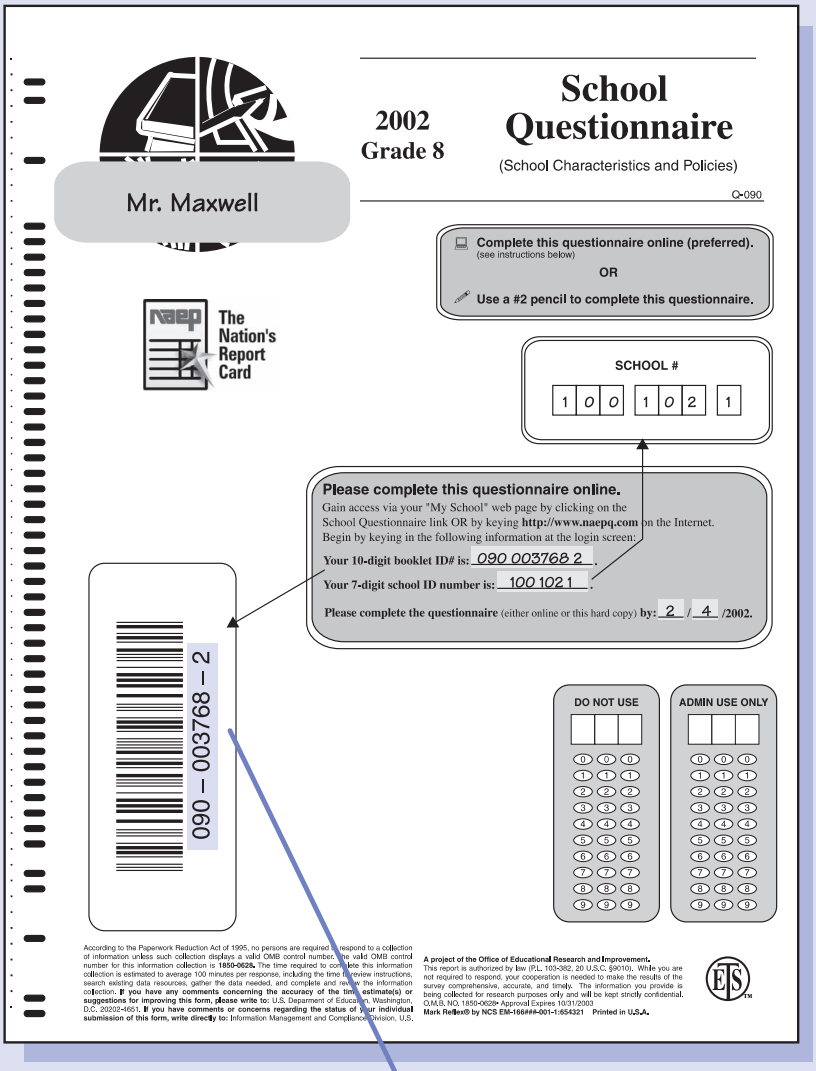
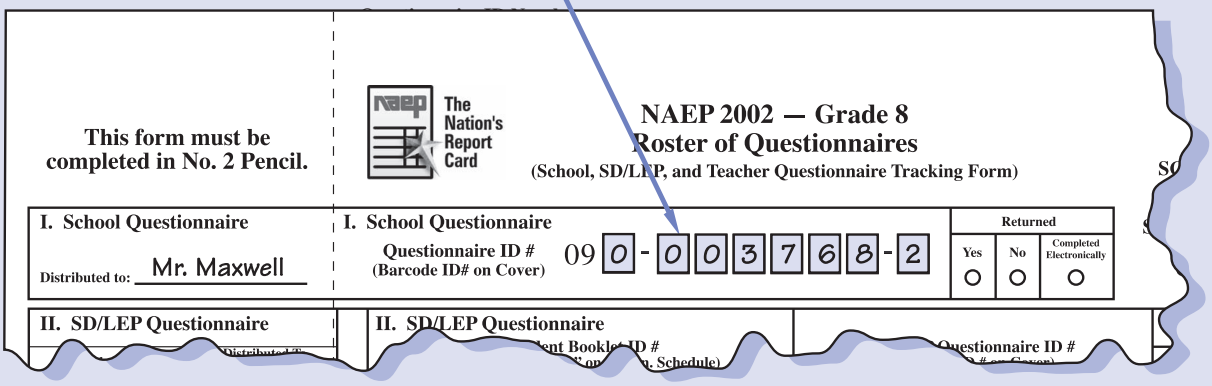


