9. PREPARING PACKETS FOR ASSESSMENT COORDINATORS AND SCHOOLS

9.1 School Folders

After the gaining cooperation activities have been completed, you should have a school folder (Exhibit 1) for each nonpublic school in your region for which Westat staff gained cooperation. Each school folder should contain a:

- School Control Form (SCF),
- Record of Contact – School (ROC),
- Record of Contact – Diocese (if it is the first school in the district/diocese, alphabetically),
- Special Situation Form (if applicable), and
- Refusal Form (if applicable).

You will be preparing school folders for public schools (for which the state gained cooperation) when you visit the state office between November 18 -December 10 (described in Section 9.3).

9.2 Materials you will receive from Westat in November

You will receive bulk supplies from Westat soon after sampling training in November. You will receive additional blank school folders as well as folder labels for each public school. The shipment will also include materials that you will need to include in school folders for the assessment coordinators

and in preassessment packets for the schools. The materials in your Westat bulk supplies include, but are not limited to:

- Customized School Appreciation Certificates and Folders
- Student Appreciation Certificates (Grades 8 and 12)
- Cover letters (Instructions to School Coordinators for Preparing the Materials)
- New Enrollee Listing Forms
- Blank labels
- Criteria for Including Students with Disabilities and Students with Limited English Proficiency
- Department of Agriculture letters
- Demonstration Booklets (Grades 4, 8 and 12)
- List of Accommodations used by NAEP and the State
- NAEP Reading and Mathematics Frameworks
- NAEP Storage Envelopes
- "Important NAEP Materials" stickers
- Sample Parent Notification Letters
- Teacher Notification Letters
- A Teacher's Guide to NAEP publications

Exhibit 9-1. School Folder

9.3 Sampling Materials for School Folders

Public schools sampled at state office. Once you get to the state office in November, you will begin to prepare one school folder for each participating school. For these public school folders, you will place the school name label onto the tab of the folder. You will also fill out as much information as you know about the school on the front of the school folder, such as school name, address, region, area, etc.

Nonpublic schools sampled at home. Supervisors working on nonpublic schools will already have school folders that will be filled out on the front, have name labels affixed on the tabs and materials inside.

Regardless of whether your school is a nonpublic school or a public school, after you have finished sampling each of your schools, you will add to each school folder:

- a copy of the completed Instructions for Sampling New Enrollees,
- a copy of the Field Sampling Line Numbers Form, and
- a copy of the Student Information Report. On this list, you should write the number of English or reading and mathematics teachers (4th and 8th grade only). You can get this information from the Instructions for Preparing a List of Students (if school list was faxed) or from the E-File (if the school was electronically filed).

At this point you have put everything in the school folder that you can. You will be adding additional materials to it in late December.

9.4 Materials from NCS Pearson

You will receive two shipments from NCS Pearson. The first shipment will be received the last week of November and will include the Roster of Questionnaires for each fourth and eighth-grade school in your region. There will be two copies of each Roster. All of the Roster of Questionnaires will be preprinted with school names and IDs on them. You will also receive School Questionnaires, Teacher Questionnaires, and SD/LEP Questionnaires, as well as extra blank Rosters of Questionnaires.

The second shipment from NCS Pearson will arrive at the end of December. In this shipment you will receive the Administration Schedules for each session. There will be an original copy and a "School Copy" of each Administration Schedule. The Administration Schedules will be preprinted with student names and demographic information if the school was sampled by December 10. If the school was not sampled by that date, the Administration Schedules will only have school names and IDs on them. You will be responsible for preparing ID labels for students whose names were not submitted to NCS Pearson by the deadline. Additional blank Administration Schedules will also be included in this shipment. Also included in this shipment will be a set of preprinted student ID labels to be used with the appreciation certificates for grades 8 and 12.

