

Prior to beginning each group interview, the following agency disclosure notice will be read:

This information collection is authorized by OMB # 0704-0437 and RCS # [INSERT ONCE APPROVED].

The public reporting burden for this collection of information is estimated to average 60 minibuses per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Comments can be sent regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services Directorate [OMB control # 0704-0437]. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

Your responses to these questions are voluntary and there is no penalty if you choose not to respond. However, maximum participation is encouraged so that the data will be complete and representative.

The purpose of these group interviews is to [identify PTS curriculum issues, assess the need to review and update the schools' PTS program; OR gather information on the availability of counseling services, and identify counseling issues].

We will not collect or record information that could be used to identify specific individuals that participate in these interviews. In any release of results, no information will be disclosed that could be used to identify specific subgroups of individuals if that information would reveal the identity of the participants.

Parent Group Interview Questions

Professional Technical Studies (PTS) Questions

1. Why did your child choose the PTS course that they're currently enrolled in?
2. What comments does your child make about PTS classes?
3. Do you feel your child(ren)'s PTS classes are conducted in a safe environment? [Probe for why/why not].
4. Are you aware of the different pathways?
5. DoDEA schools provide career clusters and pathways for students. Has your child selected a Pathway? [If yes] What expectations do you have for the pathway they have selected?
6. Have you seen the [hold up book] *Career Explorer Book*? When did you first see it? [Of those who have seen it] Have you read it?
7. If you were to recommend ways to communicate the Pathways to parents, what would you recommend?
8. How does your child apply the skills they're learning in PTS classes to their everyday life?
9. Is your child currently employed in an area related to a PTS course? Do you know other children who are?
10. Do you think the PTS classes will help your child prepare for the real world?

High School Counseling Questions

1. When your child transferred to this school, either from the middle school or another school, how did the counseling program help your child? Were there any transcript issues such as course credits? Weighted grades? GPA calculations? Other (specify)? If so, how were those issues resolved?
2. Who helps your child in scheduling classes?
3. Do you know what the DoDEA graduation requirements are? [Facilitator will review main requirements -- 26 credits, all course requirements, 2.0 GPA.] How does the school make you aware of the DoDEA graduation requirements? How does the school keep you informed if your student is on track to graduate in 4 years? Does your child have a 6-year plan? (explain if needed) What has been your role in planning your child's 6-year plan?
4. Who would a parent go to if their child was struggling academically and perhaps in danger of not graduating? When a student is struggling academically, what support is available? (Accommodation Plan, Lab Classes, Read 180, etc.)
5. A few years ago, DoDEA began paying for all 10th and 11th graders to take the PSAT. Has your child taken the PSAT at a DoDEA school? If so, how were your child's scores reported and interpreted to you?
6. Does your child have a *MyRoad* account? (web-based program for career exploration from College Board) How have you and your child used *MyRoad*?
7. [Junior/Senior group only]. Does your child have a written plan for after high school?
8. Has the school helped your child . . .

- a) Explore career options?
 - b) Identify career options through an interest inventory?
 - c) Find financial aid for training or college after high school?
 - d) Prepare for entrance into the job market or college, e.g., ACT/SAT, ASVAB, certifications, tests, etc.?
 - e) Obtain teacher recommendation letters?
 - f) Learn to complete college or job applications?
 - g) Learn to write college or job application essays?
 - h) Create a resume?
9. Has the counselor worked with your child to develop a timeline or calendar that tells you when paperwork such as applying to take the SAT/ACT, applying for colleges, etc.) is due?
10. DoDEA schools provide career clusters and pathways for students. Are you aware of which career pathway your child is taking? Who is available to assist you in determining your child's progress toward a career?
11. Who can provide parents information on programs in their child's school that involve professional technical studies? Are you aware of programs in your child's school that lead to certifications?
12. What community resources are available to you to help you address your child's career development?
13. Have the counselors made you aware of leadership opportunities available for students in your community? (Boys State, Girls State, Camp Counseling, Shelton Leadership Initiative, etc.)
14. What preventative programs are in place at your child's school to help students make good decisions on health and safety issues, such as bullying, violence, relationships, drugs, disease prevention, etc.?
15. How does the counseling program at your child's school support students who are having personal difficulties?
16. Who can parents talk to in this school if they have concerns about their child such as gang activities, drug/alcohol use, smoking, relationships, family dynamics, deployments, grief, or depression?
17. Do you know if your child's school has any ways to identify students who may be suffering from depression?
18. How does this school address crisis situations?
19. Are you aware of any teen clinics available for your child? If so, who can make referrals for students to that clinic? If there is not a teen clinic available, where would your child go to find help for health-related concerns?
20. What community resources are available to you to help you address your child's personal and social development? Are you aware of the process for obtaining a referral?
21. Do you feel your child is safe while in school? Are there any programs in your school that help make students feel safe?
22. Are there any problems or situations that you would like to see addressed in the counseling program in your child's school?

