

Part B Special Education State Performance Plan/Annual Performance Report  
(SPP/APR)

## Instructions for Reporting on Indicator 14

### Reporting Period: 2023-2024 School Year

Due September 30, 2025

#### Indicator 14

Percent of youth who are no longer in secondary school, had an individualized education program (IEP) in effect at the time the youth left school, and were enrolled in higher education:

- A. within one year of leaving high school; or
- B. competitively employed within one year of leaving high school; or
- C. 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)).

#### Data Collection Instrument

Every school division must submit SPP/APR Indicator 14 data via the online web-based portal, the Post-Secondary Outcomes Survey. All school divisions' scores are used to calculate the Virginia state score, reported to the United States 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 school year (SY) 2023-2024 who had IEPs during the year the school leaver 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 under the following circumstances:

- an Advanced Studies Diploma
- a Standard Diploma
- an Applied Studies Diploma

- a High School Equivalency (HSE) Credential (GED)
- a Certificate of Program Completion
- a General Achievement Adult High School Diploma (GAAHSD)
- a National External Diploma Program (NEDP)
- a Diploma authorized by the local school board
- students who dropped out (**includes all students with disabilities with an IEP who dropped out during the 2023-2024 SY from ninth through twelfth grade**)
- students who exceeded the age of eligibility

**Remember to include students with disabilities who have been publicly placed in a private school (day or residential) for students with disabilities.**

## **Prior to Data Entry**

### **Step One:**

Complete the Survey or Contact Information Form, then submit the completed form to:

- Judy Averill, Director of Center on Transition Innovations, at [JMaverill@vcu.edu](mailto:JMaverill@vcu.edu);
- Dr. Patricia Morgan, Coordinator - Transition Planning and Services, Virginia Department of Education, at [Patricia.Morgan@doe.virginia.gov](mailto:Patricia.Morgan@doe.virginia.gov); and
- Rebecca Ceja, Transition Specialist, Virginia Department of Education, at [Rebecca.Ceja@doe.virginia.gov](mailto:Rebecca.Ceja@doe.virginia.gov).

### **Step Two:**

Once the contact information is submitted, the primary and secondary contacts will receive an email response from Judy Averill with the website address and the required login information for data entry.

## **Data Entry**

### **Step One:**

Enter the required demographic information for each student whom you intend to contact and attempted to contact in order to complete the survey. If you are unable to contact someone on the first attempt, you are required to make at least three additional attempts. It is best to make these additional calls on different dates and times. Calling four times on

a single day has not proven to be 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 with the student (e.g., student's peer, family member, teacher) while entering their responses into the online survey.

The front section of the survey (demographic information) can be saved and edited as needed. Once you have accessed 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 Judy Averill for instructions on how to open the survey without losing all of the responses.

### **Step Three:**

Contact Judy Averill or Patricia Morgan if you have questions about the survey questions and/or the survey process prior to submitting data. If you are contacting either person with specific questions, please identify your school division in all telephone or email messages.

**Please note: The school division is responsible for maintaining supporting documentation for all reported data.**

### **Contacts**

- Judy Averill, Director of Center on Transition Innovations, at [JMaverill@vcu.edu](mailto:JMaverill@vcu.edu) or (804) 827-0748
- Dr. Patricia Morgan, Coordinator of Transition Planning and Services, Virginia Department of Education, at [Patricia.Morgan@doe.virginia.gov](mailto:Patricia.Morgan@doe.virginia.gov) or (804) 750-8113
- Rebecca Ceja, Transition Specialist, Virginia Department of Education, at [Rebecca.Ceja@doe.virginia.gov](mailto:Rebecca.Ceja@doe.virginia.gov) or (804) 371-4280