

The Public Education Department, Special Education Bureau conducts an annual State-Wide Follow-up Study, as a mandated requirement of the State Performance Plan, to provide post school follow-up information to OSEP to address SPP Indicator 14. The Northeast Regional Education Cooperative (REC#4) is conducting this survey for the NMPED-SEB.

The survey will be conducted as a census of school districts. All districts, state supported schools, and charter schools operating as districts that serve high school students are required to report. Note that if districts do not report the outcomes of at least 50% of their former students, justification of the missing data may be required. All districts are required to report, even if they had no high school students that exited in the reporting year.

The project will consist of two separate surveys: At www.rec4.com, click the **Post School Outcomes Survey** link on the homepage to download surveys. Administer the Tier 1 Survey to 2021 prospective graduates. Students surveyed for Tier 1 are 12th grade students with IEPs not designated as gifted. **Conduct the Tier 1 survey between April 6 and May 31, 2021. Surveys must be entered by September 30, 2021.**

Administer the Tier 2 Survey to 2019-2020 exiters who had IEPs, not gifted. This includes graduates in the 2019-2020 school year and drop-outs grades 9-12. If students remain enrolled in school, do not survey them for Tier 2. If students left the school district and are known to have continued, do not survey them. Conduct and enter the Tier 2 survey between May 1 and September 30, 2021. As these surveys will require extra time and effort, some of which will be performed on personal time, staff will be reimbursed for the tasks involved in conducting these surveys.

If your school district has no students to report, email gdamian@nmhu.edu and that information will be reported to the NMPED-SEB.

There are three levels of reimbursable tasks required for the survey:

1. Coordinators will insure that school record information is available; surveys are conducted, collected, and entered.
 2. Interviewers who conduct Tier 2 surveys will receive \$10 per completed survey.
 3. Data entry will be reimbursed at \$1 per completed and entered survey.
- By April 15, the district should identify one or more individuals who will enter the survey data and e-mail contact information including name, job title, e-mail address and phone number to j.duvall@apexeval.org

The reimbursement formula for coordinators:

- For school districts with 50 or more **completed and entered tier 2 surveys**- \$200

A minimum of 50 tier 2 surveys must be entered in the database for coordinator reimbursement.

Surveys must be entered online; paper surveys will not be accepted. All information for SPP Indicator 14 Postschool Outcomes Survey including the data entry page can be found at www.rec4.com click on the postschool outcomes button.

Printable Tier 1 and Tier 2 surveys are posted on the left side of this page and are available for download.

NEREC will send:

1. A list of students sorted by district and school to be surveyed for Tiers 1 and 2.
2. A list of students who graduated in the previous year with contact information including phone#.

These lists are assembled from STARS data submitted by your school district. **If you have more current information or know that the information on the list is inaccurate, use your own data to identify students to be surveyed.** Surveys entered without a valid 9 digit state student ID number will not be processed or reimbursed.

It is preferable that former students be interviewed directly; however, a family member can provide information for the survey if the student is not available.

A billing form and a W-9 form located on this page should be completed and returned by persons who complete the work. E-mail completed billing form along with a completed W-9 form to Leandra Vigil at levigil@nmhu.edu. Reimbursement checks will be mailed to the address on the billing form.

Additional items posted on this webpage include phone interview instructions and a script to use in Tier 2 survey interviews.

For information regarding the survey please contact Glenn Damian gdamian@nmhu.edu. For technical assistance on entering the surveys, please email Jamie Duvall j.duvall@apexeval.org

Tier 2: (2019-2020 exiters) Begins April 6, 2021 Surveys must be entered by September 30, 2021.

Task Description	Responsible Party	Details
Appoint a coordinator for the survey effort by April 15.	All school districts including state charters and state supported schools.	<ul style="list-style-type: none"> E-mail coordinator contact information to: Glenn Damian One coordinator per district will coordinate both Tier 1 and Tier 2.
Obtain contact information for all 2019-2020 exiters.	All school districts, state charters, and state supported schools (usually the task of the coordinator)	<ul style="list-style-type: none"> Each district will be sent an excel file containing the names and ID #'s of students to be surveyed. Valid 9-digit student ID# required on all entered surveys
Data Entry for surveys opens May 1.	School will appoint appropriate staff to conduct interviews and enter data. Students respond best to people they know. A family member can provide information for the survey if the student is not available.	<ul style="list-style-type: none"> Surveys may be conducted in person or by phone. These surveys must be entered directly online. Download Tier 2 survey from the side of this page.
Enter returned surveys into the database using link on this web page.	All school districts including charter districts and special jurisdictions are required to submit data.	<ul style="list-style-type: none"> Enter survey information into online database. Link posted at the side of this page.
Complete and submit reimbursement forms.	Coordinators, interviewers, and those who performed data entry may submit a billing form. E-mail completed billing form and W-9 to levigil@nmhu.edu	<ul style="list-style-type: none"> Forms posted at the side of this page. Checks issued upon receipt of billing form and completed W-9. Individuals who survey and enter data must submit separate billing forms.

Tier 1: (2021 graduates) Begins April 1, 2021 Surveys must be entered by September 30, 2021.

Task Description	Responsible Party	Details
Hand out paper surveys to high schools for 2021 graduates in April.	All school districts and special jurisdictions.	<ul style="list-style-type: none"> • Download Tier 1 survey from the side of this page. • Copy a survey for each student. • Tier 1 surveys may be completed in the classroom. • Assistance may be provided as necessary to help students complete survey. • Collect completed surveys.
Enter returned surveys into online database.	Staff facilitating the survey and entering the data are assigned by the district.	<ul style="list-style-type: none"> • Enter survey information into online database.
Complete and submit reimbursement forms when work is complete.	Person who entered the data.	<ul style="list-style-type: none"> • Forms posted at the side of this page. • Checks will be sent only to individuals designated by each district to perform tasks. • Only data entry is reimbursed for Tier 1 survey.