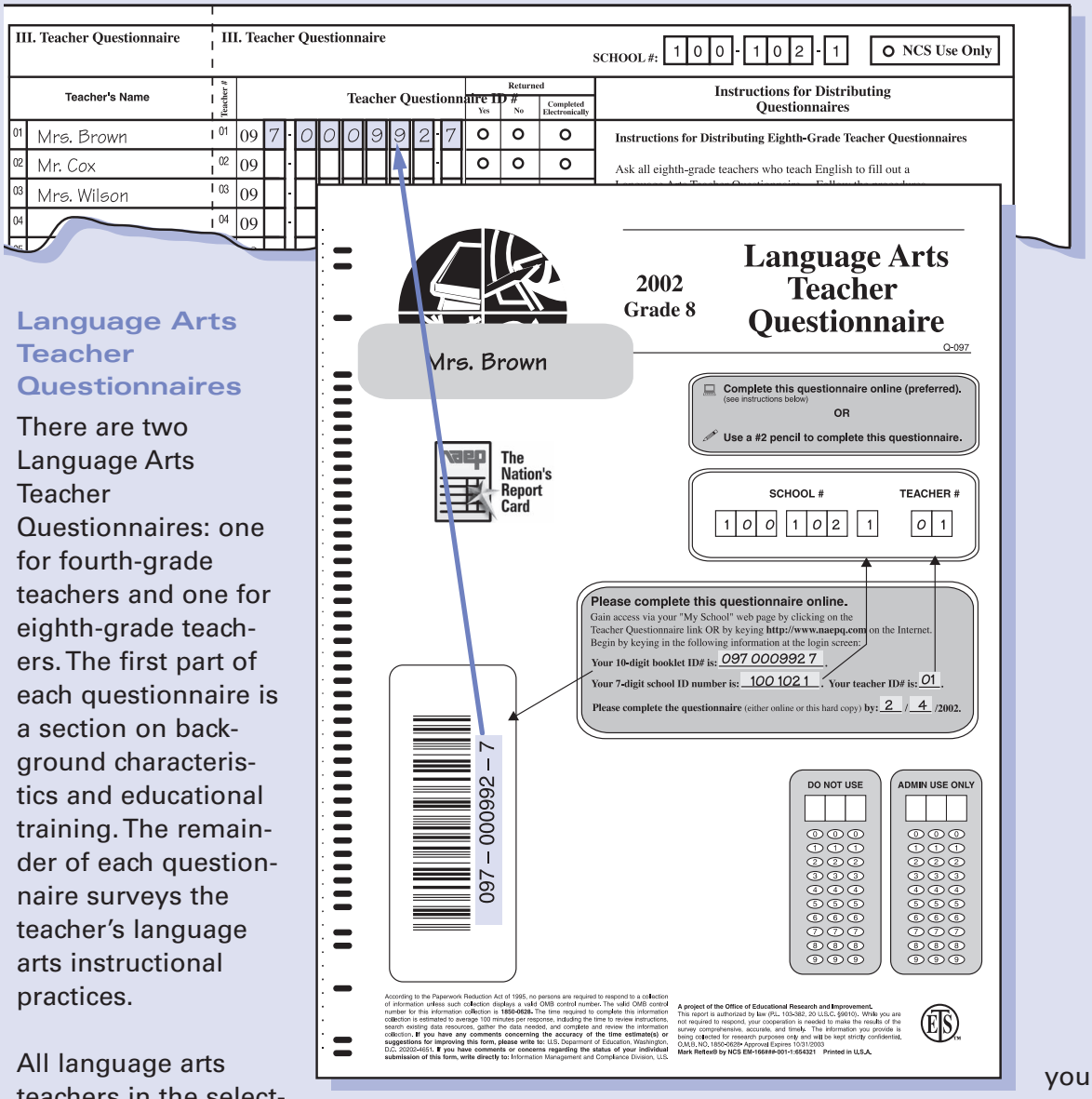
School Questionnaire

The School Questionnaire is designed to collect information about school characteristics, staff, and instructional programs. The principal or someone designated by the principal should complete it. During the preassessment call, you will need to ask if the questionnaire was given to the appropriate person.

The example on this page shows a completed School Questionnaire and Roster. When the school coordinator receives the School Questionnaire, your supervisor will have already completed most of the information on the cover and Roster. As shown in this example, the 10-digit ID number from the lower left-hand corner of the questionnaire should have been recorded in Section I of the Roster. The questionnaire should have the school ID number and information for completing the questionnaire online recorded on the cover.

When you collect the completed questionnaire (discussed in more detail in Chapter 4), you will need to record how the questionnaire was completed in the ***Returned*** column on the Roster. If the school coordinator wrote the name of the person completing the questionnaire on the removable label (as shown in the top left of this example), you will need to remove it prior to shipping the material back to NCS Pearson. If there is any missing information from the cover or Roster, you will need to enter it after the assessment.





Language Arts Teacher Questionnaires

There are two Language Arts Teacher Questionnaires: one for fourth-grade teachers and one for eighth-grade teachers. The first part of each questionnaire is a section on background characteristics and educational training. The remainder of each questionnaire surveys the teacher's language arts instructional practices.

All language arts teachers in the selected grade will be asked to complete a questionnaire. This person will usually be a reading teacher for fourth grade or an English teacher for eighth grade.

