

TO: Directors of Special Education/Pupil Services for LEAs Included in the
2015-16 DPI Special Education Procedural Compliance Self-Assessment Monitoring

FROM: Nancy Molfenter, Department of Public Instruction
Mary Kampa, Wisconsin Post School Outcomes Coordinator
Jenny Jacobs, Post School Outcomes Outreach

DATE: September 25, 2015

RE: District Data Collection and Reporting Responsibilities for Indicator 14

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))*

This letter provides an overview of the activities your district will participate in this current school year to meet the data collection and reporting responsibilities for Indicator 14. Indicator 14 requires districts to collect outcomes data from former students who exit a Wisconsin school district through a **diploma, certificate of attendance, by reaching maximum age of eligibility or by dropping out**. To obtain Indicator 14 data, your district's 2014-15 exiters will be **contacted via telephone for an interview** one year after exiting high school. **The interviews will be conducted June 1, 2016 – September 30, 2016, which is at the end of and directly following your monitoring year.**

Things You Need to Know

1. The **Wisconsin Post School Outcomes (WiPSO) website** is designed to assist 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 [WiPSO website \(www.wipso.org\)](http://www.wipso.org).
 - Go to the [WiPSO website](http://www.wipso.org) to access your district account, request a forgotten password, or request a new account by clicking on the "Usage Agreement" located on the left-hand links.
 - Your username will be your school e-mail address.
 - Once logged in, you have options to **manage your district's PSO user accounts** under "**Director Admin**". In this area, you can add additional staff accounts, and edit or delete current accounts. Please review this section annually to delete staff that you wish to no longer have access to district data.
 - Following completed surveys, district data and reports can be viewed on the WiPSO website. DPI will collect your district's Indicator 14 data directly from the PSO website.
2. **Interviews.** Indicator 14 outcomes is collected from former students (exiters) through a telephone interview. Districts **must choose** to either conduct their own PSO interviews or to have St. Norbert College Strategic Research Institute (SRI) conduct the interviews on behalf of and at no cost to the district. By **December 1, 2015**, the Director of Special Education/Pupil Services must inform Jenny Jacobs of the decision to have district staff trained to conduct the district's PSO interviews, or to have St. Norbert College SRI conduct the district interviews.

- Districts are required to have a minimum **20% response rate**. If your district response rate is lower than 20%, your district will be required to participate again in next year.
 - There are many steps a district can take to help ensure a 20% response rate.
 - Please make sure to have current phone numbers for your 2014-15 exiters.
 - Read the document “Preparing for the Post School Outcomes Survey” on the [Wisconsin Post School Outcomes \(WiPSO\) website](#).
 - During the 2014-15 school year, nearly 75% of the districts in monitoring conducted their own surveys and had much higher response rates (60% - 80%) than when SRI called (35% - 45%).
 - Districts that conducted their district’s PSO interviews report the experience was very rewarding and helped them better understand the transition needs and challenges former students have after leaving high school. Former students also report being impressed the school called to ask how things were going for them.
3. A **stipend** will be provided to school staff who complete the interviewer training and adhere to survey timelines and [assurances](#). The stipend is paid directly to district staff, and includes \$75 for interviewer training (90-minute on-line) and preparation, and \$20 for each successfully completed interview, which takes approximately 15 minutes to complete. No payment is made for unsuccessful interviews.

Each district included in the 2015-16 DPI Special Education Procedural Compliance Self-Assessment Monitoring must reply to Jenny Jacobs at jennyj@witig.org to the preferred option of post school outcomes interviewing for their district. Response Required by December 1, 2015

Please contact Jenny Jacobs via e-mail to confirm one of the following:

1. Our district would like to **conduct our own** district post school outcomes interviews, and will participate in the 90-minute interviewer training (May – June, 2016) to be eligible to receive a stipend for the interviews. **OR**
2. Our district would like to have **St. Norbert College** Strategic Research Institute (SRI) conduct the post school outcomes interviews on behalf of and at no cost to our district.

Thank you for your time and commitment to improving transition services and student outcomes. If you would like more information or have questions on the PSO survey, please contact us.

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