#### **2016-2017**

#### **School Performance Report**

**Data Definitions and Directions**

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Wisconsin Department of Public Instruction

June 2016

##### **Data Due October 18, 2017**

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*Overview*

*School Performance Report Data Definitions and Directions* provides information and worksheets to help school districts collect School Performance Report (SPR) data. While district SPR coordinators are not required to complete the enclosed worksheets, we hope they will find them helpful as they compile their report. When completing each worksheet, refer to the definitions, directions, and other pertinent information—then transfer the data to the SPR application.  **October 18, 2017 is the due date** by which all district files must be "locked in" and submitted to the DPI.

### **Data Collection and Time Frames**

The Department of Public Instruction (DPI) collects some SPR data directly from Wisconsin school districts using this document. It collects other SPR data from school districts using other state reports (e.g. WISEdata, staffing ratios, fiscal data, and graduation requirements). Finally, it collects some SPR data from sources outside of school districts, including ACT, Advanced Placement Test, and Wisconsin Student Assessment System.

Data and statistics should be submitted at the end of the school year:

• Information about students is collected over the entire school year and includes habitual truants, extra-/co-curricular activities, school-sponsored community activities, and post-graduation intentions.

As you collect data, note that some worksheets require entries in the grade-level category, some in the race/ethnicity/gender category, and some in both. Follow the directions provided for each worksheet.

**SPR Collection Structure**

School Performance Report data must be comparable and timely if it is to be useful. It is important for districts to use the uniform data definitions (not their own school or district definitions!) provided in this document and submit the data on or before the due date. To submit the data, the School Performance Coordinator must lock the data at the district level. In the SPR application data can be locked by clicking on the green padlock icon.

### **Data Elements and Grade Levels**

|  |  |  |
| --- | --- | --- |
| **Data Element(s)** | **Grade Levels** | **Level of Report** |
| • Habitual Truants | KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12 | School |
| • Extra-/Co-Curricular Activities | 06, 07, 08, 09, 10, 11, 12 | School |
| • School-Sponsored Community Activities | 09, 10, 11, 12 | School |
| • Post-Graduation Intentions | 12 | School |

**Grade Level, and Race/Ethnicity/Gender Codes**

The report includes 16 grade-level groupings and 14 race/ethnicity/gender groupings. These are the same groupings used when collecting data via WISEdata. The DPI encourages district SPR coordinators to work with the district person responsible for compiling and submitting WISEdata enrollment data, in part because SPR cannot be used to correct previously submitted enrollment data.

**Grade Level Codes**

|  |  |
| --- | --- |
| **Code** | **Description** |
| K3 | Kindergarten (3 year old) |
| K4 | Kindergarten (4 year old) |
| PK | Pre-Kindergarten |
| KG | Kindergarten (5 year old) |
| 01 | First Grade |
| 02 | Second Grade |
| 03 | Third Grade |
| 04 | Fourth Grade |
| 05 | Fifth Grade |
| 06 | Sixth Grade |
| 07 | Seventh Grade |
| 08 | Eighth Grade |
| 09 | Ninth Grade |
| 10 | Tenth Grade |
| 11 | Eleventh Grade |
| 12 | Twelfth Grade |

**Race/Ethnicity/Gender Codes**

|  |  |
| --- | --- |
| Code | Description |
| IF | American Indian/Alaska Native Female |
| IM | American Indian/Alaska Native Male |
| AF | Asian Female |
| AM | Asian Male |
| BF | Black Female |
| BM | Black Male |
| HF | Hispanic Female |
| HM | Hispanic Male |
| PF | Native Hawaiian/Pacific Islander Female |
| PM | Native Hawaiian/Pacific Islander Male |
| WF | White Female |
| WM | White Male |
| TF | Two or more races Female |
| TM | Two or more races Male |

**Post-Graduate Intention Codes**

The report includes 9 selections and 14 race/ethnicity/gender groupings. The DPI encourages district SPR coordinators to work with the district person responsible for compiling and submitting enrollment data, in part because SPR cannot be used to correct previously submitted enrollment data. Note: Your Post-Graduate Intentions should equal the number of your graduates.

