Post-School Survey

An Instruction Manual for Completing the Post-School Survey

opi.mt.gov

Denise Juneau, Superintendent • Montana Office of Public Instruction • www.opi.mt.gov

July 2010

Table of Contents

Table of Contents **2**
Introduction **3**
Purpose of Post-School Survey 3
Completing the Survey **3**
Who Must Complete Survey 3
Important Note for Correctional Facilities 3
How the Survey is Conducted 3
Reporting Period 4
Steps for Completing the Survey 4
Accessing the Web-based Survey 4
Log-Ins and Passwords 4
Who Must Be Contacted 4
Instructions 5
Step-by-Step Reference **6**
Login Screen 6
Survey Tab 7
Contact Results 8
Person Responding 8
Student's Employment 9
Employment Settings 9
Student's Postsecondary Schooling 11
Submit the Survey 12
Validation Checks 12
Print the Completed Survey 13
Definitions **13**
Enrolled in higher education: 13
Enrolled in other postsecondary education or training: 13
Competitive Employment: 13
Some other employment: 13
Frequently Asked Questions (FAQs) **14**
What if a student cannot be reached to complete the survey? 14
Can I change information in a survey that I have already submitted? 14
Can I print a student's survey? 14
How do I know if my school has completed a student's survey? 14
Who Do I Call For Help? 14

Introduction

In accordance with the Individuals with Disabilities Education Act (IDEA), several indicators have been established by the Office of Special Education Programs (OSEP). States are required to report on these indicators each year in their Annual Performance Reports.

Purpose of Post-School Survey

The post-school survey provides data for OSEP's **Indicator 14:** *Percent of youth who had IEPs, are no longer in secondary school and who have been competitively employed, enrolled in some type of postsecondary school, or both, within one year of leaving high school [20 U.S.C. 1416(a)(3)(B)].*

The Office of Public Instruction (OPI) is committed to limiting the scope of the survey to the minimum required to meet the federal reporting requirements.

In addition to the federal reporting requirement, these data will be analyzed by the state and used for planning purposes. They will also be provided to individual schools for the same purpose.

Completing the Survey

Completion of the post-school survey weighs directly on the district meeting the timely and accurate data submission requirements that impact the State Special Education District Levels of Determination and correspondingly impacts the State's Level of Determination issued by the Office of Special Education Programs. We are required to account for all timely and accurate data submissions in our State Performance Plan and Annual Performance Report to OSEP on the required Indicators. *Part B funds may be used for this activity.*

Who Must Complete Survey

The district must complete this survey for all high school students with disabilities reported as leaving school at the end of the previous school year by means of dropping out[1], graduating with a regular diploma, receiving a certificate, or reaching maximum age for receiving special education services, as established by the district.

Important Note for Correctional Facilities

Because Montana's state law prohibits tracking youth after they have exited a correctional institution, these facilities are exempt from surveying these students.

How the Survey is Conducted

School districts will be provided a list of all their special education students who left school, as reported to the OPI in the AIM system on June 30 of the previous year, with instructions to conduct a follow-up survey with these students between August and September of the current year. Districts have found that phone contacts to the student and or parent provided the best results.

[1]Drop Outs - Those students who were enrolled in high school at the start of the reporting period, but were not enrolled at the end of the reporting period, and did not exit through any of the other bases described above. This includes runaways, GED recipients, expulsions, status unknown, and students who moved and are known not to be continuing in another educational program.

You may, however, choose to mail copies of the survey or use other methods. It may take repeated attempts to contact a former student or person who can provide information to complete the survey. Please make your best effort to contact every student if possible.

Completion of this survey directly impacts the level of determination designation for the district as part of providing timely and accurate data.

Reporting Period

The survey is open from August 1 through September 30 to gather information about special education students that left school the previous school year. This includes students that were reported on the Exiting Report as of June 30, 2009, and/or were recorded as leavers, drop outs, or graduates in the AIM System.

