

**TO: Directors of Special Education/Pupil Services for  
Districts Included in 2009-10 DPI Procedural Compliance Self-Assessment Monitoring**

**FROM: Mary Kampa, Director of the Wisconsin Post High School Outcomes Project / Indicator 14**

**DATE: March 2010**

**RE: District Data Collection Responsibilities for Indicator #14 of the State Performance Plan**

**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))*

You are receiving this letter because your district is included in the 2009-10 DPI Procedural Compliance Self-Assessment monitoring. Indicator #14 requires districts to collect data from students who exit a Wisconsin school district through a diploma, certificate of attendance, reaching maximum age of eligibility or dropping out. **Indicator #14 is a two-year process and this is the second year for your district.**

To obtain Indicator #14 data, your district's 2008-09 former students will be contacted via a telephone interview one year after they exit high school. Interviews will be conducted from June 2010 through August 2010. The interviews will be completed by St. Norbert College Survey Center at no cost to your district. Although the main purpose for this correspondence is to inform you of the required 2009-10 activities, activities for 2008-09 are included here as a reminder.

CESA #11 has developed the Wisconsin Post High School Outcomes Survey (WPHSOS) ([www.posthighsurvey.org](http://www.posthighsurvey.org)) to help districts with the requirements of this Indicator in a time efficient, cost effective manner. All directions and survey instruments referenced here are located on the WPHSOS website.

### **Required Activities Completed in the 2008-09 School Year – Collect Contact Information**

During the 2008-09 school year, your district was required to collect and save telephone and contact information on those students who exited your district with a diploma, certificate of attendance, by reaching maximum age of eligibility for special education, or by dropping out. (This includes drop-outs age 14 or older). You were required to keep this contact information until it can be entered into the activated portion of Post High School Outcomes website in **April of 2010**. You would have used any one of the three following methods to save your information:

1. [Student Contact Sheet](#) (MS Excel). **Saved to your computer** and requested information completed for each student with a disability who was in their senior or last year of school or who exited during the 2008-09 school year.

**OR**

2. [Student Contact Form](#) (MSWord). **Saved to your computer**. A complete **paper copy** for each student with a disability who is was in their senior or last year of school or who exited during the 2008-09 school year.

**OR**

3. If your district maintained contact information on a **database**, you did not have to complete either of the above listed forms, but your database needed to include all information shown on those forms. You will access this information this year so it can be updated with correct, viable, former-student phone numbers and contact information and then entered onto the post high website.

### **Required for the 2009-10 School Year – Verify Contact information and Complete Interviews**

Students who exited your school district during the 2008-09 school year will be contacted by St. Norbert College Survey Center for a post high school telephone interview in June - August 2010, which is this year, the year of your district's Procedural Compliance Self-Assessment Monitoring year. Every effort must be made to ensure that the student's phone numbers and contact information are correct and current so the St. Norbert Survey Center has a good chance to complete the interview. Interview responses can be accepted from a parent or guardian, as long as they know the former student and can answer questions regarding the activities in which the former student is currently participating. It is acknowledged that

some students who exited your district will be difficult, if not impossible, to locate for the interview one year after exiting high school. **The following is a summation of your activities for this year. Specific, step-by-step directions are listed in another attachment.**

1. **March 2010** Directors of Special Education/Pupil Services request and receive a district Username and Password for the WPHSOS website.
2. **April 2010** Your district will be required to verify that at least one of the former student's phone numbers is a valid, working telephone number before you enter them into the WPHSOS website. **Please Note: This is the most important step to the success of your district's data collection and survey results.**
3. **May 2010** Districts are required to remind or inform former students of the upcoming interview and to verify that at least one of the contact numbers is a viable, working phone number. You will do this **one** or both of the following ways:
  - (a.) **Call the phone number(s) you have** for each former student and remind or tell them about the upcoming survey. **OR**
  - (b.) **Mail a reminder letter** from your district, along with the letter from the State Director of Special Education, to the former student.**Upon sending these letters or completing the phone calls AND entering verified contact information onto the website, you will email Cindy Becker at [cindyb@cesa11.k12.wi.us](mailto:cindyb@cesa11.k12.wi.us) to let her know your information is entered. St. Norbert will then start your district surveys.**
4. **June–Aug. 2010** St. Norbert College Survey Center will attempt to contact each former student using the phone number(s) you have provided on the website.
5. **Sept. 2010** The post high website is closed and the Survey information is verified.
6. **Oct. 2010** The post high website is opened for districts to view and use their post high survey and Indicator 14 outcomes data.

**Completion of these activities ends the district's data collection and reporting responsibilities for Indicator 14.** The DPI will collect your district's Indicator #14 percentages directly from the WPHSOS website. The Indicator 14 percentages reported to the DPI are an unduplicated count of those former district students who were, at the time of the interview or sometime since leaving high school, (a) participating in higher education; (b) participating in higher education or competitively employed; or (c) participating in higher education or some other type of postsecondary education or training, or competitively employed, or otherwise employed, within one year of leaving high school. These three percentages are the only information regarding the outcomes that is reported publically on the DPI website.

Although your district is not required to use your district's outcomes data, the WPHSOS website provides password-protected information that may be interesting and useful for your district. These include:

- A GEDE Table, which lists state and district gender, ethnicity/race, disability and exit type population and respondent information (i.e. who was available to be interviewed in both the state and in your district, and who actually responded to the interview).
- A one-page auto-fill District Summary Report on the major outcomes.
- A longer, detailed District Report Starter which provides data on all of the survey questions asked, as well as tables of the major postsecondary outcomes by gender, ethnicity/race, disability and exit type.
- Other templates districts may find useful when exploring data for improvement planning activities.
- **NEW in October 2010:** A data use Power Point will be available for use by districts to view state and their local outcomes data, side-by-side and to help district teams make planning and activities decisions.

We hope this gives your district the information and tools needed to successfully complete the Indicator #14 data collection and reporting requirements. Thanks and please contact us should you have any questions.

Respectfully,

**Mary Kampa, WPHSOS Director**  
Questions regarding Indicator 14  
715-986-2020  
[maryk@cesa11.k12.wi.us](mailto:maryk@cesa11.k12.wi.us)

**Cindy Becker**  
Questions regarding Username/Password or website  
715 986-2020  
[cindyb@cesa11.k12.wi.us](mailto:cindyb@cesa11.k12.wi.us)