Adult Education and Literacy
Post-Exit Survey Purpose, Tips and Survey Questions

# Purpose

Surveys to those who have exited are required on a quarterly basis using a cohort list generated by DataWorks. Follow-up surveys are administered via electronic survey format, sharing the survey link using the email addresses (and/or tests to mobile phone #s) in DataWorks to students who had 12 or more hours of service in the fiscal year per the DataWorks-generated list. For specific details on generating the lists and entering the data into DataWorks, please see the document titled, **“Survey Follow Up Data Collection and Entry into DataWorks”**. Below are tips and the list of survey questions. Brackets indicate text to be adapted by each provider.

# Tips

* Make at least four total attempts to contact each student.
	+ One possibility is to send links twice and if no response is received, attempt to reach the individual by phone.
	+ Limit to two attempts to reach by phone.
* Consider the use of an incentive such as coffee coupon for the first 25 responses.

***[Use individual AEL provider’s program logo/AEL provider name here]. Do not use the text above or the Agency of Education’s logo for the survey.***

# Survey Questions

This is a follow-up survey because of your recent enrollment as a student at ***[name of AEL provider]***. We hope you are doing well and that you will respond promptly to these questions below. It should take fewer than 5 minutes. Our program is required by the Vermont Agency of Education for Federal statistical purposes to collect this information after students leave the program. The information we collect helps us to improve and continue our AEL Programs. Your responses are secure. We appreciate your time! Thank you.

Your first and last name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Secondary Credential

1. a. Did you receive any of the following diplomas, certificates, or degrees since you completed or stopped coming to your lessons at ***[name of AEL provider]***?

b. If yes, please check all that apply. If no, skip to question #2.

\_\_\_\_ High School Diploma, or high school Equivalency certificate (such as GED, HiSet, or other)

\_\_\_ Certificate - indicate in what area:

(for example: Early Childhood Education) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Associate's Degree

\_\_\_ Bachelor's Degree

 c. What date did you receive this certificate, or degree? MM/DD/Year \_\_\_\_\_\_\_\_\_\_\_\_

2. a. Since you completed or stopped attending lessons at our program, have you enrolled in any other educational or training programs? Yes/No \_\_\_\_\_\_\_ If yes, please fill in below.

b. Name of program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c. What date did you start? MM/DD/Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

d. What type of class or classes? (please check all that apply)

\_\_\_\_ Vocational/Job Training

\_\_\_\_ College Level

\_\_\_\_\_ Other

# Employment

1. a. Since you completed or stopped going to classes at *[****name of AEL provider]***, did you work at a job where you were paid? Yes/ No \_\_\_\_\_\_

b. If yes, dates of employment: (month/year) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c. What were your earnings?

$ \_\_\_\_\_\_\_\_\_\_\_

\_\_\_ weekly

\_\_\_ monthly

\_\_\_ hourly – How many hours per week did you work? \_\_\_\_\_\_\_\_

 d. Are you presently employed? Yes/No \_\_\_\_\_\_\_\_

 e. If your current employer is different from above, please give us the following information:

 Dates you started employment: (month/year) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

f. What are your earnings? $\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ weekly

\_\_\_ monthly

\_\_\_ hourly – How many hours per week did you work? \_\_\_\_\_\_\_\_

**Thank you for your time! You may hear from the program again in a few months. Please respond again at that time. Best wishes.**