

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. Priority schools and eventually Cohort schools will be federally required to serve and gather academic course information from its first-year college students, and additionally have an opportunity to gather useful information from non-enrolled alumni as well. These efforts will be impossible without having alumni's most current contact information.

Oregon 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 also ask students about their applications to colleges, scholarships and financial aid, as well as their plans and educational aspirations for the future. This year, the survey also asks about how COVID-19 has affected those plans. Beyond these questions, schools also have the opportunity to add their own custom questions to this survey.

INSTRUCTIONS

TIMING

The GEAR UP Senior Exit Survey will be available to take online **between April 20th and June 15th**. Schools should try to administer the survey to all seniors within a 2-week timeframe, 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.

BEFORE SURVEY ADMINISTRATION

GEAR UP Coordinators have access to all materials needed to administer online surveys. These include:

- **Online link** to Survey (English and Spanish, smartphone/tablet-able): <http://bit.ly/GEARUPSeniorExitSurvey>
- **Example of survey questions:** oregongearup.org/grant/surveys
- **Tips & strategies** for maximizing response rate (see below)

The survey works best with the **latest versions** of the following browsers: **Internet Explorer, Google Chrome, Apple Safari**, Mozilla Firefox (least recommended), and also works over Wi-Fi on browser-ready tablets and smartphones.

DURING SURVEY ADMINISTRATION

Explaining surveys to students and teachers: The purpose of the GEAR UP Senior Exit Survey is to gather information about students' postsecondary plans and preparations, and to establish the school's contact information for its future alumni. Schools are or will be 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 Completion Roster: Coordinators will have the option to request a list of students who have completed the survey at any point. Simply send an email to Chloe Rinehart crinehart@metisassoc.com with this request.

AFTER SURVEY ADMINISTRATION

As soon as possible after June 15th or after schools have completed surveying, your coordinator will be provided with contact information reports, and survey results.

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.
- **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.