

# USER MANUAL

Special Education

# Post-School Survey



May 2024

# Table of Contents

<b>Introduction .....</b>	<b>3</b>
Purpose of Post-School Survey .....	3
<b>Completing the Survey .....</b>	<b>3</b>
Who Must Complete the Survey.....	3
How the Survey is to be conducted .....	3
Reporting Period .....	4
Who Must Be Contacted.....	4
Logging In .....	4
<b>Entering Data into the Application.....</b>	<b>5</b>
Selecting a Student to Survey .....	6
Contact Results .....	6
Person Responding .....	7
Student's Postsecondary Schooling .....	7
Student's Employment.....	8
Submitting the Survey.....	9
Printing the Completed Survey.....	9
Frequently Asked Questions (FAQs) .....	10

FOR SPECIAL EDUCATION REPORTING QUESTIONS OR ASSISTANCE CONTACT (406) 444-4430  
· [OPI SPECIAL EDUCATION WEBPAGE](#) ·

## **Introduction**

In accordance with the Individuals with Disabilities Education Act (IDEA), several indicators have been established by the Office of Special Education Programs (OSEP). States are required to report on these indicators each year in their Annual Performance Reports.

### ***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 weighs directly on the district meeting the timely and accurate data submission requirements that impact the State Special Education District Levels of Determination. It also correspondingly impacts the state's Level of Determination issued by the Office of Special Education Programs. The OPI is required to account for all timely and accurate data submissions in its State Performance Plan (SPP) and Annual Performance Report (APR) to OSEP on the required Indicators. *Part B funds may be used for 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 2022-2023 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 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 2022-2023, 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 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 left high school during the 2022-2023 year as reported by the school district on the Special Education Exiting Verification submitted in June 2023. The list will include students who were reported as having dropped out, graduated, or reached maximum age.

Attempts must be made to contact each student listed. The district needs to keep records of multiple attempts to reach students. **A survey must be submitted for each student whether contact was successful or not.** Options are included under "Contact Results" for students that cannot be reached. This includes students who have returned to secondary school or who are deceased. If a student is reported as having exited special education in error, please contact the OPI Special Education, (406) 444-4430.

## Logging In

The survey is conducted within the Special Education application that can be found in the OPI Secure Portal. To access the OPI Secure Portal, click on the link below or in the e-mail sent to you. If you are looking at a hard copy of the manual, simply type the URL into the address bar in your internet browser.

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

A Secure Portal username is typically first initial and last name (i.e., CRussell). If you have previously logged into the OPI Secure Portal, you will use that username and password. For login issues, please contact the [OPI HelpDesk](#), (406) 444-0087 (Reset Password option and contact link available on the OPI Secure Portal login page).

OPI Secure Portal

Bookmark this page or store it in your favorites, so you can easily navigate here to access the majority of your OPI applications.

username

password

Login

- Contact the Helpdesk
- Reset Password
- How to Reset Your Password and Other Frequently Asked Questions
- User Access Request Forms

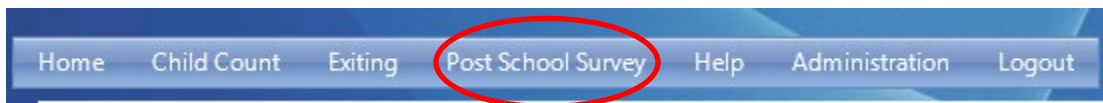
## Entering Data into the Application

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

When you log into the system, you will see a Welcome Screen.

