

Richard Woods, Georgia's School Superintendent  
*"Educating Georgia's Future"*

# **Georgia Department of Education**

## **Division for Special Education**

### **FY2016 Data Collection**

## **Postsecondary Survey for 2014-15 Exiters**

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# 1 Postsecondary Data Model Rationale

The monitoring priorities and indicators of the OSEP State Performance Plan (SPP) mandate the gathering of data on the postsecondary activities of individuals exiting special education. The SPP Monitoring Priority Indicator for postsecondary transition is defined as “the percent of youth who had IEPs, are no longer in secondary school and who have been competitively employed, enrolled in some type of postsecondary school, or both, within one year of leaving high school..... **timing the data collection so that at least one year has passed since the students left school.**” The specific reporting practices require that we “address all youth who left school, including those who graduated, dropped out and aged out”.

To meet the requirements of the SPP, the Postsecondary Survey for individuals exiting school during the 2014-2015 school year will be conducted between June 1 and July 31, 2016. The report must be submitted to the Division for Special Education by July 31, 2016.

The survey will be completed via the MyGaDOE Web Portal. The application will open for reviewing student data on or around February 19, 2016 and for data entry May 18, 2016. You must be provisioned in the role of Special Education Director for your district to access the survey. If you have questions about becoming provisioned, please contact the **Information Systems Customer Support Center** by emailing [dticket@doe.k12.ga.us](mailto:dticket@doe.k12.ga.us) or by calling **1-800-869-1011**.

## 2 Postsecondary Survey Data Element Detail

The Postsecondary Survey is a pre-populated survey based on data submitted by districts in the FY 2015 Student Record on individuals who exited high school during the 2014- 2015 school year. Please collect postsecondary activity information between June 1, 2016 and July 31, 2016. **Report each individual in the ONE postsecondary activity that best describes his/her postsecondary status.**

**Example Survey (Postsecondary Activity will be blank until application is open and data is entered.)**

[System Data Submission](#) > Post Secondary Data Collection Entry

School Year: [ 2014 ] System: County (6 )

School: [ ]

Save All

GTID	Last Name	First Name	Gender	LEP	Primary Area of Disability	Race / Ethnicity	Exit Status	Postsecondary Activity
6822284156		name	M	N	Emotional/Behavioral Disorder	Black	Special Education Diploma or Certificate of Attendance	Please select..
8747237402			F	N	Other Health Impairment	Hispanic	Special Education Diploma or Certificate of Attendance	Please select..

### 2.1 Data Elements

#### 2.1.1 School Name (Pre-populated)

Individuals are reported by secondary school of record at the time of exit.

#### 2.1.2 Georgia Unique Student Testing Identifier – GTID (Pre-populated)

#### 2.1.3 Student Last Name (Pre-populated)

#### 2.1.4 Student First Name (Pre-populated)

#### 2.1.5 Gender (Pre-populated)

#### 2.1.6 Limited English Proficient – LEP (Pre-populated)

Individuals are reported by LEP status as identified in FY2014 Student Record; yes, no or monitored.

#### 2.1.7 Primary Area of Disability (Pre-populated)

Individuals are reported by IDEA Primary Area of Disability.

#### 2.1.8 Race (Pre-populated)

Individuals are reported by race as identified in FY2014 Student Record.

### 2.1.9 Exit Status (Pre-populated)

Describes the means by which individuals exited high school during the 2014-2015 school year. This includes any individual who received a Standard High School Diploma, Special Education Diploma, High School Certificate of Attendance, or Dropped Out.

### 2.1.10 Postsecondary Activity

Report each individual in the ONE postsecondary activity from the drop down list that best describes his/her postsecondary status. **Drop down list of postsecondary activities is available with view only capability (prior to May 18, 2016).**

System Data Submission > Post Secondary Data Collection Entry

School Year: 2014 System: County (6 ) School: [ ] Save All

GTID	Last Name	First Name	Gender	LEP	Primary Area of Disability	Race / Ethnicity	Exit Status	Postsecondary Activity
6822284156			M	N	Emotional/Behavioral Disorder	Black	Special Education Diploma or Certificate of Attendance	Please select..
8747237402			F	N	Other Health Impairment	Hispanic	Special Education Diploma or Certificate of Attendance	Please select..