**Post-Graduation Intention Follow-up Codes**

|  |  |
| --- | --- |
| **Code** | **Description** |
| 1T | Job Training Program |
| 2V | Vocational/Technical College |
| 4Y | Four Year College or University |
| MI | Military |
| EP | Employment |
| SE | Seeking Employment |
| OT | Other |
| UD | Undecided |
| NR | No Response |

**Race/Ethnicity/Gender Codes**

|  |  |
| --- | --- |
| **Code** | **Description** |
| IF | American Indian/Alaska Native Female |
| IM | American Indian/Alaska Native Male |
| AM | Asian Male |
| AF | Asian Female |
| BF | Black Female |
| BM | Black Male |
| HF | Hispanic Female |
| HM | Hispanic Male |
| PF | Native Hawaiian/Pacific Islander Female |
| PM | Native Hawaiian/Pacific Islander Male |
| WF | White Female |
| WM | White Male |
| TF | Two or more races Female |
| TM | Two or more races Male |

**SPR File Upload Specifications**

Updated 9/9/13

We only accept comma delimited plain text or .CSV files. We don’t accept XML files.

|  |
| --- |
| **Extra Co-Curricular File Format Legend** |
| **Fields** | **Description/Valid Values** |
| School Code | 4 Character Code |
| Category Type | AC = Academic AT = Athletic MS = Music |
| Offerings | Must be a Number |
| Participants | Must be a Number |
|  |  |

Sample Record: 0040,AC,16,9

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|  |
| --- |
| **Habitual Truancy File Format Legend** |
| **Fields** | **Description/Valid Values** |
| School Code | 4 Character Code |
| Race Id + Gender Id | Race = 1 Character Id Gender = 1 Character Id |
| Grade Id | 2 Digit Id |
| Count | Must be a Number |

Sample Record: 0020,IF,05,3

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|  |
| --- |
| **Post Graduation File Format Legend** |
| **Fields** | **Description/Valid Values** |
| School Code | 4 Character Code |
| Race Id + Gender Id | Race = 1 Character Id Gender = 1 Character Id |
| Category Id | 2 Character Id |
| Count | Must be a Number |

Sample Record: 0040,HM,EP,3

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|  |
| --- |
| **School Sponsored File Format Legend** |
| **Fields** | **Description/Valid Values** |
| School Code | 4 Character Code |
| Category Type | RE = Required VO = Voluntary |
| Offerings | Must be a Number |
| Participants | Must be a Number |

Sample Record: 0040,VO,16,9

**Due Date for Reporting**

All data collected in the SPR report is **due on October 18, 2017**. Under 2005 Wisconsin Act 62, annually by January 1, each school board shall notify the parent or guardian of each pupil the right to request a school and school district performance report. Annually, by May 1, each school board shall, upon request, distribute the report to the parent or guardian of each pupil. If the school district maintains an Internet site, the report shall be made available to the public at that site.

**Browser Versions**

For the SPR software to work properly, use one of these web browsers: Internet Explorer (IE) 11, Chrome or Firefox. The SPR application has not been tested on any other browsers. If you need to upgrade your browser, contact your district's technical support team.

**For Assistance**

For assistance with SPR, please submit a ticket to the DPI Online Helpdesk:

<https://dpi.wi.gov/wisedata/help/request>

Your message will be routed to the individual best able to respond to your specific query; if you haven't received a reply by the end of the next business day, please indicate so in a second message.

*Habitual Truants*

*(This report applies only to Grades K through 12.)*

**Definition**

*Habitual Truant* – a student who is absent from school without an acceptable excuse (§118.16[4] and §118.15, Wis. Stats.) for part or all of five or more days on which school is held during a semester (see §118.16, Wis. Stats.).

**Directions**

*Number of Habitual Truants* – enter the number of habitual truants (that is, the unduplicated total number of different students who meet the definition) by grade level and then by race/ethnicity/gender category. Count each student only once in each category, regardless of the number of times s/he was declared habitually truant. Although a habitual truant is defined in terms of a semester, SPR counts only one incident per student per year. A student is reported as a habitual truant by the school that the student was attending when s/he became a habitual truant.

