STUDENT TRACKER AND ANNUAL REPORT

STUDENT TRACKER NEW FOR 2022 DATA

- Use info collected in Student Tracker to complete the Annual Report for 2022 and beyond

- Access Annual Report via *For Educators* page of ABFSE website http://www.abfse.org/html/educators.html

- Access Student Tracker via Star.abfse.org (access to Annual Report also)

- STAR acronym = Student Tracker Annual Report

2022 ANNUAL REPORT

Student Tracker replaces Cohort Tracking

Log-in for Annual Report and Print Instructions first
(at least read them)

STUDENT TRACKER

- Will summarize data needed to complete student demographics in Section 4 of Annual Report

- List of Graduates, New Enrollees, DE Grads will be available.

- Submit electronically by February 15, 2022

INSTRUCTIONS

Verify numbers in Student Tracker before transferring to Annual Report

(Note: for 2023 Annual Report, the transfer will be *automatic.)*

ANNUAL REPORT

Due February 15 ,2023

Submit electronically

Follow with *signed* hard copy

ANNUAL REPORT

- Access via *For Educator* page to start; includes instructions
  http://www.abfse.org/html/educators.html

- Print instructions first (or at least read them!)

- Requires password
  - can change old password
  - Use *Forgot Password* option

GET STARTED

ABFSE ANNUAL REPORT

Program Year: 2021

SELECT AN INSTITUTION AND LOGIN

Login below, to begin your 2021 Annual Report submission.

If you cannot locate your Institution Name in the drop-down box, below, please contact ABFSE at annual.report@abfse.org and do not proceed with your submission. Include the **institution name** and **your name** and **phone number** in the body of your email message. To change the name of your institution, you will first need to login. Then, choose the "Request an Institution Name Change" link from the main menu.

At any time prior to the submission deadline date of **February 15, 2022** you may return to this website to complete your **2021 Annual Report**.

Note: When you have finished entering your information on each of the form pages, you must click the **Continue** button at the bottom of the form in order to record that page's information in the database.

Institution Login

Institution Name:	- Select One - ⌄
Enter Password:	[ ] Forgot Login Information?

Continue >

GETTING STARTED

ABFSE ANNUAL REPORT

MAIN MENU

This website will enable you to prepare and submit your **ABFSE 2022 Annual Report**. The deadline for submission of your Annual Report is **February 15, 2023.**

Note: To insure that each page properly displays all the data you have entered, **please do not use your browser Back button while completing these form pages.** To navigate throughout this website, use only the links and buttons provided on each form page. If, at any time, you do use your browser **Back** button, you must refresh the page to view any data you have recently recorded.

If you need additional assistance or have any questions, please contact ABFSE at annual.report@abfse.org

Institution: Sample School 1

➲ Start or continue an Annual Report

➲ Change Your Password

➲ View or Print a copy of the current Annual Report

➲ View/Download Report Preparation Instructions *(PDF)*

➲ View/Download Annual Report Sample Forms Package *(PDF)*

➲ Request an Institution Name Change

ANNUAL REPORT

- See sample (blank) Annual Report in Manual (Appendix B-5) or print a blank copy *after* sign-in.
  This is the best way to review the Annual Report questions before you get started.

- *Fyi*: when you submit, you are reminded to keep a copy.
  Copy is a summary of your responses.

ANNUAL REPORT INCLUDES

- 6 sections

+ Final Preview

+ Certification page (requires signatures)

Section 1 – Profile information

Section 2 – Program Information

Section 3 – Standards Compliance

Section 4 – Program Demographics

Section 5 – Distance Education

Section 6 – Student Outcomes

Final Preview

Annual Report

Errors and omissions in your report submission will be listed in red on the final Preview page. You will have an opportunity to provide all missing or incomplete information and correct any errors at that time. **However, you will not be able to submit your annual report until all your reporting errors have been corrected.**

You can end your session at any time during the submission process and return later, prior to the submission deadline, to complete your annual report submission. The next time you re-login to continue your submission, you will be returned to the page following the one on which you last clicked the **Continue** button.

