



USER MANUAL

Special Education Post-School Survey

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**FOR SPECIAL EDUCATION REPORTING QUESTIONS OR
ASSISTANCE CONTACT (406) 444-4430 or OPISPEDCollections@mt.gov**

Introduction

Under the Individuals with Disabilities Education Act (IDEA), the Office of Special Education Programs (OSEP) has established several performance indicators. States are required to report annually on these indicators through their Annual Performance Reports (APRs).

Purpose of Post-School Survey

The post-school survey provides data for OSEP's Indicator 14: Percent of youth who had IEPs, are no longer in secondary school and who have been competitively employed, enrolled in some type of postsecondary school, or both, within one year of leaving high school [20 U.S.C. 1416(a)(3)(B)].

Completing the Survey

Completion of the post-school survey is essential for districts to meet timely and accurate data submission requirements. These submissions directly affect the district's contribution to the State's Special Education Levels of Determination. In turn, they also influence the State's Level of Determination issued by the Office of Special Education Programs (OSEP). The Montana Office of Public Instruction (OPI) must account for all timely and accurate data submissions in its State Performance Plan (SPP) and Annual Performance Report (APR) to OSEP, as required for specific Indicators. Part B funds may be used to support this activity.

Who Must Complete the Survey

The district must complete this survey for all high school students who had an Individualized Education Program (IEP) during the 2023-2024 school year and left high school during that year for one of the following reasons:

- dropping out
- graduating with a regular or modified diploma
- reaching the maximum age for receiving special education services, as established by the district

How the Survey is to be Conducted

In the Post-School Survey electronic application districts will be provided a list of special education students who left school in 2023-2024, as reported to the OPI through the Special Education Exiting Verification. The application includes a follow-up survey to be conducted with these students between May and September of the current year. Districts have found that phone contacts to the student and or parent provide the best results.

You may, however, choose to mail copies of the survey or use other methods. It may take repeated attempts to contact a former student or a person who can provide information to complete the survey. Please make your best effort to contact every student.

Completion of this survey for each student directly impacts the level of determination designation for the district as part of providing timely and accurate data and may affect the district's accreditation status.

Reporting Period

The survey is open from May 13 through September 30.

Who Must Be Contacted

The application will be pre-populated with a list of special education students who exited high school during the 2023–2024 school year, as reported by the district in the Special Education Exiting Verification submitted in June 2024. This list will include students who were reported as having **graduated**, **dropped out**, or **reached the maximum age** for special education services.

Districts are required to make **multiple documented attempts** to contact each student on the list. A survey must be submitted for **every** student, regardless of whether contact was successful. The "Contact Results" section includes resolution options for students who could not be reached, including those who have returned to secondary school or are deceased.

If a student was reported as having exited special education in error, please contact the OPI Special Education Office at **(406) 444-4430**.

OPI Secure Portal | SPED Applications Portal

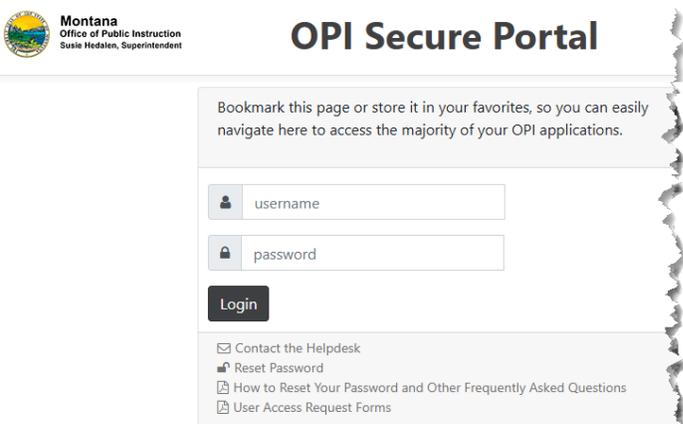
Logging In

Exiting reporting is conducted within the Special Education application found in the OPI Secure Portal.

