

# OPTIONAL POST SCHOOL DATA COLLECTION TOOL FOR END OF YEAR REPORTING REQUIREMENTS

This form is provided as a suggested template for collecting the required data that the School District or BOCES will need to compile and record in the End of Year Report. The Exceptional Student Leadership Unit encourages Administrative Units to use this form as a tool to ensure that the most current contact information is included in the End of Year report.

The Post School Outcomes Exit Data Collection Tool is designed to help school districts gather contact information from students 16 years of age or older with IEPs who are exiting secondary education. This information will be used to contact a random sample of students one year after exiting to gather information on their post school activities. This follow up process is a federal requirement under IDEA 04. More importantly, this data will help school districts and the Colorado Department of Education answer the “so what” question regarding secondary education, special education and transition services. The Colorado Department of Education suggests that this Exit Data Collection Tool be completed with the Summary of Performance process.

## CONTACT INFORMATION AFTER LEAVING HIGH SCHOOL

*Please indicate most permanent or reliable information.*

Student Name: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Family Member Name: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Primary Language of Parent/Guardian: \_\_\_\_\_

Additional Contact: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Primary Language of Parent/Guardian: \_\_\_\_\_

### Optional Signature Section

I have been notified that I may be contacted one year after exiting from secondary school for follow-up. I understand that my signature is recognition of notification and does not obligate me to participate in the follow-up data collection.

Student Signature

Date

Parent Signature

Date

**POST SCHOOL OUTCOMES EXIT DATA COLLECTION TOOL  
DIRECTIONS TO TEACHERS/CASE MANAGERS, ETC**

Carefully complete the data collection tool. The contact information is critical for the one year follow-up data collection effort. Record the contact information for the student and his/her parent/guardian with an emphasis on attaining the **most permanent contact information** and know that a follow-up survey will be conducted one year from exiting the secondary education system. Included is a signature section which is optional, but best practice is to have both the student and parent sign the form. It is important to note that the signatures indicate notification of this process and does not obligate either the student or parent to participate in the follow-up. Please assure students and parents/guardians that completion of the follow-up survey is important and meaningful to education in Colorado.

Once the survey is completed, follow the directions provided by your Director of Special Education for your school district/BOCES for submission of this information via the End of Year Report submission. Please be sure to print clearly in all areas so that accurate information is obtained.