Steps for Completing the Survey

Accessing the Web-based Survey

The URL for the application is http://data.opi.mt.gov/PostSchoolSurvey/.

Log-Ins and Passwords

Log in using the High School Citrix User Names and Passwords mailed to the superintendent or special education cooperative director by the OPI in mid-June (effective July 1). The same logins are used to access a number of electronic applications through the OPI Internet Reporting and Information System (IRIS), including the Special Education Data Collection, Annual Data Collection, and School Discipline Data Collection. The user names are the district/cooperative legal entity number or the school code for a school - these never change. However, the passwords (combination of random numbers and case-sensitive letters) are reassigned each year and the last two letters of the password change every two months throughout the year to reflect the first letters of the two months in which the password is active.

If Special Education Cooperative personnel are completing surveys for multiple high schools, they will need to obtain each separate high school's user name and password. (Passwords are case-sensitive and must be typed exactly.)

Passwords are changed periodically, so be sure the current password is being used. If you encounter problems logging in, check with your superintendent or director to be sure you have the correct password.

If you have questions about passwords, please call the OPI Help Desk at 406-444-3448.

Who Must Be Contacted

The application will be pre-populated with the list of special education students leaving school during the prior school year as noted in AIM with the following Enrollment Status End Codes:

300	Withdrew for personal or academic reasons
310	Exceeded age requirement set by district policy
320	Removed or expelled, without option to return
330	Withdrew to enroll in non-diploma program
340	Unknown
400	Graduated
420	Completed school with other credentials

Attempts must be made to contact each student listed. ***A survey must be submitted for each student whether contact has been made or not*** and options are included under "Contact Results" for students that cannot be reached. This includes students who have returned to secondary school or who are deceased. If a student is reported as exiting special education in error, please contact Dick Trerise at dtrerise@mt.gov or 406-444-1579.

Instructions

Upon accessing the application, you will need to select the survey tab. If you have logged in as a school, your list of exited students will appear. If you have logged in as a district, you will need to select a specific school that you will work on. The screen will then take a moment to refresh and then your list of exited students will appear.

There are up to ten students listed per page, so if a school has more than ten students, you may need to click on the page numbers at the bottom of the list to access the additional students.

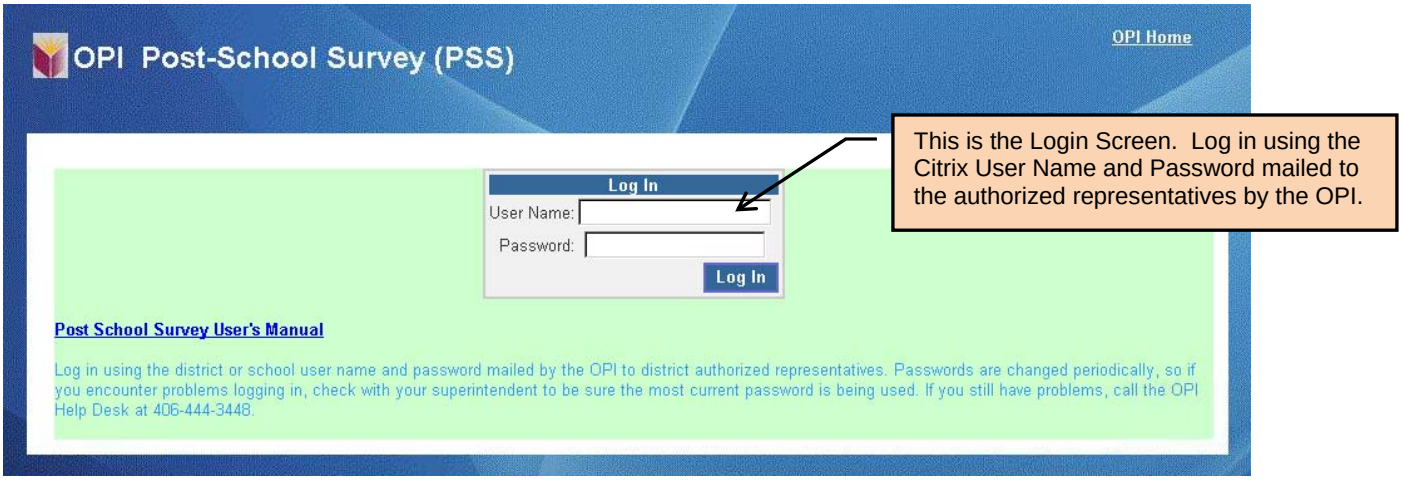
Push the "Select" button next to a student's name to access that student's survey. A survey must be submitted for each student listed. Under "Contact Results," there are options for reporting students that you are unable to reach.

