

Post-School Survey Guidance: Conduct Survey (CS)

Post-School Survey Responsibilities

If you have been assigned this role, it is your responsibility to make phone calls to former students and accurately document their responses to the Post-School Survey questions in the TSF2. The Post-School Survey opens on June 1 and closes on November 1 at 11:59 pm. Data cannot be added or edited after the survey closes.

- Review Conduct Survey resources in [CCTS's Post-School Survey Training Materials Google Drive folder](#).
- Make survey phone calls to all former students on your list, entering their responses in the TSF2.
- Track contact attempts and survey progress to ensure OSPI's 70% response rate is met or exceeded.

TSF2 Account Permissions

TSF2 account holders with CS-only permissions can perform the following actions for all assigned schools in their district:

- View and complete surveys for all leavers.
- View and download post-school outcome reports and presentations for district and state.

TSF2 How-to

- Log in to the TSF2
- Navigate to Leaver Survey List page
- Conduct the Survey
 - Start Survey
 - Save Survey in Progress
 - Submit Survey
 - Edit a Submitted Survey
- View Survey History

Checklist

January-June

- Ensure that you have access to TSF2.
- Access contact information for all former students prior to June 1.
- Review Post-School Survey guidance and training materials for your TSF2 user role.

June 1-November 1

- Conduct surveys in the TSF2 for all former students on list by 11:59 p.m. on November 1.
- Document at least three attempts to contact each leaver before submitting an incomplete survey.

December

- Post-School Outcome reports and presentations are available for download in the TSF2 by mid-December.

TSF2 How-To: Conduct the Post-School Survey

Last updated 05/08/2019

Use the links below for instructions on Conduct Survey (CS) user role operations within the TSF2.

- [Log in to the TSF2](#)
 - [Navigate to Leaver Survey List page](#)
 - [Conduct the Survey](#)
 - [Start Survey](#)
 - [Save Survey in Progress](#)
 - [Edit Survey in Progress](#)
 - [Submit Survey](#)
 - [Edit a Submitted Survey](#)
 - [View Survey History](#)
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Log in to the TSF2

To log into the TSF2, visit one of the two URLs that work for the site. Your school district's firewall settings may prefer one over the other. If you don't know your password, click Reset Password and follow the instructions provided.

1. Visit <https://cctsTSF.com> or <https://cctsTSF.org>
 2. Enter your email address and password
 3. Click login
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Navigate to Leaver Survey List page

1. From the top navigation bar, click Post-School Survey, then District List.
2. On the District List page, select a leaver year from the dropdown menu.
3. Click the district name to navigate to the School List page.
4. On the School List page, click the name of the school to navigate to the Leaver Survey List page.
5. On the Leaver Survey List page, you can search for leaver surveys by SSID, or sort columns by last name or survey status.

Conduct the Survey

Start Survey

1. Locate contact information for the former student you plan to call.
2. Log in to the TSF2 and navigate to the Leaver Survey List page.
3. From the Leaver Survey List page, use the Leaver Survey list table to locate the survey you intend to conduct. You can search for leaver surveys by SSID, or sort columns by last name or survey status.
4. Under the Post-School Survey column, click the Start link to navigate to the Post-School Survey for that former student.
5. On the Post-School Survey page, Section I (Former Student Demographics) contains prepopulated information. Contact your District Manager if this section requires updates.
6. Section II (Pre-Survey Questions)
 - a. (11a) Enter the date and time you are making this survey phone call attempt. There are fields to record up to five contact attempts.
 - b. (12) Enter your first and last name.
 - c. (13) Select your job title.
7. Section III (Connect with Survey Respondent) - Make phone call to former student. Use the script provided to guide the conversation and proceed to next steps in the survey.

Save Survey in Progress

From the Post-School Survey page, scroll to the bottom and click the blue Save button. Your progress will be saved and you'll return to the Leaver Survey List page.

On the Leaver Survey List, the Survey Status column will read as incomplete until the survey is completed and submitted.

Edit Survey in Progress

1. From the Leaver Survey List page, use the Leaver Survey list table to locate the survey to edit.
2. Under the Post-School Survey column, click the Edit link to navigate to the Post-School Survey for that former student.

Submit Survey as Complete

When you have finished conducting the survey, click the blue Submit button on the bottom of the page. The survey will be submitted as complete and you'll return to the Leaver Survey List page.

On the Leaver Survey List, the Survey Status column will read as Completed Responder, Completed Non-Responder, or Completed Refused. The box in the Survey Submitted column will be checked.

Edit a Submitted Survey

Please contact your District Manager. Only TSF2 users with Admin and District Manger user permissions can unlock a submitted survey.

View Survey History

Survey History shows a record of all users that have made edits to the survey page.

1. From the Leaver Survey List table, locate the record for the survey you wish to view.
2. In the Post-School Survey column, click Edit (if survey has not been submitted) or Read Only (if survey has been submitted as complete).
3. From the Post-School Survey page, scroll down to the bottom to view the Survey History table.
4. If no changes were made to the page, click Cancel to return to the Leaver Survey List.