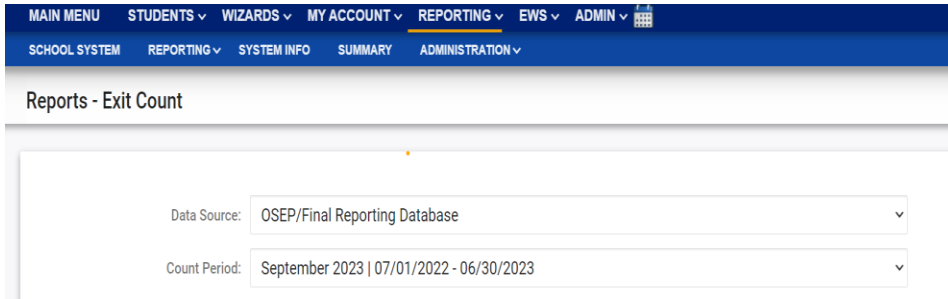# Indicator 14 ECATS Data Entry Instructions

1. Pull your exit data for the previous year.
   Reporting>Standard Reports>Special Education>Exit Count Data
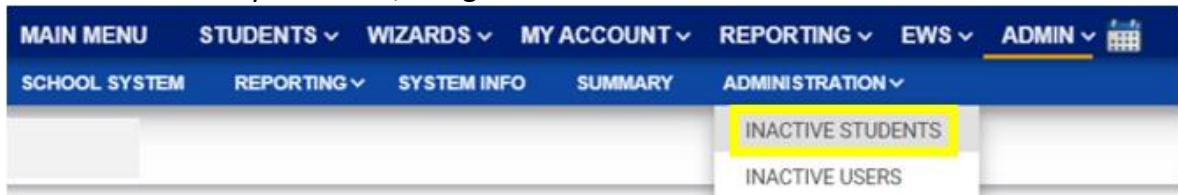   Select *OSEP/Final Reporting Database* as the Data Source

2. Filter the report by Exit Reason.
   Highlight header row>Data>Filter>
   Students who have: Graduated (GR); dropped out (DO); aged out (MA); and received a certificate (CP) will identify the list of students that will need to be called.
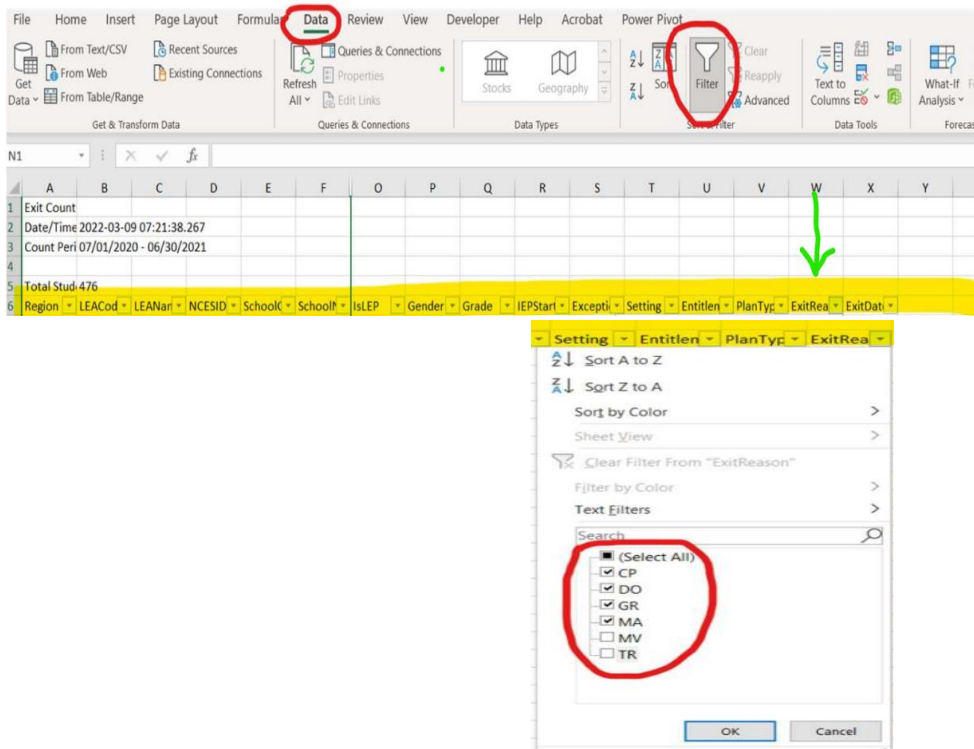
3. Search for the inactive student record to access the survey. Navigate to the secondary menu bar to conduct an inactive student search. From Admin, select School System.
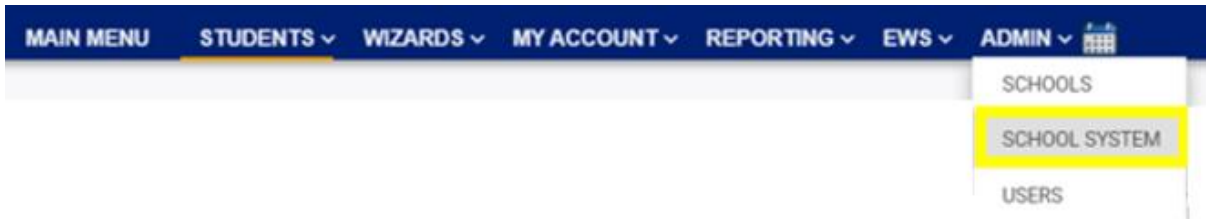
4. From the secondary menu bar, navigate to Administration and select Inactive Students

5. Enter search criteria. Click View Inactive Students.

6. From the Manage Inactive Students screen, click the inactive student's name link to access the record.

7. Select EC Process> Post School Outcomes Survey.

8. If the student is eligible to counted on Indicator 14, the student information will be filled in and you will be able to select from the drop list.

