

GEAR UP SENIOR EXIT SURVEY INSTRUCTIONS & TIPS



OVERVIEW

The purpose of the GEAR UP Senior Exit Survey is to gather information about students' postsecondary plans and preparations, and to establish your school's contact information for its future alumni. Schools are federally required to serve and gather academic course information from its first-year college students, and information from non-enrolled alumni as well. These efforts will be impossible without having alumni's most current contact information. We will ask you to verify enrollment information the fall after graduation.

Montana GEAR UP is facilitating these efforts by hosting a very brief online Senior Exit Survey and providing results directly to schools. In addition to gathering contact info, the survey will ask students about their applications to colleges, scholarships, and financial aid, as well as their plans and educational aspirations for the future.

INSTRUCTIONS

TIMING

The GEAR UP Senior Exit Survey will be available to **take online between May 1st and June 15th**. It can be found by going to <https://mus.edu/gearup/liaisons.html>. Schools should try to administer the survey to all seniors within a 2-week time frame, 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.

SURVEY ADMINISTRATION

GEAR UP Liaisons have access to all materials needed to administer online surveys including:

- Online link to Survey (smartphone/tablet-able):
- Tips & strategies for maximizing response rate (see below)

Explain surveys to students and teachers: Schools are federally required to serve and gather information on college-enrolled freshmen and will have the opportunity to do so for non-college enrolled alumni, using this contact information. For this reason, surveys are not anonymous, but GEAR UP will not share student-identified information with anyone outside the school.

Survey Results Upon Request: Liaisons may request a list of completed surveys from Education Northwest at anytime, delivered via a secure drop account.

GEAR UP SENIOR EXIT SURVEY INSTRUCTIONS & TIPS



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.