**Note:** The Grade Level total must equal the Race/Ethnicity/Gender total.

*Habitual Truants*

***Fill out 1 worksheet for each district school***

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*Extra-/Co-Curricular Activities*

*(This report applies only to Grades 6 through 12.)*

**Definition**

*Extra-/co-curricular activities* – school-sanctioned activities intended to broaden, develop, and enhance a student’s school experience in the areas of academics, athletics, and music. Participation is not required and the group or event is not offered for credit or grade. In general, the *Wisconsin Uniform Financial Accounting Requirements* (WUFAR) describes co-curricular activities as "instructional activities under the guidance and supervision of school staff designed to provide students such experiences as motivation, enjoyment, and improvement of skills. (They) supplement regular instructional activities and include band, chorus, speech and debate, (and) athletics"(see Function 160000).

**Directions**

Report extra-/co-curricular activities at the school level only; no student categories are involved in this collection. Extra-/co-curricular activities are collected for the entire school year.

*Number of Offerings* – enter the total number of extra-/co-curricular activities available to students in a school in each of the three areas (academic, athletic, and music). As an example, football should be counted as one activity, even if it is offered in more than one grade.

*Number of Participants* – enter the unduplicated number of students taking part in each of the three extra-/co-curricular activity areas (academic, athletic, and music). Count each participant only once in each activity area, no matter how many groups or activities in which s/he participates. For example, a student who participates in football, basketball, and golf is counted only once in the athletic extra-/co-curricular activity column.

| **School Name** | **School No.** | **Academic** | **Athletic** | **Music** |
| --- | --- | --- | --- | --- |
| **No. ofOfferings** | **No. ofParticipants** | **No. ofOfferings** | **No. ofParticipants** | **No. ofOfferings** | **No. ofParticipants** |
|  |  |  |  |  |  |  |  |
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***THESE ARE EXAMPLES OF CO-CURRICULAR ACTIVITIES:***