The survey questions are fairly self-explanatory. As you enter the answer to a question, the survey may enable or disable additional questions. Please answer each question to the best of your knowledge until the bottom of the survey is reached. (You may need to scroll down on the page.) After you have completed the student's survey, click the "Submit" button at the bottom of the page.

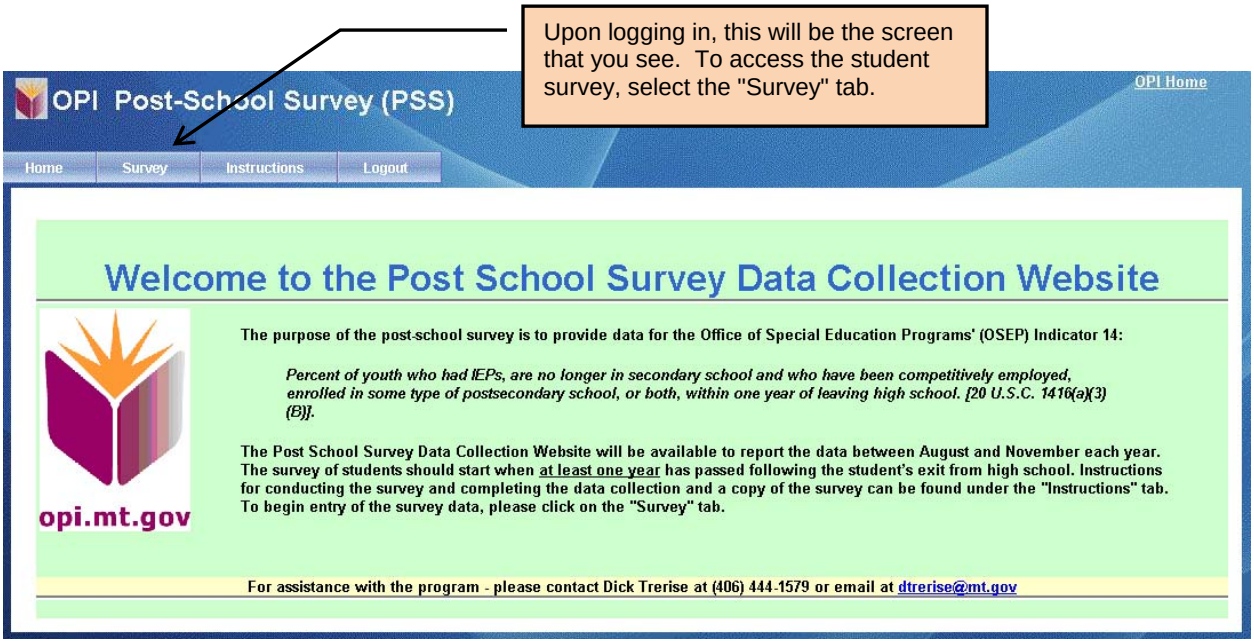
Note: *"Submit" saves the answers to the survey, but it does not lock the survey for future access. The survey will still be available should an answer need to be changed or additional information needs to be added.*