9.5 Tasks to Complete Before Preparing School Folders and Packets for Schools

Soon after the December training sessions, you will have several tasks to complete before mailing materials to the schools and the assessment coordinators (ACs). This year assessment coordinators will be available beginning in December to provide assistance to supervisors in the preparation of both the school folders and the preassessment packets for the schools. During this period, ACs will have the opportunity to become familiar with the schools in the areas assigned to them and with the forms and other materials that will be utilized in the preassessment phase. You, as the supervisor, will be responsible for overseeing this process and verifying that all school folders and packets have been prepared correctly and contain the required forms and materials.

School Questionnaire: For fourth and eighth-grade schools only, you will assign a School Questionnaire to each school (Exhibit 9-2). You will write the School ID on the cover of the School Questionnaire (The ID can be found on the Administration Schedule). You will also fill out the information for completing the booklet online and the date the questionnaire needs to be returned to the school coordinator (usually a day before the assessment).

Teacher Questionnaire: There are three types of Teacher Questionnaires: one for fourth-grade reading and math teachers, one for eighth-grade math teachers, and one for eighth-grade English teachers. Based on the number of English or reading and mathematics teachers the school indicated they have (this information can be found on the Record of Contact – School or the Instructions for Preparing a List of Students), you will prepare the correct number of Teacher Questionnaires (Exhibit 9-3). You will enter the school ID number on them. You will also fill out the information for completing the booklet online and the date it is to be returned to the school coordinator (usually a day before the assessment).

SD/LEP Questionnaire: For fourth and eighth-grade schools, for each student identified as SD and/or LEP on the Administration Schedule, you will prepare a SD/LEP Questionnaire (Exhibit 9-4). You will enter the NAEP School ID on each SD/LEP Questionnaire, the student's demographic information, student's booklet number, the student's Administration Schedule line number, and the session ID. (All of these pieces of information come from the Administration Schedule.) You will also fill out the information for completing the booklet online and the date it is to be returned to the school coordinator (usually a day before the assessment).

Roster of Questionnaires: Next, you will prepare the Roster of Questionnaires for fourth and eighth-grade schools only (Exhibit 9-5). You should record the school name and ID from the Administration Schedule in Section I of the Roster of Questionnaires. Then you will record the School Questionnaire ID. In Section II of the Roster, you will enter each SD/LEP student's name and each SD/LEP student's 10-digit booklet ID (both of these pieces of information come from the Administration Schedule). Also in Section II of the Roster, you will enter the SD/LEP Questionnaire ID for each SD/LEP student. In Section III of the Roster you will enter the Teacher Questionnaire ID for each questionnaire. You may either make a photocopy of the roster or transcribe the information onto the second copy. You should now add a blank label to the School Questionnaire and put the principal's name on the label if it is known. You should also add a blank label to each Teacher Questionnaire and put the teacher number from the Roster of Questionnaires on the label and onto the questionnaire. Place a label on each SD/LEP Questionnaire cover and write the name of the student for whom the questionnaire needs to be completed.

