



Directions to School Personnel for STUDENT CONTACT INFORMATION Form

- Exiting students include those who have graduated with a regular diploma, left school early (i.e., dropped out, expelled, status unknown), or aged out of school. The following information will be necessary for contacting an exiting student and/or family member to administer the Post School Outcomes Survey:
 - Student name
 - SAIS ID (populated by school personnel)
 - School name
 - Family member name, home & cell phone numbers, email & home addresses
 - Alternate contact name, relationship to student, home & cell phone numbers, email & home addresses
 - Student home & cell phone numbers, email and home addresses

Sample STUDENT CONTACT INFORMATION Forms have been provided at <http://www.azed.gov/special-education/special-projects/secondary-transition/post-school-outcomes-survey/>. Two versions are available: one designed for completion in hard copy, with pen or pencil; and one designed for completion by computer, with fillable fields.

- Contact information is typically found in the student's file or may be obtained by asking the student and/or family member prior to the student's exit from school. This information may be maintained in hard copy or can be entered directly into the PSO Survey web-based application, available through the ADE Common Logon: <https://www.ade.az.gov/CommonLogon/logon.aspx>. It is not necessary to collect any additional demographic data and/or exit reason, as this data will be extracted from SAIS based on data uploaded by your public education agency (PEA) and auto-populated into the PSO Survey web-based application. Please send questions to the PSOInbox@azed.gov.
- Tips to obtain contact information from the student:
 - Make sure students are aware of the PSO Survey – show the Youtube video: "[Be a Superstar – Take the Survey](#)"
 - Use opportunities to talk about the PSO Survey throughout the year and throughout high school, such as:
 - At every IEP meeting (at least annually)
 - In conjunction with completion of the Summary of Performance
 - When sending home report cards or updates on progress toward meeting annual goals
 - By asking former students who participated in the Survey to talk with students