

# Screen Shots PSO Survey Application

**Data Entry Instructions  
Summer 2015**

Post School Outcomes Survey

Welcome Post School Outcomes  
Survey/PostSchool@Test.com

# Home

Dysart Unified District (07-02-89-000)

PSO home page:  
Helpful resources

Select an option from the menu above.

## Documents

- [Arizona's PSO Survey Protocol](#)
- [Everyone Counts, Everyone In One Page Summary](#)
- [Arizona's PSO Glossary of Terms](#)
- [Contacting Hard to Find Youth - NPSO Tips](#)
- [Flyer announcing the PSO Survey](#)
- [PSO Sample Contact Form - Directions](#)
- [Sample customizable flyer, letter and forms](#)
- [Screen Shots - Navigating the PSO Application](#)

Link to PSO home page

Please select the following web links for more information:

- [ADE/ESS- Post School Outcomes Survey Page](#)
- [National Post-School Outcomes Center](#) (for general PSO Survey requirement information)

## Contact Information

For questions related to PSO Survey participation or data entry, please contact Lorrie Sheehy via e-mail at [PSOInbox@azed.gov](mailto:PSOInbox@azed.gov) or by phone at (520) 628-6351.

For questions or help

Post School Outcomes Survey

Welcome Post School Outcomes Survey/PostSchool@Test.com

Home

Select "Student List"

Dysart Unified District (07-02-89-000)

Select an option from the menu above.

Documents

- [Arizona's PSO Survey Protocol](#)
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# Student List

Notice exit year is 2014

Dysart Unified District (07-02-89-000)

Export Student List

Select the school

PEA Status

PEA (CTDS)	N/A Students	Eligible Students	Completed PSO Surveys	Surveys Not Collected	Surveys Not Completed	Participation Rate (%)
Dysart Unified District (07-02-89-000)	0	100	0	0	100	0

School Status

School (CTDS)	N/A Students	Eligible Students	Completed PSO Surveys	Surveys Not Collected	Surveys Not Completed	Participation Rate (%)
Dysart Elementary School (07-02-89-101)	0	50	0	0	50	0
Dysart High School (07-02-89-205)	0	50	0	0	50	0

Go back to top

Dysart Elementary School (07-02-89-101)

SAIS ID	Name	DOB	Completed by	PSO Survey Required?	PSO Survey Status
<a href="#">512854</a>	Bear, Ted	08/14/99	(Not Set)	Yes	Student details data downloaded
<a href="#">512855</a>	Bear, Paddington	08/21/97	(Not Set)	Yes	Student details data downloaded
<a href="#">512844</a>	Beauty, Sleeping	03/25/99	(Not Set)	Yes	Student details data downloaded
<a href="#">512828</a>	Bird, Big	04/23/99	(Not Set)	Yes	Student details data downloaded
<a href="#">512857</a>	Bird, Big	10/01/97	(Not Set)	Yes	Student details data downloaded
<a href="#">512812</a>	Bunny, Easter	10/14/95	(Not Set)	Yes	Student details data downloaded
<a href="#">512813</a>	Clause, Santa	09/20/94	(Not Set)	Yes	Student details data downloaded
<a href="#">512820</a>	Cottontail, Peter	06/10/94	(Not Set)	Yes	Student details data downloaded
<a href="#">512822</a>	Cricket, Jimmy	01/30/97	(Not Set)	Yes	Student details data downloaded
<a href="#">512832</a>	Duck, Donald	08/05/97	(Not Set)	Yes	Student details data downloaded

# Student List

Dysart Unified District (07-02-89-000) - Dysart High School (07-02-89-205)

## Export Student List

### School Status

School (CTDS)	N/A Students	Eligible Students	Completed PSO Surveys	Surveys Not Collected	Surveys Not Completed	Participation Rate (%)
<u>Dysart High School (07-02-89-205)</u>	0	50	0	0	50	0

 Go back to top

### Dysart High School (07-02-89-205)

Data entry: click on SAIS ID

SAIS ID	Name	DOB	Completed by	PSO Survey Required?	PSO Survey Status
<u>513354</u>	Bear, Ted	08/14/99	(Not Set)	Yes	Student details data downloaded
<u>513355</u>	Bear, Paddington	08/21/97	(Not Set)	Yes	Student details data downloaded
<u>513344</u>	Beauty, Sleeping	03/25/99	(Not Set)	Yes	Student details data downloaded
<u>513328</u>	Bird, Big	04/23/99	(Not Set)	Yes	Student details data downloaded
<u>513357</u>	Bird, Big	10/01/97	(Not Set)	Yes	Student details data downloaded
<u>513312</u>	Bunny, Easter	10/14/95	(Not Set)	Yes	Student details data downloaded
<u>513313</u>	Clause, Santa	09/20/94	(Not Set)	Yes	Student details data downloaded
<u>513320</u>	Cottontail, Peter	06/10/94	(Not Set)	Yes	Student details data downloaded

# Student Page

## Student

Dysart Unified District (07-02-89-000) - Dysart High School (07-02-89-205)

### Student Data

Status:

Student details data downloaded

PEA:

Dysart Unified District (07-02-89-000)

School:

Dysart High School (07-02-89-205)

Indicate the name of the person who is conducting the survey.

