Step-by-Step Instructions and Guidance
Indicator 14: Post-School Outcomes

[Please note: these instructions were created for the summer of 2015. Dates will change for subsequent data collections.]

Survey Process Overview

1. Contact students with IEPs who during the 2013-2014 school year:
   - dropped out of high school, OR
   - aged out of special education, OR
   - graduated from high school with a diploma or certificate of attainment, OR
   - didn’t return for the 2013-2014 school year, even though they had been expected to return.
   
   **We refer to these former students as “exiters.”**

2. Survey ALL exiters using the Massachusetts After High School Survey.

3. Make up to three attempts to contact each student. You will choose the method of contact: phone, email, U.S. mail, social media, etc.

4. Download the Indicator14 form from the Special Education State Performance Plan dropbox in the ESE Security Portal and enter survey data into the form.

5. Upload your data submission **no later than September 30, 2015.**

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Exceptions:

Chapter 74 Career/Vocational Technical Education (CVTE) Districts/Schools
- If all exiters are included in the CVTE Graduate One-Year Follow-Up Survey,¹ then the CVTE district/school is not required to conduct the Indicator 14 Post-Secondary Outcomes Survey for these students.

Grade Tuition Agreements/Academic Regional Schools
- Districts that are members of an academic regional school housed in another district and districts that have a grade tuition agreement with another district are not responsible for surveying exiters who attend high school in the other district(s). The receiving district(s) will report the post-secondary outcomes data for these exiters.

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¹ The Special Education Planning and Policy Development and the Career and Vocational Technical Education Units at ESE work together to generate Indicator 14 data for exiters with IEPs who answer the annual CVTE Graduate One-Year Follow-Up Survey.
Pre-Survey Preparation

Identify and compile contact information for all 2013-2014 exiters.

- **Utilize Student Contact Information Forms that were completed by students in Spring 2013.**
- **What if you don’t have the Student Contact Information Forms?** Districts should make a good faith effort to complete the survey with all exiters. Exiters who dropped out, didn’t return, or for any other reason did not fill out Student Contact Information Forms last spring may be difficult to contact. In these cases, the ESE suggests that contact information be collected through a review of these exiters’ emergency contact information in their cumulative records.
- **Out of District Placements:** A district is responsible for surveying exiters that were in out-of-district placements for which the district was programmatically responsible.
- **Comprehensive high schools:** Exiters enrolled in vocational programs at comprehensive high schools should only be surveyed once – through the CVTE survey or the Indicator 14 survey. Please ensure that exiters are included in one of the surveys but not in both.

Planning for Maximum Participation

When planning the survey process, consider the following:

1. Telephone surveys achieve higher response rates than other methods, especially when:
   - exiters are contacted by someone they know.
   - an exiter’s disability impacts their reading and comprehension skills.
2. Some districts have had success making initial contact with exiters through web-based social media sites.
3. Some exiters will need:
   - parental assistance,
   - translation, and/or
   - other accommodations to respond to the survey accurately and completely.
4. Try to vary the time of day or day of the week when contacting hard-to-reach exiters.
5. You may find it helpful to consult with:
   - CVTE survey personnel for general suggestions, such as how best to reach former students.
   - District personnel who were involved in previous SPP/APR reporting.

**Steps for Phone Contact:** See Sample Script for Telephone Contact

**Steps for Mail Contact:**

1. Send a cover letter explaining the purpose of the survey (see Sample Cover Letter), and remind the exiter that he or she provided contact information last spring in preparation for the survey. The cover letter should inform the exiter that the survey consists of nine questions and should take approximately five minutes to complete.
2. Include a copy of the survey and a stamped return envelope.
   (Before printing the survey, put contact information and return address on the bottom of the survey document.)
3. Inform the exiter of the date by which he or she must complete the survey. **We recommend choosing a date before September 1, 2015** to allow sufficient time for the surveys to return by mail and for the survey team to enter all information into the database.

4. Provide the phone number and email address of a survey team member the exiter can contact with questions.

5. Thank the exiter for his or her time.

**Steps for Email Contact:**

1. In the main body of the email, explain the purpose of the survey and remind the exiter that he or she provided contact information last spring in preparation for the survey. The email should inform the exiter that the survey consists of nine questions and should take approximately five minutes to complete.

2. Include the survey as an electronic attachment.

3. Inform the exiter of the date by which he or she must complete the survey. **We recommend choosing a date before September 1, 2015** to allow sufficient time for the survey team to enter all information into the database.

4. Include instructions on how to open the document, complete the survey, save responses, and email the saved document back to the survey team member. Also, include the address to which the exiter should send the survey if he or she chooses to print the survey and return it by mail.

5. Provide the telephone number and email address of a survey team member the exiter can contact with questions.

6. Thank the exiter for his or her time.

**Uploading Your Data to the ESE Security Portal**

Once the surveys are complete, data from the surveys is entered into the Indicator 14 SMARTform. You will be inputting each responder’s answers to the *Massachusetts After High School Survey*, as well as each non-responder’s demographic information.

- Download the SMARTform from the Special Education State Performance Plan dropbox in the ESE Security portal and save it to your desktop.
- When you open the SMARTform, you will see the electronic *Massachusetts After High School Survey* on the first Input tab, with the spreadsheet database on the Database tab. This tool mirrors the student survey you used when speaking to exiters.
- If you are prompted to “enable macros” when you open the Excel workbook, click yes.
- Once you have filled in all the fields, click the “Submit/Update” button. No information will be saved on the database unless you click “Submit/Update.”
- Repeat until you have entered:
  a) responses from all exiters who responded and
  b) student information from all the exiters your district attempted to contact but who did not respond.

Other tips:

- To see all of the student records you have entered, click the “View Database” button, or select the Database tab.

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Summer 2015
To take another look at a student record you have entered, click “Find a Record” and enter the student’s SASID number.

To print any individual student’s form, click “Print Form.”

To clear the form and start over, click “Clear Form.”

If you have any questions, feel free to contact Amanda Green in Special Education Planning & Policy Development at agreen@doe.mass.edu or 781-338-3368.

Thank you for your assistance with this data collection and for all of the work you do on behalf of youth with disabilities in the Commonwealth.