

Post-Secondary Outcomes Data Improvement Project



Each year, special education students who have left high school are asked about their post-secondary activities through a survey sponsored by the Oklahoma Department of Education. What are they up to now? Are they working, or maybe in college? Think of what we could learn about the link between high school transition programs and students' later experiences if we had good information on this topic. Students, schools, districts and the state could all benefit. Unfortunately, we have had a difficult time finding students for the survey. We just don't have good contact information. This is where **we need your help!** Can you help make it easier to contact students about their post-secondary experiences?

We need YOUR assistance to ensure that seniors' contact information is updated before the last day of the 2016-2017 school year. Here's what you should do:

1. Teachers: update the contact information for every Senior on your caseload. Get their personal cell phone number if they have one!
2. Special Education Directors: assist your teachers in any way you can. Verify that no students have been missed; for example, you could make it part of your End-of-the Year Checklist, or create a spreadsheet that teachers fill out.
3. Directors: give the collected information for all students to the person at your school site who is responsible for enrollment and data entry in the local Student Information System (Power School, Infinite Campus, etc.).
4. Directors: support your SIS representative by providing the following information about entering student contact information correctly in the SIS so it can be sent to the WAVE without errors. Contact Information should include:
 - a. STN and/or local student ID
 - b. First and Last Names of student
 - c. Date of Birth
 - d. Name of contact, if not the student
 - e. Address
 - f. Phone number(s)
 - i. Include the student's cell number if available.
 - ii. Each phone number must have a relationship type associated with it.
 - g. Relationship type of the contact
 - i. This list is very extensive; make sure the code is used by SDE. The list is called table 7.9 in the Wave Requirements document in version 1.8. If you are looking at Wave version 1.9—the grey ones will only be available next year.
 - h. Contact Flags (optional, but helpful when pulling data).
 - i. Talk to your SIS representative about how they want this entered, if at all.
5. Teachers: let your students know that they will be contacted in about a year to answer a few questions and remind them about the importance of responding. Someone from OU will call them or their parents' phone to ask them about their post-secondary experiences. We've provided you with a set of cards to pass out to students as a reminder.
6. Directors: please let us know that you have completed the list and have updated contacts. We want to publicly acknowledge you and your district's hard work.

That's it! We will contact you close to the end of the school year to hear about your experiences updating student contact information. We want to know if this process is feasible for you and how we can improve it next year and the year after. The more students who participate in the survey, the more we can learn about how high school supported them and enabled new opportunities.

Thank you!