Student:

Bear, Ted

SAIS ID:

513354

Completed by (Last, First):

➔ [Redacted] , [Redacted]

DOB:

08/14/99

Exit Year:

2014

Grade:

10 - Tenth Grade

Need:

SLD - Specific Learning Disability

Gender:

M - Male

Ethnicity:

Hispanic/Latino

ELL:

Yes

Exit Reason:

Dropped out

Survey Respondent/Relationship:

[Redacted] / [Redacted]

# The “Exclusions” Section is located at bottom of the “Student” Page

## Exclusions

Exclude?	Instructions	Reason
<input type="radio"/> N/A?	Check N/A to indicate the PSO survey will not be administered and is therefore not applicable to the student for one of the reasons listed to the right.	<input type="text" value="Please choose one.."/>
<input type="radio"/> Not Collected?	Check "Not Collected" and select a reason listed to explain why the PSO survey could not be completed.	<input type="text" value="Contacts not Collected"/>
<input checked="" type="radio"/> None	Check "None" if this student is not being excluded from the PSO survey.	

The default is: “None”. The appropriate exclusion button must be selected and a reason indicated, in order to exclude an individual from the PSO Survey.

“N/A” can be checked below if the PSO Survey will not be administered to the student. A reason must be selected; only the reasons listed in the drop down menu are acceptable for not administering the survey.



Exclusions

Exclude?	Instructions	Reason
<input type="radio"/> N/A?	Check N/A to indicate the PSO survey will not be administered and is therefore not applicable to the student for one of the reasons listed to the right.	Please choose one..
<input type="radio"/> Not Collected?	Check "Not Collected" and select a reason listed to explain why the PSO survey could not be completed.	Please choose one..
<input checked="" type="radio"/> None	Check "None" if this student is not being excluded from the PSO survey.	



Before moving to another page, select “Save Student

On June 1<sup>st</sup> the “PSO Survey” button will appear at the bottom of the “Student” page and will allow access to the PSO Survey questions.

#### Exclusions

Exclude?	Instructions	Reason
<input type="radio"/> N/A?	Check N/A to indicate the PSO survey will not be administered and is therefore not applicable to the student for one of the reasons listed to the right.	<input type="text" value="Please choose one.."/>
<input type="radio"/> Not Collected?	Check "Not Collected" and select a reason listed to explain why the PSO survey could not be completed.	<input type="text" value="Please choose one.."/>
<input checked="" type="radio"/> None	Check "None" if this student is not being excluded from the PSO survey.	

Save Student

Contacts...

Contact Attempts...

PSO Survey...

Contact attempts must be logged if unable to reach the former student or a family member.

Exclusions

Exclude?	Instructions	Reason
<input type="radio"/> N/A?	Check N/A to indicate the PSO survey will not be administered and is therefore not applicable to the student for one of the reasons listed to the right.	Please choose one..
<input type="radio"/> Not Collected?	Check "Not Collected" and select a reason listed to explain why the PSO survey could not be completed.	Please choose one..
<input checked="" type="radio"/> None	Check "None" if this student is not being excluded from the PSO survey.	

Save Student

Contacts...

Contact Attempts...

PSO Survey...

Select "Contact Attempts"



Fill in the date the attempted contact was made and what happened.

## Contact Attempt

Dysart Unified District (07-02-89-000)

### Student

Status:

Student details data downloaded

School:

Dysart High School (07-02-89-205)

Student (SAIS ID):

Bear, Ted (513354)

### Attempt

Date:



Results:



Comments:

# Contact attempt information is now displayed. Select “Add Attempt” to log additional contact attempts

## Contact Attempts

Dysart Unified District (07-02-89-000)

### Student

Status:

Student details data downloaded

School:

Dysart High School (07-02-89-205)

Student (SAIS ID):

Bear, Ted (513354)

### Attempts

Date	Results	Comments
<a href="#">06/12/15</a>	no answer, left a message explaining the purpose of the call.	

