

# DOINGWHATWORKS



SAMPLE MATERIAL

## Exit Interview Form

John C. Diehl Elementary School, Pennsylvania

**Topic:** Increased Learning Time: Beyond the Regular School Day

**Practice:** Maximize Attendance

Learning why students leave an out-of-school program can be almost as valuable as learning why they enter it. Program staff at Diehl Elementary School conduct an exit interview with participants who elect to leave. This form shows one way to organize an informal conversation among staff, the student, and his or her family members. The interview gathers information on the student's reasons for exiting the program early and what alternative solutions may be a better fit. If the student was removed from the program, further details on disciplinary actions and reasons can also be noted in this form.

Information on why students leave an out-of-school program can serve to improve program design and ensure student needs are being met. For example, if several students drop out because of transportation issues or the program schedule, staff can consider tweaking the design and logistics to maximize access and attendance.

The School District of the City of Erie, PA  
CHAMPS Afterschool Programs



# EXIT INTERVIEW FORM

Student Name \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Form completed by: \_\_\_\_\_

Reason for leaving program:  Voluntary  Removed

**Student Interview**

Notes from discussion \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Parent Contact Date:** \_\_\_\_\_

Notes from discussion \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Alternative solutions discussed to retain student in the Program? Explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If Student was removed from Program, explain disciplinary steps taken prior to removal.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Submit this form to the CHAMPS Office with the next Monthly Data & Reports Folder pick-up.*