

Good morning Public and 2r Charter Schools.

We are happy to announce the 2017 WiPSO survey website is now available for your district to complete the required Indicator 14 Post School Outcomes Survey (PSO) activities, as listed below.

Checklist of Seven Things That Need to be Completed

1. Create or Use an Active PSO User Account: Complete April - May 2017

1. Go to the [WiPSO website](#) and login if you have an account.
2. New User Accounts: click on the **Usage Agreement** located on the left-hand links, center
3. Unsure if you have a PSO account: click "Forgot your password". If you do not receive an email from the WiPSO account within a few minutes, please contact Jenny Jacobs.

2. Set-Up District Interviewer WiPSO accounts. Complete April - May 2017

1. Once you are logged in, go to lower left-hand link under your log-in and click [Manage your district's PSO user accounts](#).
2. In this area, add the new staff that will be conducting the 2017 PSO surveys.
3. You can also add, edit or delete current accounts as needed.

3. Complete and Return the Required Assurances and W-9 Forms (attached): Due May 1, 2017

1. Complete the required information on the attached "Assurances" form and return to Jenny Jacobs.
2. This must be completed before staff participate in the Interviewer Training and interviewing begin.
3. New/First Time Interviewers: **Must** participate in the initial interviewer training and return the completed W-9. Please see the Assurance Form for dates.
4. Returning Interviewers: May participate in the "Refresher" zoom training. The W-9 only needs to be completed one time so is not required unless any of your information or address has changed.

4. Review Your District's 2015-16 Exiter List: Complete April - May 2017

1. Once you are logged in, click the [Edit Student Contact Information](#) link (bottom left-hand links).
2. You will see the list of exiters your district submitted to the DPI on the ISES Exiter Report in November 2016.
3. Review this list to determine if this list matches your records. For many reasons the list you see may not match the list your records indicate. If this is the case, please contact Jenny Jacobs.

5. Notify Former Students of the Upcoming Survey. Complete June 1 - 30, 2017

Survey response rate is better when former students are contacted by their former school to let them know why the survey can be conducted without their written consent.

1. Attached please find two letters. These should be mailed to your former students sometime in June in preparation for the July 1 - September 30, 2017 telephone interviews.
2. **District Letter**. Personalize this letter, using the name of someone the former student will recognize, and delete the edit cues on this draft letter.
3. **DPI Letter**. This letter explains why this survey can be conducted without the student's consent. Include this with the district letter and mail both in a district envelope.
4. Alternately, you can contact the former student by phone, email, text or Facebook (*please note: through social media you cannot state this is a survey for youth with disabilities*) to let them know about the upcoming survey and offer to mail the DPI letter to them.

6. Enter Contact Information for Your District's 2015-16 Exiters: Complete June 1 - 30, 2017

The contact information you enter auto-fills into the on-line survey form, therefore it is strongly suggested you enter contact information into the website prior to beginning the July 1 - September 30, 2017 surveys.

1. Click the [Edit Student Contact Information](#) link (bottom left-hand links), then click the blue [edit](#) link to the left of the former student's name.
2. Here you will see boxes for phone numbers for "Student Cell" and "Student Home Phone". Enter at least one cell and one home phone number.
3. The "Calling Info" box is where you will record and view the result of each unsuccessful call attempt.

7. Conduct Surveys July 1 - September 15, 2017

Additional directions for completing the survey will be provided in the Interviewer Training.

1. Begin surveys beginning July 1, 2017 (the website will not be open to enter surveys until then).
2. Click the [Enter Surveys](#) link (bottom left-hand).
3. Complete surveys by September 15, 2017.
4. The survey window ends September 30, 2017. These two weeks will be used by Jenny and Mary for any needed follow-up.

Please contact Jenny or Mary if you have any questions about this process.

Thank you.

Jenny Jacobs

TIG Post School Outcomes Outreach

jennyi@witig.org

920-617-5630 (office)

920-809-7662 (cell)

Mary Kampa

TIG Post School Outcomes Coordinator

Network Needs Assessment Coordinator

mkampa@cesa10.k12.wi.us

715-416-0609

Nancy Molfenter, PhD

Statewide Transition Consultant

Special Education Team

Division for Learning Support

nancy.molfenter@dpi.wi.gov

(608)266-1146 (office)

(608) 220-4524 (cell)