Drop Down List of Postsecondary

### 2.1.11 Definitions for Postsecondary Activities

(The postsecondary activity definitions and codes may also be downloaded from the survey application.)

#### Enrolled in Higher Education (1)

Individuals pursuing a college degree or certification by attending a higher education institution on a full or part time basis for at least 1 complete term, at any time in the year since leaving high school. This includes public and private four-year colleges and universities, and two-year community colleges and, technical colleges that meet the definition of Institution of Higher Education in the Higher Education Act (HEA).

#### Competitive Employment (2)

Individuals who are competitively employed and working for pay at or above the minimum wage in a setting with others who are nondisabled for a period of 20 hours a week for at least 90 cumulative days at any time in the year since leaving high school **AND ARE NOT** reported as Enrolled in Higher Education. This includes the military.

The 90 days are cumulative, need not be consecutive and may include more than one job.

Competitive employment means work- (i) In the competitive labor market that is performed in an integrated setting; and (ii) For which an individual is compensated at or above the minimum wage, but not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by individuals who are not disabled. (Rehabilitation Act Authority: Sections 7(11) and 12(c) of the Act; 29 U.S.C. 705(11) and 709(c))

### **Enrolled in Other Postsecondary Education or Training (3)**

Individuals attending a vocational training program that requires less than 2 years for completion and are enrolled on a full or part time basis for at least one complete semester, are not competitively employed, are preparing for gainful employment in a recognized occupation **AND ARE NOT** reported as Enrolled in Higher Education or Competitive Employment. This includes programs such as job corps, adult education, and workforce development.

### **Other Employment – Part-Time, Self and Supported Employment (4)**

Individuals who are competitively employed and working for pay at or above the minimum wage in a setting with others who are nondisabled for a period of **LESS THAN** 20 hours a week for at least 90 cumulative days at any time in the year since leaving high school **AND ARE NOT** reported as Enrolled in Higher Education, Competitive Employment or Enrolled in Other Postsecondary Education or Training. This includes the family business, self-employment, and supported employment earning at or above minimum wage.

The 90 days are cumulative, need not be consecutive and may include more than one job.

### **Other Employment - Sheltered Work or Day Habilitation (5)**

Individuals who attend sheltered workshops or day habilitation facilities.

### **Deceased (6)**

Individuals who are deceased.

### **On Waiting List (7)**

Individuals who are not currently employed and are on a waiting list of a service agency for supported employment, sheltered work or day habilitation.

### **Unengaged (8)**

Individuals who are not enrolled in any type of postsecondary program, are not employed full or part-time, are not attending a sheltered program or are waiting for services from another agency. Individuals who are incarcerated at the time of the survey should be reported as unengaged.

### **Returned to High School (9)**

**Valid** for individuals with an “Exit Status” of “**Drop Out**” during the 2014-2015 school year who returned to school in 2015- 2016 and are enrolled in school between April 1 and the close of the 2015 - 2016 school year.

**Or**

**Valid** for individuals with an “Exit Status” of “**Special Education Diploma**” during the 2014-2014s5 school year who returned to school in 2015 - 2016 and are enrolled in school between April 1 and the close of the 2015 – 2016 school year.

### **Unable to Contact (10)**

Individuals who exited school and for whom no postsecondary data is available.

### 3 Directions for Viewing and Completing Postsecondary Survey

This survey will be completed via the MyGaDOE Web Portal. You must be provisioned in the role of Special Education Director to access the survey. If you have questions about becoming provisioned, please contact the Information Systems Customer Support Center by emailing [dticket@doe.k12.ga.us](mailto:dticket@doe.k12.ga.us) or by calling 1-800-869-1011.

#### 3.1 My GaDOE Web Portal:

Users must first log in to the MyGaDOE Web Portal. The portal can be accessed through the Georgia Department of Education (GDOE) Website at <http://www.gadoe.org/>.

#### 3.2 Postsecondary Survey Location

On your homepage, scroll until “SE Applications Dashboard” is displayed on the left-hand side of the page. Dependent upon your portal access, you will see a listing similar to the display below. Click on SE Applications Dashboard to open the dashboard.