|  |
| --- |
| **160 000 Co-Curricular Activities** |
|  |  |
|  | **161 000 Academic** |
|  | 161 | 300 | Co-Educational |
|  | 161 | 301 | Art Club |
|  | 161 | 302 | Biology Club |
|  | 161 | 303 | Boys' Nation |
|  | 161 | 304 | Debate Club |
|  | 161 | 305 | Distributive Education Clubs of America |
|  | 161 | 306 | Dramatics Club |
|  | 161 | 307 | Family Living Club |
|  | 161 | 308 | 4-H Club |
|  | 161 | 309 | Foreign Language Club |
|  | 161 | 310 | Future Business Leaders of America |
|  | 161 | 311 | Future Farmers of America |
|  | 161 | 312 | Future Homemakers of America |
|  | 161 | 313 | Future Teachers of America |
|  |  |  |  |
|  | 161 | 314 | Girls' Nation |
|  | 161 | 315 | Industrial Arts Student Club |
|  | 161 | 316 | International Relations Club |
|  | 161 | 317 | Journalism Club |
|  | 161 | 318 | Junior Achievement, Incorporated |
|  | 161 | 319 | Literary Club |
|  | 161 | 320 | Mathematics Club |
|  | 161 | 321 | Music Club |
|  | 161 | 322 | National Honor Society |
|  | 161 | 323 | National Junior Honor Society |
|  | 161 | 324 | National Thespian Society |
|  | 161 | 325 | Office Education Association |
|  | 161 | 326 | Photography Club |
|  |  |  |  |
|  | 161 | 327 | Quill and Scroll |
|  | 161 | 328 | Science Club |
|  | 161 | 329 | Science Fair, International |
|  | 161 | 330 | Social Studies Club |
|  | 161 | 331 | Speech Club |
|  | 161 | 332 | Student Nurses Association |
|  | 161 | 333 | Vocational Industrial Clubs of America |
|  | 161 | 334 | Voice of Democracy |
|  | 161 | 335 | Young Farmer Association |
|  | 161 | 336 | Chess Club |
|  | 161 | 337 | Student Newspaper |
|  | 161 | 338 | Yearbook |
|  | 161 | 339 | Forensics |
|  | 161 | 340 | Academic Decathlon |
|  | 161 | 341 | Odyssey of the Mind |
|  | 161 | 342 | Future Problem Solving |
|  | 161 | 390 | Other Academic Activities |
|  |  |  |  |
|  | 161 | 900 | ---- 161 999 May be assigned by Local School District |
|  |  |  |  |
|  |
|  |
|  | **162 000 Athletic/Sport** |
|  | 162 | 100 | For Females |
|  | 162 | 101 | Aquatics |
|  | 162 | 102 | Archery |
|  | 162 | 103 | Badminton |
|  | 162 | 104 | Baseball |
|  | 162 | 105 | Basketball |
|  | 162 | 106 | Bowling |
|  | 162 | 107 | Cheerleading |
|  | 162 | 108 | Cross Country |
|  | 162 | 109 | Field Hockey |
|  | 162 | 110 | Football |
|  | 162 | 111 | Girls' Athletic Association |
|  | 162 | 112 | Golf |
|  | 162 | 113 | Gymnastics |
|  | 162 | 114 | Riflery |
|  | 162 | 115 | Snow Skiing |
|  | 162 | 116 | Soccer |
|  | 162 | 117 | Softball |
|  | 162 | 118 | Tennis |
|  | 162 | 119 | Track and Field |
|  |  |  |  |
|  | 162 | 120 | Twirlers (Baton) |
|  | 162 | 121 | Volleyball |
|  | 162 | 122 | Wrestling |
|  | 162 | 123 | Ice Hockey |
|  | 162 | 124 | Swimming |
|  | 162 | 190 | Other Athletic/Sport Activities for Females Including Intramurals |
|  |  |  |  |
|  | 162 | 200 | For Males |
|  | 162 | 201 | Aquatics |
|  | 162 | 202 | Archery |
|  | 162 | 203 | Badminton |
|  | 162 | 204 | Baseball |
|  | 162 | 205 | Basketball |
|  | 162 | 206 | Bowling |
|  | 162 | 207 | Cheerleading |
|  | 162 | 208 | Cross Country |
|  | 162 | 209 | Field Hockey |
|  | 162 | 210 | Football |
|  | 162 | 212 | Golf |
|  | 162 | 213 | Gymnastics |
|  | 162 | 214 | Riflery |
|  | 162 | 215 | Snow Skiing |
|  | 162 | 216 | Soccer |
|  | 162 | 217 | Softball |
|  | 162 | 218 | Tennis |
|  | 162 | 219 | Track and Field |
|  | 162 | 220 | Twirlers (Baton) |
|  | 162 | 221 | Volleyball |
|  | 162 | 222 | Wrestling |
|  | 162 | 223. | Ice Hockey |
|  | 162 | 224 | Swimming |
|  | 162 | 290 | Other Athletic/Sport Activities for Males Including Intramurals |
|  |
|  | 162 | 300 | Co-Educational |
|  | 162 | 301 | Aquatics |
|  | 162 | 302 | Archery |
|  | 162 | 303 | Badminton |
|  | 162 | 304 | Baseball |
|  | 162 | 305 | Basketball |
|  | 162 | 306 | Bowling |
|  | 162 | 307 | Cheerleading |
|  | 162 | 308 | Cross Country |
|  | 162 | 309 | Field Hockey |
|  | 162 | 310 | Football |
|  | 162 | 312 | Golf |
|  | 162 | 313 | Gymnastics |
|  | 162 | 314 | Riflery |
|  | 162 | 315 | Snow Skiing |
|  | 162 | 316 | Soccer |
|  | 162 | 317 | Softball |
|  | 162 | 318 | Tennis |
|  | 162 | 319 | Track and Field |
|  | 162 | 320 | Twirlers (Baton) |
|  | 162 | 321 | Volleyball |
|  | 162 | 322 | Wrestling |
|  | 162 | 323 | Ice Hockey |
|  | 162 | 334 | Swimming |
|  | 162 | 390 | Other Athletic/Sport Activities (Co-Ed) Including Intramurals |
|  |  |  |  |
|  | 162 | 400 | Miscellaneous |
|  |  |  |  |
|  | 162 | 900 | ---- 161 999 May be assigned by Local School District |
|  |  |  |  |
|  | **163 000 Music (Co-Curricular Activities)** |
|  | 163 | 300 | Co-Educational |
|  | 163 | 301 | Combo |
|  | 163 | 302 | Concert Band |
|  | 163 | 303 | Dance Band |
|  | 163 | 304 | Drum and Bugle Corps |
|  | 163 | 305 | Marching Band |
|  | 163 | 306 | Pep Band |
|  | 163 | 307 | Choir |
|  | 163 | 308 | Chorus |
|  | 163 | 309 | Instrumental Ensemble |
|  | 163 | 310 | Vocal Ensemble |
|  | 163 | 311 | Glee Club |
|  | 163 | 312 | Music Production |
|  | 163 | 313 | Orchestra |
|  | 163 | 390 | Other Music Activities |
|  |  |  |  |
|  | 163 | 900 | --- 163 999 May be assigned by Local School District |