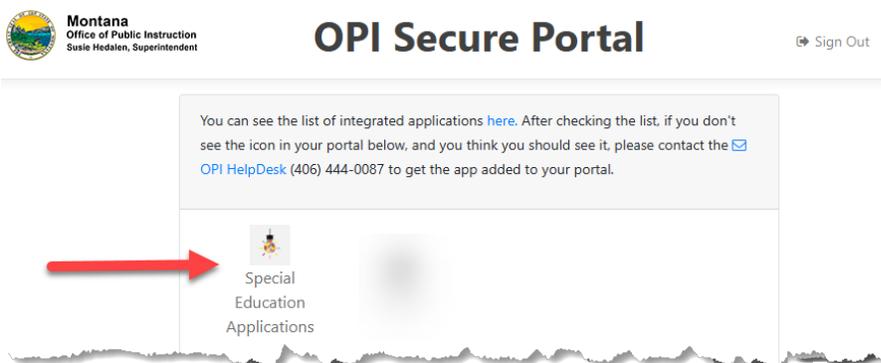
- To add or remove access, or to update a user's email address or phone number, please complete the [Special Education Access Request](#).

OPI Secure Portal login page: <https://apps.opi.mt.gov/osp/>

For login issues, please get in touch with the OPI HelpDesk at (406) 444-0087 (Reset Password option and contact link available on the OPI Secure Portal login page).



1. Once logged in, select the "Special Education Applications" icon.



How to Complete the Post School Survey

Access is limited to those districts to which you have been assigned.

1. On the navigation bar near the top of the page, click "Post School Survey."
2. Select "Survey (Data Entry)."
3. Click the "Select" button next to the first student.
4. The survey will appear.
5. Answer all survey questions, then click "Submit" to complete.

Survey Year:

Select District: Select School:

Student List:
Number of students to be surveyed = 3
Number of surveys completed = 0

Show items per page

Student Id	Student Name	Birthdate	Gender	Race	Submitted	
					No	Select



To submit, click the submit button at the bottom of this survey.

Contact Results

frequently. After selecting this resolution, other questions will be displayed and must be answered.

Contact made and survey completed

CONTACT attempted/not successful. SEVERAL attempts to contact the student, family members, and school activities have failed.

Student returned to secondary education

Student is deceased

Student on survey in error

Submitting a survey does not lock the student's results. You may go back and change answers if necessary.

Important Notes

- Clicking "Submit" saves your responses but does not lock the survey. You can return at any time to edit or add information.
- On your initial entry, selecting "Return Without Saving" will discard all data entered during that session.
- If you reopen a submitted survey and make changes, you must click "Submit" again to save them. If you select "Return Without Saving," any updates will be lost.

Printing the Completed Survey

You can print a copy of a student's completed survey after it has been submitted. Once the survey is submitted, a "Print Survey" button will appear next to the student's name. Click the button to generate a PDF of the survey. When prompted, choose "Save" to download the file to your computer—do not click "Open."

Note: Printing the survey is optional and not required.

Appendix A – Contact Results

Begin by documenting the outcome of your contact or attempted contact with the student and/or their family. As outlined below, several resolution options are available, some of which will apply only in rare cases. This section is also used to report if a student has returned to secondary education or is deceased.

Note: If the response selected is anything other than 'Contact made and survey completed,' no further questions are required, and the survey can be submitted as is.

- **"Contact made and survey completed"** – This is the most selected resolution. Once chosen, additional survey questions will appear and must be completed before submission.
 - Identify the person who responded to the survey (student, family member, or other). Then, you will need to answer a series of questions.
 - Some responses will activate other questions that also need to be answered.
- **"Contact attempted/not successful"** – Use this resolution **only after multiple, documented attempts** to reach the student, family members, relatives, or others knowledgeable about the student's post-school activities have failed. When selected, you must describe all contact attempts in the space provided.
- **"Student returned to secondary education"** – Select this resolution for students who previously dropped out but have since re-enrolled, either in your district or in another high school or K–12 district.
- **"Student is deceased"** – Use this resolution for students who have passed away after exiting your district.
- **"Student on survey in error"** – Select this resolution if a student appears on the survey list but was mistakenly included and should not have been surveyed.

Appendix B - Postsecondary Schooling

Question: Has the student been enrolled in any postsecondary program at any time since leaving high school?

- Select Yes or No based on whether the student has participated in a postsecondary education program (such as college, university, trade school, or other training programs) at any point since exiting high school.

