

Log Into the Secure Area of the Website

- DES or other approved users, log-in at <http://www.utah-psy.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 LEA 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 at the “LEA PSO Survey Participation” link located in the left links below their login.

Please check one of the following options:

- A. Our LEA will conduct our own PSO surveys after participating in an online 60-minute interviewer training or refresher training for those already trained..
- B. After St. Norbert (SRI) has made the initial 3 attempts, our LEA will follow-up with unsuccessfully completed surveys. Survey interviewers will participate in an on-line 60 minute interviewer training for new interviewers or refresher training for those already trained and will make 2 final attempts to complete the remaining surveys either successfully or closing out as unsuccessful after the 2 additional attempts.
- C. Our LEA would like St. Norbert College Strategic Research Institute (SRI) to contact our former students.

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 Gripenrog know if you find inconsistencies. Just a reminder that dropouts are exiters and stay on the list to be contacted.

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 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