Add Attempt

# Log additional attempts as needed.

## Contact Attempt

Dysart Unified District (07-02-89-000)

### Student

Status:

Student details data downloaded

School:

Dysart High School (07-02-89-205)

Student (SAIS ID):

Bear, Ted (513354)

### Attempt

Date:

→ 07/03/15

Results:

→ Called again, younger brother answered the phone and told me I could reach Ted at: 520-372-1459

Comments:

Call the number provided

Each attempt is listed, continue until the survey can be administered, or three attempts have been logged. Remember to save attempt.

## Contact Attempts

Dysart Unified District (07-02-89-000)

### Student

Status:

Student details data downloaded

School:

Dysart High School (07-02-89-205)

Student (SAIS ID):

Bear, Ted (513354)

### Attempts

Date	Results	Comments
<a href="#">07/03/15</a>	Called again, younger brother answered the phone and told me I could reach Ted at: 520-372-1459	Call the number provided
<a href="#">06/12/15</a>	no answer, left a message explaining the purpose of the call.	

Add Attempt

After three attempts, “Not Collected” is automatically recorded under “Exclusions”.

### Exclusions

Exclude?	Instructions	Reason
<input type="radio"/> N/A?	Check N/A to indicate the PSO survey will not be administered and is therefore not applicable to the student for one of the reasons listed to the right.	Please choose one..
<input checked="" type="radio"/> Not Collected?	Check "Not Collected" and select a reason listed to explain why the PSO survey could not be completed.	No Contact After 3 Attempts
<input type="radio"/> None	Check "None" if this student is not being excluded from the PSO survey.	

Save Student

Contacts...

Contact Attempts...

PSO Survey...

# The student list is also updated.

## School Status

School (CTDS)	N/A Students	Eligible Students	Completed PSO Surveys	Surveys Not Collected	Surveys Not Completed	Participation Rate (%)
<a href="#">Dysart High School (07-02-89-205)</a>	0	50	0	1	49	0

 [Go back to top](#)

## Dysart High School (07-02-89-205)

SAIS ID	Name	DOB	Completed by	PSO Survey Required?	PSO Survey Status
<a href="#">513354</a>	Bear, Ted	08/14/99	(Not Set)	No Contact After 3 Attempts	Unable to contact
<a href="#">513355</a>	Bear, Paddington	08/21/97	(Not Set)	Yes	Student details data downloaded
<a href="#">513344</a>	Beauty, Sleeping	03/25/99	(Not Set)	Yes	Student details data downloaded

# Student List

Dysart Unified District (07-02-89-000) - Dysart High School (07-02-89-205)

PSO Survey questions are administered once a Former student or family member has been Reached.

[Export Student List](#)

## School Status

School (CTDS)	N/A Students	Eligible Students	Completed PSO Surveys	Surveys Not Collected	Surveys Not Completed	Participation Rate (%)
<a href="#">Dysart High School (07-02-89-205)</a>	0	50	0	0	50	0

 Go back to top

## Dysart High School (07-02-89-205)

Select SAIS ID

SAIS ID	Name	DOB	Completed by	PSO Survey Required?	PSO Survey Status
<a href="#">513354</a>	Bear, Ted	08/14/99	(Not Set)	Yes	Student details data downloaded
<a href="#">513355</a>	Bear, Paddington	08/21/97	(Not Set)	Yes	Student details data downloaded
<a href="#">513344</a>	Beauty, Sleeping	03/25/99	(Not Set)	Yes	Student details data downloaded
<a href="#">513328</a>	Bird, Big	04/23/99	(Not Set)	Yes	Student details data downloaded
<a href="#">513357</a>	Bird, Big	10/01/97	(Not Set)	Yes	Student details data downloaded
<a href="#">513312</a>	Bunny, Easter	10/14/95	(Not Set)	Yes	Student details data downloaded
<a href="#">513313</a>	Clause, Santa	09/20/94	(Not Set)	Yes	Student details data downloaded
<a href="#">513320</a>	Cottontail, Peter	06/10/94	(Not Set)	Yes	Student details data downloaded

## Student

Dysart Unified District (07-02-89-000)

### Student Data

Status:

PEA:

School:

Student:

SALS ID:

Completed by (Last, First):

DOB:

Exit Year:

Grade:

Need:

Gender:

Ethnicity:

ELL:

Exit Reason:

Survey Respondent/Relationship:

After identifying who is conducting the PSO Survey, select "PSO Survey" at the bottom of the page.

### Exclusions

Exclude?	Instructions	Reason
<input type="radio"/> N/A?	Check N/A to indicate the PSO survey will not be administered and is therefore not applicable to the student for one of the reasons listed to the right.	<input type="text" value="Please choose one..."/>
<input type="radio"/> Not Collected?	Check "Not Collected" and select a reason listed to explain why the PSO survey could not be completed.	<input type="text" value="Please choose one..."/>
<input checked="" type="radio"/> None	Check "None" if this student is not being excluded from the PSO survey.	

