

Sample Instrument

POST-SECONDARY ENROLLMENT

Education Focus Area

Outcome: Number of unduplicated students entering post-secondary institutions (ED10).

Sample Instruments

Student Follow-up Survey Questions (ED10)

This instrument determines if students enroll in a post-secondary institution after having participated in the CNCS-supported program. The survey asks if the student is currently enrolled, full/part time status, and the type of institution. Additional questions will provide information on the name of the institution and date when the student started his/her first semester of school. Students are also asked how many units they are taking to verify if they are full-time or part-time. If students are not yet enrolled in a post-secondary institution, the survey asks whether they plan to enroll the next year.

Additional, optional questions programs may want to ask:

- Are you currently a freshman, sophomore, junior, or senior?
- When do you expect to graduate?
- What is your major? What type of degree are you working toward?
- How has the AmeriCorps program helped you get into this institution?

Student Summary Tracking Log

This instrument can be used to track the number of students that enter post-secondary institutions. “Date student completed CNCS-supported program” tells you how long it has been since the student received services; you will need to decide how long to track students to find out whether they met the expected outcomes. In addition to tracking whether the student entered a post-secondary institution, the log asks you for some information verifying enrollment: the first semester of the student’s enrollment, and the type and date of the documentation you collected (self report or records).

Student Follow-up Survey Questions

Instructions

What is the purpose?	To determine how many students participating in your program enter a post-secondary institution (ED10). It is preferable to obtain official school records of institutional enrollment; however, if this is not possible, a follow-up survey is an acceptable method for collecting this information.
Who should complete this instrument?	Students that have completed the CNCS-supported program and graduated from high school.
When should we complete this instrument?	After students have completed participation in your program, graduated from high school, and had enough time to enroll in a post-secondary institution.
What should we do to prepare?	Modify the survey questions as needed (i.e. check for appropriate language and accuracy of terms) and add any other information your program may need to measure impact. Decide how you would like to administer the survey and how you would like respondents to return the survey. You can email the survey, develop an online survey, mail a hard copy with a stamped self-addressed envelope, distribute it to participants in person, or conduct an interview (e.g., phone interview, face-to-face interview). Provide a description and instructions at the beginning of this survey by including an explanation about the purpose of the survey, how the data will be used, if responses are confidential, and who the participant can contact if they have questions. Provide instructions on how and when to return the survey. If you are interviewing participants, you will also need to train interviewers in advance so they are prepared to ask questions correctly, record responses accurately, and answer questions consistently.
What should we do afterwards?	You may need to follow-up with some respondents to clarify answers. Keep follow-up surveys in a safe place; these are your data . You will aggregate these data later to determine if you met your outcome target.
Can I use an alternative instrument?	Different forms and methods can be used to survey people. For example, if you already have a survey you use to collect feedback from program participants, consider adding these questions to save time and resources. However, whether the survey is collected in paper format or electronic format, remember to save the “raw” data as proof that a systematic process was used to document the outcome.

Student Follow-up Survey Questions

You should first try and obtain official records to show that the students enrolled in a post-secondary institution (e.g., college acceptance letter). However, if this is not possible, then self-report surveys can be administered.

Questions to ask for a Self-Report Survey

Below are questions to ask students that have completed the CNCS-supported program and graduated from high school.

Note: In question #2, if the respondent answers "other, check the explanation to determine whether the response allows you to count the respondent as "entering a post-secondary institution." You may need to follow-up with the respondent to clarify answers.

1. Are you currently enrolled in a post-secondary institution (e.g., college, university)?

a. Yes (continue to 2.)

b. No (answer 1b.)

1b. If no, do you plan to enroll in a post-secondary institution in the next year?

a. Yes. University/college name: _____ (Stop)

b. No (Stop)

2. What type of institution are you currently enrolled in?

a. 2 year Community College

b. 4 year Public College or University

c. 4 year Private College or University

d. Other (explain): _____

3. What is the name and location of the institution where you are enrolled?

Name: _____

Address: _____

4. What is/was your first semester as a student at this institution (e.g. Fall 2012)? _____

5. Are you currently enrolled as a full time or part time student?

a. Full Time (number of units you are taking this semester: ____)

b. Part Time (number of units you are taking this semester: ____)

Student Summary Tracking Log

Instructions

What is the purpose?	To determine how many students that completed the CNCS-supported program entered a post-secondary institution.
Who should complete this instrument?	Project Director or designee should complete the instrument.
When should we complete this instrument?	As students are accepted into a post-secondary institution.
What should we do to prepare?	<p>Enter the names of students who completed the CNCS-supported program. You may want to add a column for another student identifier, such as birth date or address, if you are tracking large numbers of students.</p> <p>Recommended: If you are tracking students for different CNCS-supported services, use separate logs. This will allow you to compare results for each service more easily and make decisions about where improvement could occur.</p>
What should we do afterwards?	Keep a copy of "Student Summary Tracking Logs" in a safe place; these are your data. You will aggregate these data later to determine if you met your outcome target.
Can I use an alternative instrument?	Different forms can be developed/used to document unduplicated students that were accepted into a post-secondary institution. For example, a spreadsheet format allows you to easily add columns and rows to track additional data (e.g. the type of degree that students are working toward), and track data over time such as student status at college (continuing full time, part time, graduating). However, whether your instrument is in paper format or electronic format, remember to save the "raw" data as proof that a systematic process was used to document the outcome.

Student Summary Tracking Log

Program: _____ **School Year:** _____

Person completing this Log: _____

Instructions: List the students that completed your CNCS-supported program, the date they completed it, and grade level at the time of completion, if applicable. As students are accepted into a post-secondary school, enter a “1” in the first column under POST-SECONDARY INSTITUTION. Note the date of the first semester they will start. Also note whether the data you collected to determine enrollment is a self-report, “S” (participant survey), or an official document confirming enrollment , “E”, and the date of the self report or document.

STUDENT				POST-SECONDARY INSTITUTION* (ED10)			
Last Name	First Name	Date completed CNCS-supported program	Grade level at time of program completion	Enter “1” if accepted into post-secondary institution	First semester of enrollment date	Data: Self Report (S) or Enrollment Document (E)	Date of self report or enrollment document
Example: Smith	John	5/20/10	12	1	Fall 2010	E	7/1/10
1.							
2.							
3.							
4. <i>add rows</i>							

* May include 2- or 4-year colleges. Student must be enrolled as a full or part time student.

Outcome (ED10): Number of unduplicated students in your program that entered post-secondary institutions: _____#