GENERAL

- Review pre-filled info and make any necessary changes

- Must click *continue* to advance to next page
  click continue automatically saves

- You can stop/start as many times as you like, BUT when you re-start you will go automatically to the last entry.

- From Final Preview page you can return to ***any*** point to make corrections.

- You cannot submit an incomplete report.

End Session

You can end your session and return to complete your annual report at any time prior to the submission deadline date:

February 15, 2023

Note: You must click the **Continue** button at the bottom of each page to record any information you have added or changed on that page.

END SESSION

FINAL PREVIEW

- Errors and omissions appear in red.

- Cannot submit the final report if there are blanks.

- Zero 'O' is an acceptable response. Leaving a blank is not. (*exception is in Demographics*)

- When response calls for an answer in %, a whole number is expected (<u>no</u> % sign)

Program Demographics *(Enter numbers below)*

Report race, ethnicity, gender as identified by the student. Use of `Other` for 2 or more race/ethnicity is acceptable.

(Total of of each column must agree with total student counts of New Enrollees or Graduates, above.)

By Race, Ethnicity & Gender	New Enrollees	Graduates	By Age	New Enrollees	Graduates
White Males (non-Hispanic):			20 or under:		
White Females (non-Hispanic):			21-25:		
Hispanic Males:			26-30:		
Hispanic Females:			31-35:		
African American Males:					
African American Females:					
Native American Males:			46-50:		

blanks are acceptable

PROFILE INFORMATION ACCREDITATION INFORMATION

- Pre-fills with last year's info. Be sure to make any necessary amendments.

- Notes: Program webpage
                        College website

- US Department of Ed wants info about Department,
          i.e. who do **you** answer to?
  Some programs have department status within the institution,
  but still answer to a Dean or V-P of some area.

About the Institution

Institution Purpose:

○ Single Purpose | ○ Multi Purpose

If Multi Purpose, in which department is the program located?: [_____]

Institution Type:

○ Public | ○ Private - Not-For-Profit

○ Private - Proprietary

Courses are assigned which designation?: *(Select one.)*

○ Semester hours | ○ Quarter hours

Embalming facility on campus is:

○ Fully functional | ○ Demonstration only

Where does clinical embalming occur?:

(select all that apply) ☐ On campus | ☐ In funeral homes | ☐ Other location |

if other location(s), please specify:
(Separate other locations with commas)

[_____]

(e.g. ME office, medical school, hospital, etc.)

Continue >

PROFILE INFORMATION ACCREDITATION INFORMATION

- Annual Report collects detailed info regarding accredited programs.

- *Non-accredited programs* are offered by at least 16 institutions and 5-6 offer bachelor degree completion programs.

- Annual Report focuses on the accredited programs leading to initial (complete) licensure in the profession.

- Limited info on the Bachelor degree completion and non-accredited programs is collected.

Non-ABFSE Accredited *(Required field)*
Does the institution offer any funeral service/mortuary science-related programs/diplomas leading to licensure that are not ABFSE Accredited?
(Do not include Bachelor degree completion programs. These will be addressed later in your submission Do, in section 4.3 Bottom.)

○ Yes | ○ No

If Yes

How many New Enrollees did you have in the non-accredited program(s) in 2020 ?: [   ]

How many Graduates did you have in the non-accredited program(s) in 2020 ?: [   ]

List each program/diploma and separate each with a comma:
(If yes, this entry is required)

[   ]

Continue >

FACULTY AND STAFF
OTHER PROGRAM CHANGES

- When a 'yes' response is provided, be sure to describe.

- Indicate + and –

- Reminder: % sign is **un**necessary.

- Prior enrollment pre-fills.
  Notify the ABFSE office if an error exists.

- Some changes require Substantive Change form – See Manual, Appendix K

INCLUDE *TEACHING* PD IN STAFF COUNT

Enrollment Changes *(Required field)*

Have there been significant changes in Student Enrollment since the the last annual report? (i.e. Is increase/decrease of **Total Current Enrollment** over **Total Prior Enrollment**, as entered above, greater than **10%**?)

