

## Indicator 14 Survey

### Survey Preparation and Timelines for All Districts Having St. Norbert Conduct District 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. St. Norbert 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 go to <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. Select the Indicator 14 website "access rights" you wish each person to have.

**Enter former student contact and calling information.** All districts must enter at least one current, working phone number into the Indicator 14 website as this information fills into the on-line survey format. This is also the only way SRI knows who to call.

- 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. *SRI reports surveys are much more likely to be successful if the former student/family receives this letter.*
  - 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 that they will receive sometime between June 1 and September 30, 2024 **by an SRI interviewer**. 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 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 in this document by stated timelines.

#### During the Survey Window

- **All interviews will be conducted between June 1 and September 30, 2024.**
- SRI interviewers will attempt to complete interviews by September 15, 2024 to allow time for districts to review their response rates.
- SRI 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](#).
  - Determine if updated or additional phone numbers are needed for the successful completion of surveys marked “unsuccessful”; make additional personal contacts with former student/family as desired.

#### After Interviews have been completed

- Review SRI interviewer comments by following the steps listed under “**Monitor Survey Progress**”.
- No later than September 15**, determine if information is needed for additional attempts, or if the district is satisfied with the survey attempts as listed.
- If your district contracted to pay St. Norbert SRI in an elective year, please pay the invoice promptly.**

**Thank you for participating!**

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