.

Contact: To record a follow-up attempt, fill in all three fields of the “Add Contact History” box. Click the **“Save & Close”** button at the top of the page and then go back to the “Follow-Up” page to ensure the contact attempt is now listed in the “Contact History” box.