Exhibit 9-2 School Questionnaire

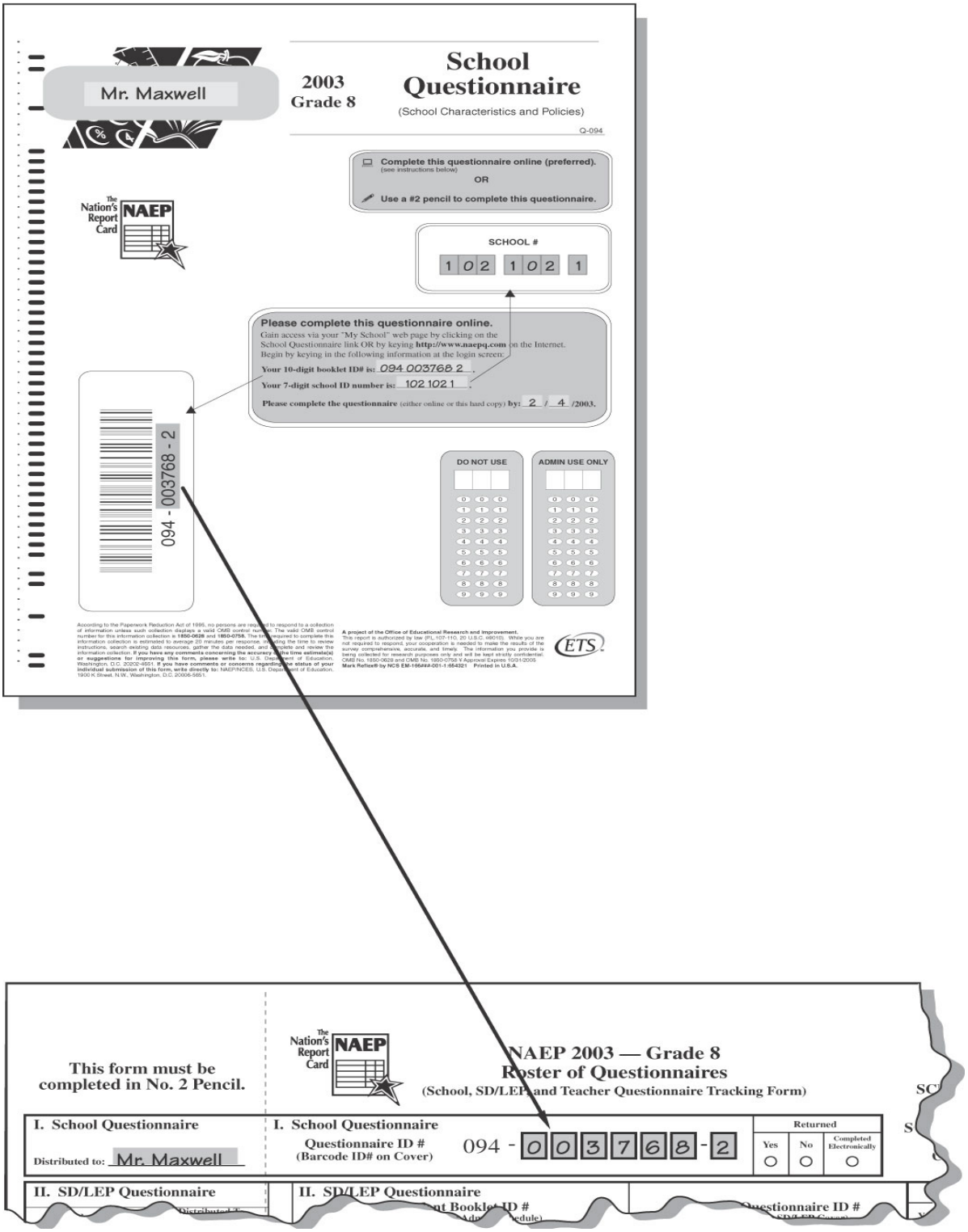

Exhibit 9-3. Teacher Questionnaire

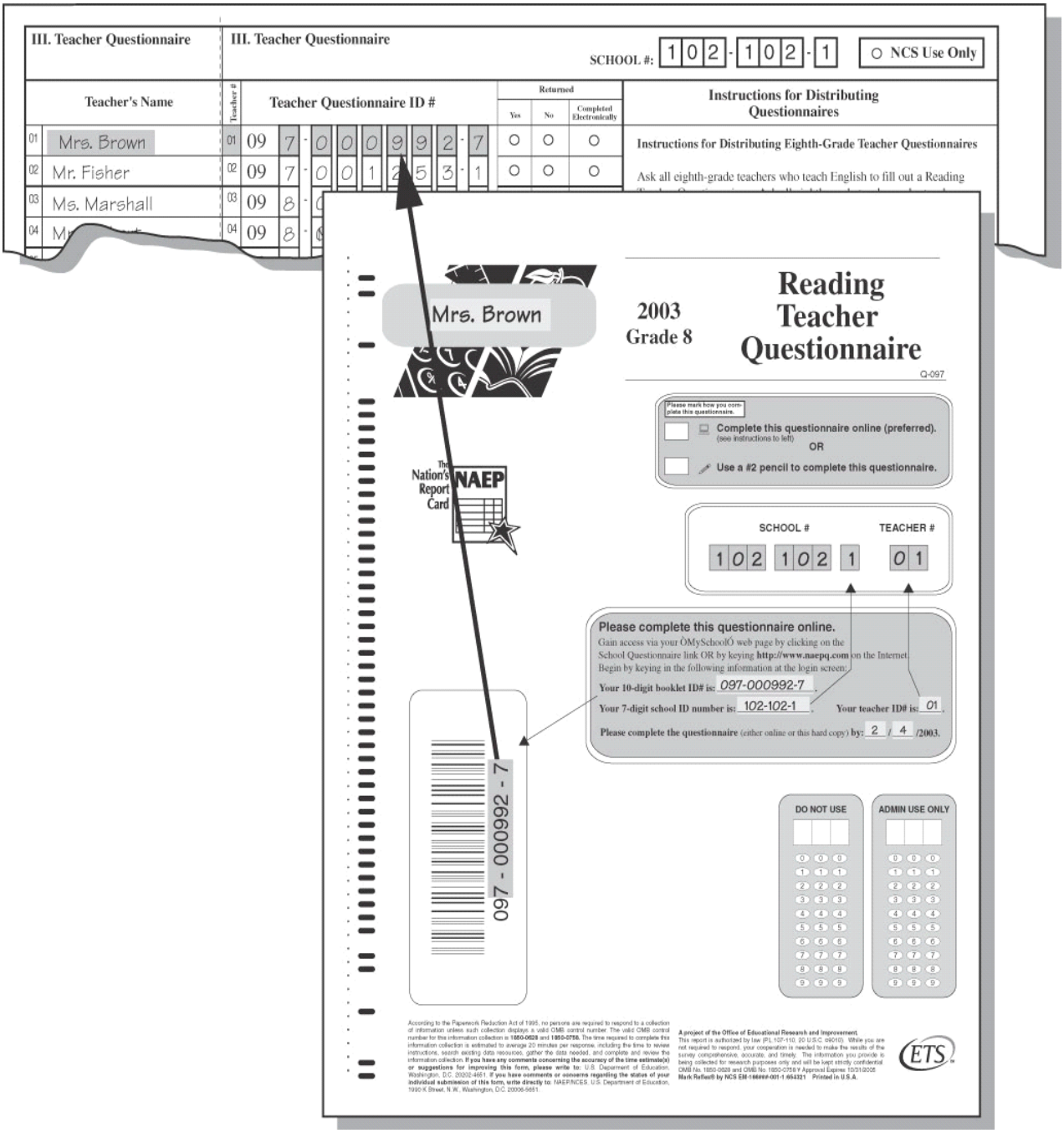

Exhibit 9-4. SD/LEP Questionnaire

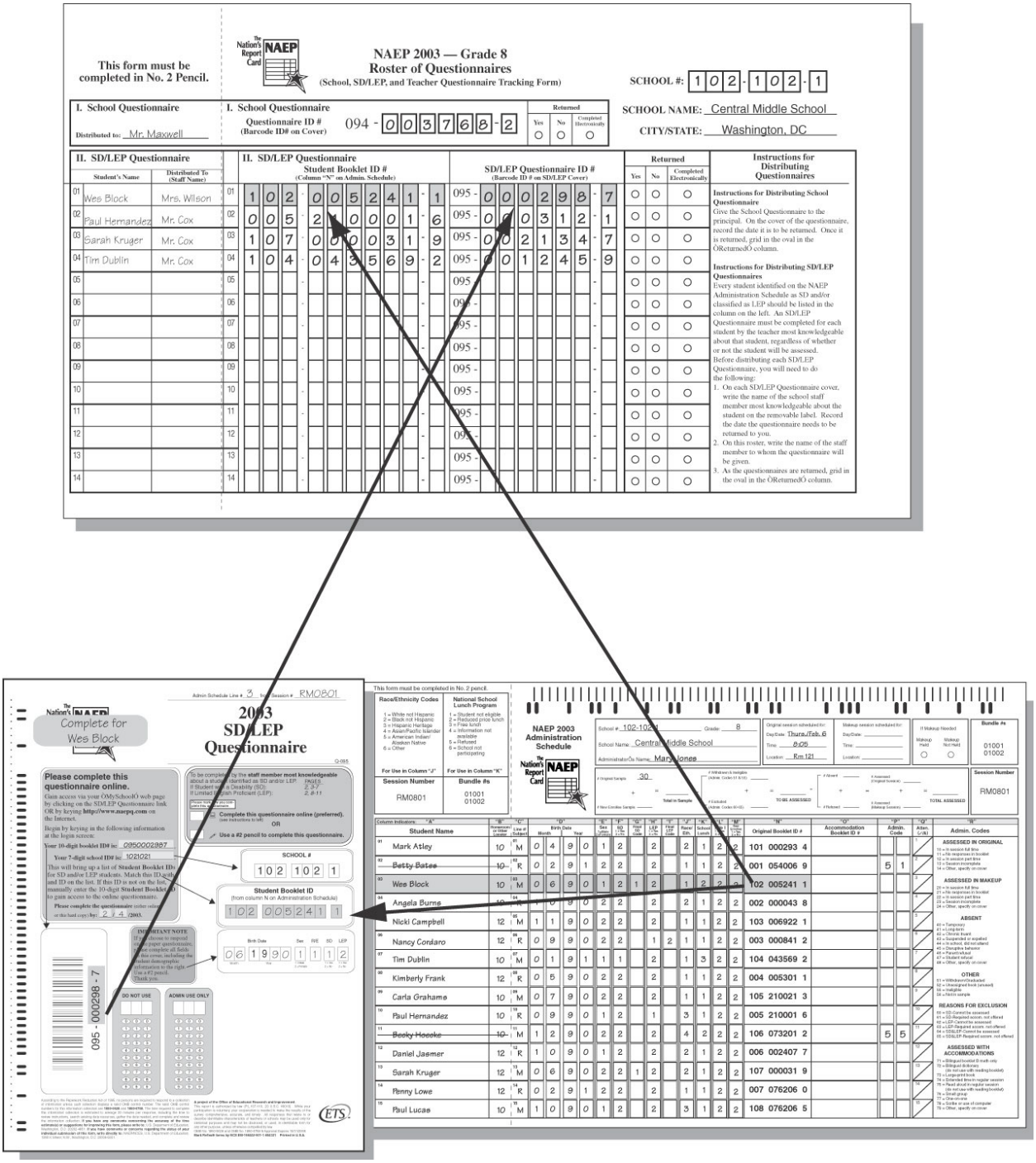

Exhibit 9-5. Roster of Questionnaires

This form must be completed in No. 2 Pencil.

The Nation's Report Card NAEP

NAEP 2003 — Grade 8
Roster of Questionnaires
(School, SD/LEP, and Teacher Questionnaire Tracking Form)

SCHOOL #: 102-102-1

SCHOOL NAME: Central Middle School

CITY/STATE: Washington, DC