*School-Sponsored Community Activities*

*(This report applies only to Grades 9 through 12.)*

**Definitions**

*School-Sponsored Community Activities* – school-sponsored and supervised activities which emphasize service to and involvement with the community. These activities fit into two categories:

*Voluntary* – participation is not required and no grade or credit toward graduation is given, even if it is part of a regular curriculum offering (most often associated with extra-/co-curricular groups).

*Required* – participation is required and a grade or credit toward graduation is given as part of a regular curriculum offering.

**Directions**

Report school-sponsored community activities at the school level only; no student categories are involved in this collection.

 *Number of Offerings* – Enter the total number of school-sponsored community activities, whether voluntary or required, available to students in a school. The activities may take place off of school grounds or may happen in the school. Community service activities may be carried out as school-wide events, separately organized programs, or projects conducted by school-sponsored clubs (e.g. Girls/Boys Club, National Honor Society). Examples of service activities could include cleaning up a local park, visiting the elderly, or collecting and distributing food to those in need.

*Number of Participants* – Enter the unduplicated number of students taking part in each school-sponsored community activity, whether voluntary or required. A student can be counted only once in voluntary and once in required, no matter how many activities in which s/he participates. For example, a student who participates in an FFA blood drive, and a forensics team food drive is counted only once in the voluntary school-sponsored activity column. However, the student also may be counted in the required school-sponsored activity column for 30 hours of volunteer work required for graduation.

*School-Sponsored Community Activities*

*(This report applies only to Grades 9 through 12.)*

|  |  |
| --- | --- |
| **District Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **District Number: \_\_\_\_\_\_\_\_** |
| **School Name** | **School Number** | **Voluntary** | **Required** |
| **Number of****Offerings** | **Number of****Participants** | **Number of****Offerings** | **Number of****Participants** |
|  |  |  |  |  |  |
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*Post-Graduation Intentions*

*(This report applies only to Grade 12 graduates; see accompanying data collection form)*

**Definitions**

*Post-graduation intentions* – plans 12th graders say they will follow after graduation. Report post-graduation intention information by race/ethnicity/gender category for all graduates. Note: Your Post-Graduate Intentions should equal the number of your graduates.

 *Job Training Program* – a program begun in high school that prepares the student for a variety of job opportunities in a specialized field (for example, completion of a youth apprenticeship, registered apprenticeship, Job Training Partnership Act)

• *Vocational/Technical College* – continuing education in a semi-skilled, skilled, or technical occupation that results in an associate degree. Studies prepare the student to enter the job market and be productive with minimal additional on-the-job training. Programs can be six months or less, one year, or two years in duration. (Note: Junior and community colleges should be included in this category.)

• *College/University* – continuing education that results in a baccalaureate or advanced degree (**Note:** University of Wisconsin System two-year centers should be included in this category.)

• *Military Enlistment* – enlistment in the U.S. Coast Guard, Army, Navy, Air Force, or Marines

• *Employment* – the student has secured a job after graduation; employment is career-oriented and does not include a summer job prior to postsecondary education

• *Seeking Employment* – seeking a career-oriented position; employment will be career-oriented and does not include summer employment prior to enrolling in postsecondary education.

