

# Indicator 14 - Wisconsin

## Tips for Improving Response Rates

**Indicator 14:** *Percent of youth who are no longer in secondary school, had Individualized Education Plans (IEPs) in effect at the time they left school, and were enrolled in higher education or in some other postsecondary education or training program; or competitively employed or in some other employment within one year of leaving high school. (20 U.S.C. 1416(a)(3)(B))*

### Quick Tips District DSE / Pupil Services Directors Need to Know for the Post High Survey

Each LEA in Wisconsin will need to conduct an outcomes survey once between 2005-06 to 2010-11 to comply with State Performance Plan Indicator 14.

#### Tips for the “Year Before” the Post High School Outcomes Survey (Gathering your exiting student’s information and preparing them for the survey)

##### 1) Prepare the exiting student at their final IEP/exit meetings

- a. Tell your student that the phone survey that will happen a year from now
- b. Discuss the survey questions and give them a copy of:  
Interview Questions [www.posthighsurvey.org/documents/WISInterviewQuestions2009.doc](http://www.posthighsurvey.org/documents/WISInterviewQuestions2009.doc)  
A Special Note to Youth and Families [www.posthighsurvey.org/documents/2008/WISSpecNoteYouthFamilies.pdf](http://www.posthighsurvey.org/documents/2008/WISSpecNoteYouthFamilies.pdf)

*We’ve found that discussing these items with the student and their family gives them a feeling of value and will only improve response rates. When they and their parent(s) know their answers are important in helping with programs for others students just like them, there is a feeling of ownership and less reluctance to answering a phone survey.*

- c. Tell the former student and their family that they will receive [2 letters](#) just before the telephone survey next spring to remind them that someone will be calling them.
- d. Also discuss why it’s important that you are filling out the Student Contact Form ([Word](#) or [Excel](#) format) completely and getting several phone numbers and addresses. (student cell, family home phone & cell numbers, relatives names, addresses, etc.)

*We’ve found that when you fill out the Student Contact form completely and the student and their family knows that it’s important to have as many contact numbers and addresses as possible, we have a greater success rate in calling students next spring. Having family, relatives and friend’s contact information will help with the success of the survey. Wisconsin is one of the nation’s “leaders” in the area of gathering information.*

**Good student contact information is the key to your success rate!**

##### 2) Talk to your Sp. Ed. teachers at staff meetings and give them materials related to the survey coming next year.

- a. “Special Note to Students and Their Families” (link above)
- b. Interview Questions (link above)
- c. “Improving Response Rates” [www.posthighsurvey.org/documents/resources/WISInd14ImproResponseRatesR.pdf](http://www.posthighsurvey.org/documents/resources/WISInd14ImproResponseRatesR.pdf)

*We’ve found that when teachers make a call to students sometime during the fall or winter after the student has graduated, not only are the teachers verifying phone numbers for the upcoming survey, but they also find that the students are very excited that they were remembered. Many comments have come back from teachers saying how gratifying it was to talk to their former students and find out how they are doing. During that conversation, a reminder about the survey will only increase the district’s response rates for the upcoming spring survey. It also is the best opportunity to check over all contact formation and let the former student know that someone will call them in the spring to do the phone survey.*

(See reverse side for Tips for the Survey Year)

# Indicator 14 - Wisconsin

## Tips for Improving Response Rates

### Tips for the Survey Year (Entering and Editing the former student's contact information)

- 1) CESA 11 will send you directions via emails / letters. All steps are mapped out for you. **Read them thoroughly.**
- 2) When you submit a [Usage Agreement](#), be sure to keep your Username and Password in a safe place.
  - a. Rolodex, file or whatever is the easiest place for you to track your information for the secure part of the website
- 3) **When you enter / edit your former student's contact information be sure to:**
  - a. Use your "[Student Contact Information](#)" sheets or [excel file](#) from the student's final IEP meeting.
  - b. Test numbers and addresses to be sure the information entered is current. This is where teachers may assist in the process.
  - c. Be sure to make notes in the "Calling Info" field with any special instructions necessary in speaking with the former student (Ex: needs TTY, call after 10 a.m. due to health issue, etc.)

We've found that when these activities are done thoroughly, the success rate for the phone survey goes way up! **Therefore, this is the most important activity of your Indicator 14 requirements.**

- 4) Send out the [2 letters](#) to the former student(s) after you've verified all the student contact information.

We've found that when the instructional email is sent from CESA 11, not only can you start entering and editing student contact information, you can also be preparing the letters for mailing. Since the former student letters can be printed on your district letterhead and the DPI letter is just copied, these can be done ahead of time and stuffed into the correct number of envelopes. Then when you are finished verifying the student contact information, you simply print out the updated mailing labels, put them on your envelopes and send the letters to your former students.

- 5) Monitor your survey completions periodically.

We've found that if you check your former student listing periodically during the course of the survey that you can decide if your success rate is where you'd like it to be. If not, you have the option to try and find additional, more current contact information for your student(s). Just enter/edit any new information into the website just as you did your original edits. Also add a note in the "Calling Info" field stating "NEW # as of (date)". Then contact CESA 11 of the updated student information.

**Other things that will help you increase your response rate for the Wisconsin Post High School Outcomes Survey ([www.posthighsurvey.org](http://www.posthighsurvey.org)) can be found on the website under Survey Directions, Survey Instruments, or in the Resources section. Here are a few we find most helpful.**

**Read** [Collecting Post-School Outcome Data: Strategies for Increasing Response Rates](#) (pdf)

**Read** [Post-School Outcomes Surveys: Coming Soon to a Student Near You!](#) (.pdf)

**Read** [Post-School Outcomes Data Collection and Use: Teachers as Partners](#) (pdf)

**Keep** local data systems current -Make certain that the data are updated at the beginning and end of each academic period.

**Find current information at the post office** via the use of an automated vendor file of current postal change-of-address updates, (for both address and telephone number are far faster and less costly than multiple mailings or telephone numbers contacts).

**Google** students (e.g. former students can be found at [www.myspace.com](http://www.myspace.com) and [www.classmates.com](http://www.classmates.com) )

**Attempt to locate students** via Department of Motor Vehicles

(See reverse side for Tips for the "Year Before" the Survey)