POSTSECONDARY SCHOOL

1. At any time since leaving high school, have you ever been enrolled in any school, job training, or education program?
[NOTE: If data collection is open for multiple months after the 12-month marker, states may want to change the beginning phrase to: "In the 12 months after leaving high school..."]

- No -> GO TO QUESTION 4
- Yes -> GO TO QUESTIONS 2 AND 3

- A Yes response will display two additional required questions related to the student's postsecondary experience.

Yes -> GO TO QUESTIONS 2 AND 3

2. Did you complete an entire term? [NOTE: this can be any complete term including quarter, semester, inter-session, summer, on-line]

No Yes

3. Describe the kind of school or job training program you were enrolled in. (CHECK ONE OPTION) [NOTE: If telephone survey, ask as an open-ended question and train interviewers to check the appropriate response.]

Please Select School Type

Please Select School Type

- High school completion program (e.g., Adult Basic Education, GED)
- Short-term education or employment training program (e.g., WIA, Job Corps)
- Vocational, technical, trade school
- 2- or 4-year college or university
- Religious or church sponsored mission.
- Other (Specify)

Important: You must answer all the questions displayed in this section. If any required questions are left unanswered, you will not be able to submit the students' data.

Appendix C: Employment

This section collects information about the student's employment history after exiting high school. The questions are designed to capture details about:

- The student's current employment, or
- Any employment the student has had since leaving high school.
- Select Yes or No in response to the first question about whether the student has been employed at any time since leaving high school.
- A Yes response will display six additional required questions related to the student's employment.

Important: All questions displayed must be answered.

If any required questions are left unanswered, you will not be able to submit the student's data.

If you answer No to this question, no additional employment information will be required.

EMPLOYMENT

4. At any time since leaving high school, have you ever worked? [NOTE: If data collection is open for multiple months after the 12-month marker, states may want to change the beginning phrase to: "In the 12 months after leaving high school..."]
- No -> STOP: DATA COLLECTION COMPLETED
- Yes -> GO TO QUESTIONS 5, 6, 7, 8, 9, and 10
5. Since leaving high school, have you worked for a total of 3 months (about 90 days)? [NOTE: Days do not need to be in a row.]
- No Yes
6. Did you work on average 20 or more hours per week (or about half time of a 40-hour week)? [NOTE: hours may vary week to week.]
- No Yes
7. Were you paid at least minimum wage?
- No Yes
8. When doing your job, did you interact or talk with co-workers without a disability to get your job done? [NOTE: Emphasis is on interaction with other employees, not supervisors or customers.]
- No Yes
9. In this job, were you eligible for (can you get) a pay raise or promotion?
- No Yes
10. Describe the job you have or have had. (CHECK ONE OPTION) [NOTE: If a telephone survey, ask this question as an open-ended question and train interviewers to mark appropriate response.]

Record the company name:

Frequently Asked Questions (FAQs)

- **What if a student cannot be reached to complete the survey?**

Survey information may be provided by someone other than the student. Anyone with knowledge of the student's post-school activities—such as a family member, friend, or school personnel—may respond.

If no knowledgeable individual can be reached, the survey includes an appropriate resolution option:

 - **"Contact Attempted/Not Successful"** – Use this only **after multiple attempts** have been made to contact the student, family members, or others who may have relevant information.
- **Can I change information in a survey that I have already submitted?**

Yes. Submitting the survey does **not lock** it. You may return to the survey to update or add information at any time **before September 30th**. Be sure to click **"Submit"** again to save any changes.
- **Can I print a student's survey?**

Yes, but only after it has been completed and submitted. Once submitted, return to the student list and click the **"Print Survey"** button. This will generate a **PDF version** of the survey, which you can save and/or print.

- **How do I know if my school has completed a student survey?**
In the student list, the "**Submitted**" column will display "**Yes**" for students whose surveys have been submitted.
Additionally, above the student information grid, you'll find a count labeled "**Number of surveys completed**", which shows the total number of completed surveys.

- **When is the survey due?**
 - The deadline for submission is September 30, 2025.

- **Who do I contact for help?**
 - For login issues, contact the [OPI HelpDesk](#), (406) 444-0087
 - For questions or help with the post-school survey, contact the OPI Special Education, (406) 444-4430.