



Employment and Earnings Survey

Promising Practice

EGACE Best Practice- We plant the seed on day 1!

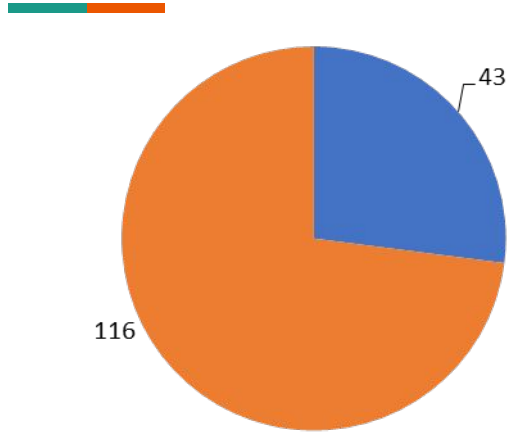


- Student complete an online registration form, which is posted on our website. We collect all demographic information including cell phone carrier, goals and employment status.
- Prospective students complete a **“Voluntary Authorization To Share Social Security Number”** form at our in-person orientation. We have this form translated in several different languages.
- We inform students that their information is kept confidential.
- Students are assured they’re not obligated to give their SSN, if they are not comfortable sharing.
- We inform students that if they choose not to provide their SS #, we will be reaching out to them via texts or/and email a couple months after they leave to follow up on their employment and earnings.
- We explain the importance of responding to our outreach.
- Teachers remind students that they may receive a survey when they leave our school.

Modalities

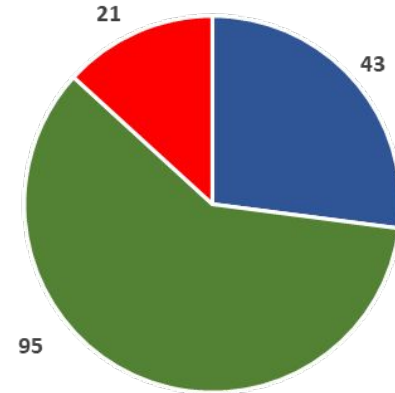
- ❖ **TOPs Enterprise**
Using TE's Core Performance Wizard a report is generated with students to verify for qualification and invitations to survey is sent.
- ❖ **Google Spreadsheet**
A week after the first invitation is sent (via TE) a list is created with students who haven't responded and shared with the office staff, reception and available proctors.
- ❖ **Google Form Link Emailed**
A link to the EGACE Student (Former) Outcome Report (survey questions) is sent to students who haven't responded to TE invitation. Staff members continuously check and mark answers on the Shared Google Sheet.
- ❖ **Phone Calls**
Data team, reception, and proctors make calls to students on the list when time is available.
- ❖ **Text (Cell Phone)**
After all methods are exhausted, we text students the questions using phone carrier collected on registration application.

Survey Response Invitations Sent 196



- Surveys responded by Student (Via TE)
- Student Surveys response by Staff

Survey Response Methods Invitations Sent 196



- Surveys responded by students (Via TE)
- Via Calls/Texts
- Via Google Form (Email)



Section 1 of 2

EGACE Student (Former) Outcome Report ✕ ⋮

Please support Elk Grove Unified School District (EGUSD) by completing this outcome report. Your participation helps our school, teachers, and staff to better serve our community. Thank you for your support!

Email *

Valid email

This form is collecting emails. [Change settings](#)

Last Name *

Short answer text

First Name *

Short answer text

Birthdate *

Month, day, year



The following questions help us know if we are helping you meet your educational goals once you leave our school.

Description (optional)

Are you attending a different school? *

Yes

No

If yes, which school do you attend now?

Short answer text

The following questions help us know if we are helping you meet employment and/or your financial goals.

Description (optional)

Do you have a job now? *

Yes

No

How much do you usually earn in one month? *

1. \$1-1,500
2. \$1,501-3,500
3. \$3,501-5,000
4. \$5,001-7,000
5. \$7,001-10,000+

Thank you for your time.

Description (optional)

VOLUNTARY AUTHORIZATION TO SHARE SOCIAL SECURITY NUMBER

PURPOSE OF THIS FORM: This form allows the school to collect your Social Security Number and share it with the California Department of Education who will share your personal information with the Employment Development Department. The Employment Development Department is the state agency responsible for maintaining personally identifiable information, and keeps all information confidential it receives from the California Department of Education for use only to track the labor market outcomes of adult education program participants in compliance with all applicable state and federal laws and mandates.

PLEASE READ THE FOLLOWING CAREFULLY

I understand that I do NOT need to provide a Social Security Number to take classes at this school.

Student Name (print): _____

YES. I voluntarily provide my Social Security Number.

NO. I choose not to provide a Social Security Number.

(Student Signature)

(Date)

✂

NOTE TO SCHOOL OFFICE STAFF:

Cut and shred SSN after it has been entered in TOPSpro Enterprise®

My Social Security Number is: _____ -- _____ -- _____



- We introduce the E&E Survey and its importance at orientation
- We use multiple modalities for collecting E&E survey data
- We are persistent!
- It's a team effort