

Sample Instrument

HIGH SCHOOL GRADUATION

Education Focus Area

Outcome: Number of unduplicated students graduating from high school on time with a diploma (ED9).

Sample Instrument

Student Summary Tracking Log

To track whether the student received a high school diploma on time, the log asks for the date the student completed the program, the grade level at the time of completion, and the expected high school graduation date. “Grade level” and “expected high school graduation date” tell you when the student will be ready to graduate from high school.

Student Summary Tracking Log

Instructions

What is the purpose?	To determine how many students that completed education services graduated from high school on time.
Who should complete this instrument?	Project Director or designee should complete the instrument.
When should we complete this instrument?	As students finish the program and as high school graduations occur.
What should we do to prepare?	<p>Enter the names of students who completed the program and expected dates for graduation.</p> <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 services, use separate logs. This will allow you to compare results for each type of 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 graduated high school. For example, a spreadsheet format allows you to easily add columns and rows to track additional data, if applicable. 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. Enter the student’s expected high school graduation date and as students’ graduate from high school on time, enter a “1” in the column after the date of graduation.

STUDENT (1)				HIGH SCHOOL (ED9)	
Last Name	First Name	Date completed CNCS-supported program	Grade level at time of program completion	Expected date high school graduation	Enter “1” if received high school diploma on expected date
Example: Smith	John	5/20/10	12	6/10/10	1
1.					
2.					
3.					
4. <i>add rows</i>					

Totals:

Outcome (ED9): Number of unduplicated students participating in your program that graduated high school on time with a diploma: _____#