Student Group Interview Questions

Professional Technical Studies Questions

1. Why did you choose the PTS course that you're currently enrolled in?
2. Describe the normal kinds of activities or tasks you do in this class.
3. What do you like best about your PTS class?
4. Please tell me about the materials you use in your PTS classes? So far this year, what kinds of equipment, technology, other hardware or software have you used in your PTS classes? What technology could be added that would make your PTS class better? Which of these materials help you learn the content of the course?
5. How does your teacher relate how what you're learning in this class can be used in your daily life?
6. What does your teacher do when a student or the class is having difficulties with an activity or concept?
7. How does your teacher make sure that every student gets the help that they need?
8. How often do you work in pairs or groups in your PTS class? What activities do you do in these groups?
9. How does the teacher measure your progress?
10. What kind of assessment by your teacher most helps you improve your work?
11. Who can tell me what a rubric is? Give me an example of one that you have used?
12. What kinds of safety rules do you have in your PTS class?
13. [Give a definition of Learning Community] Then ask students if they feel their PTS classroom is learning community?
14. How did you find out about the different PTS pathways?
15. Have you seen the [hold up book] *Career Explorer Book*? When did you first see it? [Of those who have seen it] Have you read it?
16. Have you selected a Pathway? [For those who said Yes] What expectations do you have for the pathway you've selected?
17. Are you currently employed in an area related to a PTS course? Do you know other students who are?
18. Has your PTS class work helped you succeed in other subjects? Give examples.
19. If you could change on thing about your PTS class, what would it be?

High School Counseling Questions

1. How has the counseling program helped you transition into this school? [Explain to students that this can be when they transferred from the middle school, or from another school] When you transferred in, did you have any transcript issues such as course credits? Weighted grades? GPA calculations? Other (specify)? If so, how were those issues resolved?
2. Who helps you in scheduling classes?
3. Do you know what the DoDEA graduation requirements are? [Facilitator will review main requirements -- 26 credits, all course requirements, 2.0 GPA] How does the school make you aware of the DoDEA graduation requirements? How does the school keep you informed if you are on track to graduate in 4 years?
4. Do you have a 6-year plan? (explain if needed) What has been your role in developing your 6-year plan?

5. Who would a student go to if s/he were struggling academically and perhaps in danger of not graduating? When a student is struggling academically, what support is available? (Accommodation Plan, Lab Classes, Read 180, etc.)
6. A few years ago, DoDEA began paying for all 10th and 11th graders to take the PSAT. Have you taken the PSAT at a DoDEA school? If so, how were your scores reported and interpreted to you?
7. Do you have a *MyRoad* account? (web-based program for career exploration from College Board) How have you and your parents used *MyRoad*?
8. [Junior/Senior group only]. Do you have a written plan for after high school?
9. Has the school helped you . . .
 1. Explore career options?
 2. Identify career options through an interest inventory?
 3. Find financial aid for training or college after high school?
 4. Prepare for entrance into the job market or college, e.g., ACT/SAT, ASVAB, certifications, tests, etc.?
 5. Obtain teacher recommendation letters?
 6. Learn to complete college or job applications?
 7. Learn to write college or job application essays?
 8. Create a resume?
10. Have you worked with your counselor in completing a timeline or calendar that tells you when paperwork such as applying to take the SAT/ACT, applying for colleges, etc.) is due?
11. DoDEA schools provide career clusters and pathways for students. Have you decided on a career pathway? Who is available to assist you in determining your career?
12. What community resources are available to you to help you with your career development?
13. Have the counselors made you aware of leadership opportunities available for students in your community, such as Boys State, Girls State, Camp Counseling, Shelton Leadership Initiative, etc.?
14. Who can provide you with information on programs in your school that involve professional technical studies? Are you aware of programs in your school that lead to certifications?
15. What preventative programs are in place at your school to help students make good decisions on health and safety issues (such as bullying, violence, relationships, drugs, disease prevention, etc)?
16. How does the counseling program at your school support students who are having personal difficulties?
17. Who could you talk to in your school if a friend or someone else you knew were having problems with gangs, drug/alcohol use, smoking, relationships, family dynamics, deployments, grief, depression?
18. Do you know if your school has any tool(s) used to help identify students who may be suffering from depression?
19. How does this school address crisis situations?
20. Are you aware of any teen clinics available for students? If so, who can make referrals for students to that clinic? If there is not a teen clinic available, where would students go to find help for health-related concerns?

21. What community resources are available to students to help them address their personal and social development? Do you know what the process is for obtaining a referral?
22. As a part of the DoDEA Competency Based Counseling Program, DoDEA counselors provide counseling services in large groups (classroom), small groups, and in individual settings. What counseling groups are available in your school? (Divorce, relationships, weight control, deployment, behavior, etc.)
23. Is there a peer mediation program in your school?
24. Are there programs in your school that encourage positive discipline and social skills development? How can a student in your school be included as a member of such a group?
25. If you knew of a student who you felt was suicidal, who would you tell to make sure that the student received help?
26. What types of information do you expect to remain confidential between a student and a guidance counselor?
27. Do students in your school feel safe while in school? Are there any programs in your school that help make students feel safe?
28. Are there any problems or situations that you would like to see addressed by the guidance counselor in your school?