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October 14, 2026

Subject: Reporting and Data Collection for High School High Tech

Dear Colleague,

I am writing to formally address discrepancies and provide clarity with the data collecting in the Quarterly Reporting for the High School High Tech (HSHT) program. This clarification reflects our continued commitment to ensuring HSHT continues to remain an impactful program supporting the transition of students with disabilities from secondary education into postsecondary education/training and employment.

Two years ago, The Able Trust engaged a consulting firm to assist in modernizing the data reporting and programmatic evaluation of HSHT. This endeavor has provided a wealth of information about HSHT that The Able Trust utilizes with stakeholders to both bolster support and justify the program. Program analysis is only as good as the data being utilized for the analysis. This letter is to provide clarification of how information should be entered for the Quarterly Reports.

Please review the following important points:

- **Correct calculation of Hours Reported by Guidepost.**
  Programs are asked to record the number of activity hours provided in each Guidepost for the previous quarter. This number should be calculated by adding up the number of hours for each activity. It is appropriate to not have hours recorded for each Guidepost in every Quarter, so long as ALL Guideposts have hours recorded during the contract year.

  <u>Example</u>
  During Quarter 1 a program held six (6) activities.
  Two of these activities were centered on the Guidepost Connecting Activities (a one-hour workshop on agencies and community organizations and a two-hour field trip to a local CareerSource office);
  Two activities were centered on Youth Development & Leadership Activities (one-hour workshop explaining HSHT student leader positions, public speaking; a one-hour workshop of “campaign” speeches for HSHT student leader positions and subsequent voting);
  The final two activities were mixed between the Guideposts Career Preparation and Work-Based Learning Experiences and Connecting Activities (a one-hour workshop on postsecondary financial aid options and a two-hour tour to a postsecondary institution).

  <u>Calculation of hours</u>
  School-Based Preparatory Experiences: 0 Hours
  Career Preparation and Work-Based Experiences: 2 Hours
  Youth Development and Leadership Experiences: 2 Hours
  Connecting Activities: 4 hours
  Family Involvement: 0 hours

Calculation of Total Number of Guidepost Activities
School-Based Preparatory Experiences: 0 Activities
Career Preparation and Work-Based Experiences: 1 Activity
Youth Development and Leadership Experiences: 2 Activities
Connecting Activities: 3 Activities
Family Involvement: 0 Activities

- ***Do not*** **multiply the activity by the number of participants.**
  The Able Trust will assume each student had the opportunity to participate.

- **Do not include individual student Career Experiences in the Guidepost Career Preparation and Work-Based Learning Experiences.**
  Students that have participated in a Career Experience as defined in the HSHT Career Experience policy should be counted in the Career Experiences section of the Quarterly Report.

- **Inclusion of multiple Guideposts in a single activity.**
  It is possible and appropriate that a singe activity might incorporate multiple Guideposts. For activities that overlap multiple Guideposts, record the activity in each Guidepost and include the time of the activity in each Guidepost as well. It is not necessary to indicate partial time please utilize the entire time.
  Example
  A two-hour tour of a postsecondary institution where parents/guardians were invited to participate/attend. The tour included presentations by the Financial Aid Office, Disability Resource Office and Career Services Office. This activity would be recorded in the Guideposts: Career Preparation and Work-Based Learning Experiences, Connecting Activities and Family Involvement.

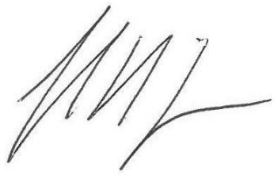
  Recording of Hours and Activities
  Each of those Guideposts would record that tour as one (1) activity
  Each of those Guideposts would record two (2) hours

  Again note, there is no multiplication factor for the number of student participants.

Multiple and continued incorrect data reporting can result in a financial penalty as indicated in the MOA. The financial penalty for late reporting is $250. Questions, technical assistance or additional information can be sought from Coleen Agner, State Director High School High Tech.

Thank you for your attention, cooperation, and continued commitment to HSHT and supporting students with disabilities.

Sincerely,



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