During the preassessment call, you will need to ask if the questionnaires were given to the appropriate persons and request additional questionnaires from your supervisor if necessary.

The example on this page shows a completed Grade 8 Language Arts Teacher Questionnaire and Roster. Although most of the information will be completed prior to your call, you will be required to verify and enter any missing information after the assessment. In addition, it is important for you to be familiar with the procedures in case you are asked questions from the school coordinator.

When schools sent in their student lists in the fall, they also included the number of teachers who teach language arts in their school. Your supervisor assigned and mailed questionnaires according to that number. Prior to mailing the questionnaires, your supervisor recorded the unique 10-digit ID number for each questionnaire in the ***Teacher Questionnaire ID#*** column on the Roster. On the questionnaire cover, your supervisor recorded the two-digit teacher number, the school ID number, the information for completing the questionnaire online, and the date the question-

naire is to be returned to the school coordinator.

The school coordinator will write the name of the teacher who received the corresponding Teacher Questionnaire under ***Teacher's Name*** on the Roster. If the school coordinator chooses, he/she can use the removable label affixed to the questionnaire cover to write the name of the teacher who was given the questionnaire, as shown in this example.

Step C Review the Administration Schedule

The next step of the preassessment call requires you to review the Administration Schedule with the school coordinator.

Record Student Demographic Information Missing from the Administration Schedule

The school coordinator will need to record any missing student information such as homeroom or other locating information (if needed) in column ***B***, birth date in column ***D***, sex in column ***E***, and race/ethnicity in column ***F***.