#### Special Education Applications Dashboard

School Year:	2016
District:	

Application Name	Application Status	Start Date	Close Date	Submitted By	Submitted On	ReOpen
SE Timelines	<a href="#">Available for Data Collection</a>	11/18/2015 12:00:00 AM	7/31/2016 12:00:00 AM			<input type="checkbox"/>
SE Pre School	Not Yet Available	11/19/2015 12:00:00 AM	7/31/2016 12:00:00 AM			<input type="checkbox"/>
Post Secondary	<a href="#">Available for Data Collection</a>	2/1/2016 12:00:00 AM	7/31/2016 12:00:00 AM			<input type="checkbox"/>
SE Continuation of Services	Not Yet Available	11/19/2015 12:00:00 AM	7/31/2016 12:00:00 AM			<input type="checkbox"/>
SE PS Transition	<a href="#">Submitted</a>	11/18/2015 12:00:00 AM	7/31/2016 12:00:00 AM	Wina Low	2/4/2016 5:17:09 PM	<input type="checkbox"/>
SE Disproportionality Determinations	<a href="#">Available for Data Viewing</a>					<input type="checkbox"/>
SE District Determinations	<a href="#">Available for Data Viewing</a>					<input type="checkbox"/>

ReOpen

### 3.3 Entering Data after May 18, 2016

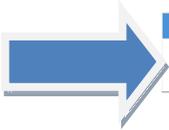
Follow directions in 3.1 and 3.2 to access survey. Select your survey.

### 3.4 Report Postsecondary Outcomes Online

#### 3.4.1 Select a School

Data will be displayed by school.

[Download Student Data](#) [Upload Student Data with Activity Information](#) [Download Activity Codes](#)



School ID	SCHOOL_NAME	Total Students	Total Students Completed
1000	<a href="#">Freedom County High School</a>	10	10
1500	<a href="#">Georgia High School</a>	12	10

Please click the 'Submit' button below to submit your changes. Once the 'Submit' button is clicked, You can't make any changes.

#### 3.4.2 Report Postsecondary Activity

Report each individual in the ONE postsecondary activity from the drop down list that best describes his/her postsecondary status.

[System Data Submission](#) > Post Secondary Data Collection Entry

School Year: 2014 System: County (6 )

School: Georgia High School - 1500

GTID	Last Name	First Name	Gender	LEP	Primary Area of Disability	Race / Ethnicity	Exit Status	Postsecondary Activity
6822284156			M	N	Emotional/Behavioral Disorder	Black	Special Education Diploma or Certificate of Attendance	Please select.
8747237402			F	N	Other Health Impairment	Hispanic	Special Education Diploma or Certificate of Attendance	Please select.

Drop Down List of Postsecondary Activities

#### 3.4.3 Save Postsecondary Activity

The survey can be completed in more than one sitting. Select "Save All" to retain all data entered. Select "Data Submission" to return to the prior page. You may save a copy of your data at any time by following the directions for downloading student data in the next section of this document.

### 3.5 Report Postsecondary Outcomes by Exporting and Uploading an Excel File (Optional – not recommended for smaller districts)

#### 3.5.1 Export Survey

Select “Download Student Data”.

[Download Student Data](#) [Upload Student Data with Activity Information](#) [Download Activity Codes](#)

School ID	SCHOOL_NAME	Total Students	Total Students Completed
1000	<a href="#">Freedom County High School</a>	10	10
1500	<a href="#">Georgia High School</a>	12	10

Please click the 'Submit' button below to submit your changes. Once the 'Submit' button is clicked, You can't make any changes.

Submit

#### 3.5.2 Save Export

Save the exported file as an Excel Workbook file. (File extension is .xls)  
You **MUST** save the file before opening. Do **NOT** change the file or sheet name.

Postsecondary Education	4	20%
Other Employment	5	25%
UnEngaged + Waiting List	2	10%
Total Respondents	21	NA
Survey Rate of Return	NA	100%
Deceased	1	
Unable to Contact	0	

School ID	SCHOOL_NAME	Total Students	Total Students Completed
1000	<a href="#">Freedom County High School</a>	10	10
1500	<a href="#">Georgia High School</a>	12	12

Please click the 'Submit' button below to submit your changes. Once the 'Submit' button is clicked, You can't make any changes.

