

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 listed below.

Checklist of Four 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. 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).
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 your list exactly. If this is the case, please contact Mary Kampa so your list can be corrected.

3. Enter Contact Information for Your District's 2015-16 Exiters: Complete April - May 2017 - Due by May 31, 2017

St. Norbert Strategic Research Institute needs to know the best phone numbers to use to contact your former students to complete the district's telephone PSO surveys July 1 - September 30, 2017.

1. Click the [Edit Student Contact Information](#) link (bottom left-hand), 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 current phone numbers in these fields. Enter as much parent calling information as possible as St. Norbert will attempt all numbers you enter.
3. **Calling Info:** Please add any comments here that will help the interviewers successfully complete the interview, for example, "the survey needs to be completed in Spanish if a parent answers", or "special operator will be needed to speak to the former student".
4. **Important to Note:** The "Calling Info" box is also used by St. Norbert to record what happened with each call attempt.
5. **Check back** here throughout June - September to view St. Norbert's progress, and provide assistance along the way. For example, if you see the comment "non-working phone #" or "parent hung up the phone" add an updated phone number or comment, such as "6/30/2017 new phone number added", or "6/19/2017 parent contacted and said to call them again". This will ensure St. Norbert sees your follow-up and can attempt the survey again.

4. Notify Former Students of the Upcoming Survey. Complete May 1 - 31, 2017

Survey response rate is better when former students are contacted by their former school to confirm the survey is important and legitimate, and 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** in early June in preparation for the July 1 - September 30, 2017 St. Norbert telephone interviews.
 1. **District Letter.** Personalize this letter, using the name of someone the former student will recognize, and delete the edit cues on this draft letter.
 2. **DPI Letter.** This letter explains why St. Norbert can complete this survey without the student's consent. Include this with the district letter and mail in a district envelope.
2. Alternately, you can contact the former student by phone, email, text or social media to let them know about the upcoming survey, and to offer to mail them the DPI letter. *Please note: if using social media, you cannot state this is a survey for youth with disabilities.*
3. Through this contact, update contact information on the WiPSO website.

4. When you have mailed the letters, please send an email to Mary Kampa so she can let St. Norbert know your district is ready for them to begin the interviews.

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

Thank you.

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