

- Record a **1** in column **J** for any student classified as limited English proficient (LEP). Record a **2** if the student is not classified as LEP.

Step D Select Sample of Newly Enrolled Students

The next step of the preassessment call requires you to select a sample of students who have enrolled since the original list was prepared. School coordinators were sent a New Enrollee Listing Form in their preassessment packet. The purpose of the New Enrollee Listing Form is to keep track of all students who enrolled in the selected grade after the master list was prepared in order for these students to have a chance of selection for the assessment.⁴

You will need to select a sample of newly enrolled students during the preassessment call using the Instructions for Sampling New Enrollees. Your supervisor should have included a unique set of Instructions for Sampling New Enrollees in each School Folder. An example of this form is included in the Question-by-Question Specifications in Appendix C.

Step E Review Status of SD/LEP Questionnaires (Session Type A)

The next step of the preassessment call requires you to check if there are any students with a new SD and/or LEP classification and then, for Session Type A only, review the status of the SD/LEP Questionnaires.

For every student identified on the Session Type A Administration Schedule as SD and/or classified as LEP, an SD/LEP Questionnaire must be filled out by the staff member most knowledgeable about that student. When schools sent in their student lists in the fall, they also indicated which students have an SD and/or LEP classification. A questionnaire should be completed for each student, regardless of whether or not that student will be assessed. Your supervisor should have prepared the questionnaire(s) as described and illustrated on the following pages. During the call, you will need to ask if the questionnaire was given to the appropriate person and request additional questionnaires from your supervisor if necessary.

⁴ In year-round schools, any students who will be off-track on the assessment date should not be included on the New Enrollee Listing Form.

