



## Process for Follow-Up Student List Review in the PSO 2.0 App for School Districts

This document outlines the process for conducting the Follow-Up Student List Review by the District Administrator for the post-school outcomes (PSO) data collection. The Follow-Up Student List is assembled by ODE from three other data collections: Fall Membership, December Child Count, and June Exit collections.

### What is the purpose of the Follow-Up Student List Review?

1. To ensure your student list is accurate and ready for the Follow-Up Interview collection on June 1;
2. To confirm which students are eligible for the Follow-Up Interview; and
3. To allow time to make any necessary revisions to the list through the ODE Data Team.

### Who is responsible for reviewing and confirming accuracy of Follow-Up Student List?

- District Administrator
  - Completes the review or assigns a person/s to review the student list; and
  - Verifies the list as accurate and complete.

### When is the Follow-Up Student List available for review?

- April 15 to May 31

### Process for the Follow-Up Student List Review:

- Review the list of students in each school site.
- Mark students who are Not Eligible for the PSO Follow-Up Interview and the reason they are ineligible (i.e., returned to school, still in school, out of school for less than one year, or student is deceased).
- Contact the ODE Data Team ([ode.oss-datateam@ode.oregon.gov](mailto:ode.oss-datateam@ode.oregon.gov)) to add, revise, or remove students from your list. Only the ODE Data Team can amend the student list.
  - a. Email the SSID only (no student name) and the requested change to the ODE Data Team.
  - b. ODE will verify the requested change and update the PSO application. Please allow two weeks for this process.
  - c. District Administrator should review and verify any revisions for accuracy and completion.
- Once the list has been reviewed and verified, click the button: *Mark Review as Accurate & Complete*

2021-2022 Follow Up Student List Review

Open Date: Apr 15, 2022  
 Close Date: May 31, 2022  
 Total Records: 6  
 Status: Not Started

[List Review >](#)

Follow Up Review List

+ Add Student
Excel Export
✔ Mark Review as Accurate & Complete

↑ School ×

SSID	Name	Met...	Exit...	PE	Eth...	Age	Sch...	Stat...
No records available.								

### Next Steps:

- Enter the contact information for the District’s PSO Team under Agency Contacts Responsible for PSO Collection and Staff Performing PSO Interviews in the PSO 2.0 App.
- Mail the PSO postcard to students to let them know to expect the Follow-Up Interview.
- Ensure the Call Logs contain the necessary contact information. Call Logs are automatically generated for districts who conduct and input Exit Interviews.