Step-by-Step Reference

Login Screen

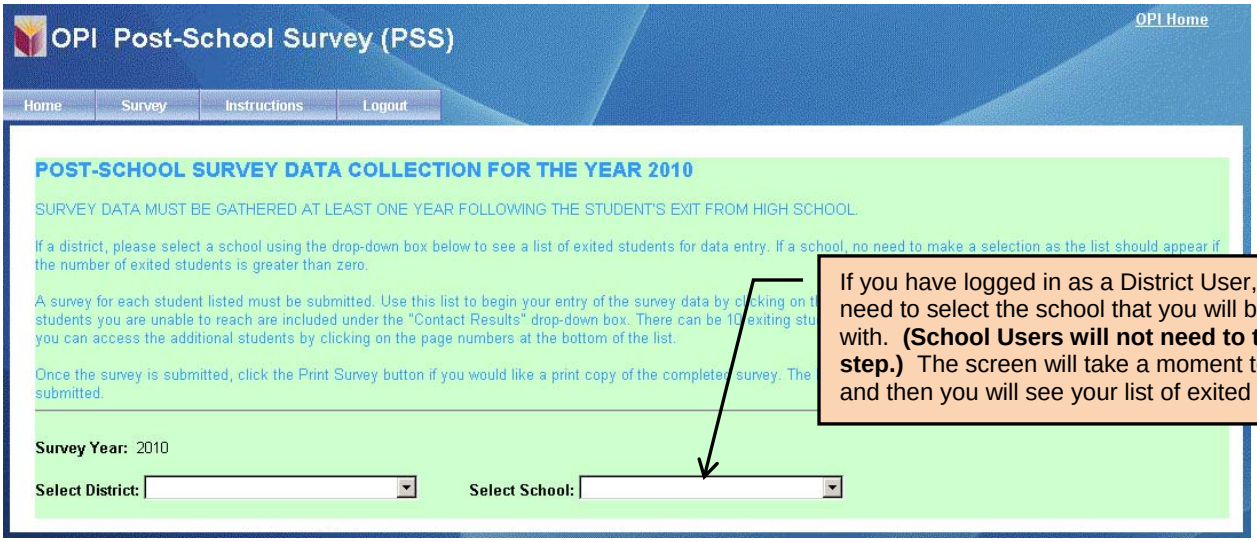


Logging in will take you to the "Welcome" screen (or "Home" tab). To access the list of students to be surveyed, click on the "Survey" tab. If you need additional help to maneuver through the application or you would like to print out a blank copy of the survey, click on the "Instructions" tab.



Survey Tab

After clicking on the Survey tab, this is the screen that you will see.



If you have logged in as a District User, you will need to select the school that you will be working with. **(School Users will not need to take this step.)** The screen will take a moment to refresh and then you will see your list of exited students.

Remember, a survey should be submitted for every student listed, whether the student was contacted or not. In order to submit a survey for each student, click on the Select button next to the student whose survey you would like to submit.

Your list of exited students will appear with the student's State ID, Initials, Birth date, and Gender, as follows:

A "Yes" in this column will alert you that a survey has already been submitted for this student.

Identify which student's survey you would like to work and click on "Select."

Exited Students

Number of Exited Students = 11

StateID	Initials	Birthdate	Gender	Race	Submitted		
111111111	AAA	5/18/1989	F	White, Non-Hispanic	Yes	Select	Print Survey
222222222	BBB	6/14/1989	M	White, Non-Hispanic	Yes	Select	Print Survey
333333333	CCC	5/20/1990	M	White, Non-Hispanic	No	Select	Print Survey
444444444	DDD	10/22/1989	M	Asian	No	Select	Print Survey
555555555	EEE	3/3/1989	F	White, Non-Hispanic	No	Select	Print Survey
666666666	FFF	12/15/1989	F	White, Non-Hispanic	No	Select	Print Survey
777777777	GGG	1/1/1989	F	White, Non-Hispanic	No	Select	Print Survey
888888888	HHH	7/15/1989	M	White, Non-Hispanic	No	Select	Print Survey
999999999	III	10/15/1992	M	White, Non-Hispanic	No	Select	Print Survey
123456789	JJJ	12/25/1990	M	White, Non-Hispanic	No	Select	Print Survey