Submit

### 3.5.3 Enter Postsecondary Activity

The excel file will include any data completed online. **Enter only the Postsecondary Activity ID code.** It is not required that the Postsecondary Activity Name be entered.

### 3.5.4 Save Postsecondary Activity

When you have entered the activity ID codes, select “SAVE AS” and **save as an Excel Workbook file.**

A	B	C	D	E	F	G	H	I	J	K	L
GTID	LAST_NAME	FIRST_NAME	POST_ACTIVITY_ID	POST_ACTIVITY_NAME	EXIT_STATUS_DESCRIPTION	SCHOOL_ID	SCHOOL_NAME	Disability_Description	LEP	GENDER	Race_Description
723653452		James			Dropout	1000	Freedom County High School	Emotional/Behavioral Disorder	N	M	White
653723452		Junior	5	Other Employment - Sheltered Work or Day Habilitation	Graduated from High School	1000	Freedom County High School	Mild Intellectual Disability	N	M	Black
1524879162		Justin	7	In Waiting List	Special Education Diploma or Certificate of Attendance	1000	Freedom County High School	Specific Learning Disability	Y	M	Hispanic
5487932158		Lynsia			Graduated from High School	1000	Freedom County High School	Specific Learning Disability	Y	F	White
415287963		Alex	1	Enrolled in Higher Education	Special Education Diploma or Certificate of Attendance	1000	Freedom County High School	Autism	Y	M	White
850472365		Kathy			Graduated from High School	1000	Freedom County High School	Emotional/Behavioral Disorder	N	F	White
852147962		Darryl			Dropout	1000	Freedom County High School	Other Health Impairment	N	M	White
1730489206		Bobby			Graduated from High School	1000	Freedom County High School	Specific Learning Disability	N	F	Black
2229414001		Marlene			Graduated from High School	1000	Freedom County High School	Other Health Impairment	N	F	White
2270973349		Eliza			Special Education Diploma or Certificate of Attendance	1000	Freedom County High School	Severe Intellectual Disability	N	F	White
2052130914		Jon			Dropout	1500	Georgia High School	Specific Learning Disability	N	M	White
5322134107		Tyler			Graduated from High School	1500	Georgia High School	Emotional/Behavioral Disorder	N	M	White
6822284156		Tavish			Special Education Diploma or Certificate of Attendance	1500	Georgia High School	Emotional/Behavioral Disorder	N	M	Black
7080853479		Aron			Graduated from High School	1500	Georgia High School	Other Health Impairment	N	M	White
3336879559		Kayla			Graduated from High School	1500	Georgia High School	Emotional/Behavioral Disorder	N	F	White
9098096713		Timothy			Graduated from High School	1500	Georgia High School	Other Health Impairment	N	M	White
1756452388		Joshua			Graduated from High School	1500	Georgia High School	Specific Learning Disability	N	M	White
446664075		Jesse			Dropout	1500	Georgia High School	Severe Intellectual Disability	N	M	White
8890890483		James			Special Education Diploma or Certificate of Attendance	1500	Georgia High School	Specific Learning Disability	N	M	White
8747237402		Laura			Special Education Diploma or Certificate of Attendance	1500	Georgia High School	Other Health Impairment	N	F	Hispanic
4534233541		Britany			Graduated from High School	1500	Georgia High School	Emotional/Behavioral Disorder	N	F	White
8747998982		Brian			Special Education Diploma or Certificate of Attendance	1500	Georgia High School	Other Health Impairment	N	M	White

### 3.5.5 Upload Survey

Select “Upload Student Data with Activity Information”.

[Download Student Data](#) [Upload Student Data with Activity Information](#) [Download Activity Codes](#)

School ID	SCHOOL_NAME	Total Students	Total Students Completed
1000	<a href="#">Freedom County High School</a>	10	10
1500	<a href="#">Georgia High School</a>	12	10

Please click the 'Submit' button below to submit your changes. Once the 'Submit' button is clicked, You can't make any changes.

Browse and upload the appropriately saved file.

