

Part B Special Education State Performance Plan (SPP) and
Annual Performance Report (APR)
Reporting Period: 2018-19 School Year

Due September 30, 2020

Indicator # 14:

Percent of youth who are no longer in secondary school, had Individualized Education Programs (IEPs) in effect at the time they left school, and were:

- A. Enrolled in higher education within one year of leaving high school.
- B. Enrolled in higher education or competitively employed within one year of leaving high school.
- C. Enrolled in higher education or in some other postsecondary education or training program; or competitively employed or in some other employment within one year of leaving high school. (20 U.S.C. 1416(a)(3)(B))

Instructions for Reporting on Indicator 14

Data Collection Instrument:

Every school division must submit SPP/APR Indicator 14 data via the online Post School Outcomes Survey. All divisions' scores are used to calculate the Virginia score, reported to the U.S. Department of Education, Office of Special Education Programs.

Data Collection

In order to meet the data-reporting requirement for Indicator 14 in Virginia's SPP/APR, **school divisions will report on all school leavers from SY 2018-2019 who had IEPs during the year they exited from school. School leavers must be completely separated from secondary education for one year.**

This collection is a census (all leavers). Leavers are past students who graduated or left school with a(n):

- Graduated with an advanced studies diploma
- Graduated with a standard diploma
- Graduated with an applied studies diploma
- Graduated with a modified standard diploma
- High School Equivalency (HSE) Credential (GED)
- Certificate of Program Completion
- General Achievement Adult High School Diploma (GAAHSD)
- National External Diploma Program (NEDP)
- Diploma authorized by Local School Board
- Students who dropped out (**includes all students with disabilities on an IEP who dropped out during the 2018-19 school year from 9th grade on up**), and
- Students who exceeded the age of eligibility

Prior to Data Entry

STEP ONE:

The VDOE will send each Special Education Director an email requesting the names, email addresses, and phone numbers of individuals who are the primary and secondary contacts for Indicator #14, and the number of leavers that the division will attempt to contact. This information must be sent to Liz Getzel (Lgetzel@vcu.edu) with a copy sent to Marianne Moore (Marianne.moore@doe.virginia.gov)

STEP TWO:

Once the contact information is received, these individuals will receive an email response from Liz Getzel with the website address and the required login information for data entry.

Data Entry

STEP ONE:

Enter required demographic information for each student who you intend to contact and attempt to contact students in order to complete the survey. If you are unable to contact someone on the first attempt, you are required to attempt to make contact at least three additional times. It is best to make these additional calls on different dates and times. Calling four times on a single day has not proven effective. Keep a record of your attempts online in the front section of the survey.

STEP TWO:

Complete the survey questions with an individual who is most familiar (i.e., student, family member, teacher, etc.) while entering their responses into the online survey.

The front section of the survey (demographic information, etc.) can be saved and edited as needed. Once you have opened the back of the survey (interview questions), you must complete and save the survey. If you need to correct a survey response after an interview, and you have entered and saved it, please contact Liz Getzel for instructions on how to open the survey without losing all of the responses.

STEP THREE:

Contact Liz Getzel if you have questions about the survey questions and/or the survey process prior to submitting data. If you are contacting her with specific questions, please identify what school division you are with in telephone or email messages.

Please note: The school division is to maintain supporting documentation of all reported data.

Contact Person: Marianne.Moore@doe.virginia.gov (804) 225-2700.