

Data collection for Indicator #14 is a two-year process

Year 1: The Year Before DPI Procedural Compliance Self-Assessment Year

All survey directions and instruments cited below are available on the WPHSOS website .

www.posthighsurvey.org

Collect Contact Information in with ONE of the three following methods:

1. Use the [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 exits during the 2008-09 school year. (This includes drop outs).
OR
2. Copy/print the [Student Contact Form](#) (Word) complete and save a **paper copy** for each student with a disability who is currently in their senior or last year of school or who exits during the 2008-09 school year. (This includes drop outs).
OR
3. If your district maintains contact information in 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.

Goals of this survey are: 1) To get the best results possible, 2) To increase response rates.

To do this, please strongly consider the following **suggested activities** :

- a. During their final IEP meeting, explain the upcoming outcomes survey to the exiting student and their parent
- b. Give the student and parent a copy of the [Survey Questions](#) and "[Outcomes Survey: A Special Note to Youth and Parents!](#)"

Additional Things You Can Do This School Year:

1. Read additional information on Indicator #14 dpi.wi.gov/sped/spp-posthigh.html
2. Visit the Wisconsin Post High School Outcomes Survey website to become familiar with the survey features, including the [Survey Questions](#)
3. Review and keep this one-page summation of the timelines for completing Indicator #14 www.posthighsurvey.org/survey_timelines.php
4. Review the following documents:
 - [Indicator #14](#) Power Point which further explains Indicator #14
 - Distribute document "[Indicator #14: Improving Response Rates](#)" to teachers

Year 2: Completing Indicator 14 DPI Procedural Compliance Self-Assessment Year

Directors of Special Education/Pupil Services will receive additional, specific information regarding these activities at the beginning of the school year, and in January. All survey directions and instruments cited below are available on the WPHSOS website . www.posthighsurvey.org

The following are the timelines and activities required in year 2 to complete your district's data collection and reporting requirements of Indicator #14:

Timelines	Activities to be Completed This School Year
Fall	Verify district exiters through the ISES Federal Student Data Report
October - January	Locate and update your Student Contact Forms (paper or electronic copy) or database
February	Call former students to verify/find viable phone numbers
February	Complete the Usage Agreement and receive a Username and Password for website access Enter the student's phone number(s) and special comments for calling into the website
March	Personalize Student Letter and mail to former student along with WDPI Letter , inform WPHSOS when letters are sent and email lyneseq@cesa11.k12.wi.us with send date
April-September	St. Norbert College Survey Center contacts former students for a telephone interview
After October 1st	Review district data and web reports following completion of interviews
October	LEA and statewide Indicator 14 data are gathered directly from the website
October	Statewide outcomes data are available on the website

Ind14TimelinesJan09Update.doc

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