1. Who (position) will be the main contact responsible for coordinating OLTS completion at your district? Who (position) will take on this responsibility if the contact is unavailable?

1. How will the main contact identify the years in which your school district will participate in the OLTS?[[1]](#footnote-1)

*Sources may include:* [*www.olts.org*](http://www.olts.org)*,* [*State Support Team Secondary Transition Consultant*](http://education.ohio.gov/Topics/School-Improvement/State-Support-Teams) *and* [*Special Education Profile*](http://education.ohio.gov/Topics/Special-Education/Special-Education-Data-and-Funding/District-Level-Performance-Data)

1. Who (position) will be the representative from your district attending the OLTS Training hosted by the State Support Team?

1. How will OLTS Exit Survey data be collected and submitted?

* + Who (teachers, transition specialist, special education supervisor, etc.) will collect the Exit Survey data from the students?

* + Who (position) will submit the Exit Survey data to Kent State University?

* + By what method will the Exit Survey data be submitted (certified mail, scan/email, or online?)
	+ How will the main contact ensure the Exit Survey data was submitted?

* + Where will the main contact store the OLTS survey packets for use the next year during the Follow-up Survey?

1. How will OLTS Follow-up Survey data be collected and submitted?

* + Who (position) will locate and disseminate the OLTS survey packets from the previous year?

* + Who (position; teacher, transition specialist, special education supervisor, etc.) will collect the Follow-up Survey data from the students?

* + Who (position) will submit the Follow-up Survey data (including valid survey numbers) to Kent State University?

* + By what method will the Follow-up Survey data be submitted (certified mail, scan/email, or online?)

* + How will the main contact ensure the Follow-up Survey data was submitted?

* + Where will the main contact store the OLTS survey packets? It is recommended that the data is accessible until the school district Special Education Profile is released.

1. Where will the OLTS Completion Plan be located (policy and procedure handbook, etc.)?

1. How and to whom will the Plan be disseminated?

1. By what date will the Plan be disseminated?

1. Federal law requires that outcome data are collected annually by districts with more than 50,000 students and once every six years by districts with less than 50,000 students. [↑](#footnote-ref-1)