○ Yes | ○ No

If Yes

Please indicate whether the enrollment change you entered above is an increase or decrease:

○ Increase | ○ Decrease

Describe the impact of the change:
(maximum 2000 characters or less - Approximately 250 word

if yes, describe

Describe whether existing funding, facilities, staffing, etc., are sufficient to manage the change. If they are not sufficient, indicate the steps being taken and when it is anticipated those steps will be completed.

Changes to Philosophy or Objectives *(Required field)*

Have any changes been made in published philosophy and/or objectives of the program (i.e. program mission)?

○ Yes |

If Yes, please describe: (maximum 2000 characters or less - Approximately 250 words)

STANDARDS COMPLIANCE

- Annual Report responses in Section 3 should correspond to info provided in the Self study (e.g. frequency of surveys, etc.)

- Student complaints are to be reported via Annual Report (Standard 3.4)

- Student complaints do require follow-up action (*expect review of complaints during site visit*)

Compliance With Accred Standards

Institution: Sample Institution

Surveys and Evaluations
(All fields in this section are required fields.)

What was the date of the last student evaluation of courses and faculty as per Standard 10.1.2.c?

Month *(MM)*	Day *(DD)*	Year *(YYYY)*

How often do such evaluations occur?

_____ *(e.g. Annual, Quarterly, etc.)*

What was the date of the last evaluation of faculty and program administrators as per Standard 10.1.2.d?

Month *(MM)*	Day *(DD)*	Year *(YYYY)*

How often do such evaluations occur?

_____ *(e.g. Annual, Quarterly, etc.)*

What was the date of the last survey of graduates as per Standard 10.1.2.e?

Month *(MM)*	Day *(DD)*	Year *(YYYY)*

How often do such evaluations occur?

_____ *(e.g. Annual, Quarterly, etc.)*

What was the 10.1.2.e?

do such evaluations occur?

Adverse Actions *(Required field)*
Have any adverse actions been taken against the program or sponsoring institution by another accrediting agency during the past year?

○ Yes | ○ No

truthful reporting is essential

If Yes, describe the action's impact on your continuing ability to meet the Standards of the ABFSE:
(If yes, this entry is required)

[text entry box]

(maximum 2000 characters or less - Approximately 250 words)

NOTE: Attach a copy of the letter announcing the adverse action to your signed annual report submission.

Student Complaints *(Required field)*
Has the program received any written student complaints since the last annual report was submitted?

○ Yes | ○ No

If Yes, briefly describe each complaint and the action taken:
(If yes, this entry is required)

[text entry box]

(maximum 2000 characters or less - Approximately 250 words)

DEMOGRAPHICS
(THIS WILL BE COLLECTED VIA STUDENT TRACKER.)

- Demographic info is reported in the aggregate.

- Number of New Enrollees and Graduates should match the number of names on the attached lists.

- Counts must be consistent and you will not be able to submit an Annual Report with errors. (counts that do not match is an error!)

DEMOGRAPHICS

- Individual student responses are <u>not</u> identified or tracked.

- Program director (or assignee) typically completes the report.

- Number of New Enrollees and Graduates must match the number of names reported.
  Count must be consistent.

DEMOGRAPHICS

SECTION 4 - DEMOGRAPHICS (RACE, ETHNICITY & GENDER)

New Enrollees and Graduates

Institution: Sample Institution

Please Note: If you use your browser **Back** button at any time, please refresh the page you have gone back to, in order to view the most current information.

Student Counts *(Enter numbers for the reporting year)*

The **Student Counts** you enter below for New Enrollees and Graduates will be used as control totals that must be consistent throughout this section. You must also attach a list of New Enrollees and Graduates *(and Distance Education Graduates, if applicable)* and submit it with your final **Annual Report**. It will be displayed for you to print and mail at the end of the submission process.

For Section 4: Report only those in the accredited program(s) offered by your institution.

New Enrollees: [____] *(Enter a "0" if none.)*   Total Graduates: [____] *(Enter a "0" if none.)*

How many are Distance Education Graduates?: [____]
(Enter a "0" if none.)

