

***Make sure to personalize this letter and use the LEA letterhead so former students know it is from your LEA. Select the name on this letter to be someone the student or parent will recognize. Remove/change survey directions in red below before sending. This is just a draft letter; personalize as you like.***



May 13, 2024

Dear Former Student,

**We want your voice to be included!**

During the summer months of 2024, your school name will be conducting a telephone interview. People included in this survey are Utah students who graduated or left school in 2022-23 and who received special education services while they were in high school. Your answers will provide valuable information to help our school better plan classes and activities for future students and will help adult service agencies better provide services to young adults like you.

This survey is part of a statewide study that is required by state and federal law. The Utah State Board of Education (USBE) has approved this survey.

Sometime between June 1 and September 30, 2024, I / Mr. Jones will call to ask you some questions about the types of employment and continuing education you have participated in since leaving high school. You can also share comments about your work, school or living experiences. You can answer the questions yourself, or have a parent or guardian answer the questions for you.

The questions will take **less than 10 minutes** to answer, and your **participation is voluntary**. Your individual answers will **not** be shared with anyone. The questions you will be asked are on page 2 of this letter. You can skip any questions you don’t want to answer.

You can call me at (608-555-1212) if you have any questions about this survey, or if you have a phone number that you would like us to use to call you. You can also contact Lavinia Gripentrog, USBE Transition Consultant, at 801-538-7645 [Lavinia.Gripentrog@schools.utah.gov](mailto:Lavinia.Gripentrog@schools.utah.gov) if you have any questions regarding this survey.

Thank you in advance for your participation. We hope to hear from you!

**Mr. Smith**

Mr. Smith

High School Special Education Teacher

608-555-1212



**2024 Utah Indicator 14 Post School Outcomes Survey**

**June – September 2024**



**CONTINUING EDUCATION AND TRAINING**

Continuing education means participating in **any** type of education or training that helps you achieve your employment goals. This can include taking a course at a college or university, on-line, or at a community or technical college, completing your GED or basic education classes, or training at your job at any time since leaving high school.

Considering all different kinds of continuing education and training, which of the following best describes your educational status **since leaving high school**? This can be things like college, adult or community education, vocational school, job training, an on-line course, adult basic education, or a Mission, keeping in mind that military service is considered employment.

* I am or have participated *full-time*.
* I am or have participated *part-time*.
* I am or have completed an educational program, training, or degree.
* I attended since leaving high school but discontinued before completing the program.
* I have not attended any further educational or training program.

**Have you enrolled in any of the following since leaving high school any time since leaving high school?**

**Higher Education**

* 2-year college or community college
* 4-year college or university
* 2-year degree program at a Technical College

**Other Postsecondary Education or Training**

* High School Completion document or certificate program such General Education Development (GED), on-line course(s), or adult basic education.
* Vocational School or short-term education program that is less than two years, like truck-driving school, barber, or cosmetology.
* Job training program, on-the-job training or apprenticeship program like Job Corps, Workforce Investment Act (WIA), Job Center, or workforce development program.
* A formal Humanitarian Program such as a Church Mission, Peace Corps, Vista.
* Any other type of postsecondary school or program since leaving high school not listed above.

**EMPLOYMENT**

When you answer the questions related to employment, include all the jobs you have had within one year of leaving high school, including **paid and non-paid** employment. The days can include one or more jobs, and can be worked in a row, or added up, and includes paid leave, sick days, and vacation. Answer the questions for your current or most recent job.

* Have you been employed at any time since leaving high school?
* Describe your present or previous job setting or location.
* On an average, how many hours do you or did you work per week?
* Describe your usual hourly wage, including tips?
* Do you or did you receive benefits from your employer such as sick leave, paid vacation, health insurance, or retirement?

**ADULT LIVING**

* Describe your current living arrangement.
* Since leaving high school, have you received services or assistance or talked with anyone from any of the following agencies?
* What difficulties, if any, have you had being employed or attending postsecondary school as you would like?
* Thinking about the things you are doing now, what is something positive that happened while you were in high school to help you reach your goals?