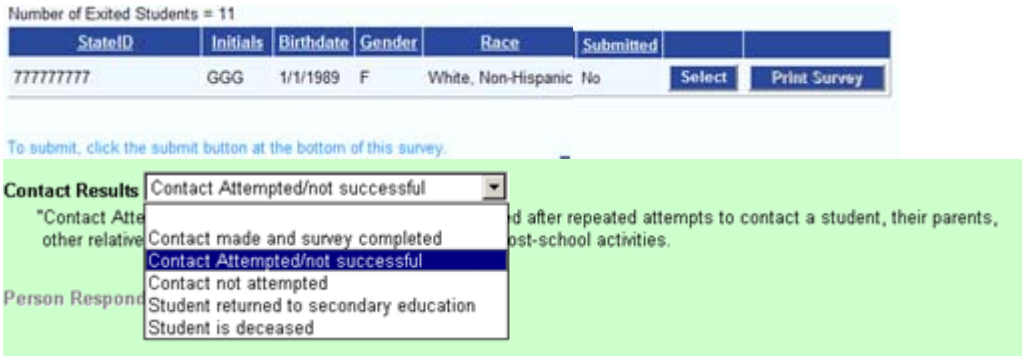
1 2

If the school you are working on has more than ten students, you will see additional page numbers here.

Contact Results

First, record the results of your contact *or* attempts to contact the student and/or the family members. As seen below, there are several resolutions, some of which will be used only on rare occasions. This is also where to report that a student has returned to secondary education or is deceased.

Note: For any response other than "Contact made and survey completed," the survey can be submitted without answering any more questions.



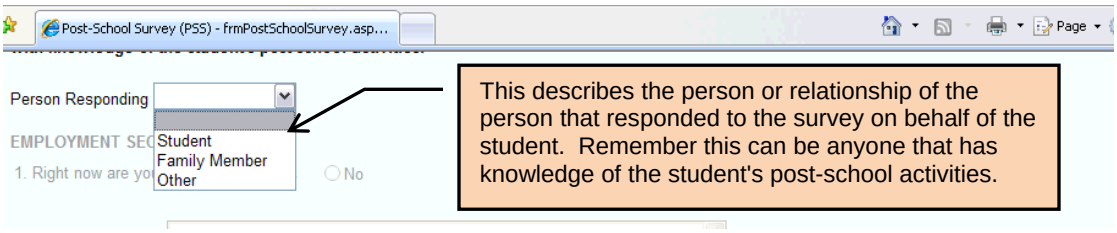
"Contact made and survey completed" will be selected most frequently. After selecting this resolution, other questions will be displayed and must be answered. (Grayed-out questions will be available for entry.)

"Contact Attempted/Not Successful" should be used only after SEVERAL attempts to contact the student, family members, relatives, or others that may have knowledge of the student's post-school activities have failed.

"Contact Not Attempted" will be used on rare occasions. This resolution would be used in instances where the school or district has no contact information for the student or anyone else that might have knowledge of the student's post-school activities.