• *Other* – any plans not already defined

• *Undecided* – student has not decided what to do following graduation

• *No Response* – surveys not returned or not completed

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Race/Ethnicity/Gender Category** | **Job Training** | **Voc/Tech Coll** | **College/Univ.** | **Military** | **Employment** | **Seeking Emp** | **Other** | **Undecided** | **No Response** |
| American Indian/Alaska Native Female |  |  |  |  |  |  |  |  |  |
| American Indian/Alaska Native Male |  |  |  |  |  |  |  |  |  |
| Asian/ Female |  |  |  |  |  |  |  |  |  |
| Asian/ Male |  |  |  |  |  |  |  |  |  |
| Black Female |  |  |  |  |  |  |  |  |  |
| Black Male |  |  |  |  |  |  |  |  |  |
| Hispanic Female |  |  |  |  |  |  |  |  |  |
| Hispanic Male |  |  |  |  |  |  |  |  |  |
| Native Hawaiian/Pacific Islander Female |  |  |  |  |  |  |  |  |  |
| Native Hawaiian/Pacific Islander Male |  |  |  |  |  |  |  |  |  |
| White Female |  |  |  |  |  |  |  |  |  |
| White Male |  |  |  |  |  |  |  |  |  |
| Two or more races Female |  |  |  |  |  |  |  |  |  |
| Two or more races Male |  |  |  |  |  |  |  |  |  |
| **Totals** |  |  |  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| logo_forms | Wisconsin Department of Public Instruction**POST-GRADUATION INTENTIONS**SPR-1 (Rev. 02-11) | **INSTRUCTIONS:** Distribute to students scheduled for graduation from high school. For Local Use Only. Do not return form to the Wisconsin Department of Public Instruction. |
| This information will be used to complete the School Performance Report. Personally identifiable information will not be released under any circumstances. Data are requested for generating the statutorily mandated School Performance Report. |
|  | GENERAL INFORMATION |  |
| School District |
| High School | Year Graduated |
| Student Name | Gender[ ]  Male [ ]  Female |
| Address *Street, City, State, ZIP* |
| *Check One*[ ]  Hispanic/Latino[ ]  Not Hispanic/Latino | *Check all that apply.*[ ]  American Indian/Alaska Native [ ]  Asian [ ]  Black/African American[ ]  Native Hawaiian/Other Pacific Islander [ ]  White |
|  | POST GRADUATION PLANS |  |
| Post-graduation information concerns your plans beyond high school. Please check the most appropriate box.**IMPORTANT: CHECK ONLY ONE BOX!**[ ]  **Job Training Program:** Student checking this box intends to complete a job training program begun while in high school that prepares the student for a variety of job opportunities in a specialized field. Programs include completion of a youth apprenticeship, registered apprenticeship, Job Training Partnership Act (JTPA), etc.[ ]  **Vocational/Technical College:** Student checking this box intends to enroll in a vocational or technical college that offers education in a semi-skilled, skilled, or technical occupation and results in an associate degree. Studies prepare the student to enter the job market and be productive with a minimum of additional training on the job. For purposes of the School Performance Report, junior colleges and community colleges should be included in this category. Programs can be six months or less, one year, or two years in duration.[ ]  **College/University:** Student checking this box intends to enroll in a college or university to earn a baccalaureate degree. This includes students intending to enroll at a two-year center in the University of Wisconsin System.[ ]  **Military Enlistment:** Student checking this box intends to enlist in some branch of military service after graduation from high school (U.S. Coast Guard, Army, Navy, Air Force, or Marines).[ ]  **Employment:** Student checking this box has already secured employment after high school graduation. Employment is career-oriented and does not include a summer job prior to enrolling in a technical college, junior or community college, or college/university.[ ]  **Seeking Employment:** Student checking this box intends to seek career-oriented employment following graduation from high school. This does not include a summer job prior to enrolling in a technical college, junior or community college, or college/university.[ ]  **Other** *Specify*[ ]  **Undecided**If form is completed by a person other than the student, provide name/title of person completing form and explanation: |
| Name of Person Completing form on Student’s Behalf | Title |
| Explanation |