

Some Ways Schools Improve Information on Student Outcomes

Why is outcomes information needed?

▲ For Compliance with Standard I

The suggestions in this brochure may help improve your school's compliance with NACCAS Standard I which requires you to:

1. Gather information on completion, placement and licensure of students and report this accurately on the NACCAS annual report form;
2. Solicit comments from an advisory committee that includes members from the fields for which training is provided; and
3. Assess student outcomes.

Which students are covered by outcomes information on the NACCAS annual report?

You are asked to provide program-by-program information on three separate cohorts or groups of students. The first cohort is students scheduled to graduate between January 1 and December 31, 2006. The second cohort is students who graduated in the report year, no matter when they were scheduled to graduate. The third group consists of students who took the state licensing examination for the first time during 2006, whether they graduated during the report year or during some earlier year.

NOTE: the NACCAS annual report is based on a different group of students than the Student Right to Know Act or IPEDS reports schools submit to the United States Department of Education.

Which students were scheduled to graduate in 2006 (Group S)?

A student scheduled to graduate in 2006 may be identified by the scheduled graduation date found on his/her enrollment agreement or on the amendment to the contract.

Example 1: In May 2005 Suzy Queue starts a 12-month program as a full-time student, scheduled to graduate in April 2006. In January 2006, she amends her contract to become a part-time student with an expected graduation date in December 2006. She does not actually graduate until February 2007. Suzy Queue still should be counted on the 2006-2007 Annual Report in the Item 1 Cohort as a student scheduled to graduate in 2006.

Example 2: In January 2006 Don Xuan signs a contract for a 13-month program so is scheduled to graduate in January 2007. He is diligent so graduates on December 30, 2006. Don Xuan should still be reported on NACCAS's 2006-2007 annual report. He is in the Item 1 Cohort for the calendar year 2006.

Which first cohort students graduated or withdrew (Group G)?

Documents used to answer this question are:

- Official reports submitted to the State Board of Cosmetology,
- Academic Transcripts, or
- Copies of diplomas

Completion Rate = $S \div G$

Which Students graduated in 2005 (Group GG)?

Make a list of all students who graduated between January 1 and December 31, 2006, no matter what year they were scheduled to graduate.

Which students in the second cohort (Group GG) were employed in the field for which Trained (Group E)?

Check employer and graduate surveys.

Placement Rate = $E \div GG$

Here are some ways schools keep track of graduates and employers.

- On admissions and exit interview forms or graduating student surveys, obtain the student's full name, address, and telephone number (with area code), and the full name, address, and the telephone number (with area code) of the student's parents, or a friend or relative who does not live in the same household.
- Have graduate state any plans to get married and, if so, what the new name and address will be.
- Have the student give the name of a teacher or classmate at the school he/she plans to keep in touch with.
- Have the student list on the exit form the name, address and telephone number of any current or prospective employer.
- If the student writes to a school employee with news of developments in his/her life since graduation, keep a copy in the student's record.
- Keep a log of where graduates seek work and survey these employers.
- If you hear a graduate is at X salon, contact X salon to confirm and ask if other former students work there as well.

What are some incentives schools offer to keep track of graduates?

Many recent cosmetology graduates do not stay for long in their first jobs, so it is important to get information shortly after the graduate is employed.

- Tell graduating students that everyone who returns with employment and licensure information will receive a special gift. Gifts that some schools offer are a fancy diploma, a gift certificate, or reimbursement of the license examination fee.
- Give the graduating student two stamped post card surveys addressed to the school to send in when he/she passes the state licensing examination and begins work.

- Offer a restaurant coupon, beauty supply gift certificate, or other incentive which student will receive for sending in the postcard.
- Give each graduating student a coupon to redeem at the school when the student submits employment information. The prize might be a box of business cards for his/her first job, a discount for an area beauty show, or a pair of high quality scissors.
- Set up a job referral service, which not only sends students out on interviews, but follows up with the employer to see if the student was hired.
- Survey area salons: include space for the name, address and telephone of the salon and salon manager, and the names of former students employed there. The form should be signed and dated.
- If the salon does not provide the full information, a school employee should call the salon to fill in the blanks then sign and date the form.

How can I find out how many graduates (Group E) from my school took the state licensing examination in 2006 and how many passed (Group L)?

- Official state board examination reports (or test administrator reports) are the best documentation.
- If the state does not provide reports, try the methods used to get employment information.

NOTE: You may base your data on official reports covering July – June if they are not issued by calendar year.

Licensure Rate = $L \div E$

Keep track of and document students and graduates who are:

- Deceased
- Disabled
- Called to Military Service
- Continuing in Higher Education
- Studied under a student visa

The Commission may request this information.

**NATIONAL ACCREDITING COMMISSION OF
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OUTCOMES

How to Track Them

How to Back Them



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