I. School Questionnaire

Distributed to: Mr. Maxwell

I. School Questionnaire

Questionnaire ID # (Barcode ID# on Cover): 094-003768-2

Returned: Yes ○ No ○ Completed Electronically ○

II. SD/LEP Questionnaire

	Student's Name	Distributed To (Staff Name)		Student Booklet ID # (Column "N" on Admin. Schedule)	SD/LEP Questionnaire ID # (Barcode ID # on SD/LEP Cover)	Returned: Yes	No	Completed Electronically
01	Tim Dublin	Mrs. Wilson	01	104-093569-2	095-000298-7	○	○	○
02	Paul Hernandez	Mr. Cox	02	005-210001-6	095-000312-1	○	○	○
03			03		095-	○	○	○
04			04		095-	○	○	○
05			05		095-	○	○	○
06			06		095-	○	○	○
07			07		095-	○	○	○
08			08		095-	○	○	○
09			09		095-	○	○	○
10			10		095-	○	○	○
11			11		095-	○	○	○
12			12		095-	○	○	○
13			13		095-	○	○	○
14			14		095-	○	○	○

Instructions for Distributing Questionnaires

Instructions for Distributing School Questionnaire
Give the School Questionnaire to the principal. On the cover of the questionnaire, record the date it is to be returned. Once it is returned, grid in the oval in the ÒReturnedÓ column.