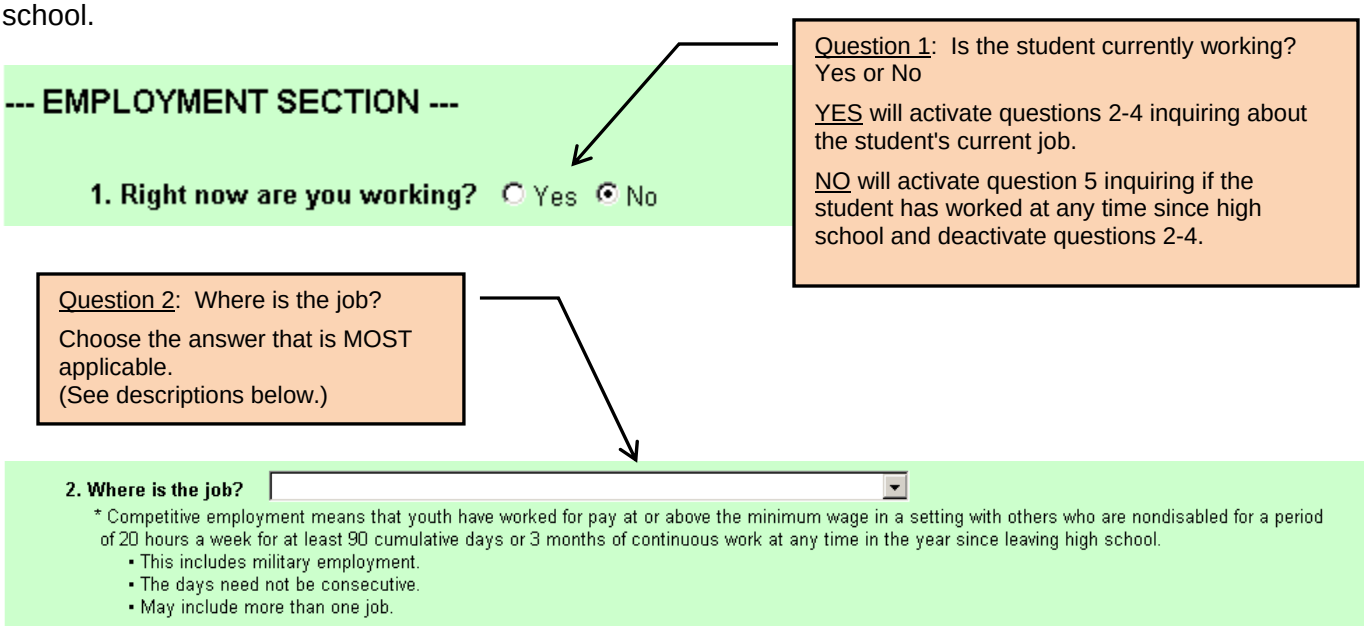
Person Responding

If you have selected "Contact made and survey completed," please identify the person that responded to the survey. Then, you will need to answer a series of questions. Some responses will activate other questions that also need to be answered.



Student's Employment

The first set of questions collects information about the Student's Employment since leaving high school. The questions are designed to gather information about the student's *current* employment or, if not currently working, any employment the student has had since leaving high school.



Employment Settings

There are several options for reporting the type of job the student has. The following is a list of the available employment settings and additional descriptions of each.

Employment Settings	Description
An integrated competitive employment setting	Any job that is part of the open labor market for both individuals with and without disabilities (i.e., individuals must apply and compete with others to be hired).
Home	Any type of self-employment, including working on a family farm, ranch or family owned business.
Military	Serving in any branch of the Armed Forces.
Jail or prison while incarcerated	Having a work assignment while confined in a jail or prison.
Sheltered employment	Vocational and non-vocational programs where most workers have disabilities, such as sheltered workshops, adult-activity centers, work-activity centers, and day-treatment centers.
Supported employment	Paid work within the open labor market that includes support services to help individuals with disabilities obtain and maintain employment.
No Answer	Student or family member refused to answer.

Question 3: Are you usually paid at least minimum hourly wage? Yes or No

(The current minimum wage will be defined here.)

3. Are you usually paid at least minimum hourly wage? ○ Yes ◉ No

Effective 1/1/2010, Montana's minimum wage is $7.25 per hour except for businesses not covered under the Fair Labor Standards Act with gross annual sales of $110,000 or less; then the minimum wage is $4.00 per hour.

Question 4: Do you usually work 20 hours or more per week? Yes or No

4. Do you usually work 20 hours or more hours per week? ○ Yes ◉ No

Questions 5-8: If the student is not currently employed, but has been employed at some time since leaving high school, complete questions 5-8 in the same manner as questions 1-4 would have been completed for current employment.

