

Action Items and Dates

1	Resolve all issues of two students sharing the same ID	Nov. 6-21
2	CASAS will auto merge duplicate student IDs	Nov. 22-23
3	Begin running Core Performance Population Report	Dec. 3-31
4	Save Core Performance Exit Population	Jan. 1-31
5	Initiate Employment and Earnings Survey via TE and Student Portal	Feb. 1 – Mar. 31
6	Make direct contact with non-respondents	Mar. 1-31

1. Resolve all issues of two students sharing the same ID

TE cannot generate an automated Follow Up Survey unless all student IDs are unique. Please run the Duplicate Students Report, which can be found under Reports → Data Management to identify student IDs that need to be corrected. Since TE will automatically merge all duplicate IDs for you (see item 2) it is not necessary to merge them yourself, except for those cases wherein you see two different students are sharing the same ID. See the last page of this letter for the settings to use.

2. CASAS will auto merge all duplicate student IDs

On Nov. 22-23 CASAS will automatically merge all duplicate student IDs for you. The only student IDs that you should take care to merge yourself are those wherein two different students are sharing the same ID. If this particular kind of duplication is not corrected, then TE will perform the merge and one of the two students will be lost.

3. Confirm accuracy of exited student by running Core Performance Population Report

This report will become available in the next TE release. You should review it in December in order to verify that it is accurately listing the students who exited in the first quarter.

4. Save Core Performance Exit Population

This wizard will allow you to save the exited students from first quarter for follow up. It cannot be run until January because that is the earliest that students exiting from first quarter become eligible for follow up. CASAS will send more information about this in December.

5. Initiate “Employment and Earnings Survey” via TE and Student Portal

Beginning in January, but ideally in February, you can begin sending Follow Up Survey invitations through TE. When students click a link in the invitation, they will be taken to the Student Portal, where they can complete the survey. Either a smart phone or computer is required. CASAS will send more information about all of this in December.

6. Make direct contact with non-respondents

Of course, not all students will respond to the survey invitations. You will be able to use TE to resend survey invitations to just those students who haven’t responded. For those who still do not respond you’ll need to contact directly whomever you can.

Settings To Use for Duplicate Student Report

Special Options

Reporting Level:

Agency
 Site

Matching Fields:

Selected		Available
Student ID 	<- Add Remove -> <- Add All Remove All ->	Gender Birth Date Age First Name Middle Name Last Name SSN GED ID GED 2014 ID HiSET ID
First Up Down Last		

Non Matching Fields:

Selected		Available
Gender Birth Date	<- Add Remove -> <- Add All Remove All ->	Age First Name Middle Name Last Name SSN GED ID GED 2014 ID HiSET ID TASC ID CSIS ID
First Up Down Last		

Exclude students missing Matching Fields:

Treat invalid values as missing: