

GEAR UP SENIOR EXIT SURVEY

INSTRUCTIONS & TIPS



OVERVIEW

Purpose: Gather information on what Montana GEAR UP high school graduates are doing after graduation.

Why: Provides valuable information about the effectiveness of Montana GEAR UP, how well high schools prepared their students, what students wish they had known in high school, and how well students were supported in the transition out of high school.

How: Online survey covering the following items: contact info, applications to colleges, scholarships, and financial aid, plans and aspirations for the future.

When: Between May 1st and June 15th.

INSTRUCTIONS

1. **Explain surveys to students, parents & teachers.** Surveys are not anonymous but GEAR UP will not share student identified information with anyone outside of the school. The contact information will help us meet our federal requirements of following up with college enrolled freshmen and non-college enrolled graduates.
2. **Collect parent consent forms for all seniors under age 18** and email copies to Montana GEAR UP State Office.
3. **Administer the survey to all seniors** before they finish their coursework but as late as possible so that their postsecondary plans (and college acceptances) are the most up-to-date and accurate.
4. The Senior Exit Survey is available online between **May 1st and June 15th** at <https://mus.edu/gearup/liaisons.html>

STRATEGIES FOR MAXIMIZING RESPONSE RATE

- **Administer the survey during designated class periods or advisories:** This could be in homeroom, advisory period, a GEAR UP class, or a class required for seniors.
- **Make the survey an assignment,** part of an assignment, a requirement for a homeroom class or advisory, or administer in combination with other college or career awareness activities.
- **Offer an incentive for completing in the survey:** Reward students with a small treat when they are done, such as entry into a raffle. Alternatively, reward each class if everyone in the class returns their surveys. Have a raffle with prizes for turning in a survey, or a competition within the senior class (GEAR UP funds may not be used for this purpose).
- **Explain to students the importance** of these surveys and share survey results with students (including future seniors, so they know what to expect). Remember that GEAR UP seniors will be expected to complete a survey every year.
- **Follow up:** Use a school roster or attendance list to make sure each student has had a chance to complete the survey - remind or follow up with students who have not.