Explanation for ABFSE Cohort Tracking Worksheet (revised 12/1/2021)

The Cohort Tracking Template 2021 is an Excel spreadsheet designed to help programs compile the info necessary to complete the Annual Report.

The worksheet tracks students in the accredited programs from New Enrollee to Graduate status. A completed cohort tracking spreadsheet will include new enrollees, graduates in the calendar year 2021 and continuing students. Students graduated or dropped in prior years should <u>not</u> appear on the current year cohort tracking. (*note*: students returning after being dropped in a prior year should be recorded as a New Enrollee and counted on the Annual Report as 'previously attended'. If a student leaves and returns in the same calendar year, do not record as a New Enrollee a 2nd time.)

START by inputting the program/school name in cell B3.
Begin input of student data with cell A6
note: only 2 responses go above the horizontal line, in cells B3 and P2 *or* P3

For **New Enrollees** in 2021 complete columns A-G (and K-L, if applicable)
For **Graduates** in 2021 complete all columns (except L) to the extent that is possible

Submit an electronic copy of the spreadsheet when you complete the 2021 Annual Report.
Sheets 2,3,4 in the Excel file are a template for completion of the student lists required to accompany the Annual Report. **IMPORTANT REMINDER: When you complete the spreadsheet, do 'Save As' in the name of your program.**

Column

A   **Count** – to track number of students included on the report.

B   **Student name** so we can cross reference to NBE data and for potential future graduate surveys

C   **ID #** - provide a unique # for each student. SS# should **not** be utilized for this report.

D   **Start Date** – date student entered the program as a New Enrollee. Use xx/xx/xxxx format

E-F-G **Work B4** – Place 'x' in the appropriate block, <u>if</u> the new enrollee worked in funeral service in some capacity prior to starting your program.

H-I   **NBE dates** – enter dates NBE **Arts and Sciences** taken
       At the present time, programs receive monthly reports from The Conference and a year-end summary with names and exam dates.   NBE pass rates only are supplied by The Conference.

J   **Graduation**. This column is intended to allow tracking the *number* of graduates in the calendar year.   Place an 'x' in the cell in order for Excel to automatically count the number of individuals you designate as graduates. The names of these individuals should appear on the Graduate List. (Sheet 3)

K   **Date of Graduation** – (or drop date) enter date using xx/xx/xxxx format

L   **DNF** – Place an 'x' in the cell to identify when the student dropped out of the program or otherwise Did Not Finish. (Put date in column K)

M   **50% & Grad -** Indicate date the student reached 50% (½) of coursework leading to accredited degree as per Standard 10.3.2; used to track the number and percent of grads who complete the program in 1½ times program length. Using the 50% mark allows consistency in the comparison of data between schools.

N   **Tim Grad** = Timely Graduation – Place an 'x' in the cell if you believe the student graduated according to the timely graduation formula. (defined by US DOE as 1½ times program length)

O-P   **How Long** to graduate – Use column O to indicate the <u>number</u> of semesters or quarters it took for the student to complete the program.

O – length of time it took for the student to complete the program

P – designate semester or quarter for column P by placing an 'x' in *cell P2 or P3*. (**All** ABFSE programs assign credit based on semester hours or quarter credits regardless of the length of the term.) Column P is blocked and appears in grey because entries are only required in *cell P2 or P3*.

Q-R   **Work during** – did the *graduate* work while attending school? In funeral service or other employment? Place 'x' in proper column. Leave blank if student did not work.

     Q   FS **–** in funeral service

     R   OE – other employment

S-AA   These columns are to identify **Job Placement/Employment status** after graduation (within 6 months). Designate the status by placing an 'x' in the appropriate cell for each graduate. (See descriptions in Standard 10.3.3)

     S   EFS - **Employed in funeral service**

     T   FSR - Employed in a **funeral service related** field (medical examiner, supplier, cemetery/crematory, etc.)

     U   CE - **Continuing Education** – student opted to continue his/her education v. enter the workplace.

     V   MI - graduate entered active duty **military** v. seek FS employment

     W   PE - Return to **previous employment** (non-funeral service employment prior to starting education)

     X   UF - Employment in **unrelated field**

     Y   DNS - **Did not seek** employment

     Z   NE - **Not employed**

     AA   IN – **No info** available

As a cross reference, all programs must submit 2 lists – **List of New Enrollees in 2021** & **List of Graduates in 2021.** (See Sheets 2 & 3 in Excel file) ALL LISTS ARE TO BE IN ALPHABETICAL ORDER.

- Graduate list to include email address (*preferred*) or other contact info for each name listed in order to facilitate future ABFSE follow-up surveys. ALL current year graduates are to be listed.
- List of New Enrollees should include name and a unique student ID number (not SS#).

Both lists available as Sheets 2 & 3 should include a 'header' identifying the school/program AND indicate the name of the authorized person completing the report.

Programs offering Distance Learning must also supply a **List of Distance Learning Graduates** (in order for ABFSE office to separate NBE scores, since that info will not be provided to programs by the Conference). See Sheet 4 in Excel file.

The number of New Enrollees and Graduates on the above lists **MUST** match the numbers reported on the Annual Report.