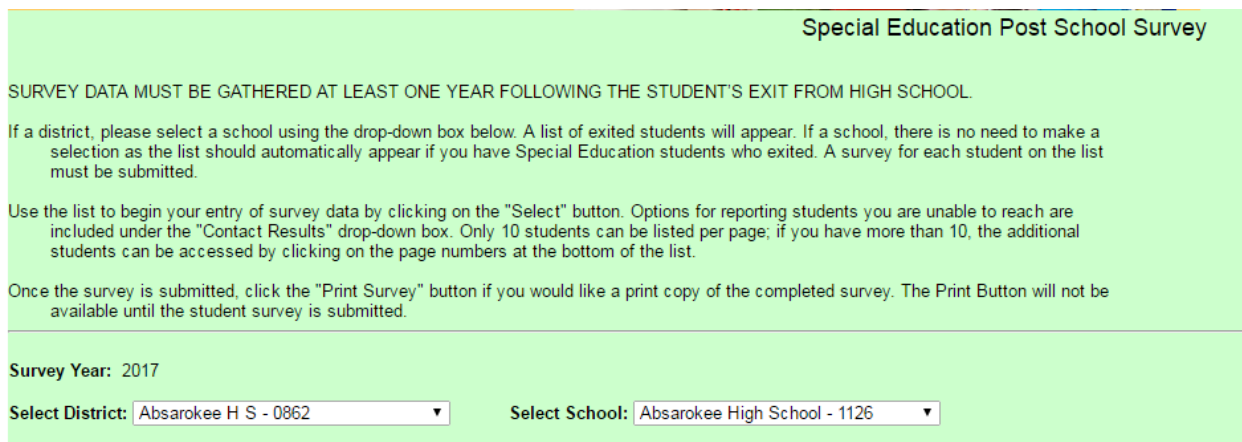


The screenshot shows the 'Special Education Data Entry' welcome screen. At the top is a navigation bar with links for Home, Child Count, Exiting, Post School Survey, Help, Administration, and Logout. Below the navigation bar is a banner with the 'Special Education Office of Public Instruction' logo and a photo of diverse children. The main heading is 'Special Education Data Entry'. A welcome message reads: 'Welcome testers. I hope everything is perfect'. Below this are tabs for General, Child Count, Exiting, and Post School Survey. A paragraph explains: 'The Post School Outcomes Survey Data Collection is a survey of students who were enrolled in your district but left secondary school in the previous school year (i.e., out of school for at least one year) and were receiving special education services when they left. Survey questions pertain to postsecondary employment, and/or enrollment in some type of school or training. The survey is to be completed online by school districts after contact has been made with the student, a family member or someone else with knowledge of the student's postsecondary activities.'



This image is a close-up of the navigation bar from the previous screenshot. The 'Post School Survey' link is circled in red, indicating it is the next step in the process.

On the navigation bar near the top of the page click on “Post School Survey.” Then select “Survey (Data Entry).” On the Post School Survey screen make the appropriate selection(s) from the District and/or School drop-down list(s):



The screenshot shows the 'Special Education Post School Survey' screen. The title is 'Special Education Post School Survey'. Below the title is the instruction: 'SURVEY DATA MUST BE GATHERED AT LEAST ONE YEAR FOLLOWING THE STUDENT'S EXIT FROM HIGH SCHOOL.' The main text reads: 'If a district, please select a school using the drop-down box below. A list of exited students will appear. If a school, there is no need to make a selection as the list should automatically appear if you have Special Education students who exited. A survey for each student on the list must be submitted. Use the list to begin your entry of survey data by clicking on the "Select" button. Options for reporting students you are unable to reach are included under the "Contact Results" drop-down box. Only 10 students can be listed per page; if you have more than 10, the additional students can be accessed by clicking on the page numbers at the bottom of the list. Once the survey is submitted, click the "Print Survey" button if you would like a print copy of the completed survey. The Print Button will not be available until the student survey is submitted.' At the bottom, there are two dropdown menus: 'Survey Year: 2017', 'Select District: Absarokee H S - 0862', and 'Select School: Absarokee High School - 1126'.

## Selecting a Student to Survey

Once you have selected the appropriate district and school from the drop-down (if you have access to more than one school/district), a list of students will appear. These are the students for whom you need to complete a survey. Click on the "Select" button next to the first student. The survey will appear below.

### Student List:

Number of students to be surveyed = 3

Number of surveys completed = 3

Show 5 items per

Student Id	Student Name	Birthdate	Gender	Race	Submitted	
1234567	Jon Doe	03/31/2001	M	Multi-Racial	Yes	Select
987654	Janey B Smith	05/19/2000	F	White	Yes	Select
123457	Jane Doe	09/19/2000	M	Hispanic	Yes	Select

## Contact Results

First, record the results of your contact *or* attempts to contact the student and/or the family members. As seen below, there are several resolutions, some of which will be used only on rare occasions. This is also where to report that a student has returned to secondary education or is deceased.

