

Exiting Student Follow-Up Collection: Office for Exceptional Children

Indicator 14 Exiting Student Data Collection Template

The *Indicator 14 Exiting Student Data Collection Template* was developed by the Office for Exceptional Children for use when districts collect follow-up data from students aged 14-21 (inclusive) who have exited high school with an Individualized Education Program (IEP) and are included on the *Students with Disabilities Follow-Up Student File* in the Education Management Information System (EMIS).

Use of this template is optional; however, districts must collect the required data reporting elements in EMIS (see [EMIS Manual](#) Section 2.23 Exiting Student Follow-Up (FW record)) to meet state and federal data collection requirements.

Contents of the Indicator 14 Exiting Student Data Collection Template

A. Required Elements

The first sheet of the template, “Required Elements”, lists the required data collection elements for any former student who is part of the exiting students with disabilities group in EMIS. Note that reductions or changes to the required elements are not allowed.

B. Questions and Reporting

The second sheet of the template, “Questions and Reporting,” lists the required data elements and definitions along with possible questions and prompts that can be asked to obtain the necessary data. Please note that the questions and prompts are taken directly from the previous Ohio Longitudinal Transition Study follow-up form and have been developed by experts in the field, so it is recommended that little adaptation, if any, is made to the question content. The questions may be repeated or rephrased to best meet the needs of the individuals asking and responding to the questions during the survey process.

The template sheet also includes the valid EMIS reporting options and instructions for each of the required data elements. School personnel collecting the responses will choose one of the valid options based on the given response to the question. The responses will then be entered into EMIS. School personnel are encouraged to follow the reporting instructions to ensure needed data is accurately collected and documented.

C. Data Collection Tips

Districts may contact the former student via phone call, text message, mail, email or other correspondence. However, it is highly recommended that the data collection questions are asked via phone call by school personnel who have a connection to the former student (intervention specialist, transition coordinator, etc.) to ensure the former student is provided a comfortable atmosphere with any needed supports during the data collection process.

For additional information related to the data collection process, please review the Frequently Asked Questions document and other resources [here](#).