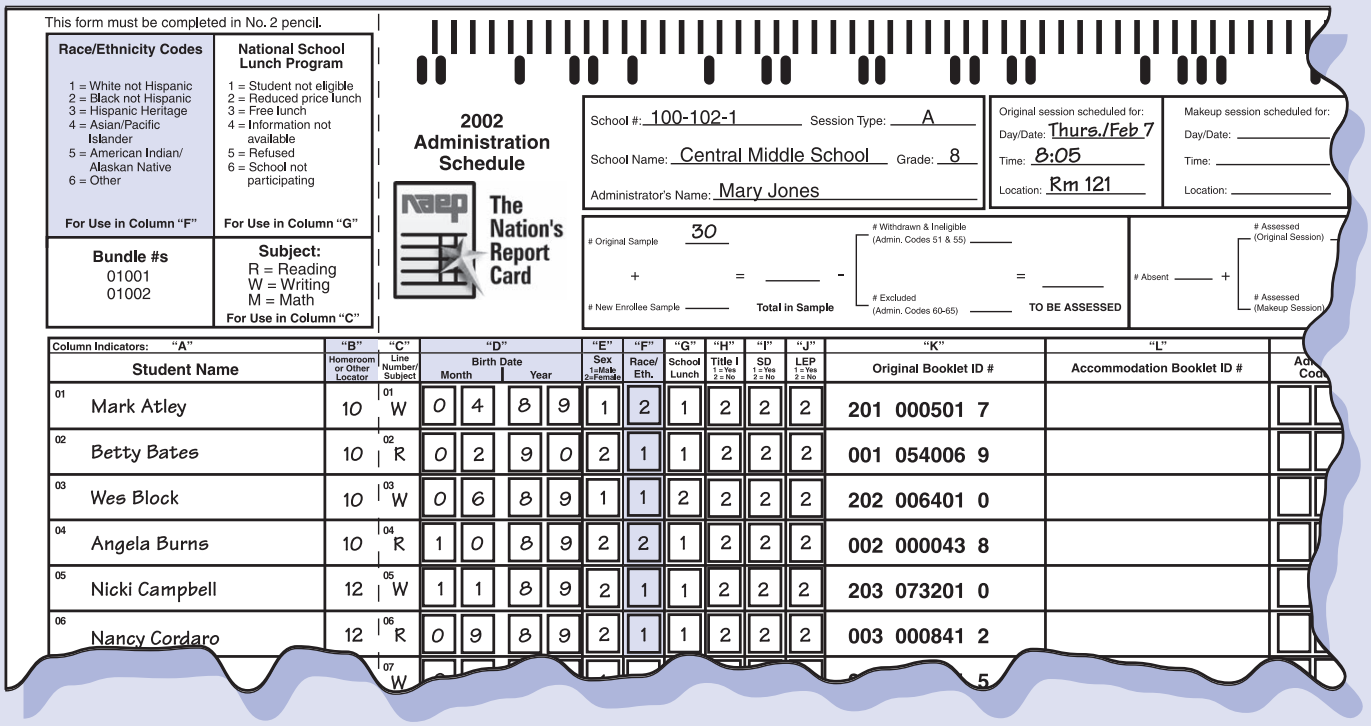
To record race/ethnicity, use the codes in the box in the upper left-hand corner of the Administration Schedule. The race/ethnicity codes are defined as follows:

1 = White, not Hispanic: A person having origins in any of the original peoples of Europe [except Spain], North Africa, or the Middle East.

2 = Black, not Hispanic: A person having origins in any of the Black peoples of Africa.

3 = Hispanic Heritage: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish [but not Portuguese] culture of origin, regardless of race.

4 = Asian or Pacific Islander: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. These areas include, for example, China, Japan, India, Korea, the Philippine Islands, Samoa, and Hawaii.


This form must be completed in No. 2 pencil.

