1. Pull your exit data for the previous year.
   Reporting>Standard Reports>Special Education>Exit Count
   Data Source should be the OSEP/Final Reporting Data Base

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)
3. This will be the list of students that will need to be called. To access the survey, go to Admin>School System>Administration>Inactive Students and search for the record.

4. Click on the student record and select EC Process> Post School Outcomes Survey.

5. 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.
6. 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.

7. Once the questions are complete, click the submit button to save your results.

8. To ensure the students you have entered are complete, run the Indicator 14 report. Students will appear on the report once data is submitted into the survey.
9. 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.