Save Student

Contacts...

Contact Attempts...

PSO Survey...

# Survey Participant / Student Relationship

Dysart Unified District (07-02-89-000)

Student

Status: Student details data downloaded

School:

Dysart High School (07-02-89-205)

Student (SAIS ID):

Bear, Paddington (513355)

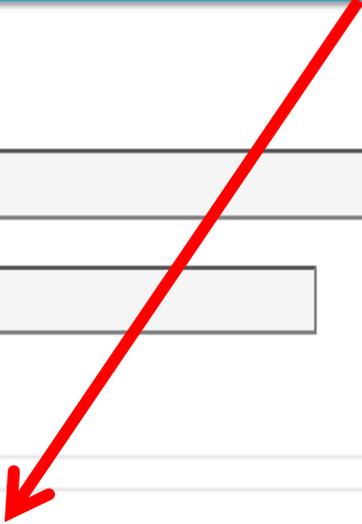
**Survey Participant**

First Name:

Last Name:

Contact Type:

Identify the name of the person who is responding to the survey ("survey participant").



Indicate if the survey participant is the former student, family member or a state agency representative.



Dysart Unified District (07-02-89-000)

Student

Status: PSO survey started

School:

Dysart High School (07-02-89-205)

Student (SAIS ID):

Bear, Paddington (513355)

Survey Participant

First Name: → Paddington x

Last Name: → Bear

Contact Type: → Student v

Continue



Select "continue" to move to the next page

# Ask the survey question and record the response.

## Post School Outcomes Survey

Dysart Unified District (07-02-89-000)

Student

Status:

PSO survey started

School:

Dysart High School (07-02-89-205)

Student (SAIS ID):

Bear, Paddington (513355)

POSTSECONDARY SCHOOL

1. In the 12 months after leaving high school, were you ever enrolled in any school, job training, or education program?

- No  
 Yes  
 No Answer

Continue

Cancel

Depending upon the answer, questions may be skipped. For example, “no” to question #1 will result in question #4 being asked next.

## Post School Outcomes Survey

Dysart Unified District (07-02-89-000)

Student

Status:

PSO survey started

School:

Dysart High School (07-02-89-205)

Student (SAIS ID):

Bear, Paddington (513355)

### EMPLOYMENT

4. In the 12 months after leaving high school, were you ever employed?

- No
- Yes
- No Answer

Continue

Cancel

Continue until all questions have been asked and responses recorded. The “Student” page will be displayed.

## Student

Dysart Unified District (07-02-89-000)

Status is updated to “PSO survey completed”.

Student Data  
Status:

PSO survey completed

PEA:

Dysart Unified District (07-02-89-000)

School:

Dysart High School (07-02-89-205)

Student:

Bear, Paddington

SAIS ID:

513355

Completed by (Last, First):

Sheehy

Lorrie

DOB:

08/21/97

Exit Year:

2014

Grade:

12 - Twelfth Grade

Need:

MIID - Mild Intellectual Disability

Gender:

M - Male

Ethnicity:

White

ELL:

No

Exit Reason:

Graduated

Survey Respondent/Relationship:

Bear, Paddington

Student

Exclusions

Exclude?

Instructions

R

Select “exiting students” at the top of the “Student” page to return to the student list.

 [Home](#) | [Exiting Students](#)

*Post School Outcomes Survey*

 Welcom

Survey/PostSch

## Student

Dysart Unified District (07-02-89-000)

### Student Data

Status:

PSO survey completed

PEA:

Dysart Unified District (07-02-89-000)

School:

Dysart High School (07-02-89-205)

Student:

Bear, Paddington

The “Student List” updates when the survey is completed, as well as the “school status”

School Status

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<u>Dysart High School (07-02-89-205)</u>	0	50	1	1	48	2

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Dysart High School (07-02-89-205)

SAIS ID	Name	DOB	Completed by	PSO Survey Required?	PSO Survey Status
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<u>513355</u>	Bear, Paddington	08/21/97	Sheehy, Lorrie	Yes	PSO survey completed
<u>513344</u>	Beauty, Sleeping	03/25/99	(Not Set)	Yes	Student details data downloaded
<u>513328</u>	Bird, Big	04/23/99	(Not Set)	Yes	Student details data downloaded

# Continue until all former students have been surveyed!

## Student List

Dysart Unified District (07-02-89-000)

### Export Student List

#### PEA Status

PEA (CTDS)	N/A Students	Eligible Students	Completed PSO Surveys	Surveys Not Collected	Surveys Not Completed	Participation Rate (%)
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[Go back to top](#)

Dysart High School (07-02-89-205)

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