

Sample Instruments

EARNING A POST-SECONDARY DEGREE

Education Focus Area

Outcome: Number of unduplicated students earning a post-secondary degree (ED11).

Sample Instruments

Students in Post-Secondary Education Tracking Log

High School Students Tracking Log

- These instruments can be used to track the number of participants that graduate from a post-secondary institution. The first instrument is for students who are already enrolled in a post-secondary education program. The second instrument is for students who are still in high school but who are expected to go on to post-secondary education.
- The logs ask for the date the student completed the CNCS-supported program. “Date of completion” will help you determine how long you will track students to find out whether they met the expected outcomes. “Grade level” and “expected high school graduation date” tell you when the student will be able to graduate from high school and enroll in a post-secondary institution.
- In addition to tracking whether the student completed post-secondary education, the log also tracks information to verify enrollment: the first semester of the student’s enrollment, and the type and date of the documentation you plan to collect (self report or records).

Students in Post-Secondary Education Tracking Log

Instructions

What is the purpose?	To determine how many students in post-secondary education obtained a post-secondary degree.
Who should complete this instrument?	Project Director or designee should complete the instrument.
When should we complete this instrument?	Enter student information after they complete the CNCS-supported program.
What should we do to prepare?	<p>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 allows 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 the Tracking Logs in a safe place; these are your data . You will aggregate this 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 obtain a post-secondary degree. 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.

Students in Post-Secondary Education Tracking Log

Program: _____

Person completing this log: _____ **Program Year:** _____

Instructions: List the students that completed your program and the date they completed. Enter the dates when students enrolled in a post-secondary education program and their expected graduation date. Upon graduation, note the date when a post-secondary degree was awarded and whether this was determined through official records or student self-reports.

STUDENT			POST-SECONDARY EDUCATION			
Last Name	First Name	Date Completed CNCS-Supported Program	Date Enrolled in post- secondary Ed Institution	Expected Graduation Date	Date Post- Secondary Degree Awarded	Degree Confirmed By (check one)
1.						<input type="checkbox"/> Official records <input type="checkbox"/> Self-report
2.						<input type="checkbox"/> Official records <input type="checkbox"/> Self-report
3.						<input type="checkbox"/> Official records <input type="checkbox"/> Self-report
4.						<input type="checkbox"/> Official records <input type="checkbox"/> Self-report
5.						<input type="checkbox"/> Official records <input type="checkbox"/> Self-report
6.						<input type="checkbox"/> Official records <input type="checkbox"/> Self-report
7.						<input type="checkbox"/> Official records <input type="checkbox"/> Self-report
8.						<input type="checkbox"/> Official records <input type="checkbox"/> Self-report
9.						<input type="checkbox"/> Official records <input type="checkbox"/> Self-report
10. Add rows						<input type="checkbox"/> Official records <input type="checkbox"/> Self-report
					Total:	

High School Students Tracking Log

Instructions

What is the purpose?	To determine how many students that completed a CNCS-supported program graduated from high school, enrolled in post-secondary education, and ultimately obtained a post-secondary degree.
Who should complete this instrument?	Project director or designee should complete the instrument.
When should we complete this instrument?	<p>Enter student data after they complete the CNCS-supported program.</p> <p>As students graduate from high school, are accepted into a post-secondary institution, and as they complete their post-secondary education.</p>
What should we do to prepare?	<p>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 allows 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 the Tracking Logs in a safe place; these are your data . You will aggregate this 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 obtain a post-secondary degree. 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 this “raw” data as proof that a systematic process was used to document the outcome.

High School Students Tracking Log

Program: _____

Person completing this Log: _____ **Program Year:** _____

Instructions: List the students that completed your CNCS-supported program, the date they completed it, and their grade level at that time. Enter when the students are expected to graduate from high school, and enter a “1” if they receive their high school diploma. For students that enroll in a post-secondary education program, enter the date of their first semester of enrollment. Upon graduation, note the date when a post-secondary degree was awarded and whether this was determined through official records or student self-reports.

STUDENT				HIGH SCHOOL		POST-SECONDARY EDUCATION		
Last Name	First Name	Date Student Completed CNCS-Supported Program	Student’s grade level at time of program completion	Expected date of high school graduation	Enter “1” if student received high school diploma	Date Enrolled in post-secondary Ed Institution	Date Post-Secondary Degree Awarded	Degree Confirmed By (check one)
1.								<input type="checkbox"/> Official records <input type="checkbox"/> Self-report
2.								<input type="checkbox"/> Official records <input type="checkbox"/> Self-report
3.								<input type="checkbox"/> Official records <input type="checkbox"/> Self-report
4. Add rows								<input type="checkbox"/> Official records <input type="checkbox"/> Self-report
Total:								