Instructions for Distributing SD/LEP Questionnaires
Every student identified on the NAEP Administration Schedule as SD and/or classified as LEP should be listed in the column on the left. An SD/LEP Questionnaire must be completed for each student by the teacher most knowledgeable about that student, regardless of whether or not the student will be assessed. Before distributing each SD/LEP Questionnaire, you will need to do the following:

1. On each SD/LEP Questionnaire cover, write the name of the school staff member most knowledgeable about the student on the removable label. Record the date the questionnaire needs to be returned to you.
2. On this roster, write the name of the staff member to whom the questionnaire will be given.
3. As the questionnaires are returned, grid in the oval in the ÒReturnedÓ column.

III. Teacher Questionnaire

SCHOOL #: 102-102-1 ○ NCS Use Only

	Teacher's Name	Teacher #	Teacher Questionnaire ID #	Returned: Yes	No	Completed Electronically
01	Mrs. Brown	01	097-000992-7	○	○	○
02	Mr. Fisher	02	097-001253-1	○	○	○
03	Ms. Marshall	03	098-014398-7	○	○	○
04	Mr. Herbert	04	098-021467-3	○	○	○
05		05	09-	○	○	○
06		06	09-	○	○	○
07		07	09-	○	○	○
08		08	09-	○	○	○
09		09	09-	○	○	○
10		10	09-	○	○	○
11		11	09-	○	○	○
12		12	09-	○	○	○
13		13	09-	○	○	○
14		14	09-	○	○	○
15		15	09-	○	○	○
16		16	09-	○	○	○
17		17	09-	○	○	○

This form must be completed in No. 2 pencil.

Instructions for Distributing Questionnaires

Instructions for Distributing Eighth-Grade Teacher Questionnaires

Ask all eighth-grade teachers who teach English to fill out a Reading Teacher Questionnaire. Ask all eighth-grade teachers who teach Mathematics to fill out a Mathematics Teacher Questionnaire. Follow the procedures below for each questionnaire you distribute.

On this roster:

1. Create a list of *all* eighth-grade English or Mathematics teachers under ÒTeacher's Name.Ó
2. In the column labeled ÒTeacher Questionnaire ID,Ó record the unique eight-digit ID number from the questionnaire you give to each teacher named in the first column. (The Ò09Ó prefix has been preprinted.)
3. As the questionnaires are returned, grid in the oval in the ÒReturnedÓ column.

On the front cover of each questionnaire:

1. Record the name of the teacher receiving the questionnaire and the date the questionnaire needs to be returned to you.
2. Record the two-digit teacher number located in the column to the right of the teacherÕs name on this roster (e.g., 01, 02, 03). *It is critical that this number is recorded accurately.*

NCS IM-165138-001-034321
Printed in U.S.A. - Gr. 8 Roster

9.6 Completing the School Folders for the Assessment Coordinators

At this stage, all of the materials are ready for putting together the school folders to send to the assessment coordinators (ACs). You will now place one set of the original Administration Schedule and Roster of Questionnaires into the appropriate school folder. You will add the customized school appreciation certificate and folder to the school folder. The school folder is now complete for each assessment coordinator. You will now send all of the completed school folders to the appropriate assessment coordinators. See Exhibit 9-6 for a list of the materials that should be in the school folder at this time.