Race/Ethnicity Codes	National School Lunch Program
1 = White not Hispanic 2 = Black not Hispanic 3 = Hispanic Heritage 4 = Asian/Pacific Islander 5 = American Indian/ Alaskan Native 6 = Other	1 = Student not eligible 2 = Reduced price lunch 3 = Free lunch 4 = Information not available 5 = Refused 6 = School not participating
For Use in Column "F"	For Use in Column "G"
Bundle #s 01001 01002	**Subject:** R = Reading W = Writing M = Math
	For Use in Column "C"

2002 Administration Schedule

naep The Nation's Report Card

School #: 100-102-1 Session Type: A
School Name: Central Middle School Grade: 8
Administrator's Name: Mary Jones

Original session scheduled for: Day/Date: Thurs./Feb 7 Time: 8:05 Location: Rm 121

Makeup session scheduled for: Day/Date: Time: Location:

Original Sample 30 + # New Enrollee Sample = Total in Sample - # Withdrawn & Ineligible (Admin. Codes 51 & 55) # Excluded (Admin. Codes 60-65) = TO BE ASSESSED

Absent + # Assessed (Original Session) # Assessed (Makeup Session)

Column Indicators: "A" Student Name	"B" Homeroom or Other Locator	"C" Line Number/ Subject	"D" Birth Date Month	"D" Birth Date Year	"E" Sex 1=Male 2=Female	"F" Race/ Eth.	"G" School Lunch	"H" Title I 1 = Yes 2 = No	"I" SD 1 = Yes 2 = No	"J" LEP 1 = Yes 2 = No	"K" Original Booklet ID #	"L" Accommodation Booklet ID #	Adm Code
01 Mark Atley	10	01 W	0 4	8 9	1	2	1	2	2	2	201 000501 7		
02 Betty Bates	10	02 R	0 2	9 0	2	1	1	2	2	2	001 054006 9		
03 Wes Block	10	03 W	0 6	8 9	1	1	2	2	2	2	202 006401 0		
04 Angela Burns	10	04 R	1 0	8 9	2	2	1	2	2	2	002 000043 8		
05 Nicki Campbell	12	05 W	1 1	8 9	2	1	1	2	2	2	203 073201 0		
06 Nancy Cordaro	12	06 R	0 9	8 9	2	1	1	2	2	2	003 000841 2		
		07 W									5		

5 = American Indian or Alaskan Native: A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

6 = Other: A person who identifies with more than one of the first five categories or has a background other than the ones listed.

Code the Students' Eligibility for the National School Lunch Program (NSLP)

If there is missing information in column ***G,*** you will ask the school coordinator to record the students' eligibility status in the National Student Lunch Program (NSLP). The NSLP codes are printed on the Administration Schedule in the upper left-hand corner and are listed below.

1 = Student not eligible
2 = Reduced price lunch
3 = Free lunch
4 = Information not available
5 = Refused
6 = School not participating

This form must be completed in No. 2 pencil.

Race/Ethnicity Codes	National School Lunch Program
1 = White not Hispanic 2 = Black not Hispanic 3 = Hispanic Heritage 4 = Asian/Pacific Islander 5 = American Indian/ Alaskan Native 6 = Other	1 = Student not eligible 2 = Reduced price lunch 3 = Free lunch 4 = Information not available 5 = Refused 6 = School not participating
For Use in Column "F"	For Use in Column "G"
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2002 Administration Schedule

naep The Nation's Report Card

School #: 100-102-1 Session Type: A
School Name: Central Middle School Grade: 8
Administrator's Name: Mary Jones

Original session scheduled for:
Day/Date: Thurs./Feb 7
Time: 8:05
Location: Rm 121

Original Sample 30
+ # New Enrollee Sample _____ = Total in Sample _____ - # Withdrawn & Ineligible (Admin. Codes 51 & 55) _____ - # Excluded (Admin. Codes 60-65) _____ = TO BE ASSESSED _____

