

**TO: Directors of Special Education/Pupil Services for
Districts Included in 2011-12 DPI Procedural Compliance Self-Assessment**

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

DATE: March 2011

**RE: District Data Collection Responsibilities for Indicator 14 of the State Performance Plan
Grant #12-74-9911 IDEA40 Post High School Follow-up**

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 2011-12 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 2010-11 former students (exiters) will be contacted via a telephone interview one year after they exited high school. Interviews will be conducted from June 2012 through August 2012. 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 final 2011-12 required activities, activities for 2010-11 year are included here as a reminder.

Reminder of Required Activities Completed in the 2010-11 School Year: Collect Contact Information

During the 2010-11 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. 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 2012**. You will check this information this year so it can be updated with correct, viable, former-student phone numbers and contact information and then entered into the post high website. 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 **completed** for each student with a disability who was in their senior or last year of school or who exited during the 2010-11 school year.
OR
2. **Student Contact Form** (MS Word) - **saved** to your computer and **completed a paper copy** for each student with a disability who is was in their senior or last year of school or who exited during the 2010-11 school year.
OR
3. **Student database** your district maintains. If so, you did not have to complete either of the above listed forms, but your database needed to include all information shown on those forms.

Required Activities for the 2011-12 School Year: Verify Former Student Contact information and Remind Youth of Upcoming Survey

Students who exited your school district during the 2010-11 school year will be contacted by St. Norbert College Survey Center for a post high school telephone interview in June – August 2012, the summer months following your district's Procedural Self-Assessment monitoring year.

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, but we do request you attempt to obtain a current phone number for each exiter. Every effort must be made to ensure there are viable phone numbers for St. Norbert to use, therefore a good chance to complete

the interview. Responses can be accepted from a parent or guardian, as long as they are knowledgeable about the activities in which the student participated in during high school and can answer questions regarding the activities in which the former student is currently participating.

Please refer to the specific "Directions" that will be attached to your February notification e-mail for step-by-step directions of the activities listed below. All survey directions and instruments are provided on the WPHSOS website (www.posthighsurvey.org).

There are 4 major activities required to complete your district's data collection and reporting requirements of Indicator 14.

March – May 2012

1. **Verify** your district's 2010-11 Exiter List with the WPHSOS website student exiter list.
2. **Verify and enter** valid former student phone numbers.
3. **Remind/notify** former students of upcoming survey by phone or reminder letter.

June – September 2012

4. **Approve** survey completion rates.

Completion of these 4 activities ends the district's data collection responsibilities for Indicator 14. The DPI will collect your district's Indicator 14 percentages directly from the WPHSOS website. These percentages are the only data regarding the outcomes that is reported to the public via the DPI website. Following are additional survey activities:

- **June–August 2012.** St. Norbert Survey Center will attempt to contact each former student with a phone number listed on the website. Someone from CESA will contact your district letting them know St. Norbert has reached the end of their attempts. Districts may go to the website anytime during the survey process to view the interviewer comments on attempts and to enter more recent contact information.
- **September 2012.** The post high website is closed and the Survey information is verified.
- **October 2012.** The post high website is opened for districts to view and use their post high survey and Indicator 14 outcomes data. Look for an e-mail announcing additional data use and transition improvement planning tools.

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

1. **GEDE Table.** Lists state and district gender, ethnicity/race, disability and exit type population and respondent information (i.e. who was available to be interviewed and who actually responded)
2. **Data Sorts.** View all survey questions and comments by gender, ethnicity/race, disability and exit type.
3. **District Summary Report.** A one-page auto-fill report on the major outcomes and Indicator 14.
4. **District Report Starter.** A longer, detailed report which provides data on all of the survey questions, as well as tables of the major postsecondary outcomes by gender, ethnicity/race, disability and exit type.
5. **Indicator 14.** LEA Indicator 14 data that can be sorted by gender, ethnicity/race, disability or exit type.
6. **New: Outcomes Data Use Toolkit.** A statewide and district data-entry power point and facilitator's guide districts may find useful when looking at outcomes data for improvement planning activities.

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

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