

**TO: Directors of Special Education/Pupil Services for
Districts Included in 2012-2013 DPI Procedural Compliance Self-Assessment Year**

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

DATE: October 2011

**RE: District Data Collection Responsibilities for Indicator 14 of the State Performance Plan
Wisconsin DPI 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))

Your district is receiving this letter because your district is included in the 2012-13 DPI Procedural 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. To obtain Indicator 14 data, your district's former students will be contacted via a telephone interview one year after exiting high school. The interviews will be completed June – September 2013 by St. Norbert College Survey Center on behalf of your district at no cost to your district.

CESA 11 has developed the Wisconsin Post High School Outcomes Survey (WPHSOS) to help districts with the data collection and reporting requirements of this Indicator in a time efficient, cost effective manner. All directions and survey instruments are provided on the WPHSOS website (www.posthighsurvey.org).

PLEASE NOTE: District Data Collection Responsibilities for Indicator 14 is a Two-Year Process!

Required Activities for the 2011-12 School Year: Collect and Save Exiter Contact Information

The year prior to self-assessment is a preparation year and also the student exit year. While the DPI provides demographic information on your district exiters, they do not provide contact information. Accurate phone numbers are needed so the interviews can be completed by St. Norbert Survey Center on behalf of your district one year from now. During the 2011-12 school year, your district is required to collect and save contact information on students who exit your district in 2011-12 with a diploma, a certificate of attendance, by reaching maximum age of eligibility for special education, or by dropping out. **Keep** this contact information until it can be entered into the activated portion of Post High School Outcomes website in **March of 2013** (one year after the student has exited high school). You may use any of the three following methods to save this information:

1. [Student Contact Sheet](#) (Excel). **Save it to your computer** and complete the requested information for each student with a disability who is currently in their senior or last year of school or who will exit during the 2011-12 school year.
OR
2. [Student Contact Form](#) (word) and complete a **paper copy** of for each student with a disability who is currently in their senior or last year of school or who will exit during the 2011-12 school year.
OR
3. If your district maintains contact information on a **database**, you do not have to complete either of the above listed forms, but your database should include all information shown on those forms. You will need to be able to access this information next year so it can be updated with correct, viable, former-student phone numbers and contact information and then entered into the post high website.

Two goals of this survey are to get the best results possible and to increase response rates. To do this, please strongly consider the following **suggested activities**:

- a. Using the document "[A Special Message to Youth and Families](#)", explain the upcoming outcomes survey to the exiting student and their parent during the student's final IEP meeting, explain the interview will occur the summer *one year after* the student exits high school.
- b. Give the student and parent a copy of the [Survey Questions -SHORT](#) so they better understand the questions that will be asked.

**Required Activities for the 2012-13 School Year: Verify Former Student Contact information
and Remind Youth of Upcoming Survey**

There are four major activities required during the 2012-13 school year that will complete your district's data collection and reporting requirements of Indicator 14. Students who exit your school district during the 2011-12 school year will be contacted by St. Norbert College Survey Center for a post high school telephone interview in June – August 2013, which is during the summer months following your district's Procedural Self-Assessment monitoring year.

All survey directions and instruments are provided on the WPHSOS website (www.posthighsurvey.org). Directors of Special Education/Pupil Services will receive specific information regarding this process at the beginning of the 2012-13 school year. Following is a brief description of 2012-13 required activities:

1. **March 2013.** Your district will be required to verify that at least one of the former student phone numbers as a valid working telephone number (detailed instructions will be provided in March 2013).
2. **April 2013.** Director or designee will enter former student contact information directly into the WPHSOS website.
3. **May 2013.** Mail a district-generated student letter (sample will be given) from your district and mail to the former students along with a letter from the State Director of Special Education (Stephanie Petska).
4. **July – August 2013.** Directors/Designees will approve survey completion rates.

Completion of these four activities will end your district's 2012-13 data collection responsibilities for Indicator 14.

After your completion of the required activities, there will be many tools available to use your district's outcomes data. 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 you need to successfully complete the required activities for the 2011-12 and 2012-13 school years and that you know you have tools and supports needed to complete Indicator 14 data collection and reporting requirements.

Thank you and please contact us should you have any questions.

Respectfully,

Mary Kampa, WPHSOS Director
Questions regarding Indicator 14
715- 416-0609
maryk@cesa11.k12.wi.us

Lynese Gulczynski, Program Assistant
Questions regarding Username/Password or website
715 986-2020 ext. 2170
lynese@cesa11.k12.wi.us