



Process for Follow-Up Student List Review in the PSO 2.0 App for School Districts

This document outlines the process for conducting the Follow-Up Student List Review by the District Administrator for the post-school outcomes (PSO) data collection. The Follow-Up Student List comes from three ODE data collections: Fall Membership, December Child Count, and June Exit collections.

What is the purpose of the Follow-Up Student List Review?

- To ensure your student list is accurate and ready for the Follow-Up Interview collection,
- To confirm which students are eligible for the Follow-Up Interview, and
- To allow time to make any necessary revisions to the list through the ODE Data Team.

Who is responsible for reviewing and confirming accuracy of Follow-Up Student List?

- District Administrator
 - Completes the review or assigns a person/s to review the student list; and
 - Verifies the list as accurate and complete.

When is the Follow-Up Student List available for review?

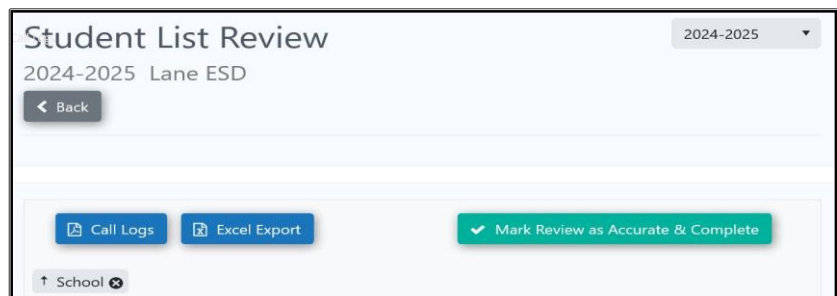
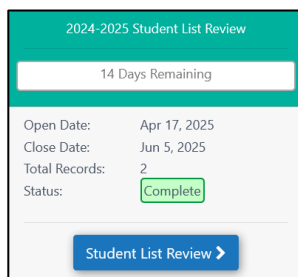
- April 15 to May 31

Process for the Follow-Up Student List Review:

- Review the list of students on each school site.
- Mark students who are Not Eligible for the PSO Follow-Up Interview and the reason they are ineligible (i.e., returned to school, still in school, out of school for less than one year, or student is deceased).
- Contact the ODE Data Team (ode.oss-datateam@ode.oregon.gov) to add, revise, or remove students from your list. **Only the ODE Data Team can amend the student list.**
 - **Email the SSID (no student name), student exit date and exit reason along with a description of the requested change to the ODE Data Team.**
 - ODE will verify the requested change and update the PSO application. Please allow two weeks for this process.
 - The District Administrator should review and verify any revisions for accuracy and completion.

FINAL STEP: The final procedure is review and confirm the student list and click the button:

Mark Review as Accurate & Complete.



Tips for Next Steps:

- Make sure the contact information for the District’s PSO Team under Agency Contacts Responsible for PSO Collection and Staff Performing PSO Interviews in the PSO 2.0 App.
- Mail the PSO postcard to students to let them know to expect the Follow-Up Interview.
- For districts who conduct and input Exit Interviews into the PSO App, the contact information will generate into the Call Logs; district personnel can also review this information.

For PSO help, contact the UO PSO Team at psu@uoregon.edu