Absen

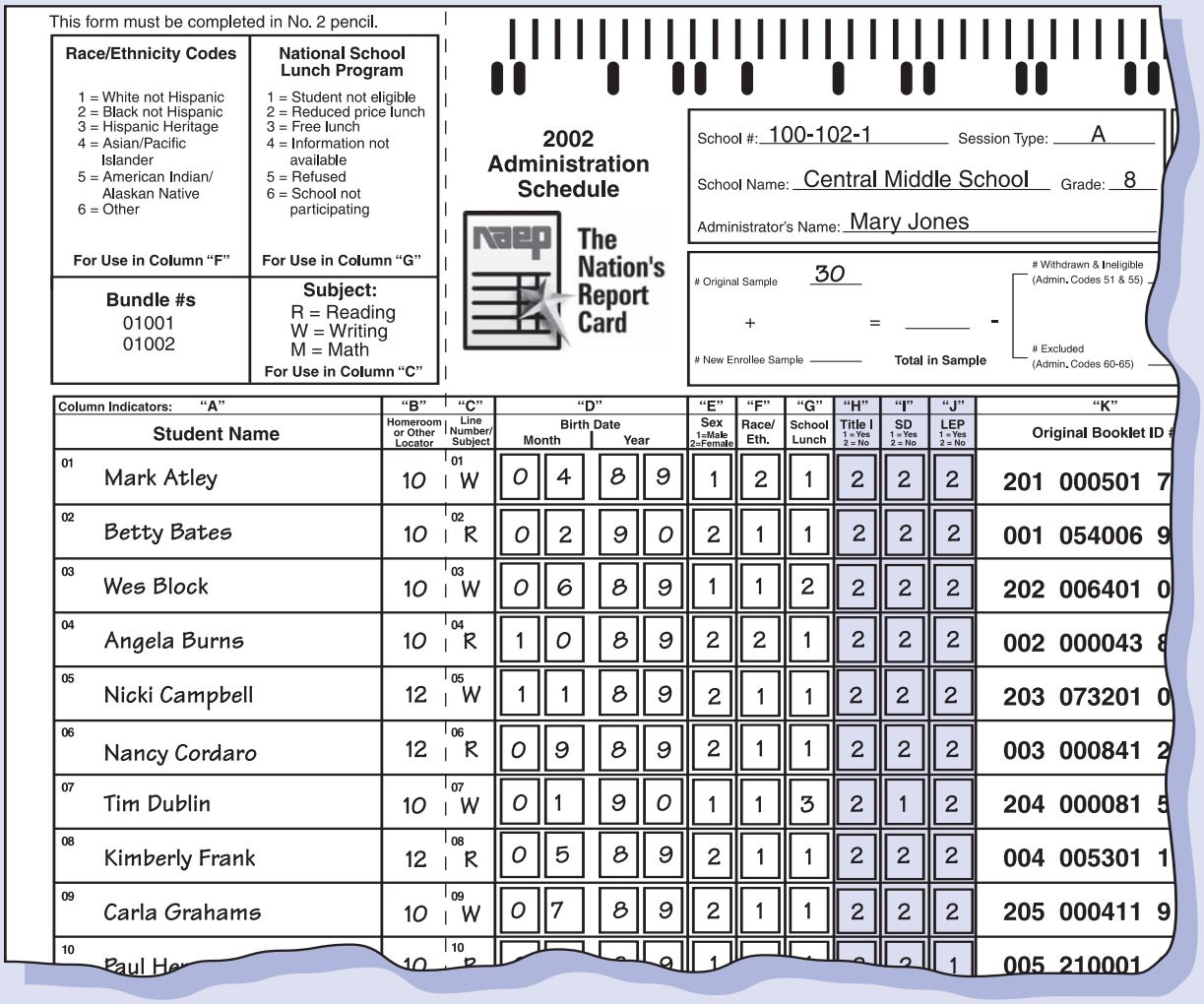
Column Indicators: "A" Student Name	"B" Homeroom or Other Locator	"C" Line Number/ Subject	"D" Birth Date Month	Year	"E" Sex 1=Male 2=Female	"F" Race/ Eth.	"G" School Lunch	"H" Title I 1 = Yes 2 = No	"I" SD 1 = Yes 2 = No	"J" LEP 1 = Yes 2 = No	"K" Original Booklet ID #	"L" Accommodation Book
01 Mark Atley	10	01 W	0 4	8 9	1	2	1	2	2	2	201 000501 7	
02 Betty Bates	10	02 R	0 2	9 0	2	1	1	2	2	2	001 054006 9	
03 Wes Block	10	03 W	0 6	8 9	1	1	2	2	2	2	202 006401 0	
04 Angela Burns	10	04 R	1 0	8 9	2	2	1	2	2	2	002 000043 8	
05 Nicki Campbell	12	05 W	1 1	8 9	2	1	1	2	2	2	203 073201 0	
06 Nancy Cordaro	12	06 R	0 9	8 9	2	1	1	2	2	2	003 000841 2	
07 Tim Dublin	10	07 W	0 1	9 0	1	1	3	2	1	2	204 000081 5	
08 Kimberly Frank	12	08 R	0 5	8 9	2	1	1	2	2	2	004 005301 1	
09 Carla Grahams	10	09 W	0 7	8 9	2	1	1	2	2	2	205 000411 9	
10 Paul Hernandez	10	10 R	0 9	8 9	1	3	1	2	2	1	005 210001 6	
11 [illegible]			[illegible]								[illegible]	

