
Senior Exit Survey User Manual

INTRODUCTION

The following documentation will guide you as you access the Senior Exit Survey to assist in completing the required information for the Post-School Outcomes Data Collection System. The purpose of this survey process is to meet federal requirements in the collection of state data on post-school outcomes of students with disabilities who have exited high school. These data are essential for collecting contact information for the calls which occur one year after graduation, and to gather information on their post-school plans.

LOGIN PAGE

//online.ksde.org/authentication/login.aspx



Kansas
state department of
Education

Kansas State Department of Education

User Login for KSDE Web Applications

User Name:

Password:

Kids Mac users must use Safari 1.3 for submissions
LCP Annual Report Mac users must use Safari 1.3 for submissions

 Need help? Click on the help icon for a series of Flash tutorials about the User Login.

[Forgot Your Password?](#)

If you have not yet registered to have an individual login and password for accessing KSDE web applications, click here to register.

Website Address:

To access the *User Login Screen* for the Exit and Post School surveys, go to www.ksde.org. Click on "**Authenticated Applications**" from the menu on the right side of the page.

User Name and Password:

Enter your user name and password and click on *Login*.

Registration Process:

If you have not yet registered to have an individual login and password for accessing KSDE web applications, click on *Register* and **follow the directions**.

1. Go to: <https://online.ksde.org/authentication/login.aspx>
2. Click on the Register button

3. Enter your business (school) contact information
4. Select your organization and “all buildings”. Everyone must select “all buildings” regardless of your place of employment.
5. Check the “Outcomes Post school” applications which you will need to access, then “post-school”.

Application-Name	Application-Access-Level
<input type="checkbox"/> 1% and 2% Reclassifications	District
<input type="checkbox"/> Statistical Report(18F)	District
<input type="checkbox"/> Outcomes Part-C	EC Part C User
<input checked="" type="checkbox"/> Outcomes Post-School	Post Sch User Post Sch Multi Org User
<input type="checkbox"/> Personnel Web System	Personnel Web System User

6. Select multi-org if you are with a coop or interlocal, or post school user if you are with a district.
7. Enter a login ID:
 - Login IDs are case sensitive
 - Your ID can be whatever you choose as long as it is not being used by someone else.
 - Example: aimeeportillo
8. Enter a password:
 - Passwords must contain 8 characters
 - Must contain at least one uppercase letter, one lowercase letter, and one number and/or special character
 - Example: 9Apr!dsk
9. Enter your birth date in MM/DD/YYYY format
10. Enter a security question:
 - The question should be one that only you know the answer to and has nothing to do with your password.
11. Enter your answer to the security question:
 - The answer is case sensitive
12. Click the Submit button

WELCOME SCREEN

Welcome to the Exit Survey and Post School Survey Entry Portal [Log Off]

Student Information

Student Record: Kids ID: Local ID: Org ID:

Student: First: MI: Last:

Dates: DOB: Age:

Get Student

1. **Enter the *Kids ID* number only.** You can obtain the KIDS ID# from your district's MIS clerk or the building secretary. This is a unique student identifier number, not the Social Security number of the student.
2. Click on *Get Student*.
3. The demographic information will automatically be populated in the next screen.

WELCOME SCREEN WITH SURVEY CHOICES

Welcome to the Exit Survey and Post School Survey Entry Portal [Log Off]

Student Information

Student Record: Kids ID: Local ID: Org ID:

Student: First: MI: Last:

Dates: DOB: Age:

Who will fill out the form: Student Teacher (Note: Applies to EXIT survey form only!)

Reset **Get Exit Survey Form** **Get Post School Survey Form**

Click on *Student* or *Teacher* to identify who is completing the EXIT Survey form.

Senior Exit Survey Form

The Senior Exit Survey **can be completed anytime during the school year** in which the student will exit or graduate. For students who are graduating early, it is recommended that this be done early in the school year, not waiting until the end of the school year. Student completion of the survey is encouraged, recognizing that some students may require the support of staff to complete the survey, and, for some students, or **students from the KSDE list who are drop outs**, staff may have to complete the exit survey from information in the student file. **STUDENTS WHO ARE EXITING SPECIAL EDUCATION SERVICES (NOT GRADUATING OR AGING OUT) AND STUDENTS ON GIFTED ONLY IEPS NEED NOT COMPLETE THE SURVEY.**

To complete the Exit Survey, click on *Get Exit Survey Form*.

EXIT SURVEY FORM

EXIT SURVEY - QUESTIONS #1-4

For each question, check all options that apply. If *Other* is checked, please specify your response in the space provided.

1. What are the post-school goals that are included on your IEP for your plans immediately following high school? (Check all that apply):

- Attend a 2- or 4-year college
- Attend a postsecondary vocational training program
- Get competitive employment (includes military)
- Get into sheltered employment (where most workers have disabilities)
- Get supported employment (paid work in a community setting for those needing continuous support services and for whom competitive employment is unlikely)
- Secure unpaid volunteer or internship position
- Live independently
- Secure support services from community-based social service agency(ies) (e.g., vocations rehabilitation, Social Security)
- Other (please specify):
- Information is not available/Don't know

2. During your last year of high school, did you work in any of the following? (Check all that apply.)

- Volunteer
- Work experience/work study
- Competitive employment (working part-time or full-time for at least minimum wage)
- No work experience
- Information is not available/Don't know
- No answer

**3. During your last year of high school, have you had contact with any of the following agencies or services?
(Check all that apply.)**

- Vocational Rehabilitation
- Mental Health
- Social Security
- Other (please specify):
- No contact
- Information is not available/Don't know
- No answer

4. Thinking about the things you have done or been a part of in high school, did any of the following make your experience more positive or help you better prepare to reach your goals? Select all that apply.

- A supportive and encouraging staff member or teacher
- Specific course(s) you took in high school like Career and Job Skill Development Courses (for example: welding, drafting, culinary arts, graphic design, Work Experience, Work Study)
- Some skill, ability or attitude within yourself - hard work, goal setting, perseverance, good grades, good attendance, being motivated, good study skills/habits
- Participation in Extracurricular Activities – outside of school day, like football, track, Boy/Girl Scouts, chess club, etc. (not a credit course)
- Classes – for credit courses within the school day, general education or special education or electives (NOT including CTE courses): art, choir, debate, band, algebra
- Completing credits to graduate
- Family – family member or family related support
- Friends – friends, social network, social support
- School-directed planning – transition planning, IEP planning, counseling
- Don't know - not enough information
- No answer

For each contact name that is entered, at least one phone number or email address needs to be entered.

Contact Info

Student Contact Info	Family Member Contact Info	Emergency Contact Info
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Student Contact Info - Please enter as much valid contact info as you have available

Name:

Home Phone:

Cell Phone:

Email:

Address:

Choose either *I agree* or *I don't agree*.
Click on *Submit Exit Survey*.