Exhibit 9-6. List of Materials in School Folder sent to ACs

Instructions for Sampling New Enrollees

Field Sampling Line Numbers Form

Student Information Report

School Control Form (if nonpublic school)

Record of Contacts (if nonpublic school)

Special Situation Form (if nonpublic and if applicable)

Refusal Form (if nonpublic and if refused)

Original copy of each Administration Schedule

Original copy of Roster of Questionnaires

School Appreciation Certificate

School Appreciation Certificate Folder

9.7 Preparing Preassessment Packets for the Schools

You will now prepare a preassessment packet that will be sent to each school. On the top of the packet you will have a cover letter (Instructions to School Coordinator for Preparing the Materials), which outlines what materials are included in the packet and what the school coordinator should do with them. Prior to sending the letter, you will need to enter the school coordinator's name, the assessment date for the school, and sign the bottom of the letter. Assessment coordinators will be calling them a few days after receiving the packet to go over the materials with them in detail. Next, place the "School Copy" of the Administration Schedules and the second copy of the Roster of Questionnaires (for fourth and eighth-grade schools only) underneath the cover letter. Underneath the Roster of Questionnaires, for fourth and eighth-grade schools only, you will place the School Questionnaire then the Teacher Questionnaires. The SD/LEP Questionnaires (for fourth and eighth-grade schools) will be placed in the packet underneath the Teacher Questionnaires. Next you will place the Criteria for Including Students, the list of Accommodations Used by NAEP and the State and the New Enrollee Listing Form underneath the SD/LEP Questionnaires. Underneath the New Enrollee Listing Form, place the Department of Agriculture Letter, the Teacher Notification Letter, and the Sample Parent Notification Letter. You will then place the Teacher's Guide to NAEP (one per Teacher Questionnaire), the grade-appropriate Demonstration Booklets, the appropriate Frameworks, and the Student Appreciation Certificates and preprinted labels (grades 8 and 12 only) underneath the other materials. Finally, you can put the School Storage Envelope at the bottom of the materials. See Exhibit 9-7 for an ordered list of these materials for the preassessment packet. Please Note: If you (or the state coordinator) have previously sent the Frameworks or Demonstration Booklets to a school, they should not be included in the preassessment packet.

Suggested mailing dates to the schools are given below:

Assessment Date	**Mail Date**
Jan. 27 – Jan. 31	January 6 - 9
Feb. 3 – Feb. 7	January 13 - 16
Feb. 10 – Feb. 14	January 20 - 23
Feb. 17 – Feb. 21	January 27 - 30
Feb. 24 – Feb. 28	February 3 - 6
Mar. 3 – Mar. 7	February 10 - 13

Exhibit 9-7. Order of Materials in School Packet

Cover Letter (Instructions to School Coordinator for Preparing the Materials)

"School Copy" Administration Schedules (one for each session)

Second copy Roster of Questionnaires (4th and 8th grade schools only)

School Questionnaire (4th and 8th grade schools only)

Teacher Questionnaires (4th and 8th grade only)

SD/LEP Questionnaires (4th and 8th grade only)

Criteria for Including Students with Disabilities and Students with Limited English Proficiency

List of Accommodations Used by NAEP and the State

New Enrollee Listing Form

Department of Agriculture Letter

Teacher Notification Letters

Sample Parent Notification Letter

A Teacher's Guide to NAEP (one per Teacher Questionnaire)

Demonstration Booklets (one per grade being assessed)

NAEP Reading and Mathematics Frameworks

Student Appreciation Certificates and preprinted labels (Grades 8 & 12 only)

School Storage Envelope

9.8 Mailing Folders to Assessment Coordinators and Packets to Schools

You will be mailing the school folders to the assessment coordinators (ACs) and the packets to the schools via FedEx. For ACs, the school folder should fit in a small FedEx box. These boxes can be ordered directly from FedEx (1-800-GO-FEDEX or FedEx.com). For schools, the materials will require a large FedEx box. These should also be ordered directly from FedEx. The materials should be sent by express package service using "FedEx Priority Overnight". The packaging should be "Other Pkg" for a FedEx box. The Payment should be "Third Party" using Westat's FedEx's code of 1290-1574-8. Enter the project number 7707.03.52.05 in Section 2 for the Internal Billing Reference number. For the materials that are sent to the schools, you will receive bright neon labels that say "Important NAEP Materials" that can be affixed to the outside of the FedEx box. See Exhibit 9-8 for a sample FedEx label. Be sure to save the FedEx tracking numbers in case the school folders or preassessment packets need to be tracked.

Exhibit 9-8. FedEx Label for Mailing