



## Questions & Answers

February 2024 Indicator 14 Exit Cohort 4 Webinar

[Access Webinar Materials](#)

**Under what circumstances should LEAs mark a student as “Receiving a GED” within the MP4S system?**

- *If there is evidence that the student has a plan to receive a GED.*

**If a student is no longer receiving special education services at the time of exiting high school, are they considered a leaver?**

- *To be included in indicator 14 exit surveys, students must have received special education services until the point they have exited high school.*

**If a student is participating in programs that extend past through summer and beyond the last day of academic year for their senior year of high school (such as Project Search, ESY, etc.) are they a leaver?**

- *If a student is participating in any programs that meet this criterion and the LEA still considers them to be a student, they would not be considered a leaver. Confirm their status with the LEA prior to continuing with that student’s record in MP4S.*

**Within MP4S, how do we handle students who have dropped out?**

- *Within MP4S, click “begin exit survey” for the student in the student details table and set their status as “dropped out” when prompted. Then, complete the remainder of the exit survey as prompted within the MP4S system. If the student is difficult to contact and information is missing, provide all that is known.*

**Should charter schools list the charter as both District of Residence and Current School?**

- *Yes. Do not list the district that the student lives in but does not currently attend.*

**How do LEAs receive their username and password to access the MP4S system? Will multiple individuals receive access?**

- PDE works directly with Chief School Administrators, who then provide LEA staff with access to the MP4S system. Decisions about who and how many staff receive access are made by the CSA. Please contact your CSA regarding these decisions. More information can be found [here](#) and [here](#). PaTTAN is not able to provide further assistance with obtaining and managing LEA credentials to MP4S. Please reach out to your CSA and [RA-edims@pa.gov](mailto:RA-edims@pa.gov) for additional support.

**Within the MP4S platform, does the exit form allow for phone extension codes?**

- Yes

**Which system(s) and/or processes will LEAs use to complete the exit survey for Cohort 4 (which contains the exit and SAAFP)? How does this differ from processes for students outside of the cohort?**

- *Regardless of the website, application and/or procedures (e.g. IEP Writer) that the currently LEA uses for completing SAAFPs, only students participating in the exit cohort sample must have their exit survey completed through the “pilot SAAFP” within MP4S.*
- *All other students outside of the cohort sample are not required to have their SAAFP completed within the system. LEAs continue to use whichever system they choose for these students.*

**Does the MP4S system integrate with other platforms such as IEP Writer? How can LEAs get their SAAFP and exit data out of the MP4S system for each student?**

- *There is no integration between MP4S and any other platform. However, the MP4S system allows LEAs to export SAAFP and exit survey data for each student. SAAFPs completed outside of MP4S cannot be imported into the system.*

**Does the district representative listed on the SAAFP / Exit need to be the individual inputting information into the system?**

- No

**If a student leaves prior to the end of the academic year (while the MP4S system is not available) and a hard copy of the SAAFP and exit survey is completed, is this information manually added to the MP4S system?**

- *Yes, the LEA must add this information into MP4S.*

**Is there a paper copy of the MP4S SAAFP / Exit form that can be completed and submitted? Is there an annotated version?**

- *No alternative format or annotated versions will be made available because this form is a “pilot”. The annotated SAAFP / Exit for the current approved (non-pilot) form is not a substitute for the currently unavailable annotated pilot form.*

**How do we handle students in the exit cohort sample who left, have returned and stay in school up until the last day of their 21<sup>st</sup> year?**

- *Even if the student had left and has now returned, when they reach the last day of their 21<sup>st</sup> year, the SAAFP / Exit within MP4S must be completed.*

**Can the SAAFP / Exit be edited in MP4S once completed? Does the document need to be completed in one sitting?**

- *The form can be completed in multiple sittings and can be edited after completion.*

**Can student’s school emails be used for their contact information within the exit form in MP4S?**

- *If the student loses access to the email after leaving, the email cannot be used. The MP4S system will use the email address to complete automated contacts to the leaver one year after high school. If a school email address is no longer accessible by the leaver, the emails sent by the system will not reach the leaver and LEAs will have to manually contact them. LEAs should strongly encourage all involved in the exit process to get non-school email addresses for leavers.*

**Is there a sample of a letter that can be sent to parents explaining the survey?**

- *No, however, strategies are provided within the webinar slides and PaTTAN recommends that LEA reach out to their TaC for support in crafting parent letters / emails.*