

# Exit Survey Instructions For Students with Disabilities



## Justification/Background Information

The Individuals with Disabilities Education Improvement Act (IDEA) of 2004 continues to focus on high expectations for students with disabilities. Students with disabilities are to be prepared to lead productive and independent adult lives, to the maximum extent possible (20 U.S.C. §1400(c)(5)(A)(ii)), and educators are to ensure that a high school education prepares students with disabilities for further education, employment, and independent living (20 U.S.C. §1400(d)(1)(A)). Federal reporting requirements for special education under IDEA require that states and districts collect and report annually in the State Performance Plan/Annual Performance Report (SPP/APR) on post-school outcomes (Indicator 14) for students with disabilities. Specifically, state-level monitoring priority 20 U.S.C. §1416(a)(3)(B) requires that the West Virginia Department of Education (WVDE) report on post-secondary student outcomes as a percent enrollment in higher education, other post-secondary education/training programs, and competitive or other employment. This information must be collected for youth who are no longer in secondary school, had an individualized education program (IEP) in effect at the time they left school, and who exited high school one year ago. Please note that only aggregate data are reported, and all personally identifiable information is removed prior to submission.

To this end, WVDE administers the following two annual surveys:

### Exit Survey – Annual

This information is gathered for students with disabilities exiting during the current school year. Data gathered convey the students' post-secondary plans and level of support with secondary transition services received during high school. Surveys are typically completed by the student with support from parent or local educational agency (LEA) personnel. This information is used for multiple purposes including improvement of secondary transition services that prepare students for education/training, employment, enlistment, and independent living skills necessary for success after high school.

### Exit Survey – One Year Follow-Up

This information is gathered from former students with disabilities who exited high school during the previous school year. Data gathered convey the former students' actual post-secondary outcomes and supports from adult service agencies. Surveys are typically completed by the student with support from parents, or personnel from adult service agencies. This information is used for multiple purposes including meeting the requirements of SPP/APR Indicator 14 and to improve secondary transition services for school-age students related to education/training, employment, enlistment, and independent living skills necessary for success after high school.

## Dates/Deadlines

Exit Survey – Annual	Exit Survey – One Year Follow-Up
Open throughout the school year	Opens – April 1st
Closes – June 30th (no extensions)	Closes – August 31st (no extensions)
Data are collected for students with disabilities who exit during the <i>current</i> school year	Data are collected for students with disabilities who exited during the <i>previous</i> school year

**NOTE:** For both surveys, a school year is defined as July 1 – June 30

## General Instructions for Completing Surveys

- Surveys are posted online at <https://wvde.us/academics/special-education/surveys>
- Surveys typically require 5-10 minutes to complete online.
- Surveys are required to be submitted electronically by the due date (*no exceptions*).
- Surveys may be printed and completed as paper copies or sent as email attachments; however, staff will need to transcribe and submit as an online survey, and complete the LEA contact information at the end of the survey (*no paper copies are to be sent to WVDE*).
- **NOTE:** LEAs are required to assure that staff members are trained in confidentiality and accuracy of data entry.
- Complete and accurate demographic information, especially the WVEIS student number, is important to ensure fidelity of response rates.
- **NOTE:** Surveys with only demographic information will not be counted as part of the LEA response rate.
- Surveys may be completed by the student, parent, or other personnel. Indicate who completed the survey in the space provided.
- Surveys are administered for all students with disabilities who exited during a school year. Surveys may be completed individually or in groups.
- Surveys may be read aloud, or questions clarified as appropriate.

## Tips to Improve Response Rates

- Survey responses greatly increase when special education administrators provide staff with training and students/families advanced notice of the importance of this data collection.
- Communication and support from the LEA are paramount to engaging students in completion of both surveys.
- **Exit Survey - Annual**
  - » May be facilitated during IEP meetings, conferences, or in groups at school.
  - » Students should be encouraged to complete this survey while still in school for maximum response rates.
- **Exit Survey – One Year Follow-up**
  - » Results are more accurate when the LEA maintains current contact lists for all students who leave high school.
  - » When contacting respondents for the one-year follow-up survey, LEA staff should clearly and concisely explain the reason for the contact prior to beginning data collection.
- Surveys may be completed through phone interviews with LEA personnel transcribing information to the online survey before submitting; however, confidentiality training is required for all interviewees.
  - » Some LEAs work closely with parent resource centers to improve response rates.

If you have any questions about the surveys or the instructions, please contact the West Virginia Department of Education, Office of Special Education at 1-304-558-2696.