US Military Service

How many New Enrollees are veterans of US military service? [____] *(Enter a "0" if none.)*

How many Graduates are veterans of US military service? [____] *(Enter a "0" if none.)*

Program Demographics *(Enter numbers below)*
Report race, ethnicity, gender as identified by the student. Use of 'Other' for 2 or more race/ethnicity is acceptable.

PAGE 16 – PREVIOUSLY ATTENDED

- Use for student who attended another program **or** left and returned to your program in a different reporting year (i.e. included in attrition report)

- Bachelor degree completion applies to students who previously completed an accredited program leading to licensure. Do not count a 2nd time.

- Bachelor degree completion is NOT for programs offering a bachelor degree designed to accomplish initial licensure (i.e. Wayne State, SUNY-Canton, U CO, SIU, etc.)

DISTANCE EDUCATION

- Everyone answers at least 2 of the first 3 questions.

- Continue if some level of DE is offered.

- Tracking for Gen Ed only, <50% of program via DE and 50% and +

- Do your best to estimate GPA.

- Designate the number of DE grads who take the NBE. These numbers will be tracked with the list of DE grads.

- If the answer to USDE compliance is 'no', there is a PROBLEM!

ABFSE Courses Information

Institution: Sample Institution

Distance Education Courses

Does your institution/program offer distance education courses?:

○ Yes | ○ No

If yes, is Distance Education available **only** for General Education courses?:

○ Yes | ○ No

If Your School Does Not Offer Distance Education or if Distance Education is Available only for General Education Courses:

Does your program have any plans to offer funeral service/mortuary science distance education courses in the future?:

○ Yes | ○ No

If you answered Yes to the previous question, briefly indicate your program's future plans for funeral service/mortuary science distance education:

```
[                                                    ]
```

(maximum 2000 characters or less - Approximately 250 words)

Note: If you do not offer distance education courses or distance education is **only** available for General Education courses, do not enter any additional information below. Entries in any of the remaining fields on this page will be automatically removed when the page is submitted. Instead, click the following button to "**Skip and Continue**" your submission on the Section 6 form webpage.

Skip the remainder of this page and continue your report in Section 6: [Skip and Continue >]

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STUDENT OUTCOMES

- % boxes only require a number.

- Verify the number of NBE takers with your ICFSEB reports.

- Reminder: for job placement – a survey at graduation is acceptable. It is not necessary to wait 6 months to track employment.

- Improved job placement results after 6 months should be documented
    report for site visit
    ABFSE Directory is updated June and December

FINAL PREVIEW

- Correct errors/omissions in order to submit.

- Print a copy for your records.

- Certification page requires 2 signatures.
  Complete early enough to get admin signature.

- Graduate and New Enrollee lists will be available via Student Tracker.

- *Note*: incomplete or late reports are subject to Administrative Probation and fine.

REMINDERS FOUND THROUGHOUT

Important Notes:

1) To insure that each page properly displays all the data you have entered, **please do not use your browser Back button while completing these pages.** To navigate throughout this website, use only the links and buttons provided on each page. If, at any time, you do use your browser **Back** button, you must refresh the page to view any data you have recently recorded.

2) You must click the **Continue** button at the bottom of this page in order to record the information you enter.

3) Field labels in Red are required fields.

NOTE: Errors in your report submission will be listed in **red**, on the final Preview page. You will have an opportunity to provide all missing or incomplete information and correct any errors at that time. However, you will not be able to submit your annual report until all of your reporting errors have been corrected.

SUBMIT   DUE DATE: FEBRUARY 15, 2023

- Late reports delay processing.
  Fines are applicable.

- Submit electronically by deadline.
  Follow-up with signed hard copy.

- Overnight is <u>not</u> necessary as long as electronic copy is submitted on time.

- Help is available: email or phone.

MESSAGE WHEN STUDENT INFO IS INPUT

REPORT OPTIONS FROM STUDENT TRACKER

CHANGE PASSWORD IN STUDENT TRACKER (LINK VIA EMAIL)