5. At any time since leaving high school, have you ever worked? ◉ Yes ○ No

6. Describe the job-- (if more than one job, describe the one held the longest)

* Competitive employment means that youth have worked for pay at or above the minimum wage in a setting with others who are nondisabled for a period of 20 hours a week for at least 90 cumulative days or 3 months of continuous work at any time in the year since leaving high school.

- This includes military employment.
- The days need not be consecutive.
- May include more than one job.

Refer to the employment settings shown in the table on the previous page.

7. Were you usually paid at least minimum hourly wage? ○ Yes ○ No

Effective 1/1/2010, Montana's minimum wage is $7.25 per hour except for businesses not covered under the Fair Labor Standards Act with gross annual sales of $110,000 or less; then the minimum wage is $4.00 per hour.

8. Did you usually work 20 hours or more hours per week? ○ Yes ○ No

Student's Postsecondary Schooling

The last section inquires about the Student's Postsecondary Schooling[2] – now or at any time since leaving high school.

Question 9: Right now, are you enrolled in any type of school, training, or education program? Yes or No

YES will activate questions 10-11 inquiring about the schooling.

NO will activate question 12 inquiring if the student has been enrolled in any type of school, training or education program at any time since high school.

--- POST SECONDARY SCHOOL SECTION ---

9. Right now, are you enrolled in any type of school, training, or education program? ◉ Yes ○ No

10. Describe the kind of school or training program?

Question 10: Describe the kind of school or training program.

Answer to the best of your ability, using the MOST APPLICABLE answer to describe the school or training program in which the student is enrolled.

See the options listed in the table.

School or Training Program Options
High School completion document or certificate (e.g., Adult Basic Education, GED)
Short-term education or employment training program (e.g., WIA, Job Corps, etc.)
Vocational Technical School – less than a 2-year program
Community or Technical College (e.g., 2-year college)
College or University (e.g., 4-year college)
Enrolled in studies while incarcerated
Employer or Union-sponsored Apprenticeship
No Answer

11. Are you enrolled full-time? ○ Yes ○ No

Full-time or part-time is based on how the specific school, training, or educational program defines it.

Question 11: Are you enrolled full-time? Yes or No

Full-time and part-time enrollment are defined by the school or training program that the student is attending. Use that institution's definition to answer this question.

[2] Postsecondary school enrollment is defined as participation in a two- or four-year college program, vocational or technical education program or short-term education or employment training program (e.g., WIA, Job Corps, Beauty School, etc.) either full or part time. Full or part time is determined by the program in which the student is enrolled.

Questions 12-14: If the student is not currently enrolled in a school, training or other educational program, but has been at some time since leaving high school, you will need to complete questions 12-14 in the same manner as questions 9-11 would have been completed for current enrollment.

12. Were you enrolled full-time? ◉ Yes ○ No

Refer to the table of training options on the previous page.

13. Describe the kind of school or training program?

14. Were you enrolled full-time? ○ Yes ○ No

Full-time or part-time is based on how the specific school, training, or educational program defines it.

Submit the Survey

After all of the survey questions have been answered, the survey can be submitted by clicking the "Submit" button at the bottom of the survey page.

Return Without Saving Submit

Note: *"Submit" saves the answers to the survey, but it does not lock the survey to prevent future access. The survey will still be available should an answer need to be changed or additional information needs to be added. On initial entry into the survey, clicking the "Return Without Saving" button means no data will be saved. Once the survey has been submitted, if it is reopened and changes are made, click "Submit" again to save new information. Clicking "Return Without Saving" in this instance would not save any new information.*

Validation Checks

If you try to submit the survey without answering some of the *required* questions, the survey will alert you by listing these questions in red and putting a red asterisk (*) beside the question as shown below.

12. At any time since leaving high school, have you ever been enrolled in any type of school, training, or education program (if more than one, describe the program enrolled in the longest)? ◉ Yes ○ No

13. Describe the kind of school or training program. *

14. Were you enrolled full-time? ○ Yes ○ No *

Full-time or part-time is based on how the specific school, training, or educational program defines it.