Note: For any response other than "Contact made and survey completed," the survey can be submitted without answering any more questions.

Contact Results

"**Contact made and survey completed**" will be selected most frequently. After selecting this resolution, other questions will be displayed and must be answered.

"**Contact attempted/not successful**" should be used only after SEVERAL attempts to contact the student, family members, relatives or others that may have knowledge of the student's post-school activities have failed. When selected, describe your contact attempts in the box provided.

"**Student returned to secondary education**" should be used for those students who dropped out of your district and have now re-enrolled in your district or have enrolled in another high school or K-12 district.

"**Student is deceased**" should be used for students who have passed away since leaving your district.

"**Student on survey in error**" will be used when the student shows up on the list to be surveyed but should not have been listed there.

### **Person Responding**

If you have selected "Contact made and survey completed," please identify the person that 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.

Person Responding

### **Student's Postsecondary Schooling**

The first section inquires about the Student's Postsecondary Schooling – now or at any time since leaving high school.

Select Yes or No as to whether or not the student has been enrolled in a Postsecondary program since leaving 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 to this question will show and require answers to two additional questions.

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

Failure to answer all of these questions will cause you to not be able to submit the student's data.

## Student's Employment

The second set of questions collects information about the Student's Employment since leaving high school. The questions are designed to gather information about the student's current employment or, if not currently working, any employment the student has had since leaving high school.

Answering Yes to the first question will show and require answers for the next six questions. Failure to answer all of these questions will cause you to not be able to submit the student's data.

EMPLOYMENT

- 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
- 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
- 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
- Were you paid at least minimum wage? Note: Montana Minimum Wage \$9.20  
 No  Yes
- 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
- In this job, were you eligible for (can you get) a pay raise or promotion?  
 No  Yes
- 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:   
Please Select Employment Location

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



## ***Submitting the Survey***

After all survey questions have been answered, the survey can be submitted by clicking the "Submit" button at the bottom of the survey page.



**Note:** "Submit" saves the answers to the survey, but it does not lock the survey to prevent future access. The survey will still be available should an answer need to be changed or additional information needs to be added. On initial entry into the survey, clicking the "Return Without Saving" button means no data will be saved. Once the survey has been submitted, if it is reopened and changes are made, click "Submit" again to save new information. Clicking "Return Without Saving" in this instance would not save any new information.

## ***Printing the Completed Survey***

You can print a copy of the completed survey for the student after it has been submitted by clicking on the **Print Survey** button next to the student's name. The **Print Survey** button will appear next to the students information after the survey has been submitted. When prompted, "Save" the file to your computer - do not click "Open." Printing the survey is not required.

FOR SPECIAL EDUCATION REPORTING QUESTIONS OR ASSISTANCE CONTACT (406) 444-4430  
· [OPI SPECIAL EDUCATION WEBPAGE](#) ·

## Frequently Asked Questions (FAQs)

- What if a student cannot be reached to complete the survey?
  - Survey information can be provided by people other than the student. Any person with knowledge of the student's post-school activities can provide information for the survey (i.e., a family member, friend, or school personnel).
  - The survey also provides an option if no one who is knowledgeable of the student's post-school activities can be reached.
    - "Contact Attempted/Not Successful" – This should only be used after SEVERAL attempts have been made to contact the student, his/her family members and relatives or others that may have knowledge of the student's post-school activities.
- Can I change information in a survey that I have already submitted?
  - Yes, submitting does not lock the survey. If you make changes, click the **Submit** button to resubmit the survey and save the changes. You may go back and change or add information until the survey is locked (September 30<sup>th</sup>).
- Can I print a student's survey?
  - Yes, but only after you have completed and submitted the student's survey. Then you can return to the student list and the "Print Survey" button has been enabled. Clicking on this button will provide a copy of the student's survey in a PDF format with the option to save or open the file, allowing a district to save and/or print a copy.
- How do I know if my school has completed a student's survey?
  - In the student list there is a column labeled "Submitted." A "Yes" in this column indicates that a survey has been completed and submitted for that student. However, submitting a survey does not lock the survey. If necessary, you may go back and change or add information.
  - You can also look above the student information grid at the "Number of surveys completed" number.
- When is the survey due?
  - The deadline for submission is September 30, 2024.
- 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.