9. The survey will walk you through the questions and can either be entered in real time or using a paper copy. The questions will start with Question 5. If you cannot reach the student after multiple attempts, select No to question 5 and submit the data.

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10. Once the questions are complete, click the submit button to save your results.
11. To ensure the students you have entered are complete, run the Indicator 14 report.
    Reports>Standard Reports> Special Education>Indicator 14
   Students will appear on the report once data is submitted into the survey.

12. After all students have been documented, whether they responded to the survey or not, on the Indicator 14 report, you may certify the data in the Reporting System.

13. From the Admin drop list, select School Systems.
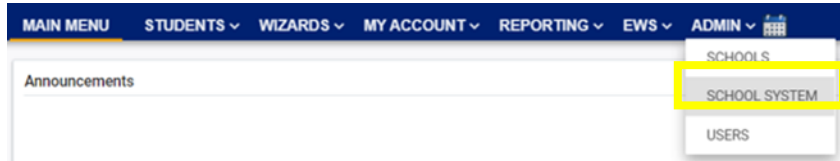
14. From the "sub-level" Reporting drop list, select State Reporting Certification.
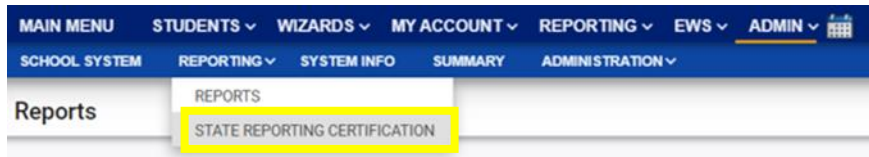
15. Locate the Indicator 14: Post School Outcomes. Then, click the Certify button.
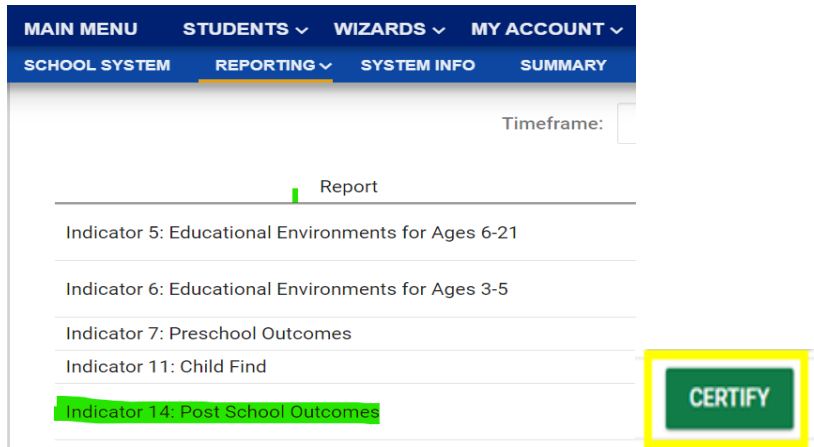
16. Select the Certification check box, then click the Certify Indicator 14 button. **Do not** click Print Certification Status before you click Certify Indicator 14.
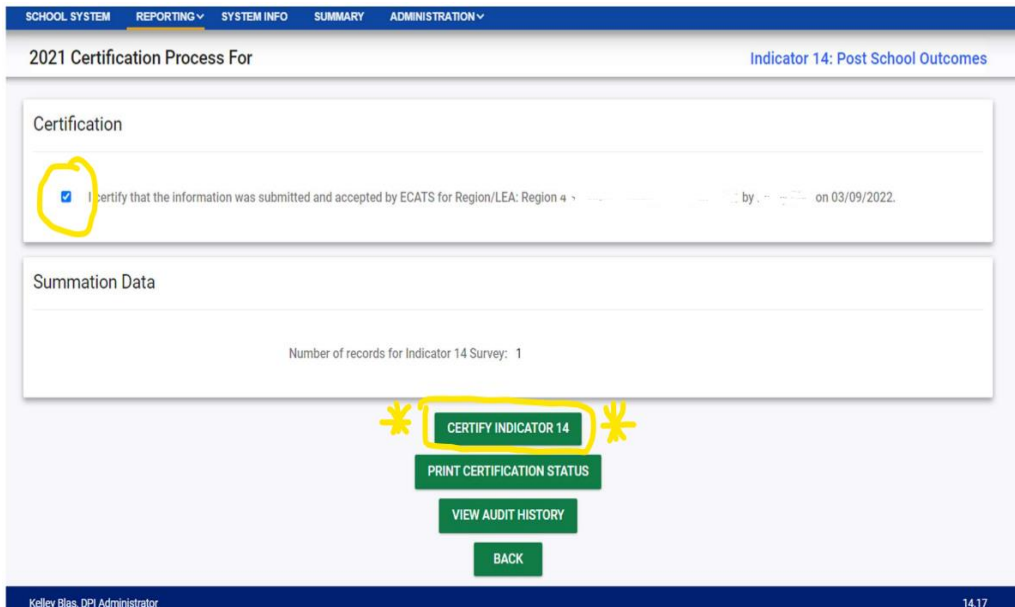
17. Return to the State Reporting Certification screen to confirm Indicator 14 is certified. To confirm Indicator 14 Certification, check for the following:

   1. **A green check mark under the column, Certified**
   2. **A name under the column, Certified By**
   3. **A date under the column, Date Certified**
   4. **The Decertify button under the column, Certify/Decertify**
   5. **The View button under the column, Details**