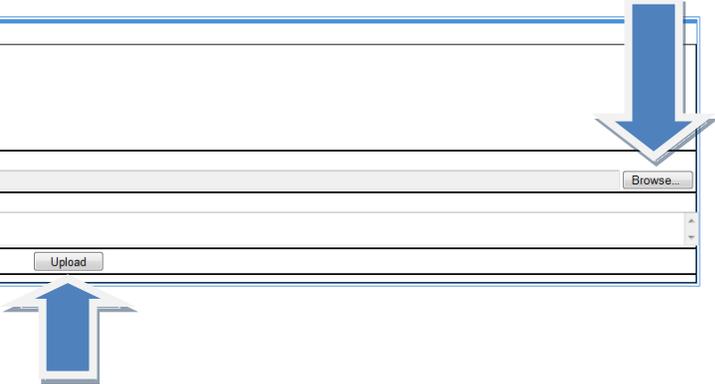
Postsecondary Outcomes FY 2015 Data Collections for 2013-2014 Exiters

[System Data Submission](#) > Post Secondary Data Collection File Upload

To upload a survey, follow these steps:  
1) Click **Browse**.  
2) Select the file containing the survey's data.  
3) Enter comments as needed.  
4) Click **Upload** to merge the file into the system database.

Filename:

Comment:



### 3.5.6 File Edits

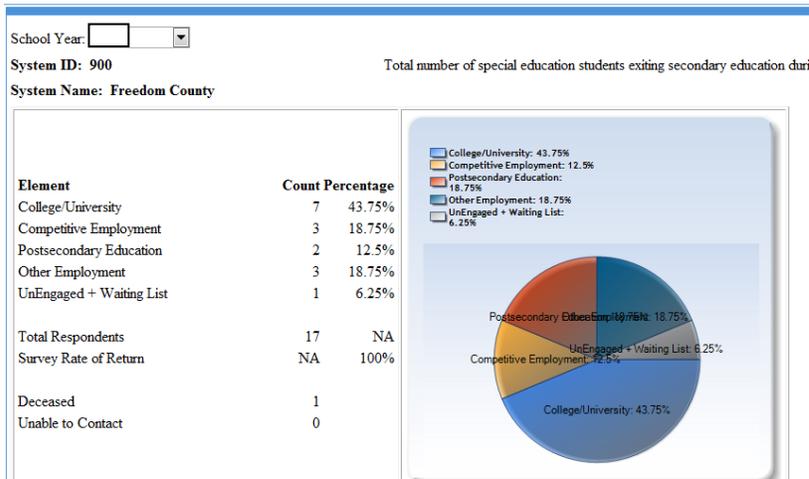
You will not be able to upload your data if one of the errors has occurred.

- GTID not reported by district as student exiting secondary school in the prior school year.
- GTID reported by district as a student exiting with a regular diploma but reported with a postsecondary activity code of 9, returned to High School in the postsecondary survey. Activity code 9 is not a valid value for students who have earned a regular diploma.
- No postsecondary activity reported.
- Not a valid postsecondary activity code (1-10).

## 4 Track Reported Data

A dashboard is available to track the number and percentage of responses in each postsecondary activity. The survey return rate will not be calculated until after the survey is submitted.

Postsecondary Outcomes FY 2015 Data Collection for 2013-2014 Exiters



## 5 Directions For Submitting Postsecondary Survey

The Postsecondary Survey can be accessed multiple times but **once submitted, the survey cannot be changed.**

Whether you complete your survey online or by uploading the data, you must submit the survey. On the survey page, select “**Submit**”. This will submit the survey. You will not be allowed to submit your survey until there is a valid postsecondary activity code for all individuals included in the survey. If you receive an error, select the school with missing information, make corrections and re-submit.

[Download Student Data](#) [Upload Student Data with Activity Information](#) [Download Activity Codes](#)

School ID	SCHOOL_NAME	Total Students	Total Students Completed
1000	<a href="#">Freedom County High School</a>	10	10
1500	<a href="#">Georgia High School</a>	12	9

Please click the 'Submit' button below to submit your changes. Once the 'Submit' button is clicked, You can't make any changes.

Can not submit data as the Postsecondary activity information for 3 student(s) is incomplete.