

# Exit Interview Instructions

## Special Education Post School Outcomes Application 2.0

Districts are strongly encouraged to use the Exit interviews with the student they anticipate leaving during the current school year to:

- let students and families know that their information matters to the district
- collect a variety of contact information
- have the student self-address a reminder postcard to send the following year
- use the fall get together to get the agreement to participate form signed and the conversation started
- introduce the student/family to the district's requirement to contact the student for a follow up phone conversation one year after they leave school
- ask the student/family what district person they would prefer make the follow up call the following year

Access to the **Special Ed Post School Outcomes 2.0 (PSO) Application** on the secure district site which should be arranged through the District Security Administrator which can be found at

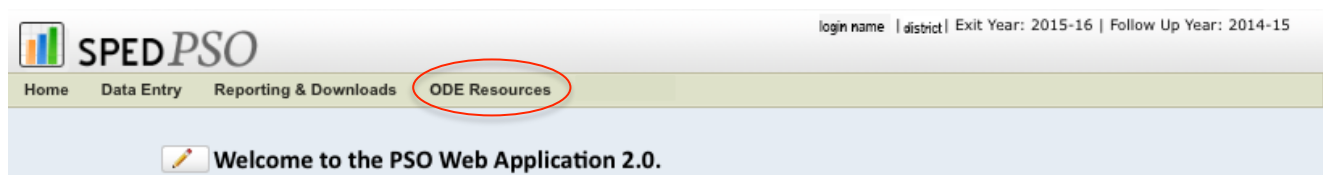
<https://district.ode.state.or.us/apps/login/searchSA.aspx>.

- ❖ District must update the Agency Contact form before entering interview information.
- ❖ All data entry and reports are on this site.
- ❖ Contact information and agreement to participate forms can be entered February – September.
- ❖ **Exit Interviews** can be entered February through September.
- ❖ Forms are on the ODE Resources Tab on the top of each page.
- ❖ Forms can also be found on the **Transition Community Network (TCN)** website <http://triwou.org/projects/tcn/psa>.

**Login:** <https://district.ode.state.or.us/apps/login/> (Passwords need to be changed every 90 days)

### Landing page: Welcome to the PSO Web Application 2.0

The bar at the top of the screen provides a quick way to move between the parts of the application. The **ODE Resources** tab contains the agreement to participate and Exit interview forms as well as the instructions.



**Agency Contacts:** Names and contact information are required for the Exit and Follow-up collections.

- *Contact- Exit:* Who is primarily responsible for completing the data collection?
- *Contact - Follow-up:* Who is primarily responsible for completing the Follow-Up data collection?
- *Interviewer:* Enter the information for the district staff who conduct the interviews
- *Transition Teachers / Specialists*

Agency Contacts					+ Add New Contact	
Name	Position	Email	Phone	Role		
				<input type="checkbox"/> Contact - Exit <input type="checkbox"/> Contact - Follow-Up <input type="checkbox"/> Interviewer <input type="checkbox"/> Trans Teacher/Specialist		

## Data Entry and Reporting are entries to additional pages:

- ❖ Select **Exit Student Surveys** to begin entering the Exit Interview data
- ❖ The **Reporting & Download** option takes you to Excel data downloads and reports  
**Information on the Reporting & Download features will come later in the instructions**



## Data Entry

- ❖ Agreement to participate forms and contact information can be gathered in the fall
- ❖ Exit Interview data can be submitted from February through September
- ❖ Once data are entered, the interview remains open and modifiable until the collection closes the end of September.

## Adding Exiting Students

Select **Add New Student** button then enter the Secure Student Identifier Number (SSID) and select the **Find** button. Demographic information associated with the SSID number will populate the fields.

- ❖ If the SSID number does not work to access a student, contact Pattie Johnson at [johnsop@wou.edu](mailto:johnsop@wou.edu) as the student may be in the system for another district.
- ❖ Names and contact information for exiting students (students that leave Special Education during the school year) **must be entered by the district**, ODE does not have this information
- ❖ The six categories include: students leaving with a regular, modified, or extended diploma, an alternative certificate, reaching maximum age, and students who dropout
- ❖ Districts often interview some students twice to learn about their experiences
  - After they complete the academic portion of their services
  - After they complete the 18-21 year old portion of their services



## Entering Interview Information

- ❖ The name of the student is the link to entering the exit information
- ❖ The first page of the exit interview is general information that can be taken from student records
- ❖ The agreement to participate box must be marked YES for the rest of the questions to appear.

### Before

### After

- ❖ Information is saved when you move down to the next question
- ❖ Click the **Submit Final** when you enter all the data for the interview

## Action Box (blue)

- ❖ Unlock the interview to make changes
- ❖ Print a copy of the completed interview
- ❖ Delete the interview if a duplicate has been entered

## Marking the Collection Complete

- ❖ When you have entered the contact information and interview data for all your students, return to the Data Entry page.
- ❖ Select the Yes button and an email will be generated that announces you have completed the exit collection.

**Completed: 10**  
**Previous Year: 88**

**Collection Complete:**  
 Yes  No

## Additional Information

- ❖ The contact information supplied on the Exit section will appear on the follow up call logs. Additional contact information is gathered from other ODE sources will be provided, if available
- ❖ The preferred person to make the follow up call can be entered in one of the contact fields, it will be brought forward to the call log. The district can decide who will make the follow up call.

## Reporting & Download – Access and Description

- ❖ Complete answers for the district interviews can be downloaded in a worksheet form
- ❖ Select the year, download the CSV file
- ❖ Save as an Excel Worksheet

**Exports and downloads**

Select a class year: 2015-16

Select an export: Exit Interview Data (Excel) Get Export

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**Exit Collection**

**NOTE:** Please check later to view state, district and building level results.

Select a school: [dropdown]

Select a class year: 2015-16

Select a report: .. Select A Report .. Show Report

## Prepared Reports

- ❖ The reports will summarize district data unless a school has been selected
- ❖ The **Exit Summary Report** provides district (or building) results compared to the state results
- ❖ The **Interview Summary Report** provides district or building data on all of the individual interview questions
- ❖ Report information is updated weekly during the data collection period

### Exit Summary Report Oregon Department of Education 2014-15



Note: This report contains information from the Spring Special Education Exit Report for all the students who completed Exit Interviews.

#### Total Interviewed:

Total	Males	Males %	Females	Females %
2,097	1346	64.0 %	751	36.0 %

## For any technical questions that may come up, please contact:

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