A letter from the U.S. Department of Agriculture authorizing the release of the data is sent to the school coordinator in the preassessment packet and is included in Appendix B of this manual.

Fill in the Boxes for Title I, SD, and LEP

If there is missing information in columns ***H, I,*** and ***J,*** you will ask the school coordinator to:

- Record a ***1*** in column ***H*** for any student receiving Title I services. Record a ***2*** if the student is not receiving Title I services;
- Record a ***1*** in column ***I*** if the student is identified as having a disability (SD), that is the student has an Individualized Education Plan (IEP), or equivalent classification (such as 504), for reasons other than being gifted and talented. Record a ***2*** if the student does not have a disability; and



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Bundle #s 01001 01002	**Subject:** R = Reading W = Writing M = Math For Use in Column "C"

2002 Administration Schedule

naep The Nation's Report Card

School #: 100-102-1 Session Type: A

School Name: Central Middle School Grade: 8

Administrator's Name: Mary Jones

Original Sample 30 + # New Enrollee Sample _____ = _____ Total in Sample - # Withdrawn & Ineligible (Admin. Codes 51 & 55) _____ # Excluded (Admin. Codes 60-65) _____

Column Indicators: "A" Student Name	"B" Homeroom or Other Locator	"C" Line Number/ Subject	"D" Birth Date Month	"D" Birth Date Year	"E" Sex 1=Male 2=Female	"F" Race/ Eth.	"G" School Lunch	"H" Title I 1 = Yes 2 = No	"I" SD 1 = Yes 2 = No	"J" LEP 1 = Yes 2 = No	"K" Original Booklet ID #
01 Mark Atley	10	01 W	0 4	8 9	1	2	1	2	2	2	201 000501 7
02 Betty Bates	10	02 R	0 2	9 0	2	1	1	2	2	2	001 054006 9
03 Wes Block	10	03 W	0 6	8 9	1	1	2	2	2	2	202 006401 0
04 Angela Burns	10	04 R	1 0	8 9	2	2	1	2	2	2	002 000043 8
05 Nicki Campbell	12	05 W	1 1	8 9	2	1	1	2	2	2	203 073201 0
06 Nancy Cordaro	12	06 R	0 9	8 9	2	1	1	2	2	2	003 000841 2
07 Tim Dublin	10	07 W	0 1	9 0	1	1	3	2	1	2	204 000081 5
08 Kimberly Frank	12	08 R	0 5	8 9	2	1	1	2	2	2	004 005301 1
09 Carla Grahams	10	09 W	0 7	8 9	2	1	1	2	2	2	205 000411 9
10 Paul He	10	10 R	[illegible]	[illegible]	1	[illegible]	[illegible]	[illegible]	2	1	005 210001