

Post-School Survey Calendar: Three-Year Overview

This calendar illustrates the annual cycle of Post-School Survey activities in connection with the following TSF2 user roles:

Educational Service District (ESD); District Manager (DM); Submit Leaver Verification (LV); Conduct Survey (CS); View Post-School Outcomes (VPSO)

	January	March	April – June	June – October	November	September – December
2019	Download and disseminate 2016-17 post-school outcome reports. (ESD, VPSO)	Update TSF2 user list and account permissions. (DM) Locate list of 2017-18 leavers, demographics, and contact information (LV) Request postcards from CCTS website for 2018-19 leavers to fill out. Keep on file for 2020 survey. (ESDs guide districts)	Update and verify 2017-18 leaver data in the TSF2 by June 1. (LV) Mail postcards to 2017-18 leavers. (ESDs guide districts)	Conduct survey interviews and enter data for 2017-18 leavers. (CS) Track district progress (ESD) Manage TSF2 user accounts and requests (DM)	Post-School Survey closes on Nov. 1 at 11:59 p.m. All data must be submitted by this time. (ESD, DM, CS)	Download Post-School Outcome reports from the TSF after December 15. (ESD, VPSO)
2020	Download and disseminate 2017-18 post-school outcome reports. (ESD, VPSO)	Update TSF2 user list and account permissions. (DM) Locate list of 2018-19 leavers, demographics, and contact information (LV) Request postcards from CCTS website for 2019-20 leavers to fill out. Keep on file for 2021 survey. (ESDs guide districts)	Update and verify 2018-19 leaver data in the TSF2 by June 1. (LV) Mail postcards to 2018-19 leavers. (ESDs guide districts)	Conduct survey interviews and enter data for 2018-19 leavers. (CS) Track district progress (ESD) Manage TSF2 user accounts and requests (DM)	Post-School Survey closes on Nov. 1 at 11:59 p.m. All data must be submitted by this time. (ESD, DM, CS)	Download Post-School Outcome reports from the TSF after December 15. (ESD, VPSO)
2021	Download and disseminate 2018-19 post-school outcome reports. (ESD, VPSO)	Update TSF2 user list and account permissions. (DM) Locate list of 2019-20 leavers, demographics, and contact information (LV) Request postcards from CCTS website for 2020-21 leavers to fill out. Keep on file for 2022 survey. (ESDs guide districts)	Update and verify 2019-20 leaver data in the TSF2 by June 1. (LV) Mail postcards to 2019-20 leavers. (ESDs guide districts)	Conduct survey interviews and enter data for 2019-20 leavers. (CS) Track district progress (ESD) Manage TSF2 user accounts and requests (DM)	Post-School Survey closes on Nov. 1 at 11:59 p.m. All data must be submitted by this time. (ESD, DM, CS)	Download Post-School Outcome reports from the TSF after December 15. (ESD, VPSO)

Leavers: Youth between the ages of 16-21 with an IEP in place at time they exited high school (graduated, dropped out, or aged out)