

### Log Into the Secure Area of the Website

- DES or other approved users, log-in at <http://www.utah-pso.org/>

### Important Preparation Activities Prior to Beginning the Survey

1. Review the “[Indicator 14 Survey Information](#)” document, found on the PSO Welcome page. It includes information on who is included in the survey, survey timelines, LEA options for interviewers, and **how to obtain a log-in password**.
2. Complete these important activities from March through May annually to prepare for the survey:
  - Decide if the district will interview its own leavers or have St. Norbert College Strategic Research Institute (SRI) interview on behalf of the LEA, or follow-up after SRI has completed their attempts. DSE’s receive information on how to log-into the secure portion of the PSO website and make their selection. ***Please check one of the following options:***
    - A. ☐ Our LEA would like **St. Norbert College** Strategic Research Institute (SRI) to contact our former students.
    - B. ☐ **After St. Norbert** SRI has made the initial attempt, **our LEA will follow-up** with unsuccessfully completed surveys and attempt to complete the remaining surveys after participating in an on-line 60-minute interviewer training.
    - C. ☐ Our LEA will **conduct our own PSO surveys** after participating in an on-line 60-minute interviewer training. St. Norbert SRI may be utilized to conduct the surveys in Spanish, Hmong or using a special operator when needed.
3. Let former students know the survey is legitimate, and that they will be asked to participate during the summer months following their high school exit.
  - Edit and mail either the “[District Interviewing Former Students](#)” letter or the “[St. Norbert Interviewing Former Students](#)” letter, found on the PSO Welcome page and based on the district’s interviewer decision”, to your former students/parent **or** use the information in the letter to telephone former students/parent to explain the survey and confirm a working phone number.
4. Log into the secure portion of the PSO website and review the list of former students. Let [Lavinia Gripentrog](#) know if you find inconsistencies.
5. Update the phone number(s) of leavers on the LEA list and add any special calling instructions that will help the interviewers successfully complete the survey when St. Norbert SRI is calling your former students, like “conduct the interview in Spanish”, “student is non-verbal”; “special operator needed”. These two activities are particularly important to the response rate success.

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- Use the PSO website is used to learn about the survey process, engage in interviewer training (if your LEA is interviewing its own leavers), enter survey responses, and view outcomes data and reports.
- **Throughout the survey** window (June 1 – September 30) log into the PSO website and view your LEA response rates and St. Norbert SRI call attempts; provide updated phone numbers for interviewers and encouragement to former students to participate in the survey.
- Click on the various Data and Report links and see what meets your needs.