Return Without Saving Submit

- Question 6 must be answered.
- Question 7 must be answered.
- Question 8 must be answered.
- Question 13 must be answered.
- Question 14 must be answered.

Submitting a survey does not lock the student's results. You may go back and change anwers if necessary.

Once you have answered all required questions, the validation checks will disappear and you can submit the survey.

Print the Completed Survey

You can print a copy of the completed survey for the student after it has been submitted by clicking on the **Print Survey** button next to the student's name. The **Print Survey** button is disabled (grayed out) until after the survey has been submitted. When prompted, "Save" the file to your computer - do not click "Open." Printing the survey is not required.

Definitions

Enrolled in higher education

Student has been enrolled on a full- or part-time basis in a community college (2-year program) or college/university (4- or more year program) for at least one complete term, at any time in the year since leaving high school.

Enrolled in other postsecondary education or training

Student has been enrolled on a full or part-time basis for at least one (1) complete term at any time in the year since leaving high school in an education or training program (e.g., Job Corps, adult education, workforce development program, vocational technical school that is less than a 2-year program).

Competitive Employment

Student has worked for pay at or above the minimum wage in a setting with others who are nondisabled for a period of 20 hours a week for at least 90 days at any time in the year since leaving high school. This includes military employment.

In the definition for both "*competitive employment*" and "*some other employment,"* the term *'at least 90 days at any time in the year since leaving high school*' means ninety (90) cumulative days or three months of continuous work at an average of 20 hours per week.

In the definition of "*competitive employment*," 20 hours per week can mean a minimum of:

1. At least 20 hours a week for 90 cumulative days.
2. 20 hours or more a week for 90 cumulative days.
3. An average of 20 hours a week for 90 cumulative days.

A student who was employed but is on paid sick leave (e.g., worker's comp or health insurance) would still be counted as employed. However, unpaid leave or short-term layoff do not count toward the 90 cumulative days of paid work.

If a student works for "room and board," the time worked would not be counted as competitive employment.

Some other employment

Student has worked for pay or been self-employed for a period of at least 90 days at any time in the year since leaving high school. This includes working in a family business (e.g., farm, fishing, ranching, catering services, etc.).

"Some other employment" includes sheltered and supported employment.

Frequently Asked Questions (FAQs)

What if a student cannot be reached to complete the survey?

Survey information can be provided by people other than the student. Any person with knowledge of the student's post-school activities can provide information for the survey (i.e., a family member, friend, or school personnel).

The survey also provides options if no one who is knowledgeable of the student's post-school activities can be reached.

- "Contact Attempted/Not Successful" – This should only be used after SEVERAL attempts have been made to contact the student, his/her family members and relatives or others that may have knowledge of the student's post school activities.
- "Contact Not Attempted" – This should only be used on very rare occasions, but could be used in instances where the school or district has no contact information for the student or anyone else that might have knowledge of the student's post-school activities.

Can I change information in a survey that I have already submitted?

Yes. Submitting does not lock the survey. You may go back and change or add information if necessary. If you make changes, be sure to click on the **Submit** button to resubmit the survey and save the changes. Submitted surveys will be locked the end of September.

Can I print a student's survey?

Yes, but only after you have completed and submitted the student's survey. Then, you can return to the student list and the "Print Survey" button has been enabled. Clicking on this button will provide a copy of the student's survey in a PDF format with the option to save or open the file, allowing a district to save and/or print a copy.

How do I know if my school has completed a student's survey?

In the student list, there is a column labeled "Submitted." A "Yes" in this column indicates that a survey has been completed and submitted for that student. However, submitting a survey does not lock the survey. If necessary, you may go back and change or add information.

Who Do I Call For Help?

If you have questions about the survey, please contact:
Dick Trerise 406-444-1579 or e-mail: dtrerise@mt.gov

If you have questions about logins or passwords, please contact:
OPI Help Desk, 406-444-3448