

Indicator 14 Survey

Survey Preparation and Timelines for All Districts Conducting Their Own Interviews

Please read this entire document prior to starting the survey process and use the checkboxes to complete activities

1. The district's 2022-23 exiter list is now available and needs to be reviewed. April 1 – May 31, 2024

- Go to the Indicator 14 website: <https://www.indicator14wi.org/> and log in.
NOTE: If you do not recall your password or know your account status, contact [Jenny Jacobs](#).
- Click on the left-hand link labeled **Edit Student Contact Information**.
- Review this list.** Although your **Exiter Report was collected through a WISEdash snapshot** for many reasons the list you see may not match the list you anticipated. For example, exiters may be missing, or you may see some exiters that should not be included because they are still in school or are deceased. **Dropouts stay on your district's exiter list.** Contact Jenny Jacobs by phone or email to discuss names that should be removed.

If this **list needs additions:**

- Contact [Jenny Jacobs](#) to discuss the needed changes.
- Then **if additions are needed**, click the link on the top of the Exiter list labeled **"Exiter Correction Sheet."**
- Complete the requested fields and return to Jenny Jacobs as a **password-protected document**.

2. Locate and enter at least one confirmed current, working phone number. April 1 - May 31, 2024

Having a good response rate is important. The responses from the interviewees determine the district's response rate.

- Former students eligible to participate in the survey exited your school with a diploma, a certificate of attendance, by reaching the maximum age of eligibility for services, or by dropping out.
- Responses can be accepted by the former student (preferred), a parent or other family member, guardian, or another person who is familiar with the activities the former student participated in within one year of leaving high school. Interviewers will call the student's primary phone number first (home or cell) and then attempt all phone numbers you enter to get the highest response rate.

Optional: Add district staff as a "Survey Designee" DSE/PS: One or more district staff can assist with verifying the exiter list, entering the former student contact information and/or monitoring survey progress. These are called Survey Designees and can be an administrative assistant, school psychologist, teacher, transition coordinator or other staff.

- SED log in at <https://www.indicator14wi.org/> and click **Manage District Accounts** just below your log-in information.
- Add the name(s) of district staff who will edit contact information and/or monitor the survey process. Then select the "access rights" you wish each person to have.
- Do not add district interviewers. This is completed by Jenny Jacobs.

Enter former student contact and calling information. At least one current, working phone number must be entered into the Indicator 14 website as this information fills into the on-line survey format.

- Go to <https://www.indicator14wi.org/> and click **Edit Student Contact Information**.
- Click the **edit** link to the left of the exiter's name to **enter phone numbers** and edit former student contact information throughout this process. Click the **save** link on the bottom of each edited page.
- DSE/PS can access exiter phone number and email using the PTP Application Report.
- Enter information into the **"Calling Info"** box to let the interviewer know about any special calling information, like "the interview needs to be conducted in Spanish," "the former student needs a special operator," or "conduct interview with parent."

3. Notify former student/family/guardian about the upcoming survey. **May 1 – May 31, 2024**

Directors can **choose the method and personnel** involved in notifying the former student of the upcoming survey. Your district can call the former student, use US Mail, or use both contact methods.

- US Mail:** Go to <https://www.indicator14wi.org/> and click the specific document under **Survey Instruments**. Copy and **send one of each** of the following to the former student/family/guardian.
 - Former Student Letter – Required Year or Former Student Letter - Elective Year:** Make sure to select the correct draft letter as the information is different depending on type of district participation. Personalize the letter using district staff name(s) familiar to the former student.

AND/OR

- Phone:** **Locate the most recent contact information the district has for the** former student/family/guardian.
 - District staff may try these phone numbers, and during that call:
 - Let the former student/family/guardian know it is a legitimate call they will receive sometime between June 1 and September 30, 2024, by a district staff person. Explain the survey and that it will only take about 5 minutes to answer the questions. If the district is only contacting former students by phone, convey the information in the Student Letter, DPI Letter (Required year only) and Survey Questions. Ask if they would like a copy sent in the US Mail.
 - Enter any updates using the [Edit Student Contact Information](#) link.

No later than May 24, 2024:

- Assurance Page:** Sign and send Survey Assurances to [Jenny Jacobs](#).

No later than May 31, 2024:

- Survey Preparation Activities:** Complete all preparation activities on this document by the stated timelines.
- Have selected district interviewers complete interviewer training located at <https://witig.org/professional-development-courses/>. Select either “Indicator 14 Interviewer Training for New Interviewers” or “Refresher Training for Previously Trained Indicator 14 Interviewers.” Jenny Jacobs receives notification from the website once this step has been completed.

During the Survey Window

- **All interviews will be conducted between June 1 and September 30, 2024.**
- District interviewers should make every attempt to complete interviews by September 15, 2024 to allow time for surveys to be reviewed.
- District interviewers will make a minimum of **5** contacts per former student and will document responses to each attempt on the Indicator 14 website (e.g. time/ date, reason).

Monitor Survey Progress

- **Suggested:** DSE/PS and assigned Survey Designees can log into the Indicator 14 website **anytime during the survey window** to monitor the progress of interviews, to provide additional calling information, or to provide further assistance:
 - Go to <https://www.indicator14wi.org/> and click the left-hand link **Edit Student Contact Information**.
 - Enter updated calling information if needed to successfully complete the interview.

After Interviews have been completed

- No later than September 30, 2024** go to the website and **review your district's response rate**.

Thank you for participating!

- Statewide and District results will be verified and available by November 1, 2024.