

Best Practices for Data Collection – College Application & Exploration Week

Following CAEW, you will be asked to complete a post-event survey and provide us with the following information. Each bullet contains the bolded question and best practice data collection methodology in italics. These best practices are recommendations, if something doesn't work for you and your school that is okay! We just ask that you provide data to us that is as accurate as possible. The data we collect helps us evaluate what is working and what we should be sharing with other states as programming recommendations.

- **How many students, by grade level, participated in some way during College Application and Exploration Week or received college-related messaging or information?** *For student attendance, use your attendance keeping system for the class period activities were offered. If activities were offered during a time of day where attendance is not tracked, such as an assembly, use the attendance for the preceding attendance period.*
- **How many parents attended or participated in college-related events and activities during your College Application and Exploration Week efforts?** *Utilize sign in sheets to track parent participation.*
- *For the following questions, it is my recommendation to put the questions into an online data collection platform (Google Forms is a wonderful and user-friendly tool for this) and send the link out to students for them to fill out. Questions for online forms for students can be copied from the example paper survey. Make sure if you do this you are collecting student names so that you can eliminate duplicate student answers. Do not ask students to input sensitive information into an unsecured system. If an online platform is not possible for you or your students, I have provided a paper survey example that you can copy, cut out, and give to students at a time where it is easy to collect them as soon as they're completed. Just remember you will need to have enough time carved out to count survey responses.*
- **How many INDIVIDUAL STUDENTS at your site submitted at least one postsecondary application during College Application and Exploration Week?**
- **How many TOTAL APPLICATIONS were submitted at your site during College Application and Exploration Week?**
- **How many INDIVIDUAL STUDENTS in your senior class submitted postsecondary applications during this academic year?**
 - **Number of students who submitted at least one postsecondary application:**
 - **Number of students who submitted at least two postsecondary applications:**
 - **Number of students who submitted more than two postsecondary applications:**

