

East Mountain High School
SPP 14/Post-School Outcome Surveys Process

Timeline	Task	Position responsible
March	Collect list of students w/ non-gifted IEP who will graduate, and who graduated in the previous cohort (or dropped out, if applicable) and student cell number, home number, and parent/guardian phone number from powerschool	SpEd Coordinator, EA
One year after previous year's graduation date (and through to end of May, no later than Sept 30)	Collect Tier 2 (previous graduating cohort). SpEd Coordinator or SpEd teacher will call students in tier 2 and collect survey responses on paper, one paper per student. If student cannot be reached through any of the phone numbers available within school PowerSchool database, then a family member will be interviewed (acceptable per PED instructions)	SpEd Coordinator/Teacher
After collection of each survey	SpEd Coordinator/teacher will input data to PED website, https://csdatahub.questionpro.com/t/AMfAdZxDmh	SpEd Coordinator/Teacher
Between April 1 and May 31	SpEd Coordinator/teacher will survey current seniors, collecting Tier 1 responses on paper survey	SpEd Coordinator/Teacher
After collection of each Tier 1 survey	SpEd Coordinator/Teacher will input Tier 1 survey results into PED website, https://csdatahub.questionpro.com/t/AMfAdZxDmk	SpEd Coordinator/Teacher
After completion of entering survey results into website	SpEd Coordinator/Teacher will file paper surveys in SpEd IEP paper filing cabinets	SpEd Coordinator/Teacher