

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

Exit Survey – One Year Follow-Up

This information is gathered from former students who exited during the previous school year. Data gathered conveys the former student's 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 transition services for school-age students related to education, training, employment, and independent living skills necessary for success after high school.

Dates/Deadlines

Exit Survey – Annual	Exit Survey – One Year Follow-Up
Opens – February 15th	Opens – April 1st
Closes – June 30th (no extensions)	Closes – August 31st (no extensions)
Data is collected for students exiting for any reason during the <i>current</i> school year	Data is collected for students exiting for any reason 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/special-education/surveys/>.
- Surveys typically require five to ten 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 – make sure to complete the county contact information at the end of the survey (no paper copies are to be sent to WVDE).
NOTE: Districts 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 district response rate.
- Surveys may be completed by student, parent or other personnel – indicate who completed in the space provided on the survey.
- Surveys are administered for all students who exited for any reason during a school year. Surveys may be completed individually or in groups.
- Surveys may be read aloud, or questions clarified as appropriate for student(s) needs.

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 district 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 district maintains current contact lists for all students who exit.
 - » When contacting respondents for the one-year follow-up survey, district staff should clearly and concisely explain the reason for the contact prior to beginning data collection.
- Surveys may be completed through phone interviews with district personnel transcribing information to the online survey before submitting – however, confidentiality training is required for all interviewees.
 - » Some districts coordinate with local colleges or universities to provide human services students with opportunities to gain interview experiences.
 - » Some districts work closely with parent resource centers to improve response rates
- If you have any questions on the surveys or the instructions, please contact the West Virginia Department of Education, Special Education Services at 1-833-627-2823.