



## FY 2025 & 2026 EMPLOYMENT FOLLOW-UP OUTCOME SURVEY & DATA ENTRY CHART

Manual employment follow-up is required for each exited student without a social security number. Every exited student must be followed up with twice: 1) 2nd Quarter after Exit 2) 4th Quarter after Exit.

The timeline for this follow-up is based on the exit quarter of the student being surveyed. The chart below identifies in which quarter an exited student should be followed up with based on their exit date.

**Please Note:** The names of all exiters who need to be followed up with will appear on the WIOA/NRS Table 5 Data Check report as well as the WIOA Outcome Survey Tool and the ALE Outcome Survey tool. Students may be surveyed until the data deadline, and may be asked about a quarter that has already passed.

Below, the timeframes appearing on the FY2025 NRS & NYRS Reports have been highlighted: Yellow for Employment in 4th Quarter after exit only, Blue for Employment in 2nd quarter after exit Q2 only, and green for the overlapping group of students who should be surveyed for both outcomes.

FISCAL YEAR OF EXIT	STUDENT'S EXIT QUARTER	2ND QUARTER FOLLOW-UP (ASK STUDENT IF THEY WERE EMPLOYED IN...)	Q2 ON NRS REPORT	4TH QUARTER FOLLOW-UP (ASK STUDENT IF THEY WERE EMPLOYED IN...)	Q4 ON NRS REPORT
2023	Quarter 3 (Jan 1st - Mar 31st, 2023)			FY 2024 Q3 (Jan 1st - Mar 31st, 2024)	FY 2025
2023	Quarter 4 (Apr 1st - Jun 30th, 2023)			FY 2024 Q4 (Apr 1st - Jun 30th, 2024)	FY 2025
2024	Quarter 1 (Jul 1st - Sept 30th, 2023)	FY 2024 Q3 (Jan 1st - Mar 31st, 2024)	FY 2025	FY 2025 Q1 (July 1st - Sept 30th, 2024)	FY 2025
2024	Quarter 2 (Oct 1st - Dec 31st, 2023)	FY 2024 Q4 (Apr 1st - Jun 30th, 2024)	FY 2025	FY 2025 Q2 (Oct 1st - Dec 31st, 2024)	FY 2025
2024	Quarter 3 (Jan 1st - Mar 31st, 2024)	FY 2025 Q1 (Jul 1st - Sept 30th, 2024)	FY 2025	FY 2025 Q3 (Jan 1st - Mar 31st, 2025)	FY 2026
2024	Quarter 4 (Apr 1st - Jun 30th, 2024)	FY 2025 Q2 (Oct 1st - Dec 31st, 2024)	FY 2025	FY 2025 Q4 (Apr 1st - Jun 30th, 2025)	FY 2026
2025	Quarter 1 (Jul 1st - Sept 30th, 2024)	FY 2025 Q3 (Jan 1st - Mar 31st, 2025)	FY 2026	FY 2026 Q1 (July 1st - Sept 30th, 2025)	FY 2026
2025	Quarter 2 (Oct 1st - Dec 31st, 2024)	FY 2025 Q4 (Apr 1st - Jun 30th, 2025)	FY 2026	FY 2026 Q2 (Oct 1st - Dec 31st, 2025)	FY 2026
2025	Quarter 3 (Jan 1st - Mar 31st, 2025)	FY 2026 Q1 (Jul 1st - Sept 30th, 2025)	FY 2026		
2025	Quarter 4 (Apr 1st - Jun 30th, 2025)	FY 2026 Q2 (Oct 1st - Dec 31st, 2025)	FY 2026		

If you have any additional questions about how to manually enter employment outcomes for previous fiscal year exiters, please contact ASISTS support by emailing [support@asists.zohodesk.com](mailto:support@asists.zohodesk.com).