

August 2, 2010

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 10-06
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TO: **ALL JOB CORPS NATIONAL OFFICE STAFF**
ALL JOB CORPS REGIONAL DIRECTORS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL JOB CORPS CENTER CAREER DEVELOPMENT
MANAGERS
ALL JOB CORPS CENTER ACADEMIC MANAGERS

FROM: **EDNA PRIMROSE**
National Director
Office of Job Corps

SUBJECT: **Job Corps High School and Postsecondary Programs Survey**

1. Purpose. To collect information from the Job Corps community on current high school programs and postsecondary education partnerships.

2. Background. Over the past decade, the National Office of Job Corps has collected information on high school and postsecondary educational programs to inform the development of effective training opportunities for students. The last national High School and Postsecondary Programs Survey was conducted in October 2007. The data show extensive collaboration between centers and postsecondary institutions and significant progress in the number of high school diplomas earned by students. In addition, centers have increasingly established partnerships with local public high schools and school districts, become accredited high schools, and used online high school programs. An effort to monitor these programs and relationships began in 2002 under the High School Diploma Initiative, and it has continued over the years through center surveys.

3. The Survey.
 - The National Office will administer the PY 2009 High School and Postsecondary Programs Survey using an online survey instrument.

 - Centers are asked to enter all the information and quantitative data requested for the time period between July 1, 2009 and June 30, 2010.

- Each center should select a survey respondent who has a comprehensive understanding of the center's academic and career technical programs and partnerships.

Note: This person could be, for example, the center's Career Development Manager, Training Manager, or the Academic Manager (in collaboration with the Career Technical Training Manager).

- A copy of the PY 2009 High School and Postsecondary Programs Survey is attached to assist the respondent in gathering the necessary information before he or she completes the online survey.

4. Technical Instructions.

- Centers can access the PY 2009 High School and Postsecondary Programs Survey online at <http://www.surveymonkey.com/s/hsds>.
- Each center should designate a primary respondent to ensure that only one survey is submitted per center.
- Detailed survey instructions appear on the introductory page of the web link.
- Centers must complete the survey between August 2 and 27, 2010.

5. Action. Addressees are to ensure this Program Instruction is distributed to all appropriate staff.

5. Expiration Date. August 27, 2010.

6. Inquiries. Inquiries should be directed to Lynne Fry at (202) 693-3101 or fry.lynne@dol.gov. For technical support while completing the survey, please contact Carrie Kirkpatrick at (202) 427-2227 or kirkpatrick.carrie@dol.gov.